



**The Park Federation Academy Trust  
Lake Farm Park Academy  
First Aid Policy**

## Approval

<b>Signed by the CEO on behalf of the Board of Directors</b>	Ms. H. Buttar
<b>Date of approval</b>	September 2020
<b>Date of review</b>	September 2024

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## Section 1: Introduction

Lake Farm Park Academy (LFPA) accept its responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school, so that they can be given immediate help if they are injured or taken ill. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the Health and Safety Executive (HSE).

LFPA's arrangements for carrying out the policy include the following key principles:

- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school.

## Section 2: Arrangements for First Aid

LFPA will have designated first-aiders who are responsible for administering First Aid at the academy. A first-aider is someone who has done training appropriate to the level of need as identified by the academy, namely: First Aid at Work (FAW).

A list of all first-aiders will be prominently displayed in all classrooms and in other locations around the building.

The main duties of a first aider are to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- when necessary, ensure that an ambulance is called.

The school will provide materials, equipment and facilities as set out in the DfE's *'Guidance on First Aid for schools'*.

The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical or dental treatment when required, and for the care of pupils during school hours. The area must contain a washbasin and be reasonably near to a WC. At LFPA, this room will be referred to as the **Welfare Room**.

The location of First Aid kits at LFPA will be:

- The Welfare Room
- The Nursery Office
- Group Room 4 /Intervention room near KS1 playground

All First Aid kits must be marked with a white cross on a green background.

The persons responsible for checking the contents of First Aid kits and restocking them as soon as possible after use are Mrs Parveen Saini (Welfare officer)

All staff will be informed of the First Aid arrangements through this policy, and training as appropriate. This should include the location of equipment, facilities and First Aid personnel, and the procedures for monitoring and reviewing the academy's First Aid needs.

### **Section 3: Procedures for First Aid**

A designated First Aider **must be consulted** in the event that a child (or member of staff) should sustain a **major injury** or injury of the following nature:

- Cut to head or serious knock
- Suspect sprain or break
- Stings: bees/wasps/insects (due to the possibility of allergic reaction)

In addition, a designated First Aider **must be consulted** to treat pupils who are known to have a specific illness e.g. diabetics/pupils known to have allergic reactions/pupils with Epi-pens in school - irrespective of the type of illness or injury sustained. **On no account must these pupils be left / sent to self-administer their own treatment.** Pupils with specific needs have a personal care plan to ensure their safety. This should always be consulted.

#### **Major Injuries/Serious Illness**

In the event of **major injury or where a child has a specific illness**, a designated First Aider should be sent for immediately. An informed assessment will be carried out and the appropriate treatment given.

Should the injury/illness require medical assistance (e.g. ambulance, hospital visit), a member of the office staff and the Head of School should be contacted immediately. In an emergency, an ambulance should be called without delay.

#### **Managing a critical incident**

The Education Authority has a critical incident response team who can be contacted to provide support to schools. Critical Incident Line: 0208 3751 2515.

#### **Minor Injuries/Illness**

Incidents of minor injury or illness during the day should be treated as follows:

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- **Lesson times:** children may be sent to the Welfare Room for an assessment of the severity of any illness or injury and appropriate action will be taken.
- First aider to deal with basic first to
- FOLLOW LPPA GUIDANCE FOR ACCIDENTS AND ILLNESSES TO BE FOLLOWED.
- **Playtimes:** children may be brought to the Welfare/ Intervention Group Room for treatment.
- First aiders can attend to minor injuries.
- Resources are available in the group room at all times.
- **Lunchtimes:** The staff member at KS1 door and KS2 door to deal with basic first aid (The Lunchtime Supervisor to organise a rota). First aider to be supported by other SMSA'S and The Welfare Officer for resources. Bum bags to be used at all times.

## Head injuries

- All head injuries must be reported to the Welfare Officer (Mrs Saini) / Office Team inform VP and parent.
- SLT to be informed where appropriate.
- Child will be sent home and the parent to monitor the child and get medical advice.
- Welfare Officer (Mrs Saini) to log on Every. Hazel Ryder  
hryder@theparkfederation.orgkrichards@theparkfederation.org

All staff members' accidents will be logged in the welfare room by the Welfare Officer Mrs Saini / Mrs Nair

Needs to be logged on Every by Welfare Officer (Mrs Saini) must report to Head of HR, Hazel Ryder hryder@theparkfederation.orgkrichards@theparkfederation.org the Federation Health and Safety Officer, email Harshinder Buttar hbuttar@theparkfederation.org for the incident.

For children in the Nursery, in most instances it would be more appropriate for them to be treated in the Nursery Office, where a First Aid kit is kept.

For all instances where a child has suffered an injury other than minor cuts/grazes, a telephone call should be made to the child's parent/carer. Any child who is sent home or sent to a doctor or hospital, owing to injury in school, must be sanctioned by the Head of School or, in his absence, by a senior member of staff.

In the event of minor injury, the class teacher must be informed so that they can liaise with parents/guardians at the end of the school day. Additionally, a copy of any record made in the First Aid book should be sent home (see below).

## Reporting of Incidents

All incidents requiring First Aid (whether minor or major) must be recorded in the First Aid book. This is situated in the Welfare Room, nursery and Intervention room/ Group room. A duplicate copy of the record in the First Aid book should be sent home. All bumps to the head to be recorded. LFPA'S guidance for accidents and illness to be followed.

## Hygiene Procedures

In the event of the spillage of blood or body fluid, the following procedure should be followed:

- Any surface which has had blood splashed on it must be cleaned liberally with detergent and water.
- Ensure that you wash your hands.
- Dispose of any blood stained waste in a plastic bag and put in the covered waste bin in the welfare room.

Staff **must** wear disposable gloves when toileting or dealing with blood or body fluids. Wherever a first aid kit is kept, there should also be access to disposable gloves, disposable aprons, body wipes and anti-bacterial spray.

## Class Medical List

Every class must have a Class Medical List and a list of pupils with specific dietary requirements.

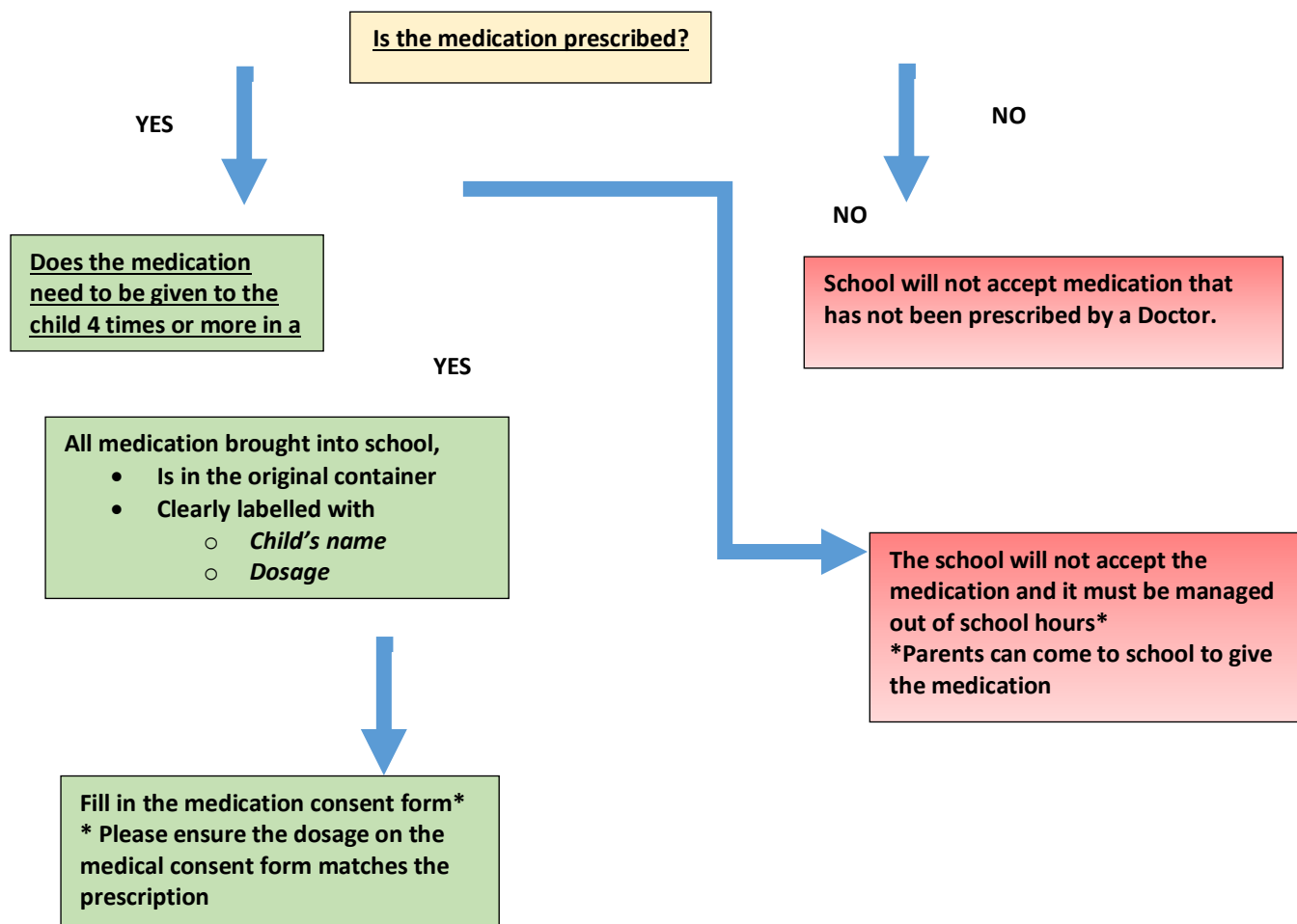
It should be made clear whether these pupils have medication in school for their medical needs. The child must be aware that they need to report to their class teacher, adults on duty, Lunchtime Controller or First Aider should they be feeling ill.

Kitchen staff /Lunchtime Controllers also need to be informed if a child has a food allergy or requires medication.

Medical boxes include all medication and allergy plans for quick access and the health and safety of child.

## Section 4: Reassessment of First Aid provision

The Academy Principal and Academy Council should regularly review the school's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate.



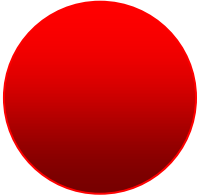
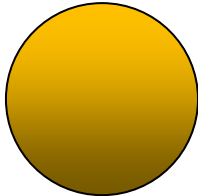
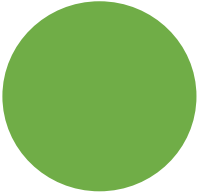
School nurse is available to support any parent who has concerns about this policy.

## Appendix A: List of Designated First Aiders

Lake Farm Park Academy - First Aiders							
Staff Name	Location	Staff Name	Location	Staff Name	Location	Staff Name	Location
Charanjeet Bains Irneet Kaur Bali Mandy Patel Victoria Snow	Nursery	Abigaile Carsile Alexandra Dale Fathia Adams Julie Ryan Lorna Iye Shila Kerai	Year 2	Daksha Vaghela Birinder Khokbar	Year 5	Raji Nair Samantha Dickerson Rozhan Mustafa Jessica O'Brien Eugene Jordan	Office
Bernadette Dumitru Angela Kainth Fahida Rafique Mandeep Virdy Elizabeth Fonseca	Reception	Jaspreet Bhambra Marie-Claire L'Olive Satvinder Bhambra Yogita Pala Sabeen Ijaz (SMSA)	Year 3	Navkiran Bains Rachida Saidia Hafsa Khan	SRP	Vaclovas Bartkevicius Virginia Munoz	Premises
Dainelle Isaac Simon Kamaljeet Gill Shradha Ahluwalia Fahima Sahib	Year 1	Navpreet Punia Phozi Balouch(SMSA) Manpreet Kaur Dunyavi Thakkar Miki Carti	Year 4	Sheikh Khanom Kiru Ramalingam Sujata Gaware Sweeti Kaur Sarah Poore Salma Ahmed	SMSA	Harshinder Buttar	Principal
Selvarathi Sivakanthan	Year 6						



## LFPA guidance for accidents and illnesses

<p><b>A phone call to parent/carer &amp; accident slip</b></p> 	<ul style="list-style-type: none"> <li>• Allergic reaction.</li> <li>• Usage of a prescribed inhaler.</li> <li>• Severe injury - big visible bump to the head / deep cut where the blood continues to flow.</li> <li>• Severe head lice infestation.</li> <li>• Persistent toothache/earache.</li> <li>• High temperature.</li> <li>• Vomiting.</li> <li>• Diarrhoea (loose motions)</li> <li>• ALL BUMPS TO THE HEAD</li> </ul>
<p><b>Accident slip</b></p> 	<ul style="list-style-type: none"> <li>• Minor injury:             <ul style="list-style-type: none"> <li>○ Cuts, bruises,</li> <li>○ Swelling of the joints.</li> </ul> </li> <li>• Insect bite.</li> <li>• Loss of tooth due to an accident in school.</li> <li>• Removal of clothing to inspect the injury.</li> <li>• Nosebleed due to accident in school</li> </ul>
<p><b>No accident slip</b></p> 	<ul style="list-style-type: none"> <li>• Splinter removed with no visible mark.</li> <li>• Grazed area, cleaned with a medical wipe or cold compress.</li> <li>• Paper cut.</li> <li>• Plaster applied.</li> <li>• A cold compress applied / ice pack applied. No visible mark</li> <li>• Sharp pencil gone into an area of the skin.</li> <li>• Existing injury from home.</li> <li>• Wobbly tooth fallen out naturally (no accident).</li> <li>• Nosebleed due to natural causes (no accident).</li> </ul>

Depending on the severity of the accident, the Welfare team will make a judgement and call the parent/carer.

- No action will be taken if the child has not informed any adult of an accident, incident or illness.
- In the case of vomiting or loose motions, the child can return to school 24 hours after their last sickness or loose motion.
- The Welfare team are not medical professionals and we strongly encourage you to seek medical advice where appropriate.
- **FOLLOW ALLERGY PLANS / INDIVIDUAL HEALTH CARE PLAN IN CLASS ROOM.**
- **Welfare Officer (Mrs Saini) to be informed for all accidents/ medication given.**
- **CPOM ALL MEDICATION GIVEN TO CHILD.**



