



The Rivers
C.of E. Academy Trust

Unity Academy

First Aid Principles and Procedures

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First Aid and Adminstrating Medication

At Unity Academy, the aim of First Aid is to reduce the effects of injury or illness suffered. It is important that people receive immediate attention and that an ambulance is called where necessary. First Aid can save lives and prevent minor injuries becoming major ones.

First Aid provision must be adequate and appropriate in all circumstances. This means that sufficient First Aid personnel and facilities should be available:

- to give immediate assistance to casualties with common injuries or illness;
- to summon an ambulance or other professional help.

DEFINITION

First Aid means (as far as the regulations are concerned):

- cases where a person will need help from a medical practitioner; treatment for the purpose of preserving life and minimising the consequences of injury or illness
- treatment of minor injuries, which would otherwise receive no treatment or which do not need treatment by a medical practitioner

STATEMENT

Unity Academy is committed to providing sufficient numbers of First Aid personnel to deal with accidents and injuries that occur. The school will provide information, instruction and training

to specific employees to ensure that statutory requirements and the needs of the school are met.

FIRST AID ARRANGEMENTS

Personnel

First Aid personnel are members of staff who have volunteered for the role or are designated First Aiders and who have been assessed as being suitable. The identities of First Aid personnel are displayed on First Aid notices located at positions around the school.

In the case of visits, excursions and events, risk assessment is carried out to take account of the First Aid requirements.

All First Aiders **must** hold a valid certificate issued by an organisation approved by the Health and Safety Executive. First Aid certificates are valid for three years and refresher training must be arranged before the certificate expires.

All First Aiders have Epipen/Jext Pen training and most school staff have been trained in the use of an Epipen/Jext Pen, with yearly up dates of training provided.

Materials

A First Aid cupboard and bags are provided by the School to ensure that there are adequate supplies for the nature of the accidents occurred. First Aid personnel are responsible for their contents and maintenance. The school will replenish stocks as required if items have been used or their expiry dates have passed.

RECORDING ACCIDENTS

All accidents need to be recorded, however minor. A Unity Academy Accident Report must be completed as soon as possible after the injury has occurred and signed.

A Unity Academy Pupil Accident Form should be completed for pupils whenever injuries occur involving:

- assault by another person
- fractures or suspected fractures
- medical/hospital treatment
- head injuries giving rise to concern (eg. concussion or unconsciousness)
- defects in equipment, furnishings or premises.

This should be reported to the LA within **two days** of the accident using the myCority on-line electronic accident reporting system.

Accidents involving death or very serious injury should be reported to the LA's Health and Safety Co-ordinator **immediately** using the myCority on-line electronic accident reporting system.

TRANSPORTATION OF CASUALTIES

First Aid personnel are not expected to accompany a casualty to hospital or transport them anywhere. If a situation arises where hospital treatment is required, an ambulance is called and the parent/carer is contacted.

If a hospital recommendation is made by the First Aider (but not an emergency), parents or carers are contacted and it is their responsibility to transport their child.

In the unusual event that a parent/carer cannot be contacted, a member of staff will accompany the child if they are in immediate danger or need immediate hospital treatment.

ADMINISTRATING MEDICATION TO PUPILS

First Aiders and staff are not contractually obliged to give medication or to supervise a pupil taking it. It is, therefore, a voluntary activity. Any medication given whether prescription or non-prescription must be accompanied by a completed medical consent form, which should show dosage and timings. Medication should always be supplied by the parent/carer.

In cases where children may require an epipen, they should have a Health Care Plan.

In cases where Ritalin or similar medication is prescribed, two members of staff will administer and sign to say medication was given. This medication must be handed into the office where it will be stored in a locked container.

School reserves the right to refuse admittance to school if a child's (known to school) medication is not on the premises and in date.

PARENT/CARER RESPONSIBILITY

Prime responsibility for pupils' health rests with parents and carers. In order that medication can be administered in school, parents/carers must complete a medical consent form.

In cases where Ritalin or similar medication is prescribed, this medication must be handed into the office where it will be stored in a locked container.

It is parents'/carers' responsibility to ensure medication is in date and there is an adequate supply in school.

If a child needs non-prescribed medication during the school day (e.g. Calpol, Nurofen, Piriton), parents/carers are encouraged to come into school to administer it.

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