



First Aid Policy

Last reviewed: September 2025

Next review due by: September 2026

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.

Arbour 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 Arbour 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 Arbour premises, and off the premises whilst on visits.

Objectives

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

Risk Assessment (Health and Safety)

Arbour 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

Arbour Academy has three 1st aid stations

- Reception
- KS3
- Staff room
- Food studies room
- Science 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 require hospital treatment parent/carers are contacted immediately. The

defibrillator is stored in the school office.

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.

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 Arbour Academy 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 Arbour Academy will undertake a three-day training course.
- Arbour Academy will ensure that the appropriate number of First Aid cabinets are available and will all be clearly marked. These are situated in the following areas and are checked/maintained on a regular basis.

First aid kits are also held on the school minibuses.

Defibrillator

Arbour Academy has one Defibrillator

- School 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 Arbour Academy and seek the appropriate medical attention.

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

Arbour Academy Minibuses

All Arbour Academy mini buses have first aid containers/boxes that are checked/maintained regularly by the Site Manager.

Care Policy

Health and Safety/Safeguarding

Arbour 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 Arbour 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 pupil's file.

Parents /Carers – medication

It is the responsibility of parents /carers to inform Arbour 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 Arbour 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 Arbour Academy by prior consent with the Head of school.

Medication brought into Arbour Academy must be handed in during morning to Inclusion Manager or School business Manager. All medication taken within Arbour 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 Cleaners and 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 refers 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 include 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 Arbour 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 Arbur. 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 pupil's 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

Arbour 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 Arbour 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.