



# GREENWOOD ACADEMIES TRUST

## First Aid Guidance Process

**COVID-19 reviewed**

<b>Document Owner</b>	Pauline Poli
<b>Version</b>	1.0
<b>Effective From</b>	01/09/2022
<b>Next Review Date</b>	31/08/2023

## Introduction

This document is in addition to the Academy's Policy, Medical Support for Pupils, available on our website.

This document sets out the arrangements for dealing with first aid incidents at Stanground Academy to ensure students are supported with immediate medical response when required.

Stanground Academy is committed to following the guidance as set out by the Department for Education.

This document forms part of the integrated medical support for pupils

- Greenwood Academies Trust: medical support for pupils
- Site specific risk assessments for first aid
- DfE Guidance on support for pupils at school with medical conditions

## Key Staff and Contacts

### Academy Based Contacts

Name	Role
Matthew Van Lier	Principal
Andrianna Joannou	Deputy Principal / Behaviour Lead
Pauline Poli	PA to Principal / Health and Safety Contact
Kerry Cliffe	Administration Assistant / Health and Safety Contact
<b>All of the above can be contacted via the Academy office on 01733 821430</b>	

### Other Useful Contacts

First Aiders (3-Day Full Qualification)	Role
Katie Blacklock	Data Manager
Thomas Needham	Standards and Progress Lead for Hums & MFL / Geography Teacher
Charlotte Hayes	Sports Centre Manager

Lily Borgognoni	Senior Leisure Assistant
Ashley James	Community Swimming Instructor
Liam Knight	Community Swimming Instructor

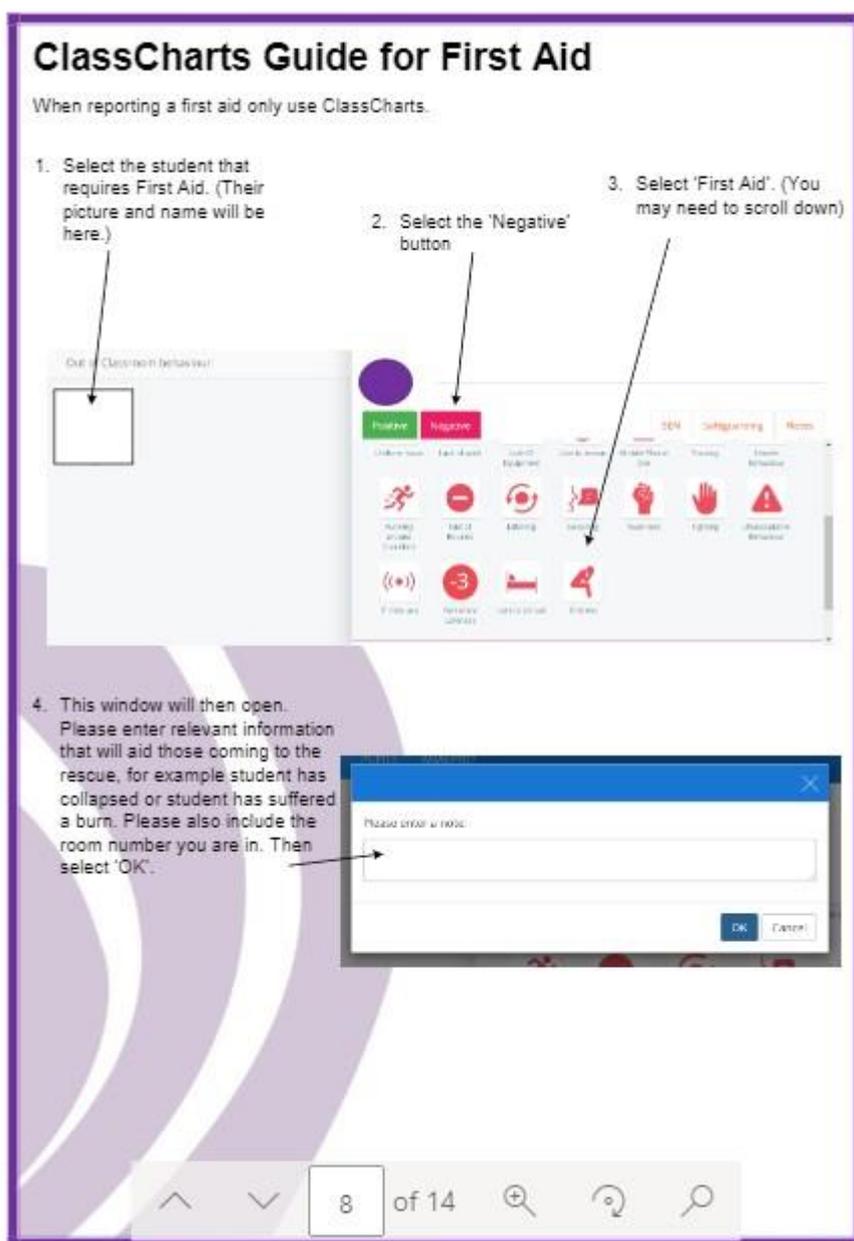
<b>First Aiders (1-Day Qualification)</b>	<b>Role</b>
Pauline Poli	PA to Principal
Holly Burton	Lead Administrator
Agnieszka Crooke	Cover and Data Administrator
Carol Austin	Administration Assistant
Kerry Cliffe	Administration Assistant
Louise Charles	Careers Lead / PE Teacher
Ruth De Paola	Attendance/ Safeguarding Officer
Luke Pollard	Head of Year 8 / PE Teacher
Tina O'Donnell	Deputy Head of Year 9
Robert Tomkins	Catering Manager
Emilia De Paola	Instructor of Maths
Rebecca Baines	Assistant Principal for Creative Studies / Dance Teacher
Alice Hurden	Dance Teacher
Andy Hicks	Science Technician
Matt Rudderham	Science Technician

Marian Thorsen	Lead Behaviour & Learning Mentor
Angie Coppin	SENDCo Administrator
Connor Gove	Lead Learning Assistant
Louise Palmer	Lead Learning Assistant
Kelly Parker	Learning Assistant
Carolyn Pearce	Learning Assistant
Sonya Amelia Barnes	Learning Assistant
Pooja Mudgal	Learning Assistant
Sumera Asghar	Learning Assistant
Linda Brooks	Learning Assistant
Vanessa Weis	Learning Assistant
Anita Reynolds	PE Teacher
Neil Hair	PE Technician

<b>Mental Health First Aiders</b>	<b>Role</b>
Pauline Poli	PA to Principal
Matthew Tee	Senior Assistant Principal
Ruth De Paola	Attendance/ Safeguarding Officer
Tina O'Donnell	Deputy Head of Year 9

## Application of a request for First aid – during lesson time

1. If a pupil requires first aid support the member of staff should request this through Class Charts during lessons.
2. All information is logged on Class Charts which informs parents / guardians of the incident
3. A member of first aid will respond via Class Charts with further advice/instruction when the request for assistance has been made and will decide on the appropriate actions for the pupil.
4. Additional parental / guardian contact is made should the pupil require further medical assistance, as well as emergency first aid, such as the need for an ambulance etc.
5. Where the child has sustained a head injury or the use of the Academy's inhaler has been used, additional information will be provided to the parent / guardian in writing.



**ClassCharts Guide for First Aid**

When reporting a first aid only use ClassCharts.

1. Select the student that requires First Aid. (Their picture and name will be here.)
2. Select the 'Negative' button
3. Select 'First Aid'. (You may need to scroll down)
4. This window will then open. Please enter relevant information that will aid those coming to the rescue, for example student has collapsed or student has suffered a burn. Please also include the room number you are in. Then select 'OK'.

The screenshot shows the ClassCharts interface. On the left, a box labeled 'Out of Classroom behaviour:' contains a placeholder for a student's picture. In the center, a 'Negative' button is highlighted. On the right, a grid of icons is shown, with the 'First Aid' icon (a hand holding a heart) selected. Below the grid, a dialog box titled 'Please enter a note:' is open, with a text input field and 'OK' and 'Cancel' buttons. At the bottom of the screen, a navigation bar shows '8 of 14' and various icons.

### **Application of a request for First aid – during free time**

- Member of staff on duty will radio for first aid support.
- First aid trained member of staff will respond to radio call and respond to pupil.
- First aider to log incident on Class Charts any action taken. Triage for further action (call ambulance / parent / guardian).
- Member of staff on duty that witnessed the incident to complete an accident report.
- Serious injuries to be reported to the Health and Safety Executive.

### **Complaints**

If a parent / guardian is unhappy with the way a first aid incident has been dealt with they may address their concerns in writing to the Principal.

Parents whose concerns are unresolved have recourse to the Academy's formal complaints procedure.