

# Greig City Academy



## First Aid Policy

“Show by a good life that your works are done by gentleness  
born of wisdom.”

James 3:13

This policy was approved by the Full Governing Body on February 7, 2024. It is reviewed annually. The policy is published on our website [www.greigcityacademy.co.uk](http://www.greigcityacademy.co.uk) and available in printed copy from the school's reception or by request to Viv Oxley, Clerk to the Governors: [voxley@greigcityacademy.co.uk](mailto:voxley@greigcityacademy.co.uk).

Appointed Person for First Aid/Health and Safety Lead	Paul Letford	x 0148
Student Information Centre First Aider and responsible for checking first aid kits	Emine Goktepe	X 0154
Responsible for arranging first aid training	HR department	X 0175
Responsible for updating and displaying first aid posters	HR department	X 0175
Responsible for testing defibrillators	Peter Law	X 0130

## **Greig City Academy: First Aid Policy**

### **1. Aims**

#### **1.1** The aims of this policy are to:

- Ensure the health and safety of all staff, students and visitors.
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety.
- Provide a framework for responding to an incident and recording and reporting the outcomes.

### **2. Legislation and guidance**

#### **2.1** This policy is based on advice from the Department for Education on first aid in schools and health and safety in schools, and in line with the following legislation:

The Health and Safety (First Aid) Regulations 1981

The Management of Health and Safety at Work Regulations 1992

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

Social Security (Claims and Payments) Regulations 1979

The Education (Independent School Standards) Regulations 2014

#### **2.2** This policy complies with our funding agreement and Articles of Association.

### **3. Roles and responsibilities**

#### **3.1** Employers must have a sufficient number of suitably trained first aiders. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided an assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

#### **3.1** The school's appointed person for first aid is Paul Letford, Assisted Vice Principal, with delegated responsibilities shown below. The appointed person has overall responsibility for:

- Taking charge when someone is injured or becomes ill. On a day-to-day basis this responsibility is delegated to Emine Goktepe or, in her absence, a member of the Student Information Centre (SIC) team.
- Ensuring there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits. On a day-to-day basis, this responsibility is delegated to Demet Kirnon.

- Ensuring that an ambulance or other professional medical help is summoned when appropriate. On a day-to-day basis this responsibility is delegated to Emine Goktepe or, in her absence, a member of the SIC team.
- 3.3 First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:
- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person and provide or secure immediate and appropriate treatment.
  - Sending students home to recover, where necessary.
  - Filling in an accident report on the same day, or as soon as is reasonably practical, after an incident.
- 3.4 The school's appointed person and first aiders are listed in Appendix 1. Their names are also displayed prominently around the school.
- 3.5 The Governing Body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Principal and his staff.
- 3.6 The Principal is responsible for the implementation of this policy including:
- Ensuring that an appropriate number of first aiders are present in the school at all times
  - Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
  - Ensuring all staff are aware of first aid procedures.
  - Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
  - Ensuring that adequate space is available for catering to the medical needs of students.
  - Reporting specified incidents to the Health and Safety Executive (HSE) when necessary.
- 3.7 Staff are responsible for:
- Ensuring they follow first aid procedures.
  - Ensuring they know who the first aiders in school are.
  - Completing accident reports for all incidents they attend where a first aider is not called.
  - Informing the Principal or the HR manager of any specific health conditions or first aid needs.
- 4. First aid equipment**
- 4.1 A typical first aid kit will include the following:
- A leaflet with general first aid advice
  - Regular and large bandages; eye pad bandages; triangular bandages
  - Adhesive tape
  - Safety pins
  - Disposable gloves
  - Antiseptic wipes

- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

- 4.2 First aid kits are stored in: the medical room in the Student Information Centre; all science labs; all design and technology classrooms; the PE department; school vehicles; school kitchens.
- 4.3 Automatic External Defibrillators (AEDs) are located in: the PE department; Reception; the Student Information Centre; and the Head of Years' Hub DG09. They are in the 'ready' position at all times.
- 4.4 Regular recorded checks are carried out to ensure the defibrillator is working properly. Checks include:
- Battery checks
  - Expiry dates on adult and junior electrode pads
  - Expiry dates on emergency supplies stored with the defibrillator

## **5. First aid/medical accommodation**

- 5.1 It is a legal requirement under the School Premises (England) Regulations 2012 for schools to provide suitable accommodation to cater for the medical and therapy needs of students, including accommodation for:
- The medical examination of students, and
  - The short-term care of sick and injured students, which includes a washing facility with hot and cold running water and access to a nearby toilet.
- 5.2 in addition, the accommodation should:
- Have access to soap and paper towels
  - Be fitted with vinyl flooring
  - Be sufficiently accessible to the emergency personnel (paramedics)
  - Have sufficient privacy

## **6. Hygiene control**

- 6.1 All staff must take precautions to avoid infection and must always follow basic hygiene principles.
- 6.2 Staff must have access to single-use disposable gloves and hand washing facilities.

## **7. Training**

- 7.1 All first aid training is arranged by the HR department.
- 7.2 All first aiders must complete a training course and must hold a valid certificate of competence to show this. Training is valid for three years.

- 7.3 The school will keep a register of all trained first aiders, what training they have received and when this is valid until. This information is maintained on the Single Central Register.

## **8. Procedures**

### In-school procedures

- 8.1 In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider.
- The first aider will assess the injury and either:
  - deal with the injury him/herself
  - or
  - seek assistance from a colleague/s or the emergency services.
- If the emergency services are called, the first aider will remain on the scene until help arrives. A SIC team member will contact the parents immediately.
- The first aider will also decide whether the injured person should be moved or placed in the recovery position whilst awaiting treatment.
- If the emergency services are not called but the first aider judges that a student is too unwell to remain in school, the parents will be contacted and asked to collect their child. Upon their arrival the first aider will recommend next steps to the parents.
- The first aider will log the incident in the accident book in SIC on the same day or as soon as is reasonably practical after an incident resulting in injury.

### Off-site procedures

- 8.2 When taking students off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of students
- Parents' contact details

- 8.3 Risk assessments will be completed by the member of staff in charge of the trip

## **9. Record-keeping and reporting**

### First aid and accident record book

- 9.1 A first aid/accident form will be completed in the accident record book on the same day or as soon as possible after an incident resulting in injury.
- 9.2 As much detail as possible should be supplied when reporting an accident. As a minimum, the following should be recorded:
- Date, time and place of the incident
  - Name of the injured or ill person
  - Details of the injury or illness and what first aid was given

- What happened to the person immediately afterwards (for example, went back to work/study, went home, went to hospital)
- Name and signature of the first aider or person dealing with the incident

9.3 Records held in the first aid and accident book will be retained by the school for a minimum of three years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

#### Reporting to the HSE

9.4 The Health and Safety Lead will keep a record of any accident that results in a reportable injury, disease or dangerous occurrence as defined in the RIDDOR 2013 legislation.

9.5 The Health and Safety Lead will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident.

9.6 Reportable injuries, diseases or dangerous occurrences include:

- Death
- **Specified injuries**, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or a reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than seven consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- **Near-miss events** that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load bearing parts of lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

#### Notifying parents

9.9 The appointed person / SIC team will inform parents of any accident or injury sustained by student, and any first aid treatment given, on the same day, or as soon as reasonably practical.

### Reporting to OFSTED and child protection agencies

9.10 The Principal will notify OFSTED of any serious accident, illness or injury to, or death of, a student while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

9.11 The Principal will also notify all other relevant authorities of any serious accident or injury to, or the death of, a student while in the school's care.

### **10. Academy insurance arrangements**

10.1 The Academy is covered by public liability insurance, which will indemnify staff against any claims against them arising from the administration of first aid or medicine in accordance with this policy.

### **11. Monitoring arrangements**

11.1 This policy will be reviewed by the appointed person annually. At every review, the policy will be approved by the Principal.

### **12. Links with other policies**

12.1 This policy is linked to the:

- Health and safety policy
- Risk assessment policy
- Supporting students with medical conditions policy

### **13. Action in respect of medical emergencies**

A copy of the following information is displayed in the Student Information Centre.

#### **Action in Medical Emergencies**

1. Request an ambulance – dial 999 and be ready with the following information:
  - The school's telephone number: 0208 609 0100
  - Your name
  - The school's address: Greig City Academy, High Street, Hornsey, N8 7NU
  - The location of the patient in the school
  - The student's name and a brief description of symptoms
2. Ensure relevant gates are open for entry.
3. Contact the parents to explain the situation.
4. A member of staff should stay with the student until the parent arrives. If a parent does not arrive before the student is transported to hospital, a member of staff should accompany the student

## Appendix 1 – Staff with specific responsibilities

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### First Aiders

Name	Location	Contact details
Emine Goktepe	Student Information Centre	X 0154
Asema Ahmed	Food Technology (Mon, Th and Fri)	TEAMS/EF06
Sam Bird	Student Information Centre	X 0195
Vanja Kemenc	Maths – A Block second floor AS31	TEAMS
Paula Spencer	AS05	X 0187
Khaled Miah	Premises	Radio contact
Bola Ekundayo	Finance Office	X 0126
Oneica Gilbert	KF10	TEAMS
Katy Cooper	EF02	TEAMS
Harvey Horner	DF04 and HOY Hub	TEAMS
Yvonne Brown	DG05	TEAMS
Marie-Reine Bouchereau	PE	TEAMS
Andrew Bailey	PE	TEAMS



Name	Location	Contact details
Emilia Onoszko	HG19	TEAMS
Steve Porter	JF01	TEAMS
Jenny Ahlin	KG17	TEAMS
Chris Jones	English A Block first floor	TEAMS
Charlie Kendrick	CF01	TEAMS
Tiana McKenzie-Johnson	HOY Hub and Science	TEAMS
Glenn Owusu	HOY Hub and PE	TEAMS
Philip Munroe	PE	TEAMS

**Staff trained in Paediatric First Aid. No fixed location. Contactable via DUTY or SIC.**

Harpreet Saini

Owura Addai

Alexander Ofulue

Stephanie Orozco

Zainab Mohammad