

KIN First Aid Local Procedures

First Aid Bags

Green First Aid bags are located in classrooms and the staff room. Class Teaching Assistants are responsible for regularly checking that the contents of the first aid bags are complete and replenished as necessary. Checks are carried out half termly.

Medical Bags

Yellow medical bags are located in classrooms and contain medication prescribed for a pupil. Each medication is stored in a plastic bag with the care plan attached.

Care Plans

Care plans are kept electronically in a secure area, copies are in the medical room and red Inclusion folders in the classrooms.

First Aiders

The academy has sufficient numbers of first aiders (includes Initial First Aid at Work, Paediatric and Emergency First Aid). A list of first aiders and paediatric trained staff and certificates are displayed and made available to Parents. A list of first aiders is displayed in the staff room, medical room and main office.

Concussion

No-one should return to school or Physical Education (PE) lessons within 24 hours of a suspected concussion. The academy follows Guidance from UK Government "if in doubt sit them out" UK Concussion Guidelines for non-elite (grassroots) sport. All parents/carers are called to attend the academy to check the pupil.

Accident Book

All incidents are recorded in the accident book located in the medical room. Copies of injury slips are sent home to parents/carers when required.

Defibrillator

The defibrillator has been placed in a prominent area, outside the main academy office, so that it can be accessed quickly. The defib should be used in the case of cardiac arrest. In the case of an emergency linked to cardiac arrest, a staff member should dial 999 to alert the emergency services. The phone should be placed on speaker so your hands are free. The emergency services operator can stay on the line and advise on giving CPR and using a defibrillator. The defibrillator is also accessible to members of the public during academy working hours.

Transport to Hospital

If the first aider or Principal considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or carers will be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted. Emergency medical information and contact information is printed out and given to medical professionals.

Paediatric First Aid Trained:

Name	Date of Training	Expires
Debbie Wilson	30/09/2023	29/09/2026
Alison Ismail	09/02/2024	08/02/2027
Maria Minas	09/02/2024	09/02/2027
Sharon Tool	09/02/2024	09/02/2027
Emma O'connell	09/02/2024	09/02/2027
Julie Griffiths	09/02/2024	09/02/2027
Steph Nelmes	09/02/2024	09/02/2027
Daisy Haigh	09/02/2024	09/02/2027

First Aid Trained:

Debbie Wilson	25.03.2024	25.03.2027
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The following staff are completing their First Aid training on Friday 3rd May 2024:

Name	Date of Training	Expires
Charlene Bridges	03.05.2024	03.05.2027
Daisy Haigh	03.05.2024	03.05.2027
Hannah Tinsley	03.05.2024	03.05.2027
Tim Loader	03.05.2024	03.05.2027