THE SPRINGFIELDS ACADEMY

FIRST AID POLICY

Policy statement

The Springfields Academy will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff and visitors and will ensure that first aid is administered in a timely and effective manner in order to meet that responsibility.

This policy applies to the whole of The Springfields Academy including the Vocational Centre.

Aim

- To identify the first aid needs of the Academy
- To ensure that first aid provision is available at all times when people are on Academy premises, and also whilst off the premises on Academy trips

Objectives

- To appoint the appropriate number of suitably trained people as First Aiders to meet the needs of the Academy and to maintain current qualifications for those people
- To provide relevant training
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the Academy's first aid arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Medical Facilities

The Academy is required by the Independent School Standards Regulations, to ensure that suitable accommodation is provided in order to cater for the medical needs.
The Academy's nominated first aid accommodation is the Medical Room. These facilities fulfil the HSE guidelines for first aid room provision.

Accident Procedure

1. An adult at the scene of an accident or injury will make a quick assessment of its severity.

2. **Small cuts and grazes**
   - Small cuts and grazes occurring during a lesson can be cleaned and a plaster applied by a first aider, if the injury occurs in an area where there are first aid boxes. This enables the lesson to continue with minimum disturbance to the teacher or class.
   - Pupils who sustain an injury of this type outside of lessons should be taken a first aider to treat the injury.

3. These procedures also apply at the Vocational Centre.

4. Serious Injuries

- Any injuries that may require a more medically qualified person's attention; In this eventuality a member of staff should:
- Request assistance from a first aider.
- Contact main reception, who will arrange for another member of staff (first aider) to attend the scene.
- A member of staff is required to stay with the casualty, while waiting for assistance.

5. Life threatening injury

In the event of a life threatening injury staff should;

- Call the emergency services immediately
- Contact reception to request a first aider to attend and for another member of staff to wait for the ambulance at the school gates and lead them to the casualty.
- A staff member to wait with the casualty until the ambulance arrives.

5. Accident Report Forms

- Accident Report Forms must be completed for all accidents and injuries, either by the person sustaining an injury, or by a member of staff if a pupil is injured.
- Accident report forms are kept in the administrative office. Once the form is completed it should be passed to the Office Manager for review and retention. In the absence of the office manager, the form should be passed to a member of the senior leadership team.

6. Illness

- Any pupil feeling unwell should be taken to the admin office by a member of staff, all admin staff are first aid trained.

- Any pupil having difficulty with breathing, dizziness, or feeling faint must remain with a member of staff. A member of staff should ring reception, who will organise first aid.

7. First aid training and qualifications

- There will, at all times, be at least one person on each Academy site qualified as a First Aider.
- A First Aider is defined as a person who has successfully completed a suitably approved first aid course. An Appointed Person does not have to be formally trained, however The Academy is committed to the safeguarding of their pupils and staff alike. Therefore an Appointed person is defined as a person who has successfully completed a suitably approved 1-day course. Where a first aider wishes to continue as such, qualifications are updated every three years, however a yearly refresher is advised.

A list of staff qualified as First Aiders, at the date of publication of this Policy, is in Appendix B. This list will be kept up to date, made available on the notice board in the Staff Room and copies kept in the medical room.

8. Off site visits

It is the responsibility of the team leader, to ensure they have a first aid kit, when they take pupils off site. These are also available in each minibus.

9. First aid kit provision

First aid kits are available at the following locations:

- Main School Building (New build)
- The Medical Room
- Reception
- The Sports Hall office
- Science Prep Room
- Car Maintenance workshop
- Kitchen
- Vocational Centre
- Aspen House
- Mulberry House
- Therapy House

Off site visits

- Portable first aid kits are available from the medical room, as well as an emergency inhaler.

First aid box list of equipment

- As per HSE recommendations

Pupils' medical conditions

A list of pupils who suffer from medical conditions, are updated by the admin team whenever a change occurs and this is circulated to all staff. Copies of this information are kept in the Medical Room and in the admin office under the medical safeguarding information.
Individual health care plans are prepared for pupils with more serious medical conditions, such as diabetes, anaphylaxis or epilepsy, and relevant information is available in the Staff Room under medical safeguarding information. All medical information is also kept in the medical room.

Epipens are provided by parents for use by trained staff. Training is provided for staff taking those specific pupils on Academy trips and within the Academy itself. These certain staff who support a pupil with anaphylaxis, will be trained on a yearly basis.

Hygiene/infection control

Basic hygiene procedures must be adhered to by staff at all times.

- Single use disposable gloves must be worn when treatment involves blood or other body fluids and disposed of with dressings, etc in the medical waste bin provided in the Medical Room.
- When treating an injury, staff should wash their hands before and after dealing with any first aid issues.
- Be aware of infection control procedures and adhere to them at all times.
- Pupils who present with Diarrhea and Vomiting must be isolated in the medical room and parents / legal guardians called to pick up their children immediately, to prevent it spreading.

Responsibilities

Included within the responsibilities of the Academy medical administrator are:

- To ensure that there are an adequate number of qualified First Aiders.
- To check the contents of first aid kits, re-stock and re order as necessary.
- To keep records of all accidents, injuries and other circumstances requiring medical or first aid attention, either via the accident book or internal communication system.
- The Office Manager is responsible for all necessary reporting under RIDDOR, as well as storing the accident book.

Emergency procedures

Where an injury or medical condition is deemed an emergency, an ambulance should be called. Ideally, this will be on the advice of the First Aider, but there may be circumstances where it is apparent that such a call must be made immediately.
Parents will be informed when an ambulance has been required. If a parent cannot accompany a pupil to hospital, a member of staff will accompany the pupil to hospital and remain with them until the parents can take over responsibility.

Informing parents

Where the incident has involved the issue of medication, parents/legal guardians will be contacted. In the event of any head or other significant injury, parents will be informed either by telephone, medical information leaflet or email.
Parents will be consulted whenever a child requires further medical attention i.e. Minor injuries or a Dr's appointment and if a parent cannot transport the pupil, then staff will complete this on behalf of the parent.

Automated External Defibrillator (AED)

An automated external defibrillator (AED) is available for use in the event that someone suffers a cardiac arrest, this is situated outside of the front admin office before the SLT corridor. The Academy will ensure that a number of qualified First Aiders have also received specific training in the use of the defibrillator. However, an automated external defibrillator has been designed so that it may be used by any member of staff in an emergency situation. This piece of equipment is to be used in conjunction with CPR, as explained in Appendix A

Appendix A

The chain of survival

In the event of a cardiac arrest, defibrillation can help save lives, but to be effective, it should be delivered as part of the chain of survival. There are four stages to the chain of survival, and these should happen in order. When carried out quickly, they can drastically increase the likelihood of a person surviving a cardiac arrest. They are:

1. Early recognition and call for help. Dial 999 to alert the emergency services. The emergency services operator can stay on the line and advise on giving CPR and using an AED.

2. Early CPR – to create an artificial circulation. Chest compressions push blood around the heart and to vital organs like the brain. If a person is unwilling or unable to perform mouth-to-mouth resuscitation, he or she may still perform compression-only CPR.

3. Early defibrillation – to attempt to restore a normal heart rhythm and hence blood and oxygen circulation around the body. Some people experiencing a cardiac arrest will have a ‘non-shockable rhythm’. In this case, continuing CPR until the emergency services arrive is paramount.

4. Early post-resuscitation care – to stabilise the patient.

Anyone is capable of delivering stages 1 to 3 at the scene of the incident. However, it is important to emphasize that life-saving interventions such as CPR and defibrillation (stages 2 and 3) are only intended to help buy time until the emergency services arrive, which is why dialing 999 is the first step in the chain of survival. Unless the emergency services have been notified promptly, the person will not receive the post-resuscitation care that they need to stabilize their condition and restore their quality of life.

Signature of Head of school: Date: September 2026

Reviewed: September 2026

Next Review: September 2027