



The Sutton Academy

First Aid Policy

Status	Non-Statutory
Responsible Governors' Committee	ALT
Date Last approved by GB	Not Applicable
Responsible Person	Mr N Marsh
To Review Date	September 2028
Last Amended Date	September 2026

Objectives

First aid can save lives and prevent minor injuries becoming major ones. This policy addresses responsibilities, procedures and provides information related to First Aid.

- To provide effective, safe First Aid cover for students, staff and visitors.
- To ensure that all staff and students are aware of the system in place.
- To provide awareness of Health & Safety issues within the academy and on academy trips, to prevent, where possible, potential dangers or accidents.

NB The term FIRST AIDER refers to those members of Academy staff who are in possession of a valid First Aid at work certificate or equivalent.

Aims

These are to supply adequate First Aid and Medical attention for students, staff and visitors in The Academy. The aims of a First Aider are to preserve life, to limit the effects of the condition and to promote recovery. Qualified First Aider's are available at The Sutton Academy to deal with accidents that occur on the Academy premises only. This First Aid Policy/Procedures follows the guidelines set out in the Department of Education document "Supporting pupils at the academy with medical conditions".

The **First Aid procedure** at the Academy is designed to ensure that every student, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major. It is emphasised that First Aid is provided by **qualified First Aiders** and **not** trained doctors or nurses. In the event of an accident all members of the academy community should be aware of the support available and the procedures available to activate this.

FIRST AIDERS will:

- Ensure that their qualification and insurance [provided by the Academy] are always up to date.
- Ensure that first aid cover is available throughout the working hours of the academy week.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that their portable first aid kits are adequately stocked and always to hand.
- Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital

or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of **all** head injuries promptly.

- Ensure that a student who is sent to hospital by ambulance is either:
 - Accompanied in the ambulance at the request of paramedics.
 - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
 - Met at hospital by a relative.
- The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
- Liaison must occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher.
- Keep a record of each first aid response attended. This should be reported on Medical Tracker. An HSA1 accident form may need to be completed depending on the nature of the incident. Please see the 'Incident Reporting' section of this document for further information.
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a medical waste bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.
- Where the patient has their own medicine, the First Aider should assist the patient to administer it by reaching for the medication but should where possible allow the patient to administer it to him/herself.

NB Where the actions of a First Aider or Appointed Person were taken in good faith and to the best of their ability and when acting in the course of their employment with the Academy, the Academy accepts liability for their actions. Where genuine efforts are to no avail, they will not be held liable for any adverse outcome.

Responsibilities in Brief

The Principal and Governing Body are responsible for the health and safety of staff, students and of all those on the Academy premises.

The employer must arrange adequate and appropriate training and guidance for staff who volunteer to be First Aiders/Appointed Persons.

The Governing Body should ensure the minimum provision for First Aid:

- A suitably stocked first-aid container;
- Lead first aider to take charge of first-aid arrangements;
- Information for employees on first-aid

The Principal is responsible for putting this policy into practice and for developing detailed procedures. The Principal should also make sure that parents/carers are aware of the academy's health and safety policy, including arrangements for first aid.

The Principal should regularly review the academy's first-aid needs (at least annually), and particularly after any changes. Previous incidents, records and consultation with staff should inform the monitoring and review process.

First Aid notices to be displayed in staff / classrooms providing information on: location of equipment, personnel, - Initial action is to contact main office for first aid support.

Teachers and other staff in charge of students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students at the academy in the same way that parents/carers might be expected to act towards their children.

First Aiders

The Principal in conjunction with ALT will ensure that First Aider/s are available on-site all the time. All First Aiders must complete a training course approved by the Health and Safety Executive (HSE). The main duties of First Aiders are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the academy.
- When necessary, ensure that an ambulance or other professional medical help is called.

Appointed Person

The Academy will appoint a person as 'Appointed Person'. An appointed person is **not** always a First Aider. The appointed person will:

- Take charge when someone is injured or becomes ill;
- Look after the first-aid equipment e.g. restocking the first-aid containers;
- Ensure that an ambulance or other professional medical help is summoned when appropriate.
- **The Principal or a member of ALT must be informed when an ambulance has been called.**

Incident Recording

This guidance should be followed whenever an incident needs to be reported, whether it occurs on academy premises, during any academy-organised activity taking place off-site, or while participating in an educational visit. It outlines the procedures staff must follow to ensure incidents are recorded accurately, handled consistently, and communicated through the appropriate channels.

Adhering to this guidance helps maintain a safe environment for all students, staff, and visitors, and ensures that any concerns are addressed promptly and effectively.

Reporting an Incident

The Sutton Academy uses medical tracker to report all incidents. The incident categories are detailed below.

Injury

Incidents where a student experiences physical harm requiring attention beyond minimal first aid. **A HSA1 form must be completed and all details relating to the incident uploaded to Medical Tracker.**

Examples include:

- Cuts requiring first aid
- Sprains
- Suspected fractures
- Head injuries
- Burns or bites

Bumps & Scrapes

Minor, everyday accidents requiring minimal first aid.

Examples include:

- Small grazes
- Light bumps during play
- Minor bruises

Illness

Situations where a child or adult becomes unwell while at school.

Examples include:

- Fever
- Vomiting
- Diarrhoea
- Asthma flare-ups
- Allergic reactions

Near Miss

Events that could have caused harm but did not.

Examples include:

- A child slipping but not falling
- Equipment nearly collapsing

- A vehicle reversing close to pedestrians

Staff/Visitor

Any incident involving adults on site, including employees, contractors, volunteers, or visitors. **A HSA1 form must be completed and all details relating to the incident uploaded to Medical Tracker.**

Examples include:

- Staff injury during manual handling
- Visitor slips
- Behavioural incidents involving adults

Notifiable Diseases

Diagnosed conditions that must be reported to public health authorities.

Examples include:

- Measles
- Mumps
- Scarlet fever
- Whooping cough

Intimate Care

Situations where staff provide personal care involving physical contact or assistance with private tasks.

Examples include:

- Changing soiled clothing
- Assisting with toileting
- Managing continence needs

Mental Health

Incidents or concerns relating to emotional wellbeing or psychological safety.

Examples include:

- Panic attacks
- Concerning statements
- Emotional dysregulation requiring intervention

Recording an incident on HSA1 Form

For any incident classified as an injury or involving a member of staff or a visitor, an HSA1 form must be completed at the time of the incident. Ensure that as much detail as possible is recorded, including the exact location and the names of any witnesses.

Where the accident is likely to result in being RIDDOR-reportable, the accident needs to be reported to the TCAT Operations Director as soon as possible but as a minimum within 24 hours of the accident occurring. Any RIDDOR reports will be carried out centrally.

Procedure

If administration of first-aid is required, staff/students should immediately call for/inform the appointed person (through the main office or via walkie talkie).

The appointed person will then take charge of the situation, summoning a first-aider. The first aider will then administer first-aid if appropriate

In the event of any injury to the head and the student has remained at the Academy, the parent/carer should be notified immediately. An advice letter (example back page and kept with the First Aid report) must be sent home with the student.

The levels of injury to be treated on site are those the First Aider has been trained for. The appointed person and first-aider will decide whether the emergency services are to be called, in which case the appointed person will do so. If the emergency services are called, the appointed person should inform the Principal (or member of ALT) of the incident and its outcome.

The reporting member of staff/student and the first aider should record the incident as set out in the 'Incident Reporting' section of this document.

If an incident is deemed serious enough to be reported onto a HSA1 form, the reporting first aider will ensure that the parent/carer of the student is informed.

Additional to Medical Procedures - Head injuries, Concussion and Violence

If a child is involved in a violent incident or there is a suspected head injury staff should follow procedure and report the incident to the main academy office even if they have not witnessed the incident, but it had been reported to them.

First aid staff should be called whether the student wants this or not and first aid offered. If first aid is refused this should be recorded in line with the accident reporting procedure.

If a child is given first aid but fails to follow instructions regarding treatment, this should also be recorded in line with the incident reporting procedure. The first aider

should report their actions to the main academy office who will phone a responsible adult to report the injury and explain first aid given.

The phone call should be made immediately after/during first aid and should not be passed onto other members of staff to make or combined with any future phone calls that maybe made around the consequences of the injury. (For example, IE staff phoning to resolve a behaviour issue around the injury) The phone call should be followed with a text message and recorded in line with the accident reporting procedure.

Parents/carers should be advised their child is picked up immediately and taken to seek further medical attention; however, the parent/carer can be allowed to make that decision once they have spoken to their child.

The head injury forms must be completed, one for the student to take home and the other for the teacher when they return to class. Any action must be recorded in the accident book.

The team coach/activity organiser must ensure that first Aid provision is immediately available at any away sporting activity (ideally via email from the host organisation) or a first aider must be taken with team.

The team coach/activity organiser must be aware and implement any new concussion guidelines implemented by any sporting body.

Summoning assistance and communications with parents/carers:

Good communication ensures that accident reporting, risk identification, reduction and elimination is effective. Good communication is also essential to promoting healthy and safe working/learning environments and avoiding misunderstandings.

Serious accidents require immediate medical attention and an ambulance must be called, particularly if the accident includes shock or loss of consciousness, however brief.

Major Injuries

Major injuries are defined as:-

- Any fracture, other than to fingers, thumbs or toes.
- Any amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent)
- A chemical or hot metal burn to the eye or any penetrating injury to the eye.
- An injury resulting from an electrical shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than twenty four hours.
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
- Acute illness requiring medical treatment or loss of consciousness that has resulted from the absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Guidance on Spillage of blood or body fluids

A risk assessment, as required by COSHH should be carried out on any waste that is generated. Certain waste is classified as clinical waste and its disposal is subject to strict controls. Clinical waste includes waste consisting wholly or partly of blood or other body fluids, swabs or dressings, syringes, needles or other sharps, which unless made safe may be hazardous to any person coming into contact with it. (HSE Guidelines)

Academy Policy on Administering Medicine (see other Policy)

The Academy will not dispense any medicine unless prescribed and documentation received by the Academy.

Procedures for dispensing prescribed medication are contained within the separate Administering Medication Policy.

The Academy should store medicine in a cool dry place in the academy main office and the office staff will supervise the child to administer the medicine and fill in the medicine record book

Non-prescribed painkillers (e.g. paracetamol, aspirin, ibuprofen etc.) are no longer kept in the Academy. If these are needed by students they MUST be brought from home with a note signed by the parent/carer. The note should be photocopied by a member of the office staff and kept with the painkillers in a clearer labelled envelope. Students will be given the painkillers to self-administer under the supervision of a member of staff. The details of dosage and time taken etc. MUST be entered on the Record of Administration of Medication forms used for prescribed medicines. This procedure is only acceptable in the SHORT TERM meaning one to two days, after which time the pain killers should be returned to the student at the end of the academy day and parents notified by phone call.

Information for Staff

All information about medical conditions is held on the Academy Management Information System (MIS). All staff are advised to be familiar with students and their medical needs. When treating injuries, the first aider needs to be aware of any medical history for the injured student.

Care plans for students with diagnosed illnesses are carried out and only put in place when agreed with the parents/carer of the student.

Academy Trips

Staff on trips will accompany themselves with a full class list containing the medical needs of all the students. This can be obtained from the Academy Office in the form of a contact and medical report – this is available once consent forms are returned and EVC procedures completed and approved by the Principal and Educational Visits Coordinator (please note – a member of staff accompanying the trip must hold a current first aid certificate).

Appendix 1

FIRST AID PROCEDURES FOR STUDENTS

1. **IF YOU COME ACROSS AN UNCONSCIOUS PERSON** – do NOT move the casualty, ask another student to notify the nearest member of staff, who will call for first aid assistance.
2. **IF YOU ARE UNABLE TO MOVE SEND FOR A FIRST AIDER** – ask a fellow student to notify the nearest member of staff, who will call for first aid assistance.
3. **IF YOU ARE IN NEED OF EMERGENCY FIRST AID**, if possible, get your teacher to sign a note and then report to the appointed person at pupil reception or get your teacher to call for first aid
4. **IF YOU ARE FEELING ILL** you must inform your teacher confirming you are too ill to continue in lessons, who will then report it using the on call system. Your head of year will then decide whether you should be sent to pupil reception to be assessed by the appointed person.
5. **APPOINTED FIRST-AIDER IS FOR EMERGENCIES.** Headaches, paper cuts, period pain should not be a reason to leave lessons. Lunch and break times should be used for these.
6. **PAINKILLERS** are no longer kept in The Academy. If these are needed they must be brought from home with a note signed by your Parent/Carer, and handed into Resources upon arrival at the academy.
7. **IF YOU HAVE ANY MEDICAL CONDITIONS** please make sure your parents notify the Academy, especially if going on an educational visit when form EV-B will need to be completed
8. **IF YOU NEED TO TAKE MEDICINES DURING ACADEMY HOURS** please take medication to Resources for safe keeping, along with a completed parental agreement for academy to administer medicine form
9. **PLEASE KEEP THE ACADEMY INFORMED of any CHANGE OF ADDRESS or TELEPHONE NUMBER**, which may be needed in the case of illness and in an emergency.

NOTICE TO PARENT – HEAD INJURY

Date:

Parents of: Tutor Group:

Dear Parent/Carer

We are writing to inform you that your child had an injury to his/her head today at approximatelyam/pm. Students often bump their heads with no further consequences. The academy informs parents/carers when this happens because it is possible for a more serious internal injury to occur with no obvious symptoms for several hours. The chance of serious injury is highly unlikely from a simple bump to the head.

This letter is not intended to alarm or worry parents/carers. It is intended to provide information that could prove vital in exceptional circumstances. For your guidance, symptoms of serious head injuries are listed below:

Symptoms that can develop are:

- Increasing drowsiness
- Persistent headache
- Double vision
- Confusion, dizziness, loss of balance and/or loss of memory
- Difficulty speaking or walking
- A noticeable change in personality or behaviour, such as irritability
- Blood in the white of the eye
- Clear fluid or watery blood leaking from the ear or nose
- Weakness on one side

If your child displays any of the above symptoms, you should seek immediate medical advice from your GP or local A&E Department.

NOTICE TO STAFF – HEAD INJURY

Name: _____ TG: _____

Date: _____ Time: _____

This student has returned to lesson after being checked by a first aider for head injuries and subsequently found to be well enough to continue with his/her lessons. If you feel their condition is worsening then please contact the Main Reception to obtain a First Aider for assistance.

Symptoms that can develop are:

- Increasing drowsiness
- Persistent headache
- Double vision
- Confusion, dizziness, loss of balance and/or loss of memory
- Difficulty speaking or walking
- A noticeable change in personality or behaviour, such as irritability
- Blood in the white of the eye
- Clear fluid or watery blood leaking from the ear or nose
- Weakness on one side