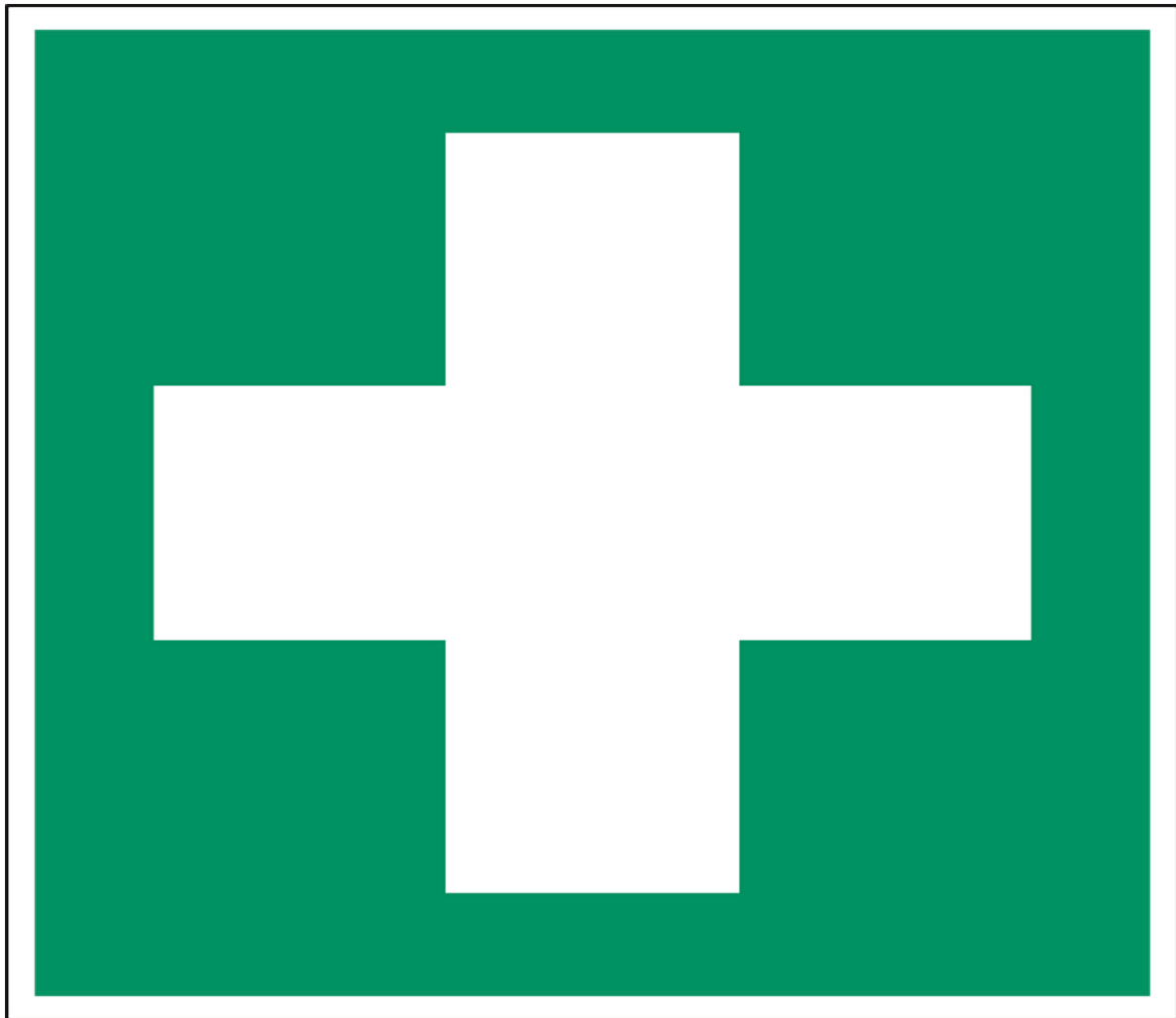


First Aid Policy and Procedures

2022/2023



This Policy is to be approved by the Governing Body on an annual Basis, by the Health & Safety Committee
Review Date: September 2023

Introduction

Ellesmere College undertakes to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees, pupils and visitors to the college.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims and Objectives

Our first aid policy requirements are achieved by:

- Carrying out a first aid risk assessment to determine the number of first aiders we require for this establishment.
- Ensuring that there are sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid.
- Ensuring that our first aid provisions are clear and shared with all who may require them.
- Ensuring that if there are five people or more in the building, a first aider is present.

Qualifications of our First Aiders

At Ellesmere College we have staff trained on three different levels of first aid, and their expertise varies between courses attended. A full explanation of roles and responsibilities are as follows:

FIRST AID AT WORK- ADVANCED FIRST AIDERS
Advanced first aiders are fully trained to deal with all emergency situations within school. Two Advanced First Aiders are on duty throughout the day and can be contacted by two-way radio from reception.
PAEDIATRIC FIRST AID – PRIMARY FIRST AIDERS
Pupils in the Early Years or Primary will be seen by a Paediatric First Aider. In the event of Paediatric First Aiders not being on site or available, Early Years and Primary pupils will be seen by an Advanced First Aider.
EMERGENCY FIRST AID AT WORK – FIRST AIDERS
Pupils requiring low level first aid can be seen by their nearest First Aider. First Aiders are required to accompany trips out of school.

First Aiders will be competent in the following areas:

The role of the First Aider	Fainting
Managing an emergency	Health and safety (first aid) regulations
Communication and casualty care	Resuscitation (adult CPR)
Bleeding (minor and severe)	Seizures (adult)
Burns	Shock
Choking (adult)	Unconscious casualty

Procedures for Staff

Serious Incident

If you see someone needing first aid, please follow the procedure below:-

1. Ring reception on 103 or 104 & 400 (Knighton Fields). Phones are located in all offices and classrooms.
2. Tell the reception staff the situation and be clear on location of casualty.
3. Please wait with the casualty until a First Aider arrives, passing on any relevant information to them.
4. If you know that the casualty is on medication, please also relay this to the First Aider.

Minor Incident

It may be that you do not need to call for an Advanced First Aider, there may be a First Aider nearby that could help. It is important that all staff familiarise themselves with our current First Aiders. A list is contained in this Policy. There are also lists placed around the sites.

COVID-19

Please refer to the Whole School Risk Assessment for First Aid procedures relating to Covid-19.

Procedures for First Aiders

1. If you are called to administer first aid:-
 - Assess the situation
 - What has happened?
 - Will you be putting yourself in danger?
 - What state is the casualty in?
 - Are there any bystanders who can help?
 - Do you need specialist help?
2. Take action— Treat only minor injuries yourself unless you are qualified. For pupils and staff with more serious injuries, contact one of the Advanced First Aiders – (see Appendix 1).

3. If in doubt, call reception to phone for an ambulance – make certain that they know all of the details, reception will then make the initial call on mobile phone and then bring to the incident for further contact. SLT should be informed, and all 999 calls need to be logged in the relevant book on reception. Reception/Admin will print out the student data sheet.
4. If it is necessary to give emergency treatment, notify the Principal as soon as possible. This would include any treatment given prior to hospitalisation.
5. Inform the parents, legal guardian or next of kin – in the case of a pupil or member of staff being taken to hospital, make certain that they are informed of the name of the hospital, the condition of the casualty and any other relevant information. A member of the staff will normally accompany a pupil to hospital and await the arrival of the parent or guardian.
6. Fill in an accident slip as soon as possible – you will need to know details about the casualty, the date and time of incident, the condition of the casualty, what treatment you gave. Details from this will be inputted by reception staff onto the pupil's SIMS record. The information will be kept for two years for insurance purposes.
7. Remember to complete an electronic SO2 form if required, using the following link <https://lcc.info-exchange.com/schoolincidents>
8. If you need any replacement consumables or equipment, please inform reception.
9. Do not put yourself or others at risk. Be aware that you should not make yourself the next casualty. You have to decide whether you can treat a casualty. Please wear gloves as applicable.
10. It is important that First Aiders keep their immunisation up-to-date.
11. Remember that emergency aid can be stressful and that you yourself may suffer shock. Staff may feel that they need time out following an incident, or that they may need a de-brief following a significant incident. In such cases this will be arranged with SLT.

Equipment

All First Aiders have access to first aid kits on each site.

Advanced First Aiders and Paediatric First Aiders may also need to access the first aid boxes located around the school, as these are fully equipped to deal with any eventuality. These boxes are checked regularly.

All minibuses are equipped with a full first aid kit, which is checked regularly.

In the event of more supplies being needed for personal bags or medical boxes, please advise reception).

Defibrillators

We have access to two defibrillators. One on each site, they are both kept on reception.

Instructions for use of defibrillator are in the box. Staff will have training on the use of the defibrillator at regular intervals.

Jo Marshall to check maintenance of the defibrillators.

Offsite Activities/Residentials

All offsite activities and residentials need to have a named First Aider present, who will be identified on Evolve. Activities cannot take place if a first aider is not available. First Aiders need to check that they have a portable first aid kit with them at all times when not in the minibus.

Trip organisers need to ensure that they have a list of students requiring medication, emergency protocols are in place and that all medication is with them before leaving site.

Work Experience/College Links

All students will need to have access to a first aider when they are offsite, whether this be a member of Ellesmere Staff or staff from other establishments. This needs to be organised prior to work experience and college links taking place.

Out of School Hours

All clubs and activities that take place out of school hours need to have a named First Aider present, who need to be identified on a Risk Assessment. Activities cannot take place if a first aider is absent. It is the responsibility of groups hiring Ellesmere facilities after hours to arrange for their first aider to be present.

Accident Reporting

Where first aid has been administered to a child a slip will be sent home to parents, with a copy retained in school, this is then input on to the student records on SIMs. (See Appendix 3). **It is important that these slips are sent home with pupils on the day they have been seen by a First Aider.**

For Early Years and Primary pupils and additional note is added on the back of the slip to advise parents of the accident details. If a bump to the head is sustained parents are contacted by telephone and Weduc.

Copies of report slips are kept in the medical room.

If needed an SO2 will also need to be completed. In all cases where an SO2 is completed, parents/carers will need to be contacted

Use of the Medical Room

1. The medical room is situated on the ground floor in reception area on the Aylestone Meadow Site.
2. A hygiene room will be used for medical emergencies on the Knighton Fields site.
3. Pupils must be accompanied to the medical room and not be left unaccompanied.
4. If a First Aider decides that a student should sit or lie in a quiet place, the medical room may be used. The pupil should be under supervision of a member of staff. In most cases this will be the Teaching Assistant.
5. The member of staff who is with a pupil in the medical room is responsible for monitoring the pupil and for the upkeep of the room while in use. Please leave it tidy for the next user.
6. Any member of staff who uses the medical room will be responsible for leaving the room ready for the next user.
7. It is not the First Aider's role to stay with pupils once they have been treated. If a student is waiting to be picked up by parents, it is the TA's responsibility to stay with their student and if necessary to clear up any bodily fluids.
8. If more than one person is requiring first aid, it will be the first aid team that will make the decision about location for treatment. If they have to seek an alternative room then reception will help.
9. In the event of a significant injury and/or head injury, the casualty will be treated in that location and not the medical room, unless the first aider believes that moving the person will reduce their risk.
10. All contaminated items used during treatment i.e. blood and bodily fluids need to be disposed of safely in the yellow disposal bins.

Transport to Hospital or Home

SLT will determine reasonable and sensible action to take in each case.

Where the injury is an emergency an ambulance will be called following which the parent will be called to meet their child at hospital.

Where hospital treatment is required, parents will be contacted to meet their child at hospital.

If parents cannot be contacted, a member of staff will stay with the pupil at hospital until parents (or relatives) arrive.

If a child is to be transported home only staff cars insured to cover such transportation may be used.

No individual member of staff should be alone with a sick child in a vehicle.

Pupils should not be sent home except under the care of a responsible adult. If a pupil has been ill during the day, details of the pupil's symptoms should be given to parents. Parents will be contacted with a request to collect their child. If the college agrees to arrange transport during the day, parents will be asked to contribute to the travel costs incurred.

SIMS

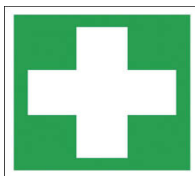
It is the responsibility of the admin team (led by Emma Mulligan) to ensure that all known medical conditions and allergies are recorded on the SIMS data and that this is updated regularly.

Protocol of Administering Medication

Procedures for administering and recording medication are recorded as a separate policy.

APPENDIX 1

Current First Aiders



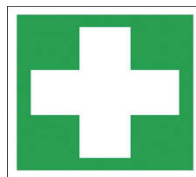
EMERGENCY FIRST AIDERS - AYLESTONE MEADOWS

Adele Bond	Ivy Nsingo	Miney-Louise Dixon
Aisha Fields		
Akash Patel	Jacqueline Bussue	Munera Cassambai
Alice Young	Jade Robinson	Natalie Taylor
Alisha Harris	Jamie Crowdell	Natasha Williams-Gough
Alix Canavan	Jana-Liss Richardson	Neil Bostock
Amy Greene-Wright	Janine Guyatt	Nicola Cunningham
Anna Hull	Jessica Swann	Nila Lodhia
Angela Armstead	Jethro Bird	Owain Wadkin
Angela Parker	Joanne Burton	
Angela Smith	Joanne Marshall	Puja Lakhani
Anjum Sameja	Joanne Porter	Rachel Drummond
Ann-Marie Cronogue	Johanne Cave	Ranjeet Gangar
Atia Sheikh	Jorja Sorby	Rebecca Orme
Azra Esmail	Joseph Howlett	Rebecca Tobbit
Bernadette Hickey	Karen Lesley Cooper	
Bhavna Tank	Kerry Bunce	Rosemary Whalley
Catherine McBurney	Kiera Wallace	Ross Kirk
Claire Bailey	Kiranpreet Kaur	Sally Powell
Clare Fox	Kirsten Davies	Sally-Anne Gough
Colette Blockley	Kirsty Goodfellow-Large	Samantha Floyd
Cynthia Blake	Kirsty Matthews-Kirk	Samuel Storer
Danielle Milligan	Lacey Hood	Sana Rehman
Danielle Spacagna	Laura Cuthbert	Sanchez Allen-Coltman
Denise Drinkwater	Lianne Trotter	Sandip Khodiara
Donna Perkins	Lorraine Melhuish	Sara Henderson
Donna Reynolds	Louisa Grimley	Sara Klimek
Dorota Ciesla	Louise Woodman	Sarah Ayres
Ebony Tapper	Lucy-Elise Cole-Lenton	Sarah Culcheth
Edward Titley	Lynda Maddern	Sarita Karwal
	Madeleine Duval	Saskia Penrose
Elizabeth Hurst		Satti Shankar
Emma Swarbrick	Marianna Thompson	Shannon Kelly
Emma Taylor	Mark Botterill	Sharondeep Mander
Fiona Barry	Mark Conway	Simon Coopey
Fozia Mohamed	Mark Games	Smriti Bhopla
Gail Cave	Mark Sim	Stacey Yates
Gareth Whittingham	Marta Lappos	Sophie Abell

Gemma Clarke
Gemma James
Graeme Dunkley
Hanan Younis
Harjit Mandair
Hayley Francks
Heather Chapman

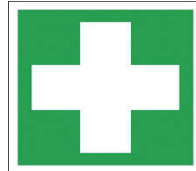
Martyn Ware
Maya Vegad
Melissa Orme
Melissa Taylor
Michelle Garner
Michelle King
Helen Gray

Sophie Cameron
Stephanie Beale
Stephen Henderson
Tanya Jones
Tina Mullett
Vasiliki Vlastou



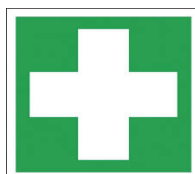
ADVANCED FIRST AIDERS - AYLESTONE MEADOWS

Dave Fox Ross Kirk Jennifer Wharton
Naomi Knight Paul Stapleford Mark Conway
Denise Drinkwater



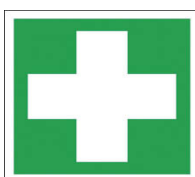
PAEDIATRIC FIRST AIDERS – AYLESTONE MEADOWS

Jade Robinson Rebecca Orme Kirsty Goodfellow-Large



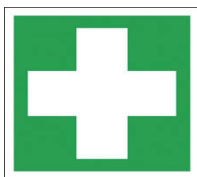
BUCCALAM TRAINED STAFF - AYLESTONE MEADOWS

Diane Adams	David Fox	Danielle Spacagna
Sanchez Allen-Coltman	Aimee George-Willats	Natalie Taylor
Sarah Ayres	Vicky Grage	Emma Taylor
Claire Bailey	Amy Greene-Wright	Rebecca Tobitt
Smriti Bhopla	Steph Greetham	Amy Wadd
Jethro Bird	Julie Gurney	Louise Woodman
Neil Bostock	Elizabeth Hurst	Madeleine Duval
Joanne Burton	Tanya Jones	Jonathan Fleetwood
Jacqueline Bussue	Kiranpreet Kaur	Samantha Floyd
Sophie Cameron	Puja Lakhani	Jade Robinson
Heather Chapman	Catherine McBurney	Rebecca Robinson
Dorota Ciesla	Emma Moore	Satti Shankar
Mark Conway	Danielle Mulligan	
Sarah Culcheth	Melissa Orme	
Laura Cuthbert	Angela Parker	
Margaret Dixon	Jo Porter	
Miney Dixon	Sana Fazlur Rehman	



EPIPEN TRAINED STAFF – AYLESTONE MEADOWS

Amy Greene-Wright	Sam Floyd
Denise Drinkwater	Jethro Bird
	Jonathan Fleetwood
Bernadette Hickey	Julie Gurney
Richard White-	
Wainwright	Kirsten Davies
Elizabeth Hurst	Kirsty Matthews-Kirk
Graeme Dunkley	Mark Botterill



EMERGENCY FIRST AIDERS – KNIGHTON FIELDS

Aisha Ayooob
Aleksandra Garwacka
Angela Smith
Anna Ryan
Zoe Parsons
Clement Darko
Declan Millward
Donita Thakore
Fatima Kanu
Hannah Moore
Helen Gray

Helen Kennedy
Janki Sisodia
Jordan Parker
Joseph Webb
Kylie Hill
Lauren Dyke
Liz Richardson
Lucy Duckett
Priya Odedra
Rachael Kinning
Rachel Hunter

Rash Katechia
Rebecca Tobitt
Samantha Rice
Sophia Warren
Sophie Hailes
Sophie Neal
Stacey Towersey
Steph Beale



ADVANCED FIRST AIDERS – KNIGHTON FIELDS

Dave Bird



BUCCALAM TRAINED STAFF – KNIGHTON FIELDS

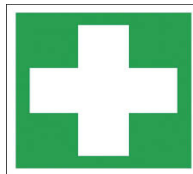
David Bird
Janki Sisodia
Liz Carvell

Priya Odedra
Holly Thornber
Sophie Neal



EIPEN TRAINED STAFF – KNIGHTON FIELDS

Liz Richardson



Mental Health First Aiders

Samuel Storer	Satti Shankar
Donna Perkins	Sophie Neal (Knighton Fields)
Tanya Jones	Elizabeth Hurst
Beryl Garland	David Fox
Jonathan Fleetwood	Margaret Dixon
Laura Cuthbert	Sarah Culcheth
Elizabeth Carvell (KF)	Kerry Bunce
Jethro Bird	Claire Bailey
Sarah Ayres	

APPENDIX 2

Location of First Aid Boxes – Aylestone Meadows

ITEM	LOCATION
Box - Emergency Box	Medical Room - Reception
Box - Lettings	Reception
Bum Bag Number 1	Medical Room - Reception
Bum Bag Number 2	Medical Room - Reception
Bum Bag Number 3	Medical Room - Reception
Bum Bag Number 4	Medical Room - Reception
Bum Bag Number 5	Medical Room - Reception
Bum Bag Number 6	Medical Room - Reception
Bum Bag Number 13	Medical Room - Reception
Bum Bag Number A	Medical Room - Reception
Bum Bag Number B	Medical Room - Reception
Bum Bag Number D	Medical Room - Reception
Bum Bag Number E	Medical Room - Reception
Bum Bag Number G	Medical Room - Reception
Bum Bag Number J	Medical Room - Reception
Bum Bag Number M	Medical Room - Reception
Bum Bag Number T	Medical Room - Reception
Box Number 13	Kitchen Room 8 (Blue Plasters)
Box Number 1	Food Prep Room 21 (Blue Plasters)
Box Number 3	Garden Office Room 27
Box Number 4	PE Office Room 46
Outdoor Learning - Bum Bag	Denise Drinkwater Room 46
Box Number 12	KS3 Staffroom Room 50
Box Number 7	KS4 Office Room 72
Box Number 15	Science Prep Room 80
Box Number 6	Science Prep Room 81
Bum Bag Number F	Clare Fox Room 81
Box Number 9	C & R Office Room 85

Box Number 8	D & T Room 99
Box Number 10	Premises Office Room 106
1 Big Box (Belongs to LTS)	Main Kitchen Room 108
1 Small Box	Main Kitchen Room 108 (Blue Plasters)
Box Number 5	TMB Kitchen
Box Number 1	The Village Staff Room
Box Number 2	The Village Staff Room (Blue Plasters)
Bum Bag Dave	The Village
Blue Minibus	Blue Minibus
White Minibus	White Minibus
1 large box inc babywipes	Bikes Main
1 medium box inc babywipes	Bikes Rear


Location of First Aid Boxes – Knighton Fields

ITEM	LOCATION
Bum Bag Number K	Squirrels Room 54
Bum Bag Number KFC 1	Rabbits Room 6
Bum Bag Number KFC 2	Owls Room 52
Bum Bag Number KFC 3	Caterpillars Room 17
Box Number KFC 4	Butterflies Room 39
Bum Bag Number KFC 5	Ladybirds Room 53
Box Number KFC 6	Hedgehogs Room 4
Box Number KFC 7	Foodroom Room 1
Box Number KFC 8	Staff Room 41
Box Number KFC 9	Hygiene Room 27
Box Number KFC 10	Foxes Room 48
Bum Bag Number KFC 11	Reception

APPENDIX 3

Slip to go home to parents/carers- information input to SIM's

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 Ellesmere College Tel: 0116 2894242	Bump to Head		Details of Treatment and Additional Comments <input type="checkbox"/> Cold Compress <input type="checkbox"/> Ice Pack Applied <input type="checkbox"/> Med/Wipe <input type="checkbox"/> Plaster/Dressing/Bandage <input type="checkbox"/> Cold Water <input type="checkbox"/> Other: Specify	Date	Time	Pupils Name	Class / Form	Location of accident / Incident
	Injury to Body / Arm / Leg							
	Nosebleed							
	Headache / High temperature							
	Vomiting / Nausea							
	Cut / Graze							
	Breathing difficulties / Allergy							
	Other							
	Parent contacted							
	Unable to contact Parent							
	Not necessary to contact Parent							
	The child was well enough following First Aid to remain in school							
	The child was collected from school							
	The school is of the opinion that your child should consult a Doctor / Hospital							
IMPORTANT FOR THE ATTENTION OF THE PARENT / CARER		Name of parent/carer contacted (if applicable) Time Collected by Time		S02				
Should your child suffer any drowsiness, vomiting, impaired vision or excessive pain after returning home please consult your doctor or local hospital.		Authorised Signature:		REPORT SLIP No. 000001				