<table>
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<th>Document title:</th>
<th>First Aid Policy</th>
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<tr>
<td>Date Created:</td>
<td>March 2011</td>
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<tr>
<td>Author:</td>
<td>Emma Clarke</td>
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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.  
October 2023 Mohammad Mahmood (Facilities Manager and Health & Safety Officer) |
| Date of Next Review:    | October 2024 (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 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. As a minimum, all pastoral team members, facilities, and fulltime reception staff/administrators will be trained.

The following members of staff are trained to level 2 Emergency First Aid at work:

- Alexandra Hendriok
- Alyona Lake
- Amy Webber
- Anette Markula
- Antonia Melvin
- Beatrice Fanti
- Chloe Lammas
- Claudia Cedraro
- Didier Descamps
- Dona Jones
- Emma Gernez
- Friderike Sherwood
- Jocelyne Faulkner
- John Shepherd
- Karolina Owczarczak
- Marco Talevi
- Mark Higson
By law all organisations with 50 or more employees need one level 3 First Aid at Work trained person:

- Chloe Lammas

**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 the:

- Reception
- Kitchen
- Pastoral Hub

There will also be first aid kits in:

- Cotuit Hall – All House Parents flats
- Marcus Lower – All House Parents flats
- Brewer – All House Parents flats
- The Maintenance Workshop
- Cherwell:
  - Staffroom
  - Pathway Managers Office
  - Science Prep Room
- Activities Centre – First Aid Kit for offsite activities

**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 Contents list
- 1 x First Aid shears
- 20 x Alcohol free sterile cleansing wipes
- 2 x Sterile eye pads, with bandages
2 x Triangular bandages
6 x Safety pins
4 x Sterile dressings with pad (medium)
1 x Sterile dressing with pad (large)
40 x Sterile wash proof plasters
6 x Disposable gloves
2 x Eyewash bottles (if required)
1 x Adhesive tape
2 x Finger sterile dressing
1 x Resuscitation face shield
1 x Foil blanket
1 x Burn dressing (plus 2 further larger dressings in the kitchen kit)
1 x Conforming bandage
2 x Burn gel sachets
2 x Ice Packs
1 x Thermometer (HP & Reception only)
1 x Thermometer covers (HP & Reception only)

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

**Designated Rooms**
The Medical Room is the designated as the room for treatment, sickness and for the administering of first aid.
The Medical Room has the following facilities:
- Running water within 10 meters
- First aid kit in room or nearby
- Natural air and light
- Space to lay down

**First Aid – Sequence of Events**
A new set of disposable gloves is to be used each time a first aid kit is accessed, or for checking stock levels. A box of gloves will be kept with the kit to aid this.

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 at hospital

Notification of Parents/Sales 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 Reporting 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 qualified First Aiders.
- All First Aid incidents must be logged in the Accident Reporting 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 Reporting Form.

The form must contain the following information:
- Type of accident to report
- Who suffered the accident
- Name, address, telephone and email of the person who suffered the accident
- When and where the accident took place
- How the accident happened
- The cause of the accident
- Injuries and illnesses sustained
- Medical treatment given
- What happened immediately after the accident
- Witnesses to the accident
- Name, address, telephone and email of the person dealing with the accident

The report will be kept on file securely with the Facilities Manager and 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:
- Workplace hazards and risks
- Size of organisation and type of service users
- History of accidents and incidents
- Nature and distribution of workforce including remoteness from emergency services
- Needs of travellers, remote and lone workers
- Employees working on shared or multi-occupied sites
- 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.