



Bradford Academy

First Aid & Illness Policy (Including addendum for Covid19)

Document Control

Contact	Sara Torrance/JTY	
Document path / filename	First Aid Policy	
Version	1.0	
Publication Date	9/09/20	
Related Documents	Medical needs policy, medication policy	
Guidance	<p>Education policy 2003, Health & Safety at work etc act & first aid regulations 1981</p> <p>Guidance on Health protection in schools and other childcare settings</p> <p>Statutory framework for the early years foundation</p> <p>The Road Vehicles (Construction and Use) Regulations 1986</p>	
Review Date	September 2021	
Approved by	JTY	Date: 09/09/20
Distribution		

Version	Date	Comments	Author
1	9/9/2020	Covid addendum added	STE

REVIEW PROCESS PRIOR TO RATIFICATION

NAME / GROUP / DEPARTMENT / COMMITTEE	COMMENTS	DATE
First Aider		3/09/20
PDI JTY	Reviewing	9/9/20
Governing Body	Ratification	14/9/20

Contents

Contents.....	3
Document summary	5
Authority and circulation	5
Definitions and Terminology.....	5
First Aid	5
First Aiders	5
First Aid Guidance	5
Appointed Persons.....	5
Staff.....	6
The Health and Safety Officer	6
Aims of this policy	6
Who is responsible?.....	6
Overall responsibility.	6
Equipment & Persons.	6
Needs (risk) Assessment.	6
Access.....	6
Training.	6
Review:.....	6
First Aiders	7
The main duties.....	8
Training	8
Standards	9
First Aid Equipment.....	9
Diagnostic equipment & Observations	9
First Aid Room.....	9
First aid boxes	9
Academy minibuses:	10
Off-site activities:	10
Procedures	10
Non-emergency	10
Emergency.....	11
Emergency Services	11
Learners & staff with specific medical conditions.	11

Illness in the academy.....	11
Safeguarding unwell learners	12
Nutrition.....	13
Pain relief	13
Temperature	13
Infection control, Vomiting & diarrhoea.	13
Staff Illness in the academy	14
Reporting	14
Accident Report:	14
Reporting to Parents:.....	14
Reporting to HSE:.....	15
Monitoring & Review:.....	16
Covid Addendum.....	17
Procedures for running the Covid isolation room & referrals. (CIR)	17
Personal Protective Equipment (PPE).....	19
Face Coverings	19
Staff who provide direct personal care.....	19
Donning (putting on) and Doffing (taking off) PPE	19
Re-stocking your PPE	20

Document summary

Authority and circulation

This policy has been authorised by *the principal and governors* of Bradford Academy. It is available to parents and students and to all members of Academy Staff.

The arrangements within this policy (for example the number of First Aiders, Appointed Persons and first aid boxes and contents of first aid boxes) are based on the results of a suitable and sufficient needs assessment carried out by the Academy with regard to all staff, students and visitors.

This policy complies with paragraph 3(6) of the schedule to the Education (Independent School Standards) (England) Regulations 2003 (SI 2003/1910), the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917) and the *First aid at work: Health and Safety (First Aid) Regulations 1981 approved code of practice and guidance*.

Definitions and Terminology

First Aid means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness. For the avoidance of doubt, First Aid does not include giving any tablets or medicines, the only exception being giving aspirin to treat a suspected heart attack, and administering an Adrenaline Auto injector for a severe allergic reaction, in accordance with accepted first aid practice

First Aiders are members of staff who have completed an approved First Aid course and hold a valid certificate of competence in First Aid at Work (**FAW**) or Emergency First Aid at Work (**EFAW**), Emergency Paediatric First Aid (**EPFA**), or the full Paediatric First Aid first Aid (**PFA**), based on the requirements of the Health and Safety Executive (**HSE**) and the Early Years Foundation Stage requirements (**EYFS**)

First Aid Guidance is the *First aid at work: Health and Safety (First Aid) Regulations 1981: approved code of practice and guidance* (Health and Safety Executive, 2nd edition, 2009).

Appointed Persons are members of staff who are not qualified First Aiders who are responsible for looking after the first aid equipment and facilities and calling the emergency services if required. Appointed persons should not administer first aid. The academy main first aider will assume this duty or delegate as required.

Staff means any person employed by the Academy, volunteers at the Academy and self-employed people working on the premises.

The Health and Safety Officer is *Andy Blake*, who can be contacted on 01274 256789 ext 6703

Aims of this policy

To ensure that the Academy has adequate, safe and effective First Aid provision in order for every student, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.

To ensure that all staff and students are aware of the procedures in the event of any illness, accident or injury.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, Staff should dial 9 for an outside line followed by 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy whilst making clear arrangements for liaison with ambulance services on the Academy site.

Who is responsible?

Overall responsibility. The Academy principal, as the employer, has overall responsibility for ensuring that the Academy has adequate and appropriate First Aid equipment, facilities and First-Aid personnel and for ensuring that the correct First Aid procedures are followed.

Equipment & Persons. The Principal delegates to the Academy Operations Director, the day to day responsibility for ensuring that there are adequate and appropriate First Aid equipment, facilities and appropriately qualified First Aid personnel available to the Academy. For more information please see <http://www.hse.gov.uk/firstaid/legislation.htm>

Needs (risk) Assessment. The Academy First Aider, or other suitably trained and experienced person, will carry out an annual First Aid needs assessment and review the First Aid needs to ensure that the First Aid provision is adequate, and communicate the findings to the operations director and other health & safety officers as appropriate.

Access. The Vice Principle for support and guidance, is responsible for ensuring that all staff and students (including those with reading and language difficulties) are aware of, and have access to, this policy.

Training. The Operations director, is responsible for ensuring that staff have the appropriate and necessary First Aid training as required and that they have sufficient understanding, confidence and expertise in relation to First Aid.

Review: The Health & Safety officer, Andy Blake, is responsible for all reviews following accidents / incidents and annually or as otherwise required.

First Aiders

The following staff have completed a First Aid course and hold a certificate of competence (C) or Attendance (A) in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW):

Primary indicated in Green

EFAW	FAW	FREC 3 or 4
Members of the Care Team	Becky McGhie – including patient obs. Philippa Darbandi – including patient obs. Christopher Wainman Joe Carlisle	Sara Torrance FREC 3
EPFA Jenny Raine (Inc. Temperature) Leanne Copley (Inc. Temperature) Natasha White (Inc. Temperature) Helen Burbank (Inc. Temperature) Courtney Pickersgill (Inc. Temperature) Jessica Poirier (Inc. Temperature)	PFA Becky McGhie Philippa Darbandi	

The main duties

- To give immediate First Aid to students, staff or visitors when needed, commensurate with the standards in the current voluntary aid society FAW manual (currently version 10 amended), in order to preserve life and prevent injuries from worsening.
- To ensure safety to themselves and the casualty
- Call an ambulance or other professional medical help when necessary.
- First Aiders are to ensure that their First Aid certificates are kept up to date.
- Gain consent to treat the casualty
- The First Aiders will undergo update training at least every three years.
- To read and acknowledge understanding of all relevant policies in connection with their job role, and to assist where appropriate in the updating and maintaining of these policies.

All staff should read and be aware of this Policy, know who to contact in the event of any illness, accident or injury and ensure this Policy is followed in relation to the administration of First Aid. All staff will use their best endeavours, at all times, to secure the welfare of the staff and students.

Training

First Aiders will be trained by a suitable and reputable training provider, whose staff are trained in the management of first aid, to a minimum of FAW standard and are in possession of a suitable teaching / training and assessing qualification. This is to be checked by the person who books the first aid course.

As stated in the First Aid Needs Assessment, when selecting a provider for training our first aid team, we will use a training provider who offers a recognised OFQUAL certificate, or by one of the First Aid charitable organisations.

Training will be updated every 3 years, with an annual refresher available for staff who request it. The Academy main first aider will provide updates and refreshers periodically.

Whilst it would be sensible, training does not need to be exclusively externally led. Where there is a suitable person in the Academy able to deliver first aid training, it would not be necessary to send first aiders out to a provider, and providing due diligence checks are carried out, it would be acceptable for first aiders to attend internal training courses and be issued with an Academy certificate of attendance / competence.

Currently, the member of staff suitably qualified to deliver first aid training is Sara Torrance, the academy main first aider.

Standards

All first aid treatment will be carried out in line with:

- The Charitable organisations First Aid manual, at the most current edition (currently version 10 (revised))
- Resuscitation council guidelines 2015
- Other Specific, documented, training that the first Aider has attained outside of this remit that can be evidenced.
- Guidelines given in times of pandemic by the resuscitation council

First Aid Equipment.

It would fall to the Academy's main first aider to ensure the medical room is adequately stocked with first aid equipment, suitable to the injuries requiring treatment. See needs assessment document for a list of typical equipment.

Diagnostic equipment & Observations

This should **not** generally be used by first aiders, however first aiders with specific training (FREC, professional medical persons) or those trained by the Academy Main First Aider where appropriate, may use the following diagnostic equipment:

- Tympanic thermometer
- Pulse oximeter
- BP recording instruments (digital or with stethoscope as trained)

Equipment / medication not specified in the needs assessment, will not be permitted for use in a first aid capacity.

If there are no persons trained in the ability to undertake patient observations using diagnostic equipment or other methods, (Temperature, pulse, O2 levels & blood pressure) then these activities should only be carried out where the first aider feels they have the experience or ability to use the equipment provided, and make an experience based judgement formed from the use of everyday life skills gained as a responsible adult. The Academy senior leadership team should not insist that a first aider takes patient observations if they do not feel able to make the judgement and where they have not been specifically and suitably trained to do so.

First Aid Room

Will be stocked by the First Aider as per the needs assessment and minimum order levels, using the appropriate suppliers.

First aid boxes

First aid boxes are marked with a white cross on a green background and are stocked in accordance with the academy needs assessment and as per the recommendations of the contents of a BSI kit. For more information please see <http://www.hse.gov.uk/firstaid/legislation.htm>.

First aid boxes are located

1. DSP office
2. Key stage offices, if requested.
3. PE office
4. Main and satellite kitchens.

If first aid boxes are used, they should be taken to the First Aider who will ensure that the first aid box is properly re-stocked.

All requirements for the first aid kits are supplied by the First Aider and are regularly stocked when requested

Academy minibuses:

The Academy may from time to time use / hire transport. In such circumstances, the member of staff in charge is responsible for ensuring that there is adequate first aid provision (which may require the member of staff to contact a first aider). The First Aid box should be stocked in accordance with part 2 of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078)

These are available as travel kits from the Medical room, which must be signed out by the trip organiser. Failure to return the travel kit to the medical room after use will incur a fee of £70 to the department of the person who signed the kit out.

Off-site activities:

First aid boxes for any off-site activities can be collected by prior arrangement from the medical room. Any incident of first aid treatment must be reported and entered into the temporary accident report book.

When students travel offsite for PE, they will be accompanied by a member of staff and will take first aid equipment. Any incident of first aid treatment must be reported and entered into the temporary accident report book.

Procedures

If a student is taken seriously ill in a lesson or has an accident, and it is felt necessary for medical treatment the following may occur

Non-emergency

- Student is sent to the First Aider (accompanied by another student / staff member if this is deemed necessary)
- Emergency First Aider is sent for if student is unfit to move
- First aid is administered when necessary. Parents/carers may be contacted depending upon the nature of the problem, especially if it is thought that some follow up may be needed.

Emergency

- In more serious cases where hospital attention is deemed necessary, the Academy will attempt to contact parents/carers who will be expected to take their child to hospital unless this is an emergency.
- In an emergency, an ambulance will be called and the parent/carer contacted by the Academy.
- Parents will be expected to meet the ambulance at the Academy. Where the parents / carers wish to meet the learner at the hospital, a member of staff will not generally be sent, as they will be in the care of the Yorkshire Ambulance Service
- If parents cannot be contacted, the Academy will act in loco parentis and give permission for any emergency treatment, on advice from clinicians and in the learner's best interests. In this case, a member of staff will always accompany the learner to the hospital.
- Learners siblings who attend the Academy, will not be permitted to ride unaccompanied in the ambulance with the injured learner (except where the sibling is a post 16 learner and a named contact)
- In the event a learner is transported in an emergency ambulance, parents may collect siblings of the injured learner from reception in the usual manner, in the event that it would be difficult to collect them at the usual end of day.

Emergency Services

Where the emergency services are required, it should become the responsibility of one designated individual to make the call. The first aider on scene will take charge and appoint someone to make the call and give all the details required.

The Lister Avenue address should be used where possible, using the post code BR4 7QR.

Learners & staff with specific medical conditions.

Please refer to our medical needs policy for dealing with specific conditions and for details of the Academy Nursing & Wellbeing service.

Illness in the academy

The teacher or associate staff who first observes, or is informed of illness, must estimate how serious it is. Learners will often state they feel sick, or have headaches, and this is generally not a cause for concern.

If the staff member becomes concerned.

1. In the first instance should seat the learner near them, observe and monitor their condition, ensuring they have water to drink.

2. A learner who feels they may vomit, may be sent to the toilet in the usual way, but should be instructed to return to class so that they can be monitored.
3. Learners should remain in class where observation, monitoring and assessment of complaint may be undertaken.

It may be appropriate to clarify the learner's condition at change of lesson / break and allow learner to proceed with peer / staff support as necessary, informing other colleagues of concerns, if any.

If you become increasingly concerned about a learners condition:

4. Staff should send for pastoral support and continue to observe until support has arrived.
5. Pastoral may decide that first aid support is required either in the lesson or in the medical room.
6. Only send a learner to see first aid, with a note in their planner, stating the reason for your concern and the time / date. They may be accompanied by either a member of staff or another learner if it is appropriate, if you feel their condition has deteriorated sufficiently to require further treatment.

Safeguarding unwell learners

The duty first aider, will make an evidence based decision or in consultation with the attendance and pastoral teams, make an informed decision about whether a learner is able to stay in Academy and will contact parents if a learner needs to go home for any reason.

The first aiders in the academy cannot diagnose or treat some conditions which require specialist medical intervention or provision. They will make decisions based upon their current knowledge and practice.

Learners should not call their parents directly, as it is not always necessary for the learner to go home when other provisions can be made to support them in school, or to cause alert to a parent for a non-emergency condition. First Aiders must not make contact with parents via a learner's mobile telephone, in the interests of safeguarding all our learners. Where difficulties arise in contacting parents, contact the learners pastoral support worker for advice.

In the interests of safeguarding our learners, we are only able to call numbers held on file, and learners can only go home, when collected by one of the named contacts held on file, or a designated adult, whose name must be left with reception, by that designated contact.

Learners from any year group when deemed unwell, must not be allowed to walk home, take public transport home or be sent home in a taxi. They **MUST** be collected by a suitable adult. (There may be extreme circumstances where this can be waived, however support must be gained from the lead member of the safeguarding tem)

Nutrition

It is often the case that learners visit first aid support for nausea, headaches & dizziness. Occasionally learners will feel weakened and may appear pale and shaky. These symptoms are often caused by lack of nutrition, especially missing breakfast and not taking in enough water. When these symptoms are present, and the learner has no elevated, or below normal temperature and there are no other medical considerations, the learner will be encouraged to get something to eat and drink, and return to lessons as normal. Should the learner's condition remain unchanged or deteriorate, the steps 1 – 6 above should be further carried out.

The academy's duty first aider will re-assess their condition, before deciding whether it is appropriate to send a learner home.

We encourage all learners to consider their nutritional needs, in order to be productive and stay well during the Academy day. If the learner has no means of providing themselves with appropriate nutrition whilst at the Academy, arrangements can be made to ensure their well – being is paramount. This may include the use of a dinner slip, or telephoning the parents to bring adequate nourishment into the academy.

Pain relief

The Academy is not able to provide pain relief. Where a learner has pain that is not a result of injury, we may request that parents / carers bring pain relief to the learner at the Academy, to enable them to carry on their day. Parents / carers will be responsible in this instance for administering the pain relief to the learner.

Temperature

The Academy recommends the use of a tympanic thermometer in the Academy, should a learner feel unwell. First Aiders using the thermometer will receive training on its use and follow the principles below.

- Normal temperature between 36°C and 37.4°C. Learner may remain in the Academy
- Elevated Temperature 37.5°C and over. Learner may want to, and should be allowed to go home
- Fever 38°C and over – learner will need to go home
- Temperature lower than a normal body temperature may indicate illness. An attempt should be made to warm the learner and temperature re checked after 15 minutes. If there is no improvement, the learner should be sent home.

Infection control, Vomiting & diarrhoea.

The Academy works in conjunction with the government guidelines on infection control in schools and childcare settings.

Diarrhoea – this is noted after 3 episodes of loose stools within 24 hours, and a learner should be sent home.

Vomiting – Where a learner has not eaten, they should be encouraged to do so. Vomiting can be a symptom of anxiety, so communication with the learner in a caring manner, with some time out of lesson may be effective. Check for underlying medical conditions. If symptoms of Norovirus are present, or the learner has an elevated temperature, they should be sent home.

Learners sent home with these symptoms should not return to school until 48 hours after the symptoms have stopped.

Learners usually do not need to go home in the following instances:

- Vomiting Bile: is generally green / yellow with a sour odour and generally due to having an empty stomach
- Vomiting Liquid: can be clear or coloured, and is generally the result of drinking something too quickly, or on an empty stomach

Staff Illness in the academy

Staff who feel unwell should make a judgement, as adults, about their own suitability to be in the academy, and inform their line manager as required. They may use the first aid room for checking temperature and to take any medication in privacy.

Reporting

The First Aider should complete a record of first aid provision into the appropriate report. (Accident report or illness report)

All injuries, accidents and illnesses, however minor, must be reported to a first aider and they are responsible for ensuring that the accident / illness report is filled in correctly and that parents are kept informed as necessary.

Accident Report:

All injuries, accidents, and dangerous occurrences on or off the Academy site if in connection with the Academy must be recorded in the accident report; this is an on-line document maintained by the Academy First Aider. The date, time and place of the event or illness must be noted with the personal details of those involved with a brief description of the nature of the event or illness. Records should be stored for at least 3 years or if the person injured is a minor (under 18), until they are 21.

As above, we have an illness report which should be completed for all NON-Accidents.

Reporting to Parents:

In the event of accident or injury parents must be informed as soon as practicable. The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the First Aider if necessary.

Reporting to HSE:

The Academy is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 1995/3163) (**RIDDOR**) to report certain incidents to the HSE. The person responsible for reporting all incidents / accidents involving staff or learners is Andy Blake.

Monitoring & Review:

There will be a termly review of reported incidents, which is carried out by the First Aider in order to take note of trends and areas of improvement in accidents and illnesses. This will form part of the annual First Aid Needs (risk) assessment. The information may help identify training or other needs and be useful for investigative or insurance purposes.

In addition, the health & safety officer will undertake a review of all procedures following any major incident to check whether the procedures were sufficiently robust to deal with the major occurrence or whether improvements should be made.

The policy will be reviewed annually by The Academy First Aider, in consultation with the Academy Operations Director and when changes to the policy may be required.

Covid Addendum

As a response to the current pandemic and in conjunction with the Covid guidance from the DFE the Academy has modified this policy and this information can be found below.

- When a learner requires first aid the class teacher or member of staff leading requests first Aid assistance from the PSW assigned to the bubble.
- First aid will arrive to the location and remove the learner - taking them to the first aid room for an initial assessment.
- The qualified first Aider will assess **all** learners who attend the first aid room by initially taking their temperature and recording it on the database.
- The learner will be asked if they are displaying any of the following symptoms
 1. a new continuous cough
 2. a high temperature
 3. a loss of, or change in, your normal sense of taste or smell (anosmia)

If any of these symptoms are present then they will be referred to the Covid Isolation Room

Procedures for running the Covid isolation room & referrals. (CIR)

Full Personal Protective Equipment (PPE) will be worn by staff whilst supervising the Covid isolation room (CIR). This consists of:

- a) A disposable face mask
- b) A clean visor
- c) An apron that has been personally assigned to you OR a white disposable apron.
- d) Gloves

There will be antibacterial soap and minimum 80% alcohol hand rub, which must be used between dealing with every learner, and whenever the supervising staff member enters or leaves the room.

There will also be a spray sanitiser to be used on hard surfaces, furniture and furnishings.

These are all available in the CIR, which is stock checked daily by the First Aider, and replenished when needed. In the unlikely event you require additional PPE, please ask housekeeping, who can be reached on channel 3 of the radio system, or replenish from the first aid room.

When entering the CIR, this must be done via the SLT corridor and NOT via Café Mojo, and all learners must be given a clean disposable face mask and visor to wear, and will sanitise their hands on arrival.

All learners must be seated a minimum distance of 1 metre (preferably 2 metres), staying within their year group bubble. These areas are clearly defined by notices placed around the room.

The CIR supervisor will complete the learner's details on the database, make contact home, and inform them that their child is unwell, making arrangements so that they may be collected. Emergency contacts must be advised to seek a Coronavirus test, and advised of the isolation period and return date.

The emergency contact for the learner will receive information from the CIR supervisor, that all test results will need to be shared with the Academy, to ensure the correct isolation procedure is observed.

The test results should be sent to:

info@bradfordacademy.co.uk or text to **07984619676**.

Learners should be collected directly from the CIR, and not through main reception. All ID of the adult collecting the learner from the CIR must be checked prior to letting the learner leave the premises. The first aider must then be informed that the learner is no longer on site.

Attendance recording.

The CIR supervisor will need to input the learner's absence for the required time period in the form of an 'x' code. To do this via Sims, follow these steps.

- 1) Navigate to focus
- 2) Select lesson monitor
- 3) Select edit marks
- 4) On the right, use the dropdown to go to individual students, or by year group
- 5) Filter the learner required
- 6) Click override at the top
- 7) Starting at the time the learner is leaving, highlight either 10 or 14 days as appropriate and place an 'x' in the squares.
- 8) Place a comment in the first square by using the right click option. The comment should read they have been sent home, the time, and finish this off with your initials.
- 9) Click save and override.

Personal Protective Equipment (PPE)

The information contained in this part of the policy, is guidance from the Government mandate “Actions for schools during the Coronavirus pandemic” (

Updated 05/11/20 – New national restrictions.)

Face Coverings

“In schools where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained”

All Bradford Academy staff and visitors in Secondary and Primary phase will be expected to wear face coverings, and practice social distancing where possible. Face masks must be worn clean daily or if disposable, a new covering should be selected after every use. (Whenever it is removed)

Some adults and learners will be exempt from wearing face coverings, and we will be sympathetic to those requirements. Learners will be issued with a blue exemption pass, which will need to be worn on the lanyard, visible at all times, so they are not challenged.

Staff who provide direct personal care

PPE for all direct personal care will be changed / sanitised as required and will be full kit. This consist of:

- a) A disposable face mask
- b) A clean visor
- c) A disposable apron.
- d) Gloves

Hand washing procedures and use of alcohol hand rub must be followed. Ensure gloves and aprons are changed after each use.

Donning (putting on) and Doffing (taking off) PPE

A donning and doffing video from NHS & PHE can be viewed

https://youtu.be/-GncQ_ed-9w

Re-stocking your PPE

- This can be done via housekeeping, available on radio channel 3 or via email.
- Reception will have spares for visitors only, and should also restock via housekeeping
- First Aid will have a limited amount of PPE for use by First Aiders, who can restock via housekeeping or their own suppliers as required.