



LANDAU  
FORTE  
ACADEMY  
AMINGTON

<b>Policy Name</b>	<b>First Aid</b>
<b>Policy Number</b>	
<b>Date of Issue</b>	<b>April 2024</b>
<b>Reviewed by</b>	<b>Mrs A Bates</b>
<b>Date of next Review</b>	<b>April 2025</b>

## Contents

<b>1. Policy statement and principles</b>	<b>3</b>
<b>2. Monitoring and Review</b>	<b>3</b>
<b>3. Complaints</b>	<b>3</b>
<b>4. Roles and Responsibilities</b>	<b>3</b>
<b>5. Supporting Students</b>	<b>4</b>
<b>6. Minor Ailments</b>	<b>4</b>
<b>7. First Aid</b>	<b>5</b>
<b>8. Mental Health Concerns</b>	<b>5</b>
<b>9. Sending Students Home</b>	<b>5</b>
<b>10. Hygiene Room</b>	<b>5</b>
<b>11. Training</b>	<b>6</b>
<b>12. Emergencies</b>	<b>6</b>
<b>13. Defibrillators</b>	<b>7</b>
<b>14. Insurance</b>	<b>7</b>
<b>15. Immunisations</b>	<b>7</b>
<b>16. Academy Trips</b>	<b>7</b>
<b>17. Unacceptable Practice</b>	<b>8</b>
<b>18. Appendix A</b>	<b>9</b>
<b>19. Appendix B</b>	<b>10</b>
<b>20. Appendix C</b>	<b>11</b>

## 1. Policy statement and principles

- 1.1 Landau Forte Academy Amington is an inclusive community, we aim to ensure that all students are able to participate fully in all aspects of academy life. We aim to provide appropriate support to all student requiring first aid treatment whilst in our care.
- 1.2 The principal accepts responsibility in principle for staff who have undertaken training to provide first aid to students.
- 1.3 Student's medical information will be stored in accordance with General Data Protection Regulations (GDPR) and only shared to ensure the student receives the appropriate care and support during their time at the academy.
- 1.4 This policy is consistent with all other policies in the academy and has taken in to account the following legislation and statutory guidance:
  - 1.4.1 *Supporting Pupils at School with Medical Conditions*, Department for Education, December 2015
  - 1.4.2 *SEND Code of Practice: 0 to 25 years*, Department for Education and Department for Health, 2014
  - 1.4.3 *Every Child Matters*, Department for Education, 2003

## 2. Monitoring and Review

- 2.1 This policy will be reviewed yearly or in the following circumstances:
  - 2.1.1 A change in government guidance and/or legislation
  - 2.1.2 A request from SLT/Governors/Members of the Trust Board.
  - 2.1.3 A result of a significant change or event
  - 2.1.4 If the policy is deemed ineffective

## 3. Complaints

- 3.1 Any complaints are managed and processed through the academy Complaints Policy and Procedure
- 3.2 The Complaints Policy and Procedure can be found on the academy website alongside an e-mail address to direct and concerns [Contact - Landau Forte Academy Amington \(lfata.org.uk\)](mailto:lfata@lfata.org.uk).

## 4. Roles and Responsibilities

<b>Mrs Angela Bates</b>	<b>School Counsellor with Medical Responsibilities</b>
Contact Details	abates@lfata.org.uk
<b>Miss Amy Parker</b>	<b>Full Time First Aider</b>
Contact Details	aparker@lfata.org.uk

*Please note students acutely unwell or infectious should be kept at home by parents/carers.*

## **5. Supporting Students**

- 5.1** Teaching staff phone for support if a student requires first aid during their lessons. Staff member to provide student name, location and description of incident. The member of staff on first aid will give advice or visit the student situation dependent.
- 5.2** Duty staff to radio for support if a student requires first aid at break or lunchtime. Staff member to provide student name, location and description of incident. The member of staff on first aid will give advice or visit the student situation dependent.
- 5.3** Students with an individual health care plan need will be seen by the full time first aider or person with medical responsibilities, in the event of both staff absence a level 3 first aider to respond.
- 5.4** Students that are unwell are not to be sent to look for first aid, staff must keep students with them until first aid arrives.
- 5.5** Parents/carers are responsible for informing the academy of any short term injuries/illnesses providing comprehensive information on the student's condition and any medication required. Once the academy is in receipt of all information necessary a pathway of support will be agreed with parents/carers and student.
- 5.6** At Amington we endeavour to obtain good attendance from all students including those with medical needs. Staff will make adjustments where possible to include students in lessons/extra-curricular activities, where this is not possible parents/carers will be informed of any alternative arrangements in place. A risk assessment will be completed for students with impaired mobility around the academy and for any off site activities considerate of any medical needs students may have. Absences relating to a student's medical condition will be continually reviewed and discussed to ensure the academy is doing everything possible to support the student's participation in academy life. Medical evidence is requested for authorisation of absences to attend medical appointments.
- 5.7** Students with long term or complex medical conditions will have an individual health care plan (IHCP) created by the staff member with medical responsibilities in conjunction with parents/carers, healthcare professionals and the student as detailed in the supporting students with medical conditions policy.

## **6. Minor Ailments**

- 6.1** Students complaining of minor ailments headache/stomach ache etc. at the start of the academy day will be encouraged to remain in the academy until the end of period 2 enabling all students' access to food/drink/fresh air during break time.
- 6.2** Students complaining of minor ailments headache/stomach ache etc. period 4 will be encourage to complete the academy day.
- 6.3** Students visibly unwell pale/clammy etc. contact with parents/carers will be made to discuss.
- 6.4** Teaching staff will be informed and given guidance on how to support students seen by a first aider for a minor ailment.

**6.5** All minor ailments to be recorded in centralised spreadsheet.

## **7. First Aid**

**7.1** If safe, clean and appropriate to do so first aid to be provided as close to the students classroom as possible.

**7.2** If necessary students to be taken to the hygiene room for first aid treatment.

**7.3** Good hygiene practices to be followed when treating open wounds.

**7.4** Two staff members to be present when giving first aid to students needing to reveal their abdomen/back/upper thigh.

**7.5** If student requires an ice pack student to be taken to the hygiene room and apply the ice pack for 10 – 15 minutes. First aider to remain with student.

**7.6** All first aid incidents to be logged on Evolve by the attending first aider.

**7.7** Any head injuries to have a head injury assessment form completed (Appendix A).

**7.8** Parents/carers to be contacted if a student sustains a head injury.

**7.9** The full time first aider to be made aware of all head injuries and periodically check on the student throughout the day.

## **8. Mental Health Concerns**

**8.1** Students experiencing high levels of anxiety, panic attacks, angry outbursts etc. will be supported by members of the pastoral team.

## **9. Sending Students Home**

**9.1** Students will be encourage to complete the academy day where appropriate. If a student is too unwell to continue with the academy day or suffered an injury requiring further medical assessment parents/carers are to collect students from the main reception. Students are not permitted to walk home, in the unlikely event a parent/carer cannot collect the student and is insistent on them walking home verbal consent will be obtained by the parent and this will be logged on the first aid log and or Evolve.

**9.2** Students waiting for parents/carers to collect them must remain with a member of staff.

**9.3** In the event a student has sustained an injury whereby the emergency services need to be contacted the emergency policy in this document is to be adhered to.

## **10. Hygiene Room**

**10.1** All first aid resources are stored in the hygiene room.

- 10.2** Student medication is stored in a locked cabinet out of reach of students in the hygiene room.
- 10.3** Medication that needs to be readily available for students e.g. Epi-pens are stored in the hygiene room in unlocked white cabinet immediately on the left.
- 10.4** No students are to be in the hygiene room without a staff member.
- 10.5** Record keeping documentation for medication to be stored in accordance with general data protection regulations in the hygiene room.
- 10.6** Emergency inhalers are stored in white cabinet in hygiene room.

## **11. Training**

- 11.1** All new staff members will receive training on the Supporting Students with Medical Conditions Policy and the First Aid Policy as part of their induction.
- 11.2** All staff will receive termly information and guidance on students with medical conditions/needs identified to the academy with special focus on emergency signs/symptoms to be aware of.
- 11.3** All staff will receive termly information and guidance on the first aid procedure and administration of medicines within the academy (Appendix B).
- 11.4** All kitchen staff will receive information and guidance on students with food allergies and intolerances.
- 11.5** All first aid staff will receive either Emergency First Aid at Work or First Aid at Work training ever 3 years. The staff member with medical responsibilities to keep certificates and arrange training where necessary.
- 11.6** Any student with a medical condition/need that requires specific staff training will be identified in their IHCP.
- 11.7** All supply staff will be informed where to find information on student medical conditions/needs and information on the first aid procedure in the academy.

## **12. Emergencies**

- 12.1** In a medical emergency the First Aid Policy is adhered to, with the exception a student's IHCP amends the emergency procedure for that student.
- 12.2** In the event a student is taken to hospital a member of staff is to remain with the student until a parent/carer arrives.
- 12.3** Any member of staff on duty outside or in the canteen is to have a radio.
- 12.4** In the event an ambulance is required the ambulance procedure is to be followed (Appendix C). The first aider on scene will obtain the following information:
- Is the person breathing?
  - Is the person conscious?
  - Description of incident.

- Exact location - Address
- Phone number you are calling from
- Name
- Date of birth

**12.5** An ambulance may be contacted via staff mobile phone or academy phone whichever more appropriate. Please note ambulance call handlers often ask questions which require you to be with the patient.

**12.6** In the event a student suffers an asthma attack and does not have access to a prescribed inhaler or their inhaler does not work a generic emergency inhaler is stored in the hygiene room. Emergency services and parents/carers must be contacted.

### **13. Defibrillators**

**13.1** The academy has 3 automated external defibrillators (AED). All staff and students are aware of AED locations. No training is required to use an AED, audio and visual instructions are provided when the device is opened to guide the rescuer. All first aid staff are trained in cardiopulmonary resuscitation (CPR).

**13.1.1** Ground Floor – Mounted on Wall Behind Reception

**13.1.2** First Floor – Site Team Office

**13.1.3** The Hygiene Suite

### **14. Insurance**

**14.1** The academy insurance covers any staff undertaking responsibilities from this document.

### **15. Immunisations**

**15.1** Immunisations are completed by Staffordshire and Stoke on Trent Partnership NHS Trust – School Age Immunisation Team. They can be contacted via:

- Telephone 0300124 0366
- Email: [www.staffordshireandstokeontrent.nhs.uk/Services/school-Age-immunisation-team](http://www.staffordshireandstokeontrent.nhs.uk/Services/school-Age-immunisation-team)

**15.2** The person with medical responsibilities will liaise with the Schools Immunisation Team to make arrangements for Immunisations. Inclusive of securing a date, room, staffing and distributing documentation from the School Age Immunisation Team to parents/carers.

**15.3** Immunisations provided in the academy HPV vaccination for year 8 and 9 and MenACWY & DTP 3 in 1 adolescent booster for year 9 students.

**15.4** Staff to be notified of dates for immunisations.

### **16. Academy Trips**

**16.1** All first aid kits to be arranged by the person with medical responsibilities and signed out to the first aider on the trip.

**16.2** Trip lead to inform person with medical responsibilities of trip details and students attending at least 7 days prior to trip date.

**16.3** Person with medical responsibilities to arrange any medical requirements, documentation or medication for students in accordance with any IHCP's as per the supporting students with medical conditions policy.

**16.4** The person with medical responsibilities to provide guidance to the first aider on the trip regarding any medical conditions or medication as per the supporting students with medical conditions policy.

### **17. Unacceptable Practice**

**17.1** Prevent students from first aid treatment for first aid emergencies.

**17.3** Ignoring medical evidence, medical professionals and parents/carers views.

**17.5** To send an unwell student looking for medical assistance.



## **Appendix A**



### **Head Injury Checklist**

Student:

Date:

Time:

Assessed by:

	YES	NO
Loss of responsiveness		
Scalp wound		
Dizziness		
Nausea		
Headache		
Confusion		
Vision Impairment		
Loss of memory of events before or during the injury		
Parents informed		
Advised parent to have them checked by a medical professional as showing signs of a head injury		

**A student with a head injury should be monitored throughout the day.**

**If student is ok to return to class please inform the teacher of the injury and ask them to monitor.**

**Inform any other teacher that may teach this student within this day.**

## **Appendix B**

**Teacher**

Aim to keep students in lessons where possible

- Nausea
  - Headache
  - Earache
  - Toothache
  - Period Pain
  - Sore Throat
  - Stomach Ache
  - Pre-Existing Injury
  - Cough
  - Diarrhea
- Encourage students to drink plenty of fluids.
- Sit student by the window for fresh air & remove blazer/jumpers if hot.
- Reassure the student and check in with them regularly.
- ONLY** contact first aid on **5111** if the student requires medication (e.g. pain relief) from home or the student cannot continue with the academy day.

**Pastoral Team**

Support with mental health concerns

Mental health concerns, anxiety or a panic attack encourage the student to regulate their breathing.

Breathe in count to 7 breathe out count to 11.

Keep talking to the student and reassuring them.

Once calm discuss how the student is feeling identifying underlying/ongoing issues?

**Emergency First Aid Team - 5111**

To administer first aid for accidents and emergencies

- Cut/Graze
  - Bruises
  - Splinters
  - Nosebleed
  - Eye Injuries
  - Superficial Burns
  - Sprains & Strains
  - Heat Exhaustion
  - Migraine
  - Temperature above 38
- Encourage students to drink plenty of fluids.
- Sit student by the window for fresh air & remove blazer/jumpers if hot.
- Reassure the student and check in with them regularly.
- ONLY** contact first aid on **5111** if the student requires medication (e.g. pain relief) from home or the student cannot continue with the academy day.

**Amy Parker**

**Angela Bates**

- **Care plan student with care plan need**
  - **Student with major incident**
  - Unconscious
  - Not Breathing
  - Seizure
  - Choking
  - Anaphylaxis
  - Asthma attack
  - Partial & Full Thickness Burn
  - Broken/Dislocated Bones
  - Spinal Injury
  - Serious Head Injury
  - Meningitis & Sepsis
- Assess injury.
- Administer first aid calling **5111**
- Request further medical attention if needed
- Record on Evolve

- If you require the first aid team please phone 5555.  
**DO NOT SEND STUDENTS TO RECEPTION.**
- All science related first aid incidents to be managed by science technicians.
- All student medication to be dispensed by ALP or EEH.

## Appendix C



### AMBULANCE PROCEDURE

- **Get as much information from the person asking you to call the ambulance. Name of person, injury, where they are, description of how the injured person is.**
- **Dial 999 or 111. Stay calm and speak clearly.**
- **The operator will ask you for your telephone number. This is so that if the line is disconnected they can call you back. They will also ask you for your address and the nature of the emergency.**
- **Address: Landau Forte Academy Amington, Woodlands Road, Amington Tamworth B77 4FF**
- **Telephone number: 01827 301800**
- **Remember the operator can't see the situation. They are relying solely on what you tell them, speaking clearly and explaining the situation will help them greatly. Try and give clear and concise answers to the questions they ask.**
- **Then, the operator will go through a list of questions to find out information about the casualty. These questions will include things like "Are they conscious?" and "Are they breathing?" It's important that you give the correct information as best you can. If you don't know the answer, then say so. Answering these questions will not delay the ambulance.**
- **The questions they ask are important as they help the operator assess the severity of the call and send the right level of emergency help.**
- **Always stay with the patient in case their condition changes (for example, they stop breathing or become unconscious). If this happens it's important that you call 999 again and update the operator.**
- **The operator is trained to give simple first aid instructions over the phone (such as how to perform cardio-pulmonary resuscitation, or CPR, on someone**

**who isn't breathing). Even if you haven't done any first aid training you can still follow these instructions to help the casualty. Remember, it's far better to do something than nothing.**

- **Once the Ambulance on its way inform the principal and Site team.**
- **Ask someone to wait for the ambulance and show them where to go.**