



# First Aid Policy

Date policy last reviewed: March 2024

Date of next review: March 2025

Signed by:

A Martin Principal Date: March 2024

M O'Connell Chair of Governors Date: March 2024

## **Vision**

**Developing people of good character who achieve excellence and make a positive contribution to their communities.**

## **Mission**

Our mission is to ensure that:

- students develop the knowledge, skills and character to live happy, healthy and successful lives
- all are included and work hard to fulfil their potential regardless of background or starting point
- student choices are not limited by self-belief, opportunity or circumstance.

This can be achieved at Magnus through world class learning, high expectations and through encouraging personal, moral and spiritual development within a Christian framework.

## **Our Core Values...**

*All our work will be underpinned and driven by the following core values:*

### **• Determination**

- Have the courage to work hard and keep going with a relentless drive to achieve excellence.

**“Run in such a way that you may win” 1 Corin 9 v 24**

### **• Integrity**

- Have the strength of character to choose honesty and truth at all times and be accountable for our actions.

**“ We are taking pains to do what is right not only in the eyes of the Lord but also in the eyes of man” 2 Corin 8 v21**

### **• Ambition**

- Have the belief and drive to succeed, placing no limits on what can be achieved

**“ I can do all things through Christ who strengthens me” Phillips 4 v 13**

### **• Humility**

- Recognise and respect the value of everyone and celebrate success together.

**“Be completely humble and gentle; be patient, bearing with one another in love” Ephesians 4v2**

### **• Compassion**

- Comfort and support all those in need and offer grace to all in our community.

**“Be like minded, be sympathetic, love one another, be compassionate and humble” 1 Peter 3 v 8**

## **Policy Statement**

First Aid is the emergency care of the injured or ill. Magnus Academy, so far as is reasonably practicable, that first aid arrangements will be managed in compliance with the Health and Safety (First Aid) at Work Regulations 1981.

First Aid provision should cover all staff, pupils and visitors. Management of first aid arrangements should include adequate training & re-training of First Aiders, provision of first aid equipment and facilities and recording of first aid treatment.

## **First Aid Arrangements**

A First Aid Room is available from 08.30 until 4.00pm each weekday during term time. It is available for students to visit without an appointment during break and lunchtimes only. The Main Office or Student Reception can contact First Aiders in an emergency when the First Aid Room is unattended or during lesson times when students are not allowed to access it. Main Office also have access to the First Aid Room. First aid can also be contacted using the duty email, or duty radios.

## **First Aiders**

A number of staff hold a First Aid at Work, or Basic First Aid Certificates. The list of first aiders will be found in the staffroom, the Main Office, Student Reception.

*See Appendix A.*

Notices are displayed, which details names and contact information of First Aiders.

Members of staff are encouraged to attend a Basic First Aid Course every three years. P.E. staff are strongly encouraged to hold a First Aid Certificate.

## **First Aid Boxes**

These are sited in many parts of the Academy and are checked and replenished by the Site Manager at the beginning of term.

Staff using first aid items should inform the Site Manager if the contents need re-stocking during the term.

The boxes are clearly marked and should be easily accessible.

Contents comply with the standards set out in by the H.S.E. (List available in each box). Some extra items may be added, depending on the department. Medicines are not 'first aid materials' and are not to be kept in the boxes.

A Defibrillator is sited in the PE Foyer

Wheelchair, emergency shelter tent and blankets are located in the First Aid Room.

## **School Outings**

A travel first aid bag will be taken on a school trip along with any emergency medication that may be required.

Parents are responsible for advising staff if their child will require any medication on a school trip. No medication is to be carried by a pupil unless discussed with the teacher in charge.

The teacher in charge of a school trip is responsible for informing the First Aid Lead of the trip and requesting a first aid bag. First aid bags are to be returned as soon as possible to the First Aid room on completion of the trip.

Any injury/illness sustained by a pupil should be reported to the First Aid Lead on return from the trip. If the trip is out of school hours or returns after the First Aid Leader has left, the Pupil Accident Record Book should be completed and the First Aid Lead informed as soon as possible the next school day. These are kept with the first aid room.

### **Reporting**

All treatment given by First Aiders should be reported to the First Aid Lead for recording in accident book in case of required follow up. If the First Aid Lead is not available, the First Aider must inform her by note or email detailing all the appropriate information.

It is the Academy's duty to inform parents of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, and any first aid treatment given.

The Accident Book is completed for staff injuries and incidents. The location and advice on how to complete the Accident Book can be obtained from the First Aid Lead.

Certain illnesses and injuries (to staff, pupils and visitors) are reportable to the Health and Safety Executive (HSE) under the RIDDOR regulations. The First Aid Lead will give advice and report to the Site Manager for reporting to the HSE as necessary.

These forms should also be used if a visitor or visiting pupil has an accident whilst present on the Academy site. This form will be kept by the First Aid Lead and a copy given to the visiting pupil's teacher and/or parent.

### **Severity of Injury**

Most injuries and illness will be dealt with by the First Aid Lead in the First Aid Room.

In case of head injuries, the emergency services should be called

A note will be sent home with the pupil if they have sustained a head, eye or nose injury in case of a delayed reaction. First Aiders should also send one of these pro-forma letters home in the absence of the First Aid Lead (available in the Medical Room).

Notes (or e-mail/telephone call where appropriate) should also be sent home if medication has been administered.

The parents are contacted by telephone if the injury/illness requires further medical treatment, or if the pupil would benefit from resting at home.

Parents are contacted if a pupil needs to go to A & E and are asked to transport them.

An ambulance is always called for a pupil in a serious condition and the parents contacted.

*See also The Magnus Academy Health and Safety Policy - 3.14 First Aid Arrangements*

Signed on behalf of the Governors

Name 

Date March 2024

Signed on behalf of the Academy

Name 

Date

March 2024

## Revision Details

Date of Revision	Page Number	Details
Feb 2021		New Policy Document
Mar 2023		Updated section on first aid arrangements to reflect modified opening times of First aid room during school day.

## Appendix A

Name	First aid	Due	Epi pen	Due	Buccal	Due	Diabetic	Due
Robin ward	First Aid in Schools 3 <sup>rd</sup> May 2022	3 <sup>rd</sup> May 2025	8 <sup>th</sup> March 2023	7 <sup>th</sup> March 2024	23.1.2023	23.1.2024	9 <sup>th</sup> March 2023	8 <sup>th</sup> March 2024
Cathy walker	First Aid in Schools 16 <sup>th</sup> sep 2021	15.9.2024					9 <sup>th</sup> March 2023	8 <sup>th</sup> March 2024
Sam Millan	First Aid in Schools 8.3.2023	7.3.2026	8 <sup>th</sup> March 2023	7 <sup>th</sup> March 2024	23.1.2023	23.1.2024	9 <sup>th</sup> March 2023	8 <sup>th</sup> March 2024
Corrie Rogers							9 <sup>th</sup> March 2023	8 <sup>th</sup> March 2024
Matt Gomez			8 <sup>th</sup> March 2023	7 <sup>th</sup> March 2024	23.1.2023	23.1.2024	9 <sup>th</sup> March 2023	8 <sup>th</sup> March 2024

Sharon Flanagan	First Aid in Schools 3.5.2022	2.3.2024	8 <sup>th</sup> March 2023	7 <sup>th</sup> March 2024	23.1.2023	23.1.2024		
Garth Freeman	First Aid in Schools 3.5 2022	3.5.2025			23.1.2023	23.1.2024		
Davy yates					23.1.2023	23.1.2024		
Ady Grieve					23.1.2023	23.1.2024		
Holly Newman	First Aid in Schools 22.3.2023	21.3.2026						
Andy Hughes	First Aid in Schools 16.9.2021	15.9.2024						
Lisa McKeon	First Aid in Schools	Out of date						
Cy Holmes	First Aid in Schools 8.3.2023	7.3.2026						
Jon Wynn	First Aid in Schools 8.3.2023	7.3.2026						
Caroline Aldridge	First Aid in Schools 8.3.2023	7.3.2026						
Name	First aid	Due	Epi pen	Due	Buccal	Due	Diabetic	Due
Paul Matuszewskj	First Aid in Schools 8.3.2023	7.3.2026						
Amy Crouch	First Aid in Schools 8.3.2023	7.3.2026						
Emily Higgs	First Aid in Schools 16.9.2021	15.9.2024						

Sara Cooksey	First Aid in Schools 16.9.2021	15.9.2024						
Damon Byrne	First Aid in Schools 3.5.2022	2.5.2025						
Tracy Holmes	First Aid in Schools Paediatric first aid 21.9.2021	20.9.2024	8 <sup>th</sup> March 2023	7 <sup>th</sup> March 2024				
Kieran Owen	First Aid in Schools Paediatric first aid 21.9.2021	20.9.2024						
Joe Fryer	Outdoor First Aid Incident Management 2022	2025						
Michelle Bradshaw	Activity First Aid	Out of date but book in for new	8 <sup>th</sup> March 2023	7 <sup>th</sup> March 2024	23.1.2023	23.1.2024		
Edward James	First Aid in Schools 16.9.2021	15.9.2024						
Callum Wealthall	First Aid in Schools 22.3.2023	21.3.2026						
Madison Combellack			8 <sup>th</sup> March 2023	7 <sup>th</sup> March 2024	23.1.2023	23.1.2024		

Name	First aid	Due	Epi pen	Due	Buccal	Due	Diabetic	Due
Megan Ranger	First Aid in Schools	Out of date						
Charlie Bilbie	First Aid in Schools 22.3.2023	3.5.2025						
Gemma Watson	First Aid in Schools	Out of date						

Donovan Atkin	First Aid in Schools19.3. 2020	19.3.2023						
Martin Etheridge	First Aid in Schools Paediatric first aid 21.9.2021	20.9.2023						
Jordan Grieve	First Aid in Schools 3.5.2022	2.3.2024						
Leanne Phillips	first aid as dance teacher	Out of date						
Frank Middlebrook	First aid at work+tourniquet 20.8.2022	20.8.2025	8 <sup>th</sup> March 2023	7 <sup>th</sup> March 2024				