



φύσις

Physis [fie-sis] a Greek word meaning the natural energy for growth, change and development.

2017

First aid Policy



The Quantum Leap Programme at Physis Heathgates Academy

*Physis Quantum is a specialist provider of exciting and innovative services to
Children and Young People in a variety of different settings.*

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Physis Heathgates Academy

(Part of The Physis Group)

phadmin@physisgroup.co.uk

www.physisgroup.co.uk

This policy is designed and written to be used in conjunction with other Physis policies, such as, but not only, those listed in the appendices at the end of this document; as such, all staff are responsible for ensuring they are fully conversant with all relevant company policies and procedures; failure to do so may lead to disciplinary proceedings and dismissal. It is the individual responsibility of every staff member to ensure they seek any clarification required in respect of this policy from their line manager, or the person named at the end of this document, should that be deemed necessary.

The First Aid procedure at The Physis Heathgates Academy is in operation to ensure that every student, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.

It is emphasised that the **team** consists of **qualified First Aiders** and **not** trained doctors or nurses. As part of the Physis Quantum induction program for all care staff at Physis, all staff will receive emergency first aid training.

As a school, at least two members of staff will always be qualified in First Aid at Work – at the time of writing there are three qualified teachers.

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

The purpose of the Policy is therefore:

- To provide effective, safe First Aid cover for students, staff and visitors.
- To ensure that all staff and students are aware of the system in place.
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

NB The term FIRST AIDER refers to those members of the school community who are in possession of a valid First Aid at work certificate or equivalent.

FIRST AIDERS will:

- Ensure that their qualification and insurance [provided by the school] are always up to date.
- Ensure that first aid cover is available throughout the working hours of the school week.

- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that their portable first aid kits are adequately stocked and always to hand.
- Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of **all** head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is either:
 - Accompanied in the ambulance at the request of paramedics.
 - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
 - Met at hospital by a relative.
- The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
- Liaison **must** occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher.
- Keep a record of each student attended to, the nature of the injury and any treatment given, in the book provided in the First Aid Room. In the case of an accident, the Accident Book must be completed by the appropriate person.
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

The Management Committee will:

- Provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.

- Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- Ensure all new staff are made aware of First Aid procedures in school.

The Head of Centre will:

- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
- Ensure that in the event that an injury has caused a problem, the student **must** be referred to a First Aider for examination.
- At the start of each academic year, provide the first aid team with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.
- Have a file of up to date medical consent forms for every student in each year and ensure that these are readily available for staff responsible for school trips/outings.

TEACHERS will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual students when publicised by Heads of Year.
- Ensure that their students/tutees are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure, but never treat, a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Send a student who has minor injuries to the medical room, informing the Head of Centre of the need to arrange appropriate supervision, if they are able to walk where a First Aider will see them; this student should be accompanied.
- Send a student who feels generally 'unwell' to the medical room, informing the Head of Centre of the need for supervision, unless their deterioration seems

uncharacteristic and is causing concern. Should the latter be the case, First aid will be administered as required.

- Ensure that they have a current medical consent form for every student that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.

Administration of Medication

Without exception, it is the policy of the Physis Heathgates Academy **NOT to** administer paracetamol or other medications to students attending the academy on a day student basis; before entry to the Academy on a day student basis, individual student cases will be considered by the management Committee and the Head of Centre as to whether it is deemed appropriate to revisit this element of academy Policy.

THE EXECUTION OF THIS POLICY will be monitored by both the Head of Centre and the Management Committee

Policy to be reviewed: Jan 2019