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# Belfairs Academy



## **First Aid Policy**

November 2025

Date created	November 2025
Version	1
Status	Ratified
Applicable to	All Staff
Author	SMC
Checked by	ZWJ
Review on	November 2026

## 1. Introduction

*'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill'* (The Joint First Aid Manual). Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

## 2. Our First Aiders

Belfairs Academy has ten trained first-aiders. Details of where their offices are and their extension number are below.

They can also be contacted on the radio on channel 2.

### **Level 3 First Aiders**

<b>Name</b>	<b>Room</b>	<b>Ext</b>
Charlie Smith	6G03	237
Richard Slee	3L02	212
Amy Cumper	6F21	202
Sally Squire	Sc Prep	213
Alex Cavalier	6F05	225
Paul Pillay	4L01	243
Paul Schmid	4L01	243
Caswell Becker	4L01	243
Lisa Bish	4L01	243
Marie Byford	4L01	243
Maddie Evison	4L01	243
Emily Seymour	4L01	243

### **Level 2 First Aiders**

Nikki Shaw	Rec	200/250
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### **3. Statement of First Aid Provision**

The academy's arrangements for providing First Aid will:

- Place a duty on the Principal and Board of Governors to approve, implement and review the First Aid policy;
- Place individual duties on all employees;
- Report and record accidents using correct procedures and forms.
- Record all occasions when First Aid is administered to employees, pupils and visitors.
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements with LIE to provide First Aid training to employees, maintain records of training and review annually;
- Establish a procedure for managing accidents in academy which require First Aid treatment;
- Provide information to employees on the arrangements for First Aid;
- Undertake a risk assessment of the First Aid requirements of the Academy and review on a regular basis;
- Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (e.g. specialised training for children with particular medical needs);
- Notify parent/guardian that first aid treatment was given to the child.

### **4. Arrangements for First Aid**

The academy will provide materials and equipment and facilities to provide First Aid.

#### **3.1 The location of the First Aid Kits in our academy is:**

- Main Reception
- Site office
- Technology rooms
- Science Technician Office
- PE office
- One on each minibus
- Individual first aid kits are kept with some first aiders (these are identified with a \* above)

#### **3.2 A standard First Aid Kit will contain the following items to comply with Government standards:**

- Leaflet giving general advice on First Aid
- 20x individually wrapped sterile adhesive dressings assorted sizes
- 4x triangular bandages
- 2x sterile eye pads
- 6x medium wound dressings

- 2x large wound dressings
- Pair of disposable gloves

The contents of the kits will be checked on a regular basis across the academy by the Senior Site Manager.

### **3.3 Off-site activities**

Before undertaking any off-site activities, the level of first aid provision will be assessed by the Principal and at least one First Aid Kit will be taken along.

### **3.4 Information on First Aid Arrangements**

The Principal/Vice Principal will inform all employees at the academy of the following:

- The arrangements for recording and reporting of accidents;
- The arrangements for First Aid;
- Those employees who are qualified First Aiders;
- The location of the First Aid Kits and Defibrillators.

In addition, the Principal will ensure that signs are displayed throughout the academy providing the following information:

- The names of employees with First Aid qualifications;
- Their room number or extension number;
- Location of the First Aid Box.

All members of staff will be made aware of the academy's First Aid policy and it will be available to view on SharePoint.

No member of staff should attempt to give First Aid unless they have been trained.

## **5. Following admission of first aid:**

### **4.1 The first aider must:**

- Complete a First Aid Form on Microsoft Forms (there is one for staff and one for students)
- Report information to reception

### **4.2 Following any first aid incident, reception must:**

- Ensure parent/carer is aware of accident
- Log in medical book (for students only)

### **4.3 Transport to hospital or home:**

The first aider attending an incident will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention an ambulance will be called and the student's parent or guardian will be notified. If hospital treatment is required, then the pupil's parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts, then the Principal may decide for a staff member to accompany the student to the hospital.

## 6. Accidents involving serious bumps to a student's head

Students should not be moved following a bump to the head or head injury. A First Aider should be called to the scene to assess the injury and escort the child if necessary/possible. Students should not be sent to reception without a first aider present.

The consequence of an injury from an accident involving a bump or blow to a student's head is not always evident immediately and the effects may only become noticeable after a period of time.

Every bump to a head should be communicated to the parents by phone on the day of the incident regardless of the severity of the injury. The academy advises following any serious bump to the head, that the student is collected by a parent if emergency services do not attend. These phone calls will be made by reception.

## 7. Protocol for responding to an Anaphylaxis incident

- a) Establish if the student is having an anaphylaxis episode
- b) Give the epi-pen

Both of these are outlined in the training, which is offered to all staff.

- c) **In the case of anaphylaxis only – always call an ambulance.** It is vital that only one person calls the ambulance. This call needs to go through the front office. The front office will telephone the student's parent once they have called for an ambulance.
- d) Contact a First Aider immediately and inform them that an ambulance has been called. The first aider will attend the scene and inform site staff that an ambulance is due on site.

If you do not have a mobile on you to contact a first aider, ask someone to get help. **DO NOT** leave the student.

## 8. Defibrillators (AED)

The 2x defibrillators are in main reception and the multi-gym. The defibrillators should be switched on weekly to ensure the battery is working and there are no errors. The pads have an expiry date. Our first aiders are responsible for ensuring the pads are in date and replaced when necessary.

If a heart-attack is suspected, Emergency Services should be called immediately. No-one should use the defibrillator unless told to by the emergency services.

No training is required to use the defibrillator; the machine gives you step by step instructions should it need to be used.