EF ACADEMY

International
Boarding Schools

Document title:	First Aid Policy
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Individuals Involved in Developing the Document:	Campus Manager/Health and Safety Officer: Emma Clarke / Helen Calkin Nelli Janneler and Helen Calkin in July 2022' further development of policy
Document Purpose:	Defines the School's approach to first aid and how it fulfils its responsibilities
Related Documents:	School Health and Safety Policy HASWA ACOPS
Recent Updates:	June 2021 Helen Calkin (Health and Safety Officer) July 2022 Nelli Janneler and Helen Calkin's developments, including September 2022's updated national minimum standards for boarding schools, specifically, NMS 7 and to satisfy appendix A no.5. November 2023 Mohammad Mahmood (Facilities Manager and Health & Safety Officer) May 2024 Rob Tasker – Clarifies level of training as being level 2 "or greater"; names on 1sy aiders list updated; "sales" office changed to "enrolment office".
Date of Next Review:	August 2027 (or before due to circumstance or legislative changes reviewed annually as a minimum)

Purpose
EF Academy ensures compliance with the relevant legislation regarding the provision of first aid for all employees and ensures best practice by extending the arrangements as far as is reasonably practicable to students, and others who may be affected by our activities.

Responsibility for first aid at EF Academy is held by the Deputy Head of School.
All staff members have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives
Our first aid policy requirements are achieved by:

- Carrying out a First Aid Risk Assessment to determine the first aid provision requirements for our school.
- It is our policy to ensure the First Aid Risk Assessment will be reviewed following any significant changes that may affect first aid provision or annually as a minimum.
- Ensuring there are enough trained first aid staff on duty and available for the numbers and risks on the premises, in accordance with the First Aid Risk Assessment
- Ensuring there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Risk Assessment
- Ensuring the above provisions are clear and shared with all who may require them.

Training
At EF Academy it is our aim, wherever possible, to train all fulltime members of staff, this will include residential, support, administration, and teaching staff to level 2 Emergency First Aid at work or above. As a minimum, all pastoral team members, facilities, and fulltime reception staff/administrators will be trained. Part-time staff will receive at least online i2Comply training.

By law all organisations with 50 or more employees need one level 3 First Aid at Work trained person, currently the following staff hold this qualification:

- Donna Balsdon
- Alison Balsdon

Equipment Organisation
Our First Aid Risk Assessment has identified the following first aid kit requirements, three First aid kits in the communal areas of the premises, these first aid kits are situated in:
Cotuit campus:

- Reception
- Pastoral Hub
- Kitchen
- There will also be first aid kits in:
- Art Room
- Maintenance Workshop
- Activities Centre x 2 (also used for off-site activities)
- Cotuit First Floor Flat
- Brewer South Ground Floor Flat
- Brewer South Second Floor Flat
- Brewer North First Floor Flat
- Brewer North Second Floor Flat

- Marcus Lower South Ground Floor Flat
- Marcus Lower North Ground Floor Flat
- Marcus Lower North Second Floor Flat

Cherwell campus:

- Staff Room
- Pathway Office
- Science Prep Room

First Aid Equipment and Materials

The First Aid containers will be marked with a white cross on a green background.
The following are recommended by the HSE and will be followed by the school as a minimum requirement. Their contents checked and replenished as necessary every term and a record of such checks must be recorded by the nominated first aider.
Only first aid items may be held in a first aid kit. There must not be any creams, lotions, tablets etc. in the kit.

CONTENTS

- 1 x First Aid Guidance Leaflet
- 1 x First Aid Scissors
- 5 x Disposable Gloves
- 20 x Alcohol Free Sterile Cleaning Wipes
- 40 x Sterile Waterproof Plasters
- 2 x Sterile Eye Pads
- 4 x Medium Sterile Dressings
- 2 x Large Sterile Dressings
- 2 x Finger Sterile Dressings
- 2 x Triangular Bandages
- 2 x Conforming Bandages
- 2 x Saline Eye Drops
- 6 x Safety Pins
- 1 x Microporous Tape
- 1 x Resuscitation Shield
- 1 x Foil Blanket
- 2 x Ice Packs

A defibrillator is housed outside the Medical Room.. Training will be given to all staff during INSET with further training as part of the emergency first aid at work course.

Designated Room

The Medical Room is the designated room for treatment, sickness and for the administering of first aid.
The Medical Room has the following facilities:

- Running water
- First aid kit in Pastoral Hub

- Natural air and light
- Space to lay down

Reporting of Accidents and First Aid administration

1. Discover an accident or need for first aid administration
2. Treat the person concerned
3. Complete the Accident and First Aid administration form
4. Inform relevant parties (Boarding Team, Managers)
5. Check on progress of person concerned

First Aid – Sequence of Events

Upon being summoned in the event of an accident, the first aider/appointed person takes charge of the first aid administration/emergency treatment in line with their training. Following their assessment of the injured person, they are to administer the appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider will always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

If there is a need for emergency services, then provide the following information:

1. Whether the casualty is breathing and/or unconscious
2. The location of the School
3. The casualty's name
4. The age of the casualty
5. State what has happened

In the event of an accident involving any person under 18 years of age, it is our policy to notify their parents and/or sales office, especially if it is:

- Considered to be a serious injury
- Injury to the head
- Requires attendance to hospital

Notification of Parents/Enrolment Office

Our procedure for notifying parents/sales office will be to call via all telephone numbers available, and to leave a message should they not be contactable. If they cannot be contacted, a message will be left and followed up with an email to all available email addresses.

We will ensure that the qualified first aider, appointed person or another member of staff remains with the student. If the student requires hospital treatment, the qualified first aider/appointed person and/or another member of staff will accompany the student to the hospital and remain with them.

Students with Special Medical Needs

Some students have medical conditions that, if not properly managed, could limit their access to education.
These students may be:

- Epileptic
- Asthmatic
- Have severe allergies, which may result in anaphylactic shock
- Diabetic

Such students are regarded as having medical needs. Most students with medical needs can attend school regularly and, with support from the school take part in most school activities. However, school staff may need to take extra care in supervising some activities to ensure these students, and others, are not put at risk.

All students with Special Medical needs, have their medical condition recorded on the school's database system, and Orah.

First Aid for Off-Site Activities
In the event of a student needing first aid during an off-site activity:

- A trained first aider will accompany every off-site trip.
- All staff will have mobile phones with them.
- The group leader will take a first aid kit with them, which is located in the Activities Centre.
- For major ailments the school is informed, and advice sought.
- Any accident or incident is reported back at school and must be logged in the Accident and First Aid administration form as soon as possible. A note on the incident is made at the scene.
- No medication may be given to a student unless prescribed by a doctor.
- In the event of a serious incident an ambulance is always called
- A member of staff must accompany the student in the ambulance, whilst the school contacts the Parents/Sales Office

Residential Specific
• First Aid should only be carried out by a qualified First Aid trained person.
• All First Aid incidents must be logged in the Accident and First Aid administration form.

Record Keeping
All accidents such as injuries, illnesses and near-misses whether requiring first aid treatment or not must be recorded using the Accident and First Aid administration form.

The report will be kept on file securely with the Health & Safety Officer for review. The details from the report may be used to stop further, such accidents occurring.
First Aid is a standard item on the Health and Safety meeting agenda and Accident and Incident data is used to identify any trends and concerns.

First Aid Risk Assessment
There is a statutory obligation to carry out a First Aid Risk Assessment and to annually review this. The school will assess the risks by considering the following points:

A. Workplace hazards and risks

B. Size of organisation and type of service users
C. History of accidents and incidents
D. Nature and distribution of workforce including remoteness from emergency services
E. Needs of travellers, remote and lone workers
F. Employees working on shared or multi-occupied sites
G. Annual leave and other absences of first aid trained staff and appointed persons

A copy of the First Aid Risk Assessment is available on Globalnet.