



# Hollinsclough CE Academy

## First Aid Policy – inc references to COVID-19: 2020

### Mission Statement

*To encourage high levels of achievement through the enthusiasm and joy of learning, coupled with a creative curriculum and a holistic approach to education that reflects Christian values and supports our community. We guarantee accessibility and availability to all.'*

### *Developing potential*

#### **Policy statement**

We are able to take action to apply emergency first aid treatment in the event of an accident involving a child or adult. All staff hold or have held an emergency First Aid qualification and at least one adult with a current first aid certificate is on the premises, or on an outing, at any one time.

Our staff compliment also includes employees with a Paediatric First Aid qualification to allow first aid training of infants and young children.

For our Forest School provision we also have a qualified Forest School First Aider.

#### **Accomodation**

Hollinsclough is a small building and most if not all of the rooms are dual use and access to toilets is easily achievable.

For the purposes of general first aid the person requiring the attention is brought to the staff room which contains first aid materials etc. here the initial assessment takes place and the most appropriate action taken.

#### ***The first aid kit - staffroom***

Our first aid kit is accessible at all times and contains the following items:

- Triangular bandages (ideally at least one should be sterile) x 4.
- Sterile dressings:
- Small x 3.
- Medium x 3.
- Large x 3.
- Composite pack containing 20 assorted (individually-wrapped) plasters x 1.
- Sterile eye pads (with bandage or attachment), e.g. No 16 dressing x 2.
- Container of 6 safety pins x 1.
- Guidance card as recommended by HSE x 1.
- Vinyl Gloves

#### **COVID-19 Additional PPE equipment required to treat injuries**

- FFP3 Facemask for First Aider
- Surgical Mask - patient
- PVC Apron
- Full Face clear shield
- Vinyl Gloves
- Secure disposal using BIO-HAZARD marked bags

#### **Treatment of children and staff during the COVID-19 Pandemic**

It will be important for the First Aider to consider the use of the PPE listed above and to have reviewed the following school specific COVID-19 documents;

- Hollinsclough Guidance for the Delivery of First Aid during COVID-19
- Hollinsclough COVID-19 Return to school policy 2020
- Hollinsclough Guidance to Respiratory Protective Equipment (RPE)

**First Aid Kit** – Trips, walks and other travel provision – 3 travel kits are available for offsite events and contain similar items to the above

Also, the following equipment is kept near to the first aid box or available for trips:

- Box of disposable plastic (PVC or vinyl) gloves.
- Bio-Hazard kit including aprons and other clean up chemicals (also taken on coach trips)
- A laser dot thermometer.
- Supply of chemically activated cold packs

## **Procedures**

Information about who has completed first aid training and the location of the first aid box is provided to all our staff and volunteers.

The first aid box is easily accessible to adults and is kept out of the reach of children.

The Bursar is responsible for checking and replenishing the first aid box.

Medication is only administered in line with our Administering Medicines policy.

In the case of minor injury or accidents, first aid treatment is given by a qualified first aider.

In the event of minor injuries or accidents, we normally inform parents when they collect their child unless the child is unduly upset or we have concerns about the injury. In which case we will contact the child's parents directly for clarification of what they would like to do, i.e. whether they wish to collect the child and/or take them to their own GP.

An ambulance will be called for children requiring emergency treatment beyond the scope of normal first aid. We will contact parents immediately and inform them of what has happened and where their child has been taken.

Parents sign a consent form at registration allowing a member of staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that they have been informed and are on their way to the hospital.

Accidents and injuries are recorded in our accident record book and, where applicable, notified to the Health and Safety Executive, Ofsted and/or local child protection agencies in line with our Recording and Reporting of Accident and Incidents Policy.

## **COVID-19**

The COVID-19 Pandemic will require a more systematic approach to treatment and the use of additional PPE. Certain items of PPE can be cleaned and reused i.e. plastic face shield all other items will need to be disposed of safely along with all other medical waste using bright yellow bags marked BIO-Hazard.

Following the schools specific guidance and policies in relation to this area will be paramount – note the section - Further guidance below.

## **Legal framework**

- Health and Safety (First Aid) Regulations (1981)

## **Further guidance to be read in conjunction with this policy**

- Hollinsclough Guidance for the Delivery of First Aid during COVID-19
- Hollinsclough COVID-19 Return to school policy 2020
- Hollinsclough Guidance to Respiratory Protective Equipment (RPE)
- Hollinsclough Return to School Information
- First Aid at Work: Your questions answered (HSE Revised 2009)
- Basic Advice on First Aid at Work (HSE Revised 2008)
- Guidance on First Aid for Schools (DfE)

## **Equality Duty**

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

## **British Values**

Children who attend our academy experience an enabling environment in which they will develop self-knowledge, self-esteem and self-confidence. Coupled with this they will develop the ability to distinguish right from wrong and to respect the civil and criminal law of England.

Within this enabling environment, your child or children will develop the ability over time to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the academy and to society more widely.

While with us, parents can expect their children to acquire a broad general knowledge of and respect for public institutions and services in England, and to develop a personal character that is tolerant and can foster harmony between different cultural traditions, along with respect for their own and other cultures.

We firmly believe and encourage our pupils to show respect for other people; and for democracy and the support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

To be part of our academy family, it is unacceptable on the part of any stakeholder to promote discrimination against people or groups on the basis of their belief, opinion or background.

### **Implementation of this procedure/policy**

We will manage the implementation of this procedure/policy with the support and guidance of the appropriate bodies defined within.

### **General**

This procedure/policy and its guidance will always reflect the present and future needs of all stakeholders and to support this we are always open to suggestions for changes and alterations of and to any specific individual provision/requirement to ensure full access to all.

**Signed...** *David Brookes*

**Designation:** Chair of Governors

**Date...** June 2020

**Signed...** *Janette Mountford-Lees*

**Designation:** Principal

**Date...** June 2020

This procedure/policy is to be reviewed by Governors during **Autumn term 2022**

<b>Staff name</b>	<b>Signature</b>	<b>Date</b>
<b>Janette Mountford-Lees</b>		
<b>Stephen Malbon</b>		
<b>Lynda O'Sullivan</b>		
<b>Carol Malbon</b>		
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