

# First Aid Information



## FIRST AID INFORMATION:

From the government we have the following guidance:

Source: <https://www.gov.uk/government/publications/first-aid-in-schools>

Provision should be enough to ensure that first aid can be administered without delay should the occasion arise, and be available at all times. This means that arrangements should take account of absences of a first aider or appointed person and reflect alternative work practices.

Where an employer's assessment of first aid needs identifies that a designated first aider is not required, an employer must appoint a person to take charge of the first aid arrangements. Arrangements should always be made for the appointed person to be available to undertake these duties when people are at work.

Their role is to:

- take charge when someone is injured or becomes ill
- look after the first aid equipment
- ensure that an ambulance or other professional medical help is summoned when appropriate

It is strongly recommended that schools and colleges keep a record of all incidents involving staff, pupils, students and visitors, which require first aid staff to be in attendance. This will help identify trends in accidents and areas for improvement as well as when to review first aid needs assessments.

The record should be readily accessible, and details recorded should include:

- date, time and place of incident
- name of injured or ill person
- details of the injury or illness
- details of what first aid was given
- what happened immediately after the incident (for example, went home, went back to class, went to hospital)
- name and signature of first aider or person dealing with the incident

Some pupils may need to have access to life saving prescription drugs in an emergency, the details will be recorded in the pupil's individual healthcare plan and identified staff members will be aware of what to do.

Any member of school staff may be asked to provide support to pupils with administering of medicines, but they cannot be required to do so.



# First Aid Procedures

From our 'Supporting Students with Medical Needs' policy:

**Parents and guardians** – Will be responsible for providing the Academy with details of the medical condition their child has, if they have an Individual Healthcare Plan/working with professionals to create one, advising on changes to condition in a timely manner and providing clearly labelled medication (in date) medication.

**First Aiders and other external health professionals (where appropriate)** – Give immediate help to casualties in school, ensure ambulance or other professional help is called where necessary. Will help provide regular training to school staff on common medical conditions

## **Duties of a First Aider**

In the event of an employee or any other person being injured or becoming ill on the premises, a first-aider shall:

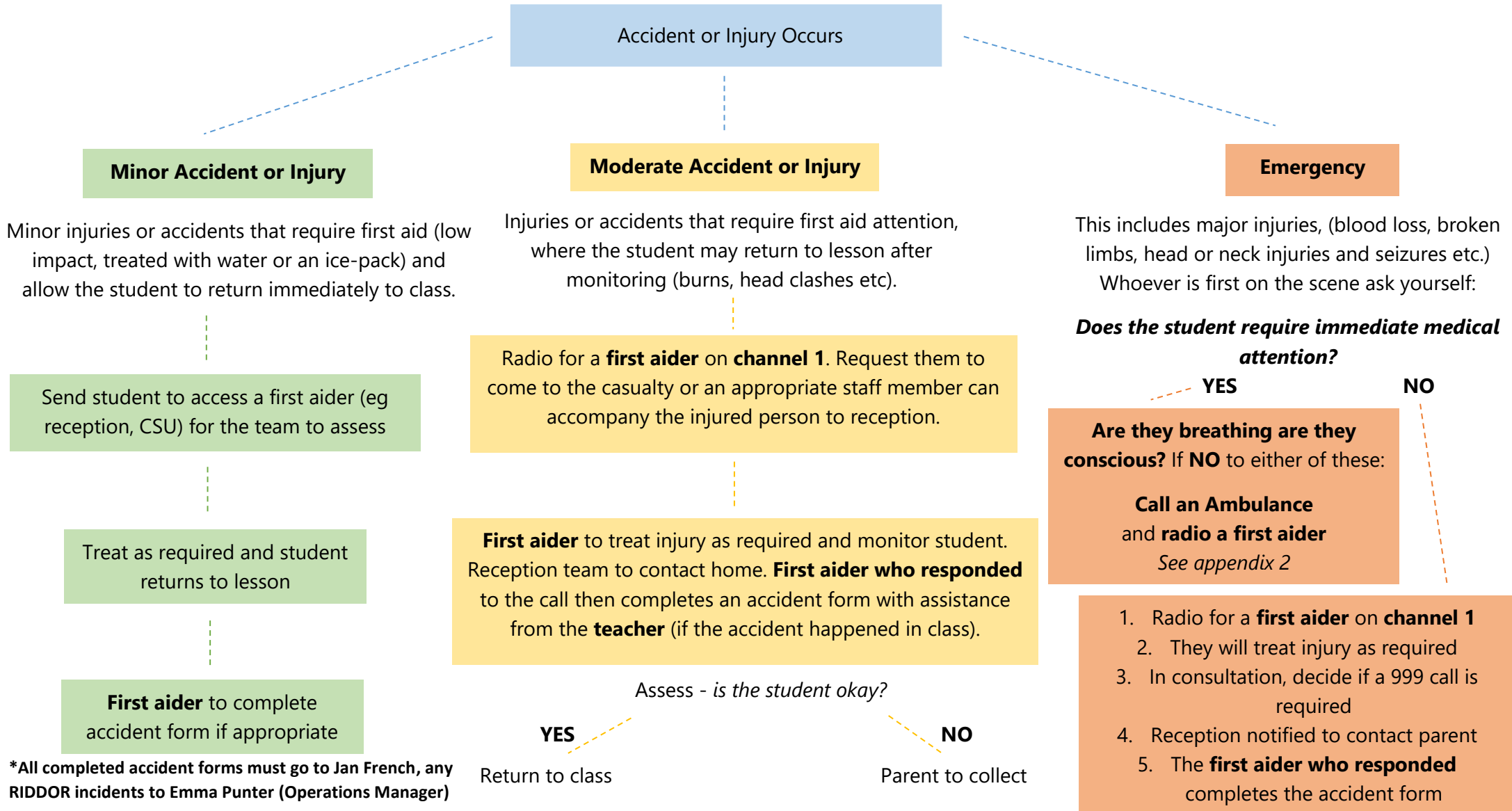
1. Take charge and responsibility of the situation allocating roles to those who are assisting with clear communication and instruction. If at any point the first aider feels they cannot continue to take charge of the situation, they should clearly nominate an appointed person/first aider to take over.
2. Render first aid as necessary giving clear instruction
3. Assess the need for help from a medical practitioner or nurse or of the need for the emergency services to be called, or any other action which needs to be taken. Advise parent/carer of any further action that needs to be taken.
4. Ensure that a record is made in the first aid record book of the incident and any subsequent treatment given on site. Ensure the Operations manager is advised of any RIDDOR reportable incidents or accidents and a copy of all accident forms go to school administrator. For all head injuries, you must call the parent or carer. After the call, send a follow-up message via Class Charts or email to confirm the discussion and include a link to the NHS website with information about head injuries.
5. Have charge of the first aid equipment and facilities, keep stock and replace items as necessary.
6. Maintain notices of First Aid arrangements in the Academy.

## **Complaints:**

Any complaints should be dealt with in accordance with the Academy's published complaints policy



# First Aid Procedures





# First Aid Procedures

APPENDIX 2: South Nottinghamshire Academy – Ambulance Calling Protocol (<https://www.sja.org.uk/get-advice/i-need-to-know/when-to-call-an-ambulance/?srsltid=AfmBOooGIEDDGczOhWNuUNUK9BTE89BPaqdoJIHxshfvvhZ0mmPn04P8>)

## ***Always call an ambulance in cases of:***

- Anaphylactic shock - Convulsions/epileptic fits (unless otherwise advised on medical questionnaire)
- Seizures – if it is the first time someone has had one, if it lasts longer than usual or if it lasts longer than 5 minutes
- Severe asthma attacks where inhalers do not appear to be helping
- Severe loss of blood
- Broken limbs where patient cannot move unaided
- Suspected spinal injuries
- Serious head injuries involving heavy bleeding and suspected skull damage
- Unconsciousness, where a patient does not regain full awareness within 2-3 mins
- Suspected heart attacks or strokes
- Choking – where an emergency procedure has been used (i.e. not required in cases relieved by a pat on the back)
- Facial, throat or chest injury that may affect breathing

## ***Consider calling an ambulance and seek opinion of appointed person in cases of:***

- Allergic reactions (to stings, bites, etc) where Piriton or similar has been administered without easing symptoms
- Large cuts where blood loss has been controlled but stitches may be needed
- Fractures/suspected fractures where patient can move but is in great discomfort
- Unconsciousness where patient regains awareness very quickly
- Serious eye injury or chemicals in the eye
- Severe burns
- Nosebleed lasting 30 minutes

**If in any doubt about call 999**



# First Aid Procedures

**PROCEDURE FOR CALLING AN AMBULANCE:** To call an Ambulance dial **999 or 112**. Specify '**Ambulance Service**' required

The Ambulance Controller may ask for the following information:

- Age and gender of patient(s) (note: also advise number of patients)
- Exact location, including our postcode **NG12 2FQ** (our what3words are: ///huddling.gobblers.kind)
- What has happened, where and how long ago
- Does the patient have any conditions which may have caused what has happened. Has it happened before?
- Is the patient allergic to anything?
- Is the patient conscious? Has the patient been unconscious?
- Is the patient breathing?

2. As soon as the ambulance has been called, contact parent/next of kin. Ask if they can get to school to go to hospital in the ambulance or whether they will meet it at the hospital. In the latter case, ascertain to which hospital the patient will be taken. If the parent cannot accompany their child, a member of school staff should instead. As soon as the parent arrives, the member of staff can return. The member of staff can only give consent for emergency medical treatment if the Medical Questionnaire Declaration has been signed, however, consent is generally not required for life saving emergency treatment in A&E.