

GREENSIDE FILM FACTORY

First Aid Policy



Date	Revised amendment details	By whom
Oct 2021	Policy template drafted	Ops Group
Nov 2021	Policy template approved by Trust Board	Trustees
Nov 2021	Policy template adopted and implemented at a local level	Leadership Group
Dec 2024	Proposed date for review subject to statutory update as required.	Trustees



Table of Contents

Table of Contents	2
Elliot Foundation Academies Trust Values	3
Related Policies and Documents	4
Policy aims and scope	5
Roles and responsibilities	5
Procedures	7
Record-keeping and reporting	8
Qualified and registered First Aid trained individuals in school	9

Elliot Foundation Academies Trust Values

1. Put children first

- a. We trust and value your professionalism
- b. We share the responsibility for the learning and welfare of all of our children
- c. Our purpose is to improve the lives of children

2. Be safe

- a. Don't assume that someone else will do it
- b. Look after yourself, your colleagues and all children
- c. We are all responsible for each other's safety and well being
- d. Discuss any concerns with an appropriate member of staff

3. Be kind & respect all

- a. People are allowed to be different as are you
- b. Kindness creates the positive environment we all need to flourish
- c. This kindness should extend to ourselves as well as to others

4. Be open

- a. If you can see a better way, suggest it
- b. If someone else suggests a better way to you, consider it
- c. We exist to nurture innovators and support those who take informed risks in the interests of children

5. Forgive

- a. We all make mistakes
- b. Admit them, learn from them and move on

6. Make a difference

- a. Making the world a better place starts with you
- b. Model the behaviour that you would like to see from others

Related Policies and Documents

- Health and Safety local policy and Trust-wide policy
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)
- The Health and Safety (First-Aid) Regulations 1981(as amended)
- DfE Guidance on [First aid in schools](#)
- DfE Guidance on [Health and Safety: advice for schools](#)
- [Statutory Framework for the Early Years Foundation Stage](#)
- TEFAT Supporting Pupils with Medical Needs policy

1. Policy aims and scope

- 1.1. To ensure the health and safety of all staff, students and visitors in school through the effective delivery of First Aid; this can prevent loss of life or reduce the severity of an incident or condition
- 1.2. To ensure that staff are aware of their own responsibilities and aware of who has first aid responsibilities
- 1.3. To provide a framework for responding to an incident, how incidents are recorded and how the outcomes are reported

2. Roles and responsibilities

The Trust will:

- Agree the Trust Health and Safety Policy and by doing so recognise the statutory responsibilities that the Trust holds.
- Delegate operational matters and day-to-day tasks to each academy and their staff members, including the adoption and implementation of the locally owned First Aid Policy.

The Principal/ Head of School and Leadership Group will:

- Adopt and implement the local policy
- Ensure that an appropriate number of personnel are present in Greenside at all times, having appropriate qualifications/training and are competent to perform their role
- Ensure that the first aider's names are displayed prominently around the school site and a register is kept which includes what training they have received
- Ensure all staff are aware of procedures (as detailed in this policy)
- Ensure all responsible individuals undertake risks assessments and appropriate measures are in place
- Ensure that adequate space is available to cater to the specific medical needs of students in the Greenside.

- Escalate or report specific incidents to Estates and Health & Safety Director, Trish Martin, or Regional Director and Safeguarding Lead, Caroline Oliver, (depending on the nature of the incident) where necessary.

Staff members will:

- Ensure they are aware of and follow first aid procedures and be aware of who the first aiders are
- Ensure all accidents are reported and recorded in line with TEFAT's protocol
- Inform the Principal or their line manager of any specific health conditions or any first aid needs that they have

All staff, both teaching and support, are responsible for dealing with minor incidents requiring first aid and will follow the guidance set out in the relevant section of TEFATs Health and Safety guidance documents.

The Appointed Person and First Aider will:

The Appointed Person¹:

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

The First Aider²:

- Act as first responders to any incidents; they will assess the situation with any injured or ill person (s), and provide immediate and appropriate treatment

¹ An Appointed Person is defined as someone who is in charge of the first aid arrangements. This includes looking after the equipment, facilities and calling the emergency services. You can have more than one appointed person and they do not need to have any formal training. They may be a different individual to the First Aider.

² A First Aider is someone who has undertaken training appropriate to the circumstances and must hold a valid certificate of competence.

- Can send students home to recover, where necessary, in accordance with the school's protocols (after discussion with a member of LG)
- Complete an accident report on the same day, or as soon as reasonably practicable, after an incident
- at least 1 person who has a current paediatric first aid certificate must be on premises at all times

3. Procedures

3.1. First Aid

The First Aiders' primary role is to attend to all first aid needs. If a student needs to receive first aid during lesson time please send the student accompanied by an adult or another student to the first aid office and inform either the office staff or someone in the staff room. If there is a serious accident please send an adult or responsible student where appropriate to find a first aider and the member of LG who is out of class.

In any serious incident/injury, the first aider on duty is responsible for ensuring the emergency services are contacted immediately. In the event of a student receiving a blow or bump to the head, the first aider attending to the student is responsible for making sure the parents/ carers of the injured student are informed. In addition, following a serious injury, the member of LG out of class will need to be informed. In all cases, we inform parents/ carers about any head injuries via a telephone call and this should take place as soon as possible after the incident has happened. As part of the telephone call, parents/ carers should always be invited to come into Greenside to check the injured student.

If first aid is needed at morning or afternoon break, the member of staff on playground duty should judge the severity of the injury by quickly checking the extent or degree of pain the student is in. This can be difficult, so you are advised to treat each student individually and always err on the side of caution. If the injury is clearly serious and needs a first aider, one adult should always stay in the playground and one adult should take the student to the first aid office. Alternatively, a responsible student should be sent to alert LG and / or a first aider. If the injury needs first aid but is not considered serious, the student should be sent to the first aid office accompanied by an adult or responsible student who should inform either the office staff or someone in the staff room.

3.2. Accidents

First Aid assistance is available at all times during the working day and all injuries should first be referred to one of our qualified First Aiders. As stated above, all injuries should be referred to a First Aider. Any accidents must also be recorded in the Accident Report Book (kept in the Office), even if there was little or no injury to either a student or member of staff. The member of staff who witnessed the accident is responsible for writing the report. If in doubt contact a First Aider via the Office.

3.3. **Standard procedures:**

3.4. Staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the academy site.

3.5. In the case of a medical emergency, parents/ carers must be informed. The appointed person must arrange for and accompany (if necessary) the injured student to be transported to A&E by ambulance.

3.6. Parents/ carers will be asked to complete and sign a medical consent form when their daughter/ son is admitted to the academy, which includes emergency contact numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.

3.7. The location of first aid boxes will be marked by a green cross, the contents of which will be regularly checked by a qualified First Aider and managed in line with the Supporting students at school with medical conditions policy

4. Record-keeping and reporting

4.1. Any accidents must also be recorded in the Accident Report Book (kept in the Office), even if there was little or no injury to either a student or member of staff. The member of staff who witnessed the accident is responsible for writing the report. If in doubt contact a First Aider via the Office.

4.2.

- 4.3. All details of any first aid administered must be recorded in the first aid treatment book or the staff accident book, a copy of which is kept by the school office. These must be regularly checked by someone to identify patterns, i.e. an area where accidents frequently occur.
- 4.4. Staff must inform the parent / carer of any first aid administered on the same day or as soon as reasonably practicable.
- 4.5. An incident report form should be completed as per the incident reporting procedure detailed in the relevant section of TEFATs Health and Safety guidance.
- 4.6. Serious incidents, illness, injury or death of a student while in the school's care will be reported to Ofsted, local child protection agencies and TEFAT must be notified in line with protocol.
- 4.7. In cases where an accident is **reportable**, such as assault or an allegation against an adult e.g wrong medication administered or an injury to a student caused by a teacher or adult, then TEFAT must be contacted in the first instance and Trust advice subsequently followed with reference to contacting the Police and LADO.

5. Qualified and registered First Aid trained individ

Staff Member's Name	Role	Contact details
Robin Yeats	Head of School	robiny@greensideschool.org
George Webber	Deputy Head	georinaw@greensideschool.org
Michelle Williams	HLTA	michellew@greensideschool.org
Sarah Breyse	TA	sarahb@greensideschool.org
Sharon M	TA	sharonm@greensideschool.org
Kalea Williams	EYE	kaleaw@greensideschool.org
Amy John-Brown	TA	amyjb@greensideschool.org
Adiam Yemani	TA	adiamy@greensideschool.org
Karen Sheean	TA	ksheehan@greensideschool.org