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  padgateacademy

Principal: Mr A. McMillan BA (Hons)

January 2024

FIRST AID POLICY

DATE APPROVED BY THE GOVERNING BODY	23 rd January 2024
SIGNATURE OF CHAIR OF GOVERNING BODY	Mrs C Owen
SIGNATURE OF ACADEMY PRINCIPAL	Mr A McMillan
NEXT REVIEW DATE	January 2025



**PADGATE
ACADEMY**



TABLE OF CONTENTS

TABLE OF CONTENTS	2
1. POLICY STATEMENT	3
2. FIRST AID PERSONNEL	3
3. FIRST AID TRAINING	4
4. FIRST AID FACILITIES, EQUIPMENT & CONSUMABLES.....	5
Medical Room	5
First Aid Boxes	5
Equipment	5
5. AUTOMATED EXTERNAL DEFIBRILATOR (AED).....	6
6. PROVISION OF FIRST AID.....	6
7. REPORTING OF ACCIDENTS & INCIDENTS	7
Accident Reporting	7
Incident Reporting	7
Definitions	7
RIDDOR	8
8. IDENTIFICATION AND TREATMENT OF STUDENTS WITH PARTICULAR MEDICAL CONDITIONS (EG ASTHMA, EPILEPSY, DIABETES)	8
9. HYGIENE PROCEDURES FOR SPILLAGE OF BODY FLUIDS.....	8
10. ARRANGEMENTS FOR OUT OF SCHOOL HOURS	8
11. ARRANGEMENTS FOR OFFSITE ACTIVITIES/SCHOOL TRIPS	9
12. INFORMATION.....	9
13. REVIEW OF THE POLICY/PROCEDURE	9
APPENDICES:.....	9
APPENDIX 1: LIST OF FIRST AIDERS & CERTIFICATE	10
APPENDIX 2: FIRST AID RISK ASSESSMENT	11
APPENDIX 3: FIRST AID BOX LOCATIONS	12
APPENDIX 4: WHAT TO DO IN AN EMERGENCY	14



1. POLICY STATEMENT

The Health & Safety (First-Aid) Regulations 1981 place a duty on employers to provide adequate first aid equipment, facilities and personnel to their employees. However, this obligation under these Regulations does not extend to non-employees, including students. In its guidance, the HSE strongly encourages employers to consider others when carrying out their assessment of first aid needs and to make provision for them. The assessment of first aid needs is held by the Facilities Manager and is made available to all staff.

Considering the factors detailed in the Health and Safety (First Aid) Regulations 1981, Padgate Academy is committed to providing adequate first-aid personnel, equipment and facilities to deal with ill health and injuries to students, staff, visitors and contractors on site.

All staff are instructed that if there is any doubt as to the severity or extent of any injury, and First Aid response is not readily available, the first response must be to dial 999. If you urgently need medical advice and it is not a life-threatening situation dial the NHS 111 service. Where an ambulance has been requested, the Facilities Manager should be informed immediately to enable the ambulance to be directed to the casualty by the safest route.

Padgate Academy will keep detailed records of illnesses, accidents and injuries, together with an account of any first aid treatments, non-prescription medicine and treatments given to a student or a member of staff whilst onsite. This is in addition to the incident forms (HSA1) that are required to be completed (see Section 6 Reporting of Accidents & Incidents).

References:

- The Health and Safety at Work etc Act 1974
- Management of Health & Safety at Work Regulations 1999 (MHSAW)
- The Health and Safety (First Aid) Regulations 1981

2. FIRST AID PERSONNEL

First aiders are available at the school during normal term time school opening hours. A list of first aid staff is in the staff room.

Staff should contact First Aid, via email (firstaid@padgateacademy.co.uk) or by telephoning reception (Extension 100), where they feel medical assistance is required more urgently. Alternatively, channel 15 can be used on the Academy radio.

The number of certified First Aiders needed and provided will not at any time (including outside of term time) be less than the number required by assessment and in accordance with legislative guidelines. This ensures the presence of at least one qualified person on site when children are present.



First Aid training giving a basic, minimum level of competence is strongly recommended for any member of staff that oversees sporting activities, takes school trips, or teaches/works in a high-risk department, e.g., Science, Design Technology etc.

Current Certified First-Aiders are listed at Appendix 1.

Responsibilities of the First Aider:

- To preserve life until medical help arrives
- To limit the effects of the injury or illness
- To evacuate the casualty safely
- To promote recovery
- To get the casualty medical help if required

General health issues reported by students are dealt with by Pastoral Leaders, including colds, headaches, upset tummy, sickness, period pains, ongoing health issues etc.

3. FIRST AID TRAINING

The Academy will provide first aid personnel with sufficient training, information, and support to undertake their responsibilities. All first aid training is updated every three years.

The Academy will:

- Organise training from an approved course provider
- Organise refresher training for staff when required
- Hold records for first aid personnel

Awareness of hazards in subject teaching, and first aid provision for the management of such hazards, should be considered when undertaking risk assessments, and first aid equipment is available in every department.

Emergency medical supplies such as asthma inhalers and Epi pens are located in the reception First Aid cupboard and the First Aid room where they are clearly labelled. A list of students where consent has been given for emergency use is located in the reception First Aid cupboard.

Informal briefings and policy reminders are given to all staff at the beginning of every academic year and to all new staff at the time of joining Padgate Academy.

Information on first aid provision is included in the Staff Health, Safety and Environment Portal, which can be accessed by all staff.



4. FIRST AID FACILITIES, EQUIPMENT & CONSUMABLES

Medical Room

There are fully equipped medical facilities at Padgate Academy. A medical room is available for first aid staff to use within B Block, behind the reprographics office. If possible, the room should be reserved specifically for providing first aid and a designated person (first aider or appointed person) should be given responsibility for supervising it. The room should be easily accessible to stretchers and be clearly signposted and identified.

Minimum room contents:

- A sink with hot and cold running water
- Drinking water and disposable cups
- Soap and paper towels
- A store for first-aid materials
- Foot-operated refuse containers, lined with yellow, disposable clinical waste bags or a container suitable for the safe disposal of clinical waste
- An examination / medical couch with waterproof protection and clean pillows and blankets
- A chair

First Aid Boxes

First Aid boxes are located around the Academy and the location of these boxes can be found within Appendix 3.

A dedicated member of the first aid team maintains and restocks the first aid boxes on a half-termly basis.

Where further supplies are needed outside of the routine restocking where specific additional items of first aid provision are identified through risk assessments, staff should contact Louise Ashford directly with their requirements.

Equipment

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities. First aid travel kits are provided for all offsite trips.

In cases of anaphylactic shock, EpiPens can be accessed via reception or the Pastoral office.

Medicines and tablets **MUST NOT** be kept in First Aid boxes.



5. AUTOMATED EXTERNAL DEFIBRILATOR (AED)

The Academy has 3 Automated External Defibrillators (AED's) located within main reception, outside the Astro pitch and the Leisure Centre/Phoenix reception, each one is mounted to the wall in a secured, alarmed box. The Astro Pitch Defibrillator is on the 'circuit' and is available to use by the public.

An AED is designed for use by all members of the public and those with associated training.

A dedicated member of the first aid team is responsible for checking the Defibrillator each half term. The check list for an AED will include:

- Visual check of device – check for any obvious damage or missing parts
- Battery check – different models have different methods of warning about low battery. Check the battery date has not expired
- Check defibrillator pads are sealed and in-date
- Check spare defibrillator pads are sealed and in-date
- Check accessory equipment is present: towel, razor, CPR face shield, scissors, gloves, paperwork
- Check integrity and security of defibrillator cabinet

Note:

AEDs should be stored in locations that are immediately accessible to rescuers; they should not be stored in locked cabinets as this may delay deployment. Use of the UK standardised sign is encouraged, to highlight the location of an AED. People with no previous training have used AEDs safely and effectively.

Whilst it is highly desirable that those who may be called upon to use an AED should be trained in their use, and keep their skills up to date, circumstances can dictate that no trained operator (or a trained operator whose certificate of training has expired) is present at the site of an emergency. Under these circumstances no inhibitions should be placed on any person willing to use an AED.

6. PROVISION OF FIRST AID

All First Aid staff should only give treatments for which they have been trained.

The procedures for giving First Aid are set out in the First Aid Manual of St John Ambulance, St Andrew's Ambulance Association, and the British Red Cross Handbook (ISBN 10 0751337048) or a manual as provided by HSE recognised trainer.

Basic life support and emergency procedures are included in Appendix 4.



7. REPORTING OF ACCIDENTS & INCIDENTS

Reports of all accidents must be made in accordance with the 'Accident & Incident Reporting Arrangements', published on the Health, Safety and Environmental Portal, available to all staff.

Accident Reporting

A record must be made of each occasion any member of staff, student or other person receives first aid treatment either on school premises or as part of a school-related activity, using the School's accident online form, which is available to all first aiders by visiting their desktop

This report will be used by the School to help identify trends and possible areas for improvement in the control of health and safety risks.

Depending on the nature of the accident/incident, further reporting may be required, in accordance with 'Incident Reporting' below.

Incident Reporting

All members of staff and students are expected to promptly report all incidents, near misses or cases of occupational ill health. This should be done through completion of an incident report form (HSA1). Once this incident report form has been completed, this is uploaded onto iAMCompliant for review and inclusion into Trust analysis.

Definitions

- **Incident** - any undesired or unplanned event that has caused or could have caused death, injury, ill health or damage to assets (loss), the environment or third parties.
- **Near miss** - any event, which under slightly different circumstances, may have resulted in injury or ill health of people, or damage or loss to property, plant, materials or the environment.

Examples include events that involve:

accidental injury; fire; electricity; gas; Dangerous Occurrences (such as explosion, collapse of buildings or scaffolding etc.) or environmental incidents (such as pollution of watercourses).

Occupational ill health includes any work-related cause of ill health to staff and students, and ill health to others if caused by Academy activities.



RIDDOR

The reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) requires that accidents to employees leading to fatality, certain specified injuries and diseases must be reported to the Health & Safety Executive.

Any accident to a visitor, including students, that arises out of or is connected to a failing on the part of the School which results in them being taken to hospital for treatment also must be reported.

Further information can be found in the Accident Reporting Guidance, available on the Health, Safety and Environmental Portal, available to all staff.

8. IDENTIFICATION AND TREATMENT OF STUDENTS WITH PARTICULAR MEDICAL CONDITIONS (EG ASTHMA, EPILEPSY, DIABETES)

Where a student is known to have a chronic medical condition, a member of the pastoral team or the school SENCo will complete a Health Care Plan detailing the usual course of events in a crisis, along with the detailed course of action and treatment to be taken should such a crisis occur.

A copy of the Health Care Plan is held within the students file and is shared with the student, parent/guardian, and necessary staff.

Staff are provided with a list of students with allergies, medications, and 'need to know' medical conditions on a termly basis by the Administrative Support Officer and all staff have access to Arbor for the most up to date information.

9. HYGIENE PROCEDURES FOR SPILLAGE OF BODY FLUIDS

If this occurs anywhere on school grounds, during school hours, staff should contact reception to alert the facilities team, who are generally responsible for clearing up.

Any affected areas must be cordoned off as soon as possible. Spill kits, which contain protective wear and disposal equipment, must be used to clean the area. Once cleaned, the spill kit disposal bag should be placed in a clinical disposal bin by the facilities team.

10. ARRANGEMENTS FOR OUT OF SCHOOL HOURS



During term time and normal school operating hours only, First-Aiders are always available.

For events outside of normal school hours, the school will endeavour to ensure that a trained first aider is made available.

In the event of a life-threatening emergency, it is recommended that the emergency services are called using '999'.

For advice regarding a non-life- threatening medical situation call the NHS 111 Service.

11. ARRANGEMENTS FOR OFFSITE ACTIVITIES/SCHOOL TRIPS

First aid kits for off-site activities are issued by reception. Any specific requirements will be identified through the risk assessment for the activity.

12. INFORMATION

Email announcements, staff briefings and individual briefings for appropriate Teachers and Tutors are the medium whereby staff are informed of significant illness/conditions of students for risk assessment purposes.

13. REVIEW OF THE POLICY/PROCEDURE

This procedure will be reviewed 2 yearly or if changing legislation indicates and communicated to all Health and Safety personnel.

APPENDICES:

1. LIST OF FIRST AIDERS & CERTIFICATE
2. FIRST AID RISK ASSESSMENT
3. FIRST AID BOX LOCATIONS
4. WHAT TO DO IN AN EMERGENCY



APPENDIX 1: LIST OF FIRST AIDERS & CERTIFICATE

First Aid at Work

Name	Role	Type of Training
Amy Daly	Pastoral Leader	First Aid at Work
Darren Murray	Support Staff	First Aid at Work
Julie Cartwright	Teaching Assistant	First Aid at Work
Lindsay Johnson	Support Staff	First Aid at Work
Melissa Day	Support Staff	First Aid at Work
Rebekah Cooke	Support Staff	First Aid at Work
Sarah Bennett	Support Staff	First Aid at Work

Emergency First Aid

Name	Role	Type of Training
Christine Hackett	Support Staff	Emergency First Aid
Joanna Smith	Teacher	Emergency First Aid
Nicola Hutchinson	Support Staff	Emergency First Aid
Suzanne McKittrick	Support Staff	Emergency First Aid
Sylvia James	Support Staff	Emergency First Aid
Jess Hawley	Teacher	Emergency First Aid
Kath Bretherton	Teacher	Emergency First Aid
Kirsty Johnson	Support Staff	Emergency First Aid
Vicki Pearson	Support Staff	Emergency First Aid
Katie Mills	Pastoral Leader	Emergency First Aid
Kylee Jones	Support Staff	Emergency First Aid
Natalie Parkinson	Pastoral Leader	Emergency First Aid
Sammy Jo Lucas	Support Staff	Emergency First Aid
Janet Dale	Support Staff	Emergency First Aid
David Vickery	Teacher	Emergency First Aid
Gail Hotstun	Support Staff	Emergency First Aid

Mental Health First Aiders

Name	Role	Type of Training
Carol Houghton	Teaching Assistant	First Aid for Mental Health
Natalie Parkinson	Pastoral Leader	First Aid for Mental Health



APPENDIX 2: FIRST AID RISK ASSESSMENT

A copy of the most up to date First Aid Risk Assessment can be found by visiting:

[GE-06-21 First Aid Risk Assessment.doc](#)



APPENDIX 3: FIRST AID BOX LOCATIONS

First aid boxes are located throughout the site and can be found within each block, as shown below:



Box Number	Location	Size	Details
1	A Block (upstairs)	Large	A Block (upstairs) – allocated to first aider – IT Room
2	B Block (downstairs)	Large	Reception – allocated to first aider – On wall in reception
3	B Block (downstairs)	Large	Repro – allocated to first aider – On wall in repro
4	B Block Downstairs	Large	B Block B5 – allocated to first aider – On wall in B5
5	C Block	Large	C Block and allocated to first aider – On wall in C4
6	C Block - Food Room C2	Large	C Block – located in food room C2 – On wall in C2
7	D Block – D4	Large	D Block – Hang on wall in D4 – let me know where
8	E Block	Medium	E Block – located in caretaker's office
9	F Block	Catering Lg.	Kitchen / Canteen remove old and hang on wall
10	G Block	Large	G block - Science Prep Room – On wall
11	H Block	Medium	H block - Art H3 cupboard on the wall
12	H block	Medium	H Block – Allocated to first aider in isolation – On wall in isolation



13	J Block	Medium	J Block – allocated to first aider – On wall in Maths Office
14	K block	Large	K Block – The Hub / Designated Prov. located in K9 TA Base – On wall
15	Sports Hall / Gym	Large	Sports Hall / Gym – located in the cupboard in the middle on wall
16	L Block	Large	L Block – located in the Phoenix cupboard – On back of door
17	N Block	Large	N Block – located in the SLT office upstairs
18	Reception	Medium	In first aid cupboard in reception – For outdoor trips
Travel 1	Reception	Travel	In first aid cupboard in reception
Travel 2	Reception	Travel	In first aid cupboard in reception
Travel 3	Reception	Travel	In first aid cupboard in reception
Travel 4	Reception	Travel	In first aid cupboard in reception
Minibus 1	Minibus	Lg. Motor Veh.	In minibus
Minibus 2	Minibus	Lg. Motor Veh.	In minibus
Major Incident 1	Principal's PA Office	Large	Located with Principal's Emergency Grab Bag
Major Incident 2	B5	Large	Located beside First Aid Box in B5



APPENDIX 4: WHAT TO DO IN AN EMERGENCY

Priorities

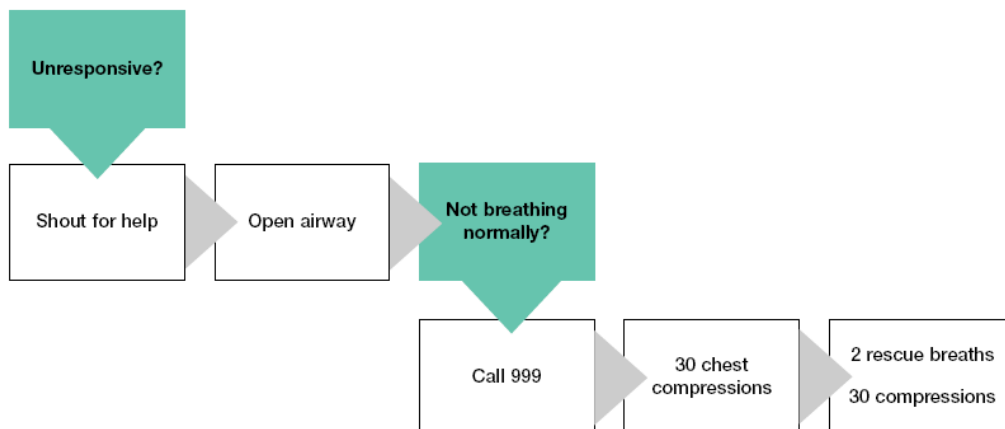
Your priorities are to:

- Assess the situation – do not put yourself in danger;
- Make the area safe;
- Assess all casualties and attend first to any unconscious casualties;
- Send for help – do not delay.

Check for a response

Gently shake the casualty's shoulders and ask loudly, 'Are you all right?' If there is no response, your priorities are to:

- Shout for help;
- Open the airway;
- Check for normal breathing;
- Take appropriate action





A Airway

To open the airway:

- place your hand on the casualty's forehead and gently tilt the head back;
- lift the chin with two fingertips.

B Breathing

Look, listen and feel for normal breathing for no more than 10 seconds:

- look for chest movement;
- listen at the casualty's mouth for breath sounds;
- feel for air on your cheek.

If the casualty **is** breathing normally:

- place in the recovery position;
- get help;
- check for continued breathing.



If the casualty is **not** breathing normally:

- get help;
- start chest compressions (see CPR).



C CPR

To start chest compressions:

- lean over the casualty and with your arms straight, press down on the centre of the breastbone 4-5 cm, then release the pressure;
- repeat at a rate of about 100 times a minute;
- after 30 compressions open the airway again;
- pinch the casualty's nose closed and allow the mouth to open;
- take a normal breath and place your mouth around the casualty's mouth, making a good seal;
- blow steadily into the mouth while watching for the chest rising;
- remove your mouth from the casualty and watch for the chest falling;
- give a second breath and then start 30 compressions again without delay;
- continue with chest compressions and rescue breaths in a ratio of 30:2 until qualified help takes over or the casualty starts breathing normally.



Severe bleeding

If there is severe bleeding:

- apply direct pressure to the wound;
- raise and support the injured part (unless broken);
- apply a dressing and bandage firmly in place.

Broken bones and spinal injuries

If a broken bone or spinal injury is suspected, **obtain expert help. Do not move casualties** unless they are in immediate danger.

Burns

Burns can be serious so if in doubt, seek medical help. Cool the affected part of the body with cold water until pain is relieved. Thorough cooling may take 10 minutes or more, but this must not delay taking the casualty to hospital.

Certain chemicals may seriously irritate or damage the skin. Avoid contaminating yourself with the chemical. Treat in the same way as for other burns but flood the affected area with water for 20 minutes. Continue treatment even on the way to hospital, if necessary. Remove any contaminated clothing which is not stuck to the skin.

Eye injuries

All eye injuries are potentially serious. If there is something in the eye, wash out the eye with clean water or sterile fluid from a sealed container, to remove loose material. **Do not attempt to remove anything that is embedded in the eye.**

If chemicals are involved, flush the eye with water or sterile fluid for at least 10 minutes, while gently holding the eyelids open. Ask the casualty to hold a pad over the injured eye and send them to hospital.

Record keeping

It is good practice to use a book for recording any incidents involving injuries or illness which you have attended. Include the following information in your entry:

- the date, time and place of the incident;
- the name and job of the injured or ill person;
- details of the injury/illness and any first aid given;
- what happened to the casualty immediately afterwards (eg went back to work, went home, went to hospital);
- the name and signature of the person dealing with the incident.

This information can help identify accident trends and possible areas for improvement in the control of health and safety risks.

Source: Health and Safety Executive 200