



# Appleton Academy

## First Aid Policy



Approved By	Approval Date	Next Review Date
BCET Board	May 2016	2018/19 – Term 3

## I.0 Advice on First Aid Referrals

- I.1 First Aid is about providing medical attention to pupils and staff at the academy in cases of emergency. It is not a facility to provide on-going medical attention i.e. First Aid is not for pupils feeling unwell it is for pupils/members of staff needing treatment for an accident/injury which occurred on the academy site.
- I.2 When a student has a 'serious' accident in the academy, it is essential that efforts are made to contact the student's parents/carers so that a parent/carer is able to attend and give consent to emergency medical treatment if treatment is deemed necessary. The academy will endeavour to ensure they have emergency contact numbers for the parents/carers and that these are up to date. If the parents/carers cannot be reached, any other person whose name the parent/carer have given as an emergency contact may act in their place.
- I.3 Pupils should not 'self-refer' and if they do will be returned to class to obtain appropriate permission.
- I.4 If a student requires emergency medical attention during lesson time:
  - a) Pupils should only be referred to First Aid for accidents/incidents that have just occurred on the school premises.
  - b) Pupils must have a 'permission to be out of lesson to attend First Aid' note signed by the teacher.
  - c) Pupils should leave their bag and coat in the classroom (unless incident is near the end of a lesson and the likelihood is that the lesson will end before the student returns from First Aid.)
  - d) Pupils should attend First Aid on their own unless this presents a further risk to them.
  - e) If moving the student will increase the risk of further or worsening injury, a request for the First Aider to attend the incident should be made.
  - f) Appleton Academy employs a Health Care Professional to manage the First Aid team and provide additional support
- I.5 It is understood the delivery of First Aid for incidents that happen during break and lunchtime will not always be preceded by a signed note from a teacher or equivalent.
- I.6 Common-sense judgement should be used on what is a medical emergency however emergencies should be referred to the Health Care Practitioner who will contact and liaise with emergency services
- I.6 Staff are advised to seek and act upon professional medical advice at all times where pupils are deemed to be in need of urgent medical attention.
- I.7 First Aid treatment is not appropriate for on-going complaints and, in these cases, the First Aider will inform the teacher, by way of written communication, that treatment has been sought but that treatment has not been administered. The reason for this will be stated. This will be referred to the Health Care Practitioner who will follow this up with the student and/or parents/carers as appropriate.
- I.8 Pupils who have known specific on-going medical conditions where additional support and attention is required will be provided for accordingly.
- I.9 Minor ailments should not be referred to First Aider.
- I.10 All First Aid incidents must be logged in the First Aid Record Book.

1.11 All First Aiders identified within the academy will undergo training annually.

## 2. 0 Policy review date

The Board of Directors will review this policy at least every two years and assess its implementation and effectiveness. First Aid procedures will also be reviewed in the event of a major accident or incident or as part of an investigation into parental/carer concerns. The policy will be promoted and implemented throughout the academy