



**The Kassia Academy**

Part of **KINGS ACADEMY TRUST**

# **FIRST AID POLICY**

Last reviewed:

Sept 2024

Next review due by:

Sept 2025

*We do things differently.....*

# **H. E. R. E**

**HIGH STANDARDS    EMPATHY    RESILIENCE    EMOTIONAL RESPONSE**

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## First Aid Policy

This policy sets out our approach in both identifying safeguarding risks in connection with First Aid and adequately managing them. Any questions regarding its operation should be addressed to the Head of School.

The Kassia Academy has a responsibility to provide adequate and appropriate first aid to pupils, staff and visitors and the procedures in place to meet that responsibility. The policy is reviewed annually.

## Aims

- To identify the first aid needs of The Kassia Academy in line with the management of the Health and Safety at work regulations.

- To ensure that first aid provision is available at all times while people are on Kassia premises, and off the premises whilst on visits.

## Objectives

- To put in place suitably trained First Aiders to meet the needs of Kassia
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of Kassia's First Aid arrangements.
- To keep accident records.

## Risk Assessment – Health & Safety

The Kassia Academy will ensure that a risk assessment is overseen by Head of School and that the appointments, training and resources for First Aid are appropriate and in place in collaboration with the first aid team. Risk Assessments are located on the staff shared one drive folder.

## First Aid

The Kassia Academy has three first aid stations

- In reception
- In the school hall (near the kitchen area)
- In the catering room

First Aid kits are also held on the school minibuses.

There are a wide range of plasters, ice packs, dressings and bandages available. Any minor injuries must be recorded in the file on reception.

Any major injuries that requires hospital treatment parent/carers are contacted

immediately. The defibrillator is stored in the Assistant Head of Schools officer.

All first aid cabinets are checked and maintained on a regular basis by the Site Manager.

All staff have a duty of care to do all they can to secure the welfare of the

pupils. The named first aiders are:

- Mrs Beverly Lowe
- Mrs Kirsty Cooper
- Mr. Bob Sinclair

- Miss Heather Burke
- Mr. Stephen Gaskell

First Aiders take charge when someone is injured or becomes ill. Ensure that an ambulance or other professional medical help is summoned when appropriate.

## Procedures

- Reviews of Risk Assessments will be carried out annually or when circumstances alter
- Recommendations on measures needed to prevent or control identified risks are to be forwarded to the Head of School.
- All staff are informed about Kassia's First Aid arrangements, giving the location of equipment, facilities and First Aiders
- First Aiders will hold a valid certificate of competence
- The main First Aiders for The Kassia Academy will undertake a three-day training course.
- The Kassia Academy will ensure that the appropriate number of First Aid cabinets are available and will all be marked with a white cross on a green background. These are situated in the following areas and are checked/maintained on a regular basis.
  - In reception
  - In the school hall (near the kitchen area)
  - In the catering room

First aid kits are also held on the school minibuses.

## Defibrillators

The Kassia Academy has two Defibrillators

- Longbarn Site – Located in the Deputy Head of Schools office
- Orford Site – Located in the pastoral office.

**Instructions are clear and precise on each machine.**

## Reporting and Accidents

- Any reportable accidents should be referred to the Head of School.
- All accidents recorded should be followed up by a telephone call to Parents/Carers.
- Any accidents and/or serious injuries that require a hospital visit must be reported to the Head of School and the School Business Manager. This includes the date, time and place, personal details of those involved, and a brief description of the nature of the incident.

Accidents where a child does need to be taken to hospital:

The First Aider dealing with the situation will need to assess the severity of the injury and make the following decision (Head of School to be informed)

If the injury is of a serious nature:

- School will telephone for an ambulance immediately- telephone parents/carers giving details informing them of what's happened and arrange to meet parents at the hospital. (staff to remain at hospital to wait for parents)
- School will access a copy of the Individual Care Plan if appropriate.

If the injury is not serious, but the learner is advised to attend hospital then parent/carers are to be contacted to come and collect the child from The Kassia Academy and seek the appropriate medical attention.

Accidents involving a visit to the hospital must be reported to the School Business Manager.

### The Kassia Academy minibuses

All Kassia Academy mini buses have first aid containers/boxes that are checked/maintained regularly.

### Care Policy

### Health and Safety/Safeguarding

The Kassia Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by providing a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child. All staff are aware of and follow health and safety guidelines. Please see the Safeguarding Policy for more details

### Staff Awareness

All staff needs to be aware of the medical needs of the pupils within their care.

- Is the pupil on medication? Has the consent for been sent into The Kassia Academy if medication is required during the day?
- Are there any known side effects?
- When is medication given?
- Does the child require specialist equipment?
- Are there outside agencies involved?

Completed consent forms are kept on the pupils file.

### Parents /Carers – medication

It is the responsibility of parents /carers to inform The Kassia Academy of any medical conditions and the need for taking medication within the day.

## Medication – consent forms

Consent forms must be completed by parents / guardians prior to medication being given out within The Kassia Academy. Parents / guardians should be aware that supervising the administration of medication is done by staff on a voluntary basis. Members of staff are not legally obliged to administer or supervise the taking of medication.

## Medication

Short-term medication should preferably be given at home but with consent can be given in school

Pupils requiring long-term medication can have this stored at The Kassia Academy by prior consent with the Head of School.

Medication brought into The Kassia Academy must be handed in during morning to Head of Centre. All medication taken within The Kassia Academy will be recorded in the medication file and kept in a locked cabinet on reception.

Medication must be:

- In the original packaging from the doctor, chemist or hospital
- Clearly labelled with the pupil's name
- Timing, side effects and dosage must be clearly shown on the consent form.

## Cleaning up after a sick pupil

- High standards of hygiene practice will be maintained at all times.
- Staff will wear protective disposable gloves.
- Ventilate the room if possible.
- Inform the Site Manager who will organise a deep clean.

Pupils who are sick or have an upset stomach will be sent home. They will need to be off school 48 hours until the signs and symptoms are clear.

## Allergies

New allergen labelling rules are now enshrined in legislation in England, Wales and Northern Ireland and have come into effect from 1 October 2021. These requirements will apply to a category of food called 'Pre-Packed for Direct Sale'

This refer to food, which is packaged prior to being ordered or selected. This can include salads, sandwiches, pre-wrapped hot food and more.

The new legislation was developed in 2019, thanks to the actions of a lobbying group led by parents of Natasha Ednan –Laperouse; teenager who died after suffering an allergic reaction to sesame seeds, which was an undeclared ingredient in a pre-packed baguette. This occurred as

there was no specific allergen information on the sandwich packaging; therefore, Natasha assumed it was safe for her to eat.

There are 14 allergens that **must be declared by law**. These includes the following:

- Cereals containing gluten and wheat e.g. spelt rye and barley.
- Crustaceans e.g. crabs, prawns and lobster
- Nuts, including almonds, hazelnuts, walnuts cashews, pecan nuts, Brazil nuts and pistachio nuts.
- Celery
- Eggs
- Fish
- Peanuts
- Soybeans
- Milk
- Mustard
- Sesame Seeds
- Sulphur Dioxide and sulphites at concentration of more than 10mg/kg or 10mg/L in terms of total Sulphur dioxide
- Lupin
- Molluscs e.g. mussels, oysters, squid and snails

It is important that staff must be made aware of these labelling rules if and when they are supporting pupils in purchasing PPDS products for example in an offsite canteen or on a trip/visit.

## EPI PEN

- An Epi pen is prescribed for a young person who has a severe allergy.
- Staff to follow the emergency care plan for the young person in the event of a severe allergic reaction.
- In the event of an anaphylactic shock, please call 999 to request an Ambulance. Following the emergency care plan.

## Asthma

Pupils with asthma will carry their own inhalers in line with recommendations from the British Asthma Association.

We advise that a spare inhaler is sent into The Kassia Academy in case of loss or damage to the original inhaler or it becomes empty.

Inhalers need to be clearly labelled with the pupils' name before being sent into Kassia. Pupils suffering from an attack will be encouraged to use their inhaler.

Each site has Emergency Salbutamol Inhalers. These inhalers are to be used should the pupils own inhaler be defective. Parental consent for use of the emergency inhaler must be given before prior use.

Should a pupil suffer an asthma attack staff will reassure and encourage the pupil to breathe slowly and deeply. Staff will not attempt to comfort the pupil by putting their arm around them as this could restrict breathing. If after 5 to 10 minutes, the medication has had no affect or if the pupil is distressed or unable to talk then an ambulance will be called

## Epilepsy

In the event of an epileptic seizure, a pupil should not be moved unless they are in danger. The airway should be checked and maintained and nothing should be put in the mouth. The pupil must not be restrained in any way.

If a seizure occurs and the child has sustained an injury 999 must be called immediately and parents/carers will be notified.

The pupil should be put into the recovery position once the seizure has stopped. On recovery the pupil may wish to lie down or sleep. Individual wishes and dignity should be respected and accommodated.

## Safeguarding/Child Protection

If during daily care routines unexplained marks, bruises or physical conditions are noticed, these are to be reported to the Designated Safeguarding Lead or Deputy DSL'S.

If during daily care routines, a pupil makes a disclosure about any member of Staff this must be reported to the Designated Safeguarding Lead or Deputy DSL.'S

## Health and Safety/Safeguarding

The Kassia Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff believe that Kassia should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child and they strive to provide this within their classrooms.

All staff are aware of and follow health and safety guidelines. Please see the Child Protection including Safeguarding Policy for more details.

## Connecting policies for safeguarding purposes

If you are **worried about a child or a young person** being at risk of harm please speak to the **Designated Safeguarding Lead Mr. Karl Hanna** or, in their absence the Deputy Safeguarding Leads Mrs Kirsty Cooper, Mrs Jo Taylor, Mrs Tracy Willcock or Miss Emma Wilcox.

**DO NOT IGNORE IT.**

A full list of policies can be found on our website: [www.tkas.org.uk](http://www.tkas.org.uk)



The Kassia Academy believes it is very important that all the Safeguarding Policies are read in conjunction with one another to quickly identify and take any necessary and appropriate action to help prevent children and young people up to 18 years of age being at risk of harm.