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PARKWOOD HALL CO-OPERATIVE ACADEMY

Parkwood Hall Co-operative Academy

"Growth through Personal and Social Learning"

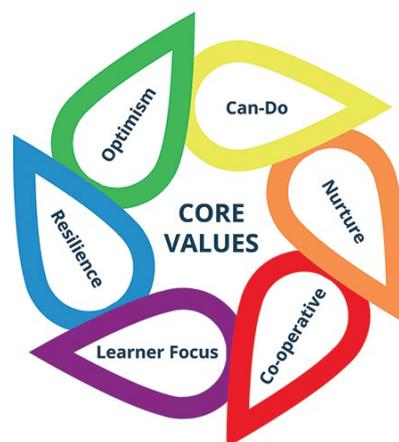
Statutory Policy File

FIRST AID

Index No: 22(v3.0)

Parkwood Hall Co-operative Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'

Our Core Values



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PARKWOOD HALL COOPERATIVE ACADEMY - FIRST AID POLICY

The purpose of this policy is to highlight the action to be taken:

- If a student, staff member or visitor requires first aid while on the premises of Parkwood Hall Co-operative academy.
- The location of first aid boxes and AED.
- The location of the list of fully trained, qualified first aid staff in the school.

1 FIRST AID TRAINING

- Training must be undertaken every three years to ensure qualifications remain valid.
- This training must be done by a recognised first aid trainer
- Each member of staff who has been trained is to have a certificate proving the correct standard has been achieved.

2 TYPES OF FIRST AID TRAINING

- Emergency first aid at work. The training for this position is one day.
- First aid at work (health and safety in the work place). This a three day externally assessed course which is valid for three years within the work place.
- Basic life support (2 hours)

3 LOCATION OF FIRST AID TRAINED STAFF LISTS

To ensure the names of the trained first aid staff are accessible to staff, students and visitors lists will be located in strategic areas within the school;

- Reception
- Gym
- In each class room(as a hard copy booklet)
- In residential areas (as a hard copy booklet)

4 THE FIRST AID BOXES

The location and contents of the first aid boxes is at the discretion of the school nurse. This will be revised if it is found that the area located or the content is found not to fulfil the required need.

Each complete first aid box will contain an up to date first aid information leaflet from the Health and Safety Executive.

The contents of the first aid boxes can vary according to the area in which is situated. (This may need reviewing if the located area changes usage).

- The location of the first aid boxes are displayed at different situations around the school (APPENDIX 1).
- At the beginning of every month it will be the responsibility of a designated member of staff to audit the contents of the first aid boxes, and request replacement items when required (APPENDIX 2).
- This Audit sheet must be returned to the school nurse and staff are to come and collect any required items between 3.30 and 4.00pm.

5 PROTOCOLS

There are certain students who require specialised first aid treatment. The protocols for this can be found in several locations.

- Medical suite
- Reception
- On each of house areas
- In student's individual care plan folders
- individual student's blue waist bags

Protocols for basic first aid advice can also be found in the medical suite, at reception and on share point, in the medical file under, protocols, first aid folder. These protocols are for any member of staff as a point of reference if the school nurse or a qualified first aider is not available immediately.

6 AED (AUTOMATIC EMERGENCY DEFIBRILLATION)

The AED can be found in reception, and is there in the case of a cardiac arrest. There are two sets of pads one set for adults and older students the other are paediatric.

During first aid training staff are now shown how to use these machines, but non-trained personnel can use this in an emergency as the instructions are verbally given by the machine and it will not discharge unless these are followed precisely. The battery needs replacing every five years and is the responsibility of the school nurse together with the ordering of new pads.

7 ACTION TO BE TAKEN IN THE EVENT OF A SERIOUS ACCIDENT OR INCIDENT OUTSIDE IN THE GROUNDS

When a serious injury has occurred or there are high concerns about a health issue the casualty should always be left where the accident or incident occurred, and an ambulance should be directed to where the patient is.

This may not always be possible and if there is a further danger to the patient the decision may be taken to move them a safer location.

There are wheelchairs available which can be found under the stairs by reception, but if the casualty is immobile for any reason. They should **not** be transferred by this method.

It is the responsibility of the first aider taking charge to decide if the casualty must be moved.

It is possible especially during the winter months or even if it has been raining the floor would be wet and cold and there is a risk that the patient could become hypothermic quite quickly.

The school has purchased disposable Blizzard blankets for such a purpose. These blankets act as a thermal layer and wrap around the casualty keeping them dry and warm and prevent the casualty from having to be moved.

The bag containing a blanket and serious injury first aid equipment is situated by the AED in reception.

Protocol for serious accident or incident

- Full first aider at work to be called
- Initial assessment to be made. (take your time so you have all the full facts and history to pass to the ambulance service as this will avoid any delays)
- Ambulance to be called from where the casualty is. This can be done by the first aider in charge or delegated to another member of staff.
- If there is no signal, then a member of staff must go and do this immediately and return to the casualty to inform the first aider in charge the ambulance has been called and expected time of arrival.
- Emergency bag and or the AED is to be collected from reception by a member of staff delegated to do this,
- Inform reception of the incident and where the casualty is.

- and that an ambulance has been call.
- Emergency equipment to be taken to casualty.
- A member of staff is to meet the ambulance and guide to them to the casualty.
- **Student casualty: Reception are to print of the student care plan to be given to paramedics on their arrival or to be taken to hospital with the casualty.**
- If required, the blizzard blanket is to be used as per instructions to keep the casualty warm.
- Space blankets can also be used if the risk of hypothermia is small.
- Parents or relative to be informed after the ambulance has arrived so correct details can be given as to the hospital the casualty is to be taken.

8 RECORDING OF AN ACCIDENT OR INCIDENT

- All accidents requiring first aid treatment must be recorded on Behaviour Watch.
- The person who administered the first aid is responsible to complete the relevant record electronically on the Behaviour Watch log.
- This form should be completed as soon as possible following the accident to ensure an accurate detailed account is documented.
- **Hard copy of the forms will be printed off and kept in the medical suite.**

If the accident is the result of a health and safety issue please refer to the policy for details of the relevant reporting procedure.

9 SAFETY OF STAFF

In all situations please remember your safety is paramount. If your safety will be put at risk by giving first aid ensure you call 999 and ask for the relevant emergency service and wait until they arrive.

- **999 (or112) must be called if the first aid required is beyond the experience of the first aider attending.**

APPENDIX 1. LOCATION OF FIRST AID KITS



A) Location of complete first aid Kits
1st Response Grab Bag is in The Medical Suite
Bamboo
Basement
Beech/Palm
Dining Room
Gym
Hyde House
Kitchen
Redwood
Lower School Kitchen
Maple
Reception Office
Sherwood House
Staff Room Kitchen
Kitchen in Pathway 3
Gatehouse
Willow

B) Location of Mini first aid kits
Banyan
Cherry
Elm
Juniper
Acorn
Location of AED and serious injury or incident pack
Behind reception on the wall

APPENDIX 2. FIRST AID BOX CONTENTS CHECK LIST

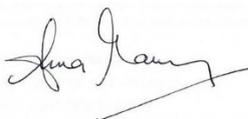
To be completed monthly

Class/ Area	Month	Year
Name of person checking	Signature	
List of first aid box contents	Present	Amount of stock required
1 leaflet basic advice on first aid		
Two head injury leaflets		
1 vent aid		
1 pair of scissors		
2 yellow dirty dressing bags		
4 Pairs of gloves		
6 wound cleaning wipes		
10 gauze pads		
1 Triangular bandages		
1 large dressing pack		
1 medium dressing pack		
2 small Mepore dressings		
2 large Mepore dressings		
2 eye pads		
2 bandages		
1 roll of tape		
10 assorted plasters		
Reusable Ice Packs Fridges of Beech/Palm, Nurture Kitchen Juniper, Medical Suite, house areas		
Once only ice packs Reception, Gym, Dining room, Medical suite		

TO BE RETURNED TO THE SCHOOL NURSE

APPROVAL

This Policy was written for Parkwood Hall Co-operative Academy and will be reviewed by the Finance & General Purposes Committee on a 2-year cycle.

Date Policy Reviewed:	16/12/20
Date of Next Review:	15/12/22
Signature of Governor: <i>(for statutory policies only)</i>  Date: 4/2/21	Signature of Principal:  Date: 4/2/21

Version and Date		Action/Notes
1.0	1/1/2016	Converted to Parkwood Hall Co-operative Academy policy.
2.0	5/1/2018	Updated by Ro Collett and Nick White
3.0	16/12/20	Document reviewed and updated by R. Collett