

# First Aid policy



*Creative  
Education  
Academies  
Trust*

## Academy:

### 1. Introduction

The Academy will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for students, staff, parents and visitors and will make sure that procedures are in place to meet that responsibility.

### 2. Aims & Objectives

- To identify the first aid needs of the Academy in line with current legislation.
- To ensure that first aid provision is available at all times while people are on Academy premises, and also off the premises whilst on educational visits.
- To ensure the appointment of the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the Academy and to maintain a record of that training and review annually.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To provide awareness of Health and Safety issues within the Academy and on educational visits
- To prevent, where possible, potential dangers or accidents.
- To inform staff and parents of the Academy's First Aid arrangements.
- To report, record and where appropriate investigate all accidents.
- To keep accident records and to report to the HSE as required by legislation.

### 3. FIRST AID ARRANGEMENTS

#### a. Designated First Aiders:

Name	Expiry date of qualification
Aldridge Kylie	3/9/2022
Julie Baker	3/9/2022
Kelly Barnard	3/9/2022
Elaine Bicker	3/9/2022
Louann Bircham	1/9/2023
Jo Cairns	1/9/2023
Lucy Clarke	23/02/24
Anne Crickmore	3/9/2022
Sue Czykieta	3/9/2022
Geraldine Deacon	3/9/2022
Lynsey Eaglen	1/9/2023
Lenore Everson	23/02/24



Demi Gee	3/9/2022
Carol Hancock	1/9/2023
Ali Harrison	23/02/24
Gill Harvey	3/9/2022
Nikki Hedges	3/9/2022
Beth Hughes	3/9/2022
Jodey Lacey	3/9/2022
Amy Lane	23/02/2024
Julie Lawson	3/9/2022
Elle Leak	1/9/2023
Lesley Mann	1/9/2023
Madison Mckeever	3/9/2022
Cathie Nicholas	3/9/2022
Carrie Nichols	3/9/2022
Debbie Paton	3/9/2022
Becky Pettengell	3/9/2022
Katrina Pulek	3/9/2022
Jo Robinson	3/9/2022
Christina Sayer	3/9/2022
Clare Smith	1/9/2023
Rachel Smith	3/9/2022
Jodi Stephenson	3/9/2022
Alfie Thompson	1/9/2023
Hollie Thompson	3/9/2022
Margaret Wadhams	3/9/2022
Donna Watson	3/9/2022
Stevie Williams	1/9/2023
Kelly Wilshire	3/9/2022
Cher Young	3/9/2022

**b. Location of First Aid Boxes**

<b>First Aid room Top of main Corridor in KS2</b>
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<b>Disabled toilet first aid room top of main corridor in KS2/</b>
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**c. Contents of First Aid boxes:**

There is no mandatory list for first aid boxes; however the HSE recommends that the minimum provision of first aid items should be:

- A leaflet giving general advice on First Aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages
- 6 safety pins



- 6 medium sized individually wrapped sterile unmediated wound dressings
- 2 large individually wrapped sterile unmediated wound dressings
- 1 pair of disposable gloves

**d. Travelling First Aid Boxes contents list**

- A leaflet giving general advice on First Aid
- 6 individually wrapped sterile adhesive dressings (assorted sizes)
- 1 large individually wrapped sterile unmediated wound dressing
- 2 individually wrapped triangular bandages
- 2 safety pins
- Individually wrapped moist cleansing wipes
- 1 pair of disposable gloves

In addition to the above, Academy Travelling First Aid boxes should also contain sick bags and sanitary wear.

**4. Disposal of Clinical Waste:**

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

Bleach (Sodium Hypochlorite), or one of the available proprietary combined soak and disinfectant products, should be available in the Academy for cleaning up spillages of body fluids, but should not be located with, or in, the First Aid box. A refuse container lined with appropriate yellow bio-hazard type disposable plastic bags, i.e. for clinical waste, will be located within the Medical Room.

Any blood or other body fluid waste produced within the Academy should be disposed of using yellow bio-hazard type disposable bags. Items that should be disposed of as clinical waste will include soiled nappies; disposable cloths used for cleaning vomit or faeces; any blooded waste. The bags should be collected on a regular basis.

**5. Hospital**

Serious accidents require immediate medical attention and an ambulance must be called, particularly if the accident includes shock or loss of consciousness, however brief. Parents/carers must be notified as soon as possible. If students sustain an injury where there is a risk of tetanus infection/blood contamination, parents should also be advised in writing so that they may seek the advice of their doctor.

For students who are experiencing serious illness – for example asthma attack or acute pain (not exclusive symptoms), medical attention or an ambulance should also be called.

<b>Main hospitals</b>	<b>Casualty Unit</b>
James Paget Hospital	01493 452200
	01493 452436



<b>Clinics</b>	01493 452200
James Paget Hospital	01493 452436