



The Bourne Academy

First Aid Policy

VISION

Our vision is to develop literate, numerate, global citizens who ASPIRE, i.e. they are: Ambitious, Self-Confident, Physically Literate, Independent Learners, Resilient, Emotionally Literate.

PURPOSE

To set out the Governing Body's policy regarding First Aid provision in the Academy.

BACKGROUND

The Academy ensures all staff understand their duty of care to students in the event of an emergency and feel confident in knowing what to do in this situation. The Academy will provide adequate First Aid and Medical attention for students, staff and visitors in the Academy. The aims of a First Aider are to preserve life, to prevent worsening and to promote recovery. Qualified First Aiders are available at The Bourne Academy to deal with accidents that occur on the Academy premises only. The First Aid procedure at the Academy is designed to ensure that every student, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major. It is emphasised that First Aid is provided by qualified First Aiders and not trained doctors or nurses. In the event of an accident all members of the Academy community should be aware of the support available and the procedures available to activate this. The term 'First Aider' refers to those members of Academy staff who are in possession of a valid First Aid At Work certificate or equivalent.

The Academy aims to:

- Provide effective, safe First Aid cover for students, staff and visitors
- Ensure that all staff and students are aware of the system in place
- Provide awareness of Health & Safety issues within the Academy and on Academy trips, to prevent, where possible, potential dangers or accidents

1. Objectives

The aims of our First Aid Policy are to:

- Ensure the health and safety of all staff, students and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and guidance

This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety \(First-Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of students

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The Academy's appointed first aider is Rachael Copelin Irvine. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending students home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping student contact details up to date

The names of the Academy's first aiders are displayed prominently around the Academy (in the First Aid Room, Student Hub and PE office). All first aiders wear a green staff ID card holder.

3.2 The Governing Board

The Governing Board has ultimate responsibility for health and safety matters in the Academy, but delegates operational matters and day-to-day tasks to the Principal and staff members.

3.3 The Principal

The Principal is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of first aiders are present in the Academy at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of students
- Reporting specified incidents to the HSE when necessary (see section 6)

3.4 Staff

Academy staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the appointed person/first aiders in school are
- Completing accident reports for all incidents they attend to where the appointed person/first aider is not called
- Informing the Principal or their Line Manager of any specific health conditions or first aid needs

3.5 Parent/Carers

- Parents/carers should ensure that their children are not sent to the Academy if they are unwell or requiring medical attention for accidents incurred out of the Academy, as facilities in the Academy are limited
- Parents/carers are responsible for ensuring that the Academy Office maintains accurate records of emergency contact names and telephone numbers. Students should also record these details in their student planner
- No student will be allowed to go home without a member of staff contacting a parent/carer first
- Students must sign out at the Academy's Reception if leaving the Academy
- If the Academy cannot contact a Parent/carer in the event of an emergency, the Academy will arrange for an ambulance or other means of transport to convey a casualty to hospital. It should be noted however, that treatment might be delayed until parental consent is available.

4. First aid procedures

4.1 Academy procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a student is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, a delegate of the First Aid Lead will contact parents immediately
- The First Aid Lead will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

In the event of illness in the Academy:

- The First Aid Room is situated near the front office and is open every day at break and lunch times, with emergency on-call provision throughout the Academy day.
- Students may visit the First Aid Room when open i.e. at break and lunch times.
- During lesson times, students must report at Reception with a First Aid pass obtained from their teacher to indicate that they are too ill to continue lessons.
- If the student cannot be moved, help will be summoned via the Academy's on-call system.

Students are **not allowed** to carry any medication, prescribed or non-prescribed, unless cleared by the Lead First Aider, eg inhalers. If a student requires medication during the Academy day a medical form should be fully completed and handed in with the medication to First Aid/Reception, to be kept secure. On joining the Academy we request consent to give over the counter pain relief or antihistamine for minor ailments; this is provided by the Academy should your child require this.

If your child needs to have any type of prescribed medication kept in school, (please note all medicines must be kept locked away and not kept in student's bag,) please complete a medical form which can be downloaded [here](#), alternatively a form can be obtained from reception.

The First Aid room is open at **break and lunchtime only**. Students are not allowed out of lessons unless it is an emergency illness or injury. A headache, stomach-ache, *feeling* sick or minor injuries such as papercuts, do not require emergency first aid and students will be returned to lessons until First Aid is open.

Please remember, for safeguarding reasons it is Academy policy that students are not allowed to use their mobile phones in the Academy. Therefore, in the event of illness or injury, parents and carers will be contacted, in the first instance, by the First Aider. Students who use their phone to contact parent/carer may be subject to a strike on their first impressions card.

4.2 Off-site procedures

When taking students off the Academy premises, staff will ensure they always have the following:

- An Academy mobile phone
- A portable first aid kit which complies with HSE recommendations
- Information about the specific medical needs of students
- Parents' contact details

When transporting students using a minibus or other large vehicle, the Academy will make sure the vehicle is equipped with a clearly marked first aid box which complies with HSE recommendations.

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking students off school premises.

There will always be at least 1 first aider on school trips and visits.

5. First aid equipment

All of the Academy's first aid kits comply with HSE recommendations

No medication is kept in first aid kits.

First aid kits can be found in the following locations -

First Aid Room (including go bag + travel kits)

Sixth Form

PE (1 x box + 1 x bag)

Minibus x 2

Facilities x 2

Lettings

AWE04

English Office

Maths Office

Dance Studio

Reflection Room

Kitchen (maintained by Innovate)

FOOD

HU8

HU9 (plus 1 x burns kit)

TED

Cutting Room (plus 1 x burns kit)

STEM 20 (Workshop)

STEM 16

SCIENCE

Science Work Room (Large Prep Room)

Small Study Room (plus 1 x Burns kit)

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the First Aid Lead on the same day or as soon as possible after an accident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information on the accident form
- A copy of the accident report form will also be added to the student's educational record by the First Aid Lead
- Records held in the first aid and accident book will be retained by the Academy for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

6.2 Reporting to the HSE

The First Aid Lead will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Principal will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

Academy staff: reportable injuries, diseases or dangerous occurrences

These include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the

incident). In this case, the Business Director will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Students and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

7. Training

All Academy staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The Academy will keep a register of all trained first aiders, what training they have received and when this is valid until.

The Academy will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the Academy will arrange for staff to retake the full first aid course before being reinstated as a first aider.

8. Relevant Forms

Appendix 1: Request for Academy to Administer Medication – Parent/Carer Consent Form

Appendix 2: Student Medical Information Form (Includes over the counter medication consent)

9. Monitoring and Review

The Principal will be responsible for monitoring the implementation and effectiveness of this/policy/procedure. The policy will be reviewed by the Governing Body every two years.

Reviewed and updated by Senior Leaders in July 2023

Approved by Governing Body in November 2023

Due for review September 2025

APPENDIX 1

REQUEST FOR ACADEMY TO ADMINISTER MEDICATION – Parent/Carer Consent Form

The Academy will not give your child medicine unless you complete and sign this form and it has been agreed by the Lead First Aider. The Academy is not obliged to administer medication.

Student Name.....

House..... Date of Birth.....

Condition or Illness.....

Medication (Name & Type).....
(Please ensure medication is in its original packaging displaying student name and prescribing doctor)

Dosage/Timings/Method.....

Date Dispensed.....How long will your child need to take this medication?.....

Self-Administered? YES/NO (please delete as appropriate)

Procedures/who to contact in an emergency.....

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Special precautions/any other information.....

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Signed (Parent/Carer)..... Name.....

Relationship to student.....Date.....

All medication along with this consent form must be handed over to Reception staff on arrival at the Academy.

Please be aware it is the Parents/Carer's responsibility to inform the Academy of any illness/condition/medical update and to provide medication, ensuring it is in date. It is not the Academy's responsibility