ANNEX 1 - LOCAL FIRST AID PROCEDURES 2026 - 27

These procedures for First Aid and Medical treatment at North Wootton Academy form part of the Eastern Multi-Academy Trust First Aid and Medical Policy

1. **First Aid Procedure**

This procedure forms part of, and should be read in conjunction with, the First Aid Policy. It is designed to confirm how the Trust will address the responsibilities regarding the administration of first aid to staff, pupils and visitors.

All organisations, including educational establishments, should develop and formalise procedures for dealing with first aid, based upon an assessment of the need. The procedures should cover first aid personnel, equipment and practices and be designed in accord with the legal standards and good practice.

The First Aid Coordinator in conjunction with the principal is responsible for determining the actual provision required at their respective establishments, with the appropriate manager responsible where additional needs relevant to their specific operation exist.

2. **Assessment of Need**

The First Aid Coordinator in conjunction with the principal has undertaken an assessment of the first aid need to determine a provision which is suitable and sufficient. Areas that have been considered include:

- Hazards presented by the work;
- Level of risk presented by hazards;
- Number and nature of staff;
- Number and nature of pupils/students;
- Number of premises;
- Location of premises;
- Accident history;
- Travelling, remote and lone workers;
- Staff working on shared or multi-occupied sites;
- Leave of first aiders and appointed persons;
- Shift working.

Following the assessment, and using the information gathered the provision detailed below has been determined.

Departmental managers should determine any additional personnel, equipment and facilities required using the same approach, for example, specific first aid provision should form part of the arrangements for offsite work and educational visits.
Safeguarding procedures should be followed, at all times. If a child has injured themselves and it is inappropriate for them to show you the parents must be contacted.

3. **First Aid Provision**

The First Aid Co-ordinator is **Nikki Graham** and is situated in the main office. A First Aid treatment room (**disabled toilet)** is sited in the main building and is available for persons who require such a facility.

4 **First Aid Rooms**

The site has a first aid room, which will;

- be adequately stocked with first aid equipment
- be accessible to stretchers
- be clearly sign-posted
- be provided with a couch, a chair and any necessary additional equipment
- have washable surfaces and adequate heating, ventilation and lighting

- be kept clean, tidy, accessible and available for use at all times when staff and students are on site
- be positioned as near as possible to the point of access for transport to hospital
- display a notice in the room advising of the names, locations, and, if appropriate telephone extensions of first aiders and how to contact them

The designated person – Rachel Tearle - regularly check all first aid equipment is in date and stocks replenished.

5 **Equipment**

Suitable and sufficient equipment will be provided, based on an assessment of the need, the minimum stock of first aid items at each location will be:

- A leaflet giving general guidance on first aid (for example HSE leaflet Basic Advice on First Aid at Work)
- 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the type of work (dressings may be of a detectable type for food handlers)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium sized individually wrapped sterile unmedicated wound dressings, approximately 12cm x 18cm
- One pair of disposable gloves

These additional materials are also available:

- Aprons
- Gloves
- Resuscitate
- Wipes
- Sterile water/saline (where mains water is not available)
- Clinical waste bins/bags
- Bio hazard disposal pack.

Tablets and medication of any description will not be kept as part of the first aid provision.

A centralised stock is also available to enable the first aiders to restock the first aid boxes, as and when necessary. The stock will be held by the First Aid Coordinator to whom requests for additional supplies should be made using the request form. Teaching assistants will check and refill their First Aid boxes on a regular basis and must request supplies from the First Aid Coordinator. This is currently stored within the resource room.

The First Aid Coordinator also holds a grab bag containing an appropriate selection of first aid equipment for use by educational visits leaders. These are currently stored within the resource room.

The location of the first aid boxes, rooms and the boxes themselves will be clearly marked by a white cross on a green background.

Managers who identify a need for specific additional equipment should seek approval from the First Aid Coordinator prior to purchase to ensure it is in accord with the standards and appropriate for use at the site.

6 **Travelling first aid kits**

Where departmental activities necessitate the need for travelling, staff should to be provided with first aid equipment. The following items are considered suitable provisions;

- A leaflet giving general guidance on first aid (for example, HSE leaflet Basic Advice on First Aid at Work)
- Six individually wrapped sterile adhesive dressings
- One large sterile un-medicated dressing – approximately 18cm x 18cm
- Two triangular bandages
- Two safety pins
- Individually wrapped moist cleansing wipes
- One pair of disposable gloves

The trip leader must ensure that the medical notes for all children together with any required medication is taken on the trip. These must be kept securely and returned to school to be destroyed on return.

7 **Illness and Minor Injury**

Parents become responsible for their child if the pupil is unwell or injured. In order to contact parents quickly, it is essential that changes of address or phone number are passed to the school office as soon as these are known.

Students must not leave their classes for first aid treatment other than in cases of emergency. Any member of staff who becomes aware that a student is injured, or needs immediate treatment, must send the student to a first aider. If the injury is serious and the student cannot walk, the teacher must contact the First Aid Co-ordinator (Mrs Graham) for assistance. Reception staff may contact other available First Aiders.

- Every incident/accident should be recorded on Smartlog if it is a head injury please notify the office so a message or call can be made to the parent.
- All injured pupils need to be sat on the first aid bench/seat in class to be assessed.
- Make an initial assessment of the injury.
- Where there is bruising/swelling, immediately issue an ice pack and leave on for 10 minutes but check the child after 5 minutes (give child a 5-min timer). Seek advice from the office if you are concerned about the injury/whether parents may need to be called.
- Where there is a visible red mark, give the child a 5-minute timer and then assess again. If after the 5 minutes, there is now bruising/swelling give an ice pack for 10 minutes (checking on them after 5 minutes).
- If there is no red mark or swelling give a 5-minute timer and assess again. If child reports no pain, the child can go. An accident log must still be completed.
- If in any doubt on an injury, seek a second opinion at the office.

8 **Emergency and Serious Injury**

The first aid co-ordinator will have the responsibility to call an ambulance after being called to an accident or illness, however, any member of staff who has been instructed may call an ambulance if required. The First Aid Co-ordinator or a member of the First Aid Team will contact the parents to tell them of their child's injury and whereabouts so that the parents can go to the hospital. If necessary, the First Aid team may delegate this task to another member of staff. The hospital staff will decide whether to treat the child before the parents arrive.

In the case of a very serious accident or injury, the Critical Incidents Policy's procedures will be carried out.

9 **Head/Face Injuries**

Accidents involving a pupil's head can be problematic because the injury may not be evident, and the effects only become noticeable after a period of time.

With any head injury a child will be sat down and observed for at least five minutes to ensure there is no concussion.

If the injury is minor, all head injuries should be monitored closely, and the parents should be contacted. Serious head injuries should always be referred for hospital treatment.

10 **Record keeping**

For accidents/injuries, the First Aiders must log this on Smartlog. First aiders must insure that as much detail as possible is recorded.
Any visible cut or bruise must be recorded.
All head/face and other significant injuries **must** be recorded and reported to the school office immediately. The office will then text or call parents to notify them of the injury. Children should be monitored and any change in their condition reported immediately to the school office.

Any serious injuries such as broken limbs, serious burns, unconsciousness and dislocations, must be reported to the Health and Safety Officer, Nikki Graham. Any such injuries must be reported on a RIDDOR form (online HSE).

Any accident/incident occurring on the Academy premises or as part of a school related activity must be reported by the member of staff attending the accident and an Incident log completed.

11 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), some accidents must be reported to the HSE.
These include;

- Accidents resulting in death or major injury.
- Accidents which prevent the injured person from; carrying out their normal work for more than 7 days, not including the day of the accident and must be reported within 15 days.

RIDDOR reports must be carried out by the Health & Safety office with the member of staff concerned. The Health & Safety officer is responsible for reporting serious accidents to the Trust's governing body. Accidents are discussed at Finance and Premises meetings.

The First Aider on duty will contact parents first by phone if they are available, to report any seemingly minor injury, e.g., sprains or twists, which the parent may choose to have examined by a doctor.

12 **Information about Students' Medical Conditions**

It is the responsibility of the parents to inform the Academy about their child's medical conditions. Each year, during the first half of the Autumn term, all parents will be issued with a Data Check Sheet showing what information is currently held on the database. They will be asked to check this, update it and return it to the Academy.

Information from parents may be received by the Academy in a number of ways, such as via the admission form, via letters from parents, via conversations subsequently recorded in writing with the teachers. This information should be passed immediately to the Secretary to add to the database. A medical register will be produced at the start of every term by the Secretary in the form of a completed medical data sheet for each student (it is the responsibility of parents to ensure that the Secretary has a completed sheet for their child).

The Designated Safeguarding Lead must be informed if a pupil becomes pregnant. Individual teachers will then be told in confidence.

The school office will issue detailed information on medical conditions and emergency contacts to leaders of residential visits. Parents will be required to complete a declaration agreeing to emergency treatment and confirming that information held by the Academy is up to date. Leaders can obtain copies of the declarations from the school office.

13 **Students with Medical Needs - See Managing Medical**

Many students will at some time have a short-term medical condition that may affect their participation in activities. Other students have medical conditions that, if not properly managed, could limit their access to education. These medical conditions include diabetes, asthma, epilepsy and anaphylaxis (extreme allergic reaction). Such students are regarded as having medical needs and will be more at risk than their classmates. In a few cases, individual health care plans may be needed.

It is the parents' responsibility to inform the Academy about the child's medical condition and requirements. If information is withheld from staff, they should not generally be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith. The office must alert the First Aid Co-ordinator when a student is discovered to have medical needs. The SENDCO will liaise specifically with the parent to obtain as much information as possible and ensure the Secretary has the information for the MIS database.

With particularly serious medical conditions, each case must be treated individually, in relation to the illness and its requirements, to the parents' possible wish for confidentiality and to the child's knowledge of their own condition. The SLT will talk in confidence to each of the child's regular teachers at the start of each academic year about serious medical conditions and requirements, alerting them to the child's knowledge of their own condition.

14 **Emergency Procedure for Major Incidents**

In the event of an emergency or if an at-risk student/person falls ill then member of staff at the incident must;

- Call 999.
- Summon a First Aider/Principal.
- Emergency treatment should be delivered.

If 999 is called the following information must be given;

- The Academy's telephone number 01553 672385
- The Academy's address; North Wootton Academy, Priory Lane, North Wootton, Kings Lynn PE30 3PT.
- Give your name.
- Name of casualty and symptoms/any known medical condition.
- Inform ambulance control of the best entrance e.g. main reception entrance.
- If an ambulance is called to the main reception, The Principal/office manager should be informed, and a member of staff should go to the entrance to give directions to the ambulance crew.
- If the emergency services are called the parent of the casualty will be telephoned by a member of school office as soon as is practicable.

15 **Hygiene**

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should use disposable gloves when administering first aid, these can be found in every first aid box. Any spillages must be notified to a site maintenance assistant who will follow the correct procedure.

Hands must always be washed before and after giving first aid.

Single-use disposable gloves must be worn if treatment involves blood or other body fluids. Any soiled dressings must be put in a yellow clinical waste bag and disposed of in a clinical waste box.

Any body fluids on the floor should have absorbent granules sprinkled on to them, then swept up with the designated dustpan and brush (in medical room). This should also go in a yellow bag and disposed of in a clinical waste box. If possible, areas should be cleaned up with absorbent powder specifically for body fluids.

Body fluid spillages on hard surfaces should be cleaned up with absorbent powder specifically for body fluids.

Exposed cuts or abrasions should always be covered.

In the event of widespread viral/bacterial infections across the Academy the following actions will be taken:

- The Academy will report the situation to parents via the website, newsletters and text messages with guidance regarding avoidance, recognition, treatment and guidance on attendance.
- The guidance materials will also be used to communicate the information to students, as well as displaying posters around the Academy site.