



FIRST AID POLICY

Including supporting students with medical needs and first aid procedures in the academy

Page 5 of this policy document details the temporary First Aid Procedure to be used from September 2020 due to COVID-19

Safeguarding Team

Please see the safeguarding page on our website for the latest information about our Safeguarding Staff Team

This policy should be read alongside:

Working together to safeguard children July 2018

Keeping children safe in education 2021

John Port Spencer Academy (SAT) Child Protection and Safeguarding Policy

John Port Spencer Academy Self-Harm Policy

Included in this policy

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Temporary first aid procedure from September 2021 (due to COVID-19)

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Published: September 2020

Updated: November 2021

To be reviewed: December 2022 (or before)



Principles

First aid is coordinated by the First Aid Officer from the first aid room in the Edale building. The First Aid Officer is fully trained in first aid but is not qualified medically or as a paramedic.

Students should be referred First Aid by a member of staff. First-Aiders will attend incidents where emergency First Aid is required. Professional help will be sought when needed.

Parents who believe their child is ill or requires medical treatment should not send them to the academy. Pre-existing conditions/injuries will not be treated unless this is part of a care plan already agreed with the academy.

If a child becomes ill and/or requires medical attention, parents will be contacted and must arrange to collect their child. If the child's condition is serious enough the academy may summon medical assistance or send the child to hospital before parents/carers have arrived.

If a child reports for first aid but the condition can be dealt within the academy parents will be informed.

If a child suffers from a chronic condition, is undergoing a programme of treatment or is at risk of a severe allergic reaction the academy should be informed and a care plan agreed.

Relevant information will be maintained on the academy electronic system and will be shared, confidentially, with staff likely to come into contact with the child.

Medication

No member of staff should administer any medicines to students. The only exception to this is where a care plan has been agreed. Under these circumstances, medication will be supervised by the academy with the First Aid Officer in the first aid area and provided to the students to administer themselves.

No medication will be provided by the academy. Parents should decide whether they wish their child to carry the medication for any routine condition and should limit the provision to the appropriate daily dose.

The first aid room will supervise medication for chronic conditions (for example, asthma or diabetes) or where a child is undergoing a course of treatment (for example antibiotics).

Children with a risk of a severe allergic reaction who require EpiPen's should carry the device with them. In an emergency, the size of the site makes it impractical to bring an EpiPen from the first aid room to an incident. Children should be trained to administer the EpiPen. Parents are responsible for checking the state and use by dates of the pens.

Staff are generally not trained to administer the EpiPen, as their use is very rare.



Medications that are part of a students' individual care plan are stored in the academy and there is a contents inventory; they are stored in a lockable room and they are signed in and out by the student with staff counter signature.

Where a student repeatedly seeks first aid assistance (three visits to first aid in a term, or where the academy thinks it appropriate) parents will be contacted and requested to make an appointment with their GP.

Responsibilities

Where a student is deemed too unfit or unwell to attend lessons, parents will be contacted to arrange for the student to go home. If a child's condition has not improved within 30 minutes of arriving at first aid or whose condition is obviously deteriorating, parents/carers will be contacted and medical assistance may be summoned.

If a child is treated or gives cause for concern then the academy (usually the First Aid Officer) will contact the parents by phone, text or email.

If a child reports a head injury, the parents are always contacted, even if it is felt that the child can remain in the academy. Any concerns about a child's wellbeing or safety will be reported immediately to the Assistant Vice Principal responsible for safeguarding.

Attending first aid

Normally only those students who have their planner (or a note) signed by their teacher, those with a care plan and those accompanied by a member of staff will be seen for first aid. Exceptions to this are children injured before academy hours or during a break and children in obvious distress.

First Aid Officer procedures

The First Aid Officer carries a radio tuned to Channel 1 to ensure efficient communication is kept. Should the First Aid Officer have any problems with children requesting first aid they can call upon the relevant Head of Year, Pastoral Manager or a member of the Senior Leadership Team for assistance.

Poor behaviour in the first aid area is not tolerated and will be reported to the offending student's Head of Year and Pastoral Manager.

The First Aid Officer will check the queue and the rest room (if occupied) every 15 minutes.

The First Aid Officer will provide a weekly report to the Assistant Vice Principal responsible for Safeguarding. The Principal will also be informed of any incidents where assistance from paramedics was required.

When dealing with an emergency the First Aid Officer will stay with the student at the scene at all times and will contact the emergency services by mobile phone. The general office and/or the Senior



Leadership Team will be contacted by radio. If there is no mobile phone signal, the general office will contact the emergency services on behalf of the First Aid Officer, keeping in contact with him/her at the scene by radio.

If the First Aid Officer needs additional support at the scene, or help to locate a member of staff, a parent or the emergency services, the First Aid Officer should instruct a member of staff to facilitate this. The First Aid Officer is in charge at the scene of an incident and staff must support them and follow their instructions.

When the First Aid Officer decides to call medical assistance or a parent, the academy will fully support this decision and should there be any difficulty with parents then a member of the Senior Leadership Team will deal directly with the parent/carer.

When using the radio in connection with first aid, student names will not be used and emotive language should not be used. Any detailed conversations should be over the telephone, or if this not possible due to location, radio channel 5 will be used.

Continued temporary first aid procedure from September 2021 (due to COVID-19)

Staff in the academy are currently following a temporary procedure due to COVID-19. This procedure includes:

- Students who feel ill during a lesson alert their teacher/tutor. It may be that a student displays signs of being unwell and the member of staff decides to send an alert for pastoral support.
- The teacher will use the alert system to call for the appropriate Year Team
- Year Team to support the student and deal with minor issues (plaster, water etc). Each year base will have a supply of basic first aid equipment. Year leaders need to communicate with the first aid officer if they treat a student so an accurate log can be maintained
- If the Year Team feels that the students require first aid attention that they cannot help with, they will liaise with first aid via radio and only bring students to first aid when agreed (first aid should only be for students who need to be sent home or cannot be in the classroom).
- If they need to remove the student from the classroom, but cannot take them to first aid due to numbers they will need to find an available room in their year block and continue to liaise with first aid until they can take the student to first aid.
- Any student or member of staff entering first aid will be required to wear a mask
- Students will be kept adequately distanced in the first aid area
- Students with suspected coronavirus will be isolated in a dedicated room, parents will be contacted and they will be sent home.
- When students are sent home, pastoral staff will escort them to the student reception and sign them out to their parents.



Staff who are currently first aid trained (September 2021)

Staff Name	Role	Location	Expiry date
Craig Jeffery	First Aid Officer	Edale	04 February 2022
Ben Stainsby	Premises	Site	03 November 2022
Cara Ratcliffe	Technician	Ashbourne	23 February 2023
Ian Ashburner	Teacher	Ashbourne	23 February 2023
Sue Orchard	Teacher	Ashbourne	23 February 2023
Deborah Fisher	Teacher	Bakewell	23 February 2023
Emma Clee	Teacher	Chatsworth	23 February 2023
Charlotte Smitton	Teacher	Chatsworth	23 February 2023
Cate Jackson	Teacher	Chatsworth	23 February 2023
Naomi Hardy	Teacher	Chatsworth	23 February 2023
Daniel Barry	Teacher	Derwent	23 February 2023
Natalie Brooks	Teacher	Edale	23 February 2023
Bruce Green	Teacher	Edale	23 February 2023
Amy Matamoros Kemp	Teacher	Hathersage	23 February 2023
Gerda Mellows	Technician	Hathersage	23 February 2023
Jenny Blomley	Technician	New Derwent	23 February 2023
Helen Perry	Pastoral	Bakewell	11 June 2023
Karen Grundy	Social time supervisor/First aider	Ashbourne	20 July 2024
Amanda Hedges	Social time supervisor/First aider	Ashbourne	20 July 2024
Katie Potter	Head of Year	Ashbourne	20 July 2024
Victoria Salmon	Catering	Ashbourne	20 July 2024
Paul Whittingham	Technician	Derwent	20 July 2024
Nathan Collier	Head of Year	Edale	20 July 2024
Carolyn Golaub	Safeguarding	Edale	20 July 2024
Teresa Dare	Pastoral	Edale	20 July 2024
Raynie Philips	Technician	Flamstead	20 July 2024
Frances Marriott	Technician	Flamstead	20 July 2024
Megan Farish	Technician	Flamstead	20 July 2024
Andrea Tams	Technician	Flamstead	20 July 2024
Lindsay Orr	Head of Year	Flamstead	20 July 2024
Philip Owen	Technician	Hathersage	20 July 2024
Wayne Perry	Safeguarding	Jubilee	20 July 2024
Danielle Woodward	Head of Year	Jubilee	20 July 2024
Chad Gaynor	Pastoral	Jubilee	20 July 2024
Tom Flaxman	Teaching Assistant	Jubilee	20 July 2024
Judith Brockley	Premises	Site	20 July 2024
Ian Eley	Premises	Site	20 July 2024
Anthony Greenhough	Premises	Site	20 July 2024
Amanjot Binning	Catering	Sixth Form	20 July 2024
Helen Warren	Cover Supervisor	Various	20 July 2024