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1. Statement of intent

Lokrum Fields is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, students, and visitors.

Lokrum Fields will take every reasonable precaution to ensure the safety and wellbeing of all staff and students.

2. About our policies

- 2.1. Prior to Lokrum Fields receiving its registration number from the Department for Education, nothing in our policies is intended to imply that Lokrum Fields is operating as a school or claiming to be a school. Any use of the word “school” should be interpreted to include any operation of Lokrum Fields in the pre-registration phase. For clarity, Lokrum Fields will not engage in any regulated activity prior to receipt of its DfE registration number.
- 2.2. Our policies have been developed to comply with all relevant legislation and associated guidance. Policies will be updated periodically as necessary.
- 2.3. Our policies are inter-related and are intended to be read, understood and used collectively.
- 2.4. All staff and governors are expected to be familiar with and abide by our policies.
- 2.5. The Office Manager is responsible for ensuring volunteers and visitors are familiar with any policies which are relevant to their involvement and for taking reasonable steps to ensure compliance.

- 2.6. The Headteacher is responsible for ensuring policies are implemented fairly, effectively, and consistently.
- 2.7. The Headteacher is responsible for identifying any training needs in relation to our policies. The Office Manager is responsible for arranging the required training. All staff are expected to engage in continuous learning and ongoing training appropriate to their roles.
- 2.8. The effectiveness of our policies and their implementation is monitored by the Governing Body. Unless otherwise stated, the Governing Body reviews each policy annually.
- 2.9. The Governing Body for Lokrum Fields is provided by Governing for Ambition, an independent community interest company. The Governing Body uses its expertise to monitor the performance of Lokrum Fields and to advise the Proprietor of any recommended actions. Responsibilities assigned to the Governing Body are limited to these advisory and accountability functions.
- 2.10. Lokrum Fields is owned by Wider Ambition Ltd, a subsidiary of Wider Plan Ltd. References to the Proprietor mean a Director of Lokrum Fields or a senior representative from Wider Plan with delegated authority.
- 2.11. The Lokrum Fields Senior Leadership Team (SLT) includes the Headteacher, Proprietor, and any member of staff to whom responsibility is temporarily delegated by the Headteacher or Proprietor.
- 2.12. All references to parents within our policies should be interpreted to include parent carers.

3. Roles and responsibilities

- 3.1. The Office Manager is responsible for:
 - 3.1.1. Ensuring that the school has adequate and appropriate first aid equipment and facilities.
 - 3.1.2. Ensuring that the school has an appointed person as well as enough appropriately qualified first aiders.
 - 3.1.3. Ensuring that all staff and students are aware of the steps to take in the event of any illness or injury.
 - 3.1.4. Maintaining accurate records of medical and emergency contact information and consent for the administration of emergency first aid for all students.
- 3.2. The appointed person and trained first aiders are responsible for:
 - 3.2.1. Liaising with the Office Manager to keep their qualifications up to date.

- 3.2.2. Administering first aid treatment to students, staff and visitors in line with their training.
- 3.2.3. Recognising the limits of their training and seeking professional medical help when these limits are reached.
- 3.2.4. Familiarising themselves with the contents of the first aid kits and how the items should be used.
- 3.2.5. Identifying gaps in training and liaising with the Office Manager to ensure that these are appropriately resolved.
- 3.2.6. Completing the appropriate paperwork when they have administered first aid.

3.3. All staff are responsible for:

- 3.3.1. Knowing who the appointed person and trained first aiders are and how to contact them in the event of illness or injury.
- 3.3.2. Acting only within the limits of any training they have received as a member of Lokrum Fields staff.
- 3.3.3. Acting in the best interests of students in medical emergencies.

3.4. All people on the school site are responsible for taking reasonable care for their own and others' safety as far as they are able.

4. First aid kits

4.1. Each kit is clearly marked with a white cross and labelled inside with the names of the current first aiders and appointed person. These are held in the following locations:

- 4.1.1. Kitchen (including catering plasters)
- 4.1.2. Meeting room
- 4.1.3. School cars
- 4.1.4. Staff bathroom

4.2. There is an Outdoor Activities Kit which is used for offsite visits and outdoor learning.

4.3. The minimum provision of first aid items within the first aid kits located in the kitchen and meeting room is:

- 4.3.1.1 first aid in an emergency booklet
- 4.3.2.20 sterile adhesive dressings (assorted sizes)
- 4.3.3.2 sterile eye pads
- 4.3.4.1 roll of microporous tape
- 4.3.5.4 disposable triangular bandages

- 4.3.6.10 sterile moist cleansing wipes
 - 4.3.7.6 medium sized (approximately 12cm x 12cm) sterile unmedicated wound dressings
 - 4.3.8.4 large (approximately 18cm x 18cm) sterile unmedicated wound dressings.
 - 4.3.9.2 conforming bandages
 - 4.3.10. 12 pairs of latex free disposable gloves.
 - 4.3.11. 1 resuscitation shield
 - 4.3.12. 1 burnshield dressing
 - 4.3.13. 6 Safety Pins
- 4.4. The minimum provision of first aid items within the Outdoor Activities Kit and the first aid kits located in the school cars is:
- 4.4.1. 1 first aid in an emergency booklet,
 - 4.4.2. 2 medium sized (approximately 12cm x 12cm) sterile unmedicated wound dressings
 - 4.4.3. 1 triangular bandage
 - 4.4.4. 1 roll of microporous tape
 - 4.4.5. 10 assorted adhesive dressings
 - 4.4.6. 10 sterile moist cleansing wipes
 - 4.4.7. 2 pairs of nitrile powder-free disposable gloves
 - 4.4.8. 1 resuscitation shield
 - 4.4.9. 1 disposable heat retaining blanket
 - 4.4.10. 1 burnshield dressing
 - 4.4.11. 2 sterile eye pads
 - 4.4.12. 1 TraumaFix dressing
 - 4.4.13. 1 pair of blunt ended scissors
- 4.5. The minimum provision of first aid items in the kit in the staff bathroom is:
- 4.5.1. 1 first aid in an emergency booklet
 - 4.5.2. 10 sterile adhesive dressings (assorted sizes)
 - 4.5.3. 1 roll of microporous tape
 - 4.5.4. 2 disposable triangular bandages
 - 4.5.5. 5 sterile moist cleansing wipes
 - 4.5.6. 2 medium sized (approximately 12cm x 12cm) sterile unmedicated wound dressings
 - 4.5.7. 1 large (approximately 18cm x 18cm) sterile unmedicated wound dressings.
 - 4.5.8. 1 conforming bandages
 - 4.5.9. 2 pairs of latex free disposable gloves.
 - 4.5.10. 1 resuscitation shield
 - 4.5.11. 4 Safety Pins

- 4.6. First aid kit stock checks are performed regularly to restock used items and replace those which have exceeded their expiry date.

5. In the event of a medical emergency

- 5.1. No part of this policy precludes any person from contacting the emergency services where they believe there is a need.
- 5.2. In the event of injury or acute illness, the most senior member of staff at the scene will assess the situation and decide whether to summon a first aider or call for an ambulance, involving the appointed person as appropriate. For the avoidance of doubt, where a person's life is in danger or they are undecided on whom to contact first, staff should always contact the emergency services in the first instance.
- 5.3. Other staff members will remove any other students and the school dog, if present, from the area.
- 5.4. When summoned, the first aider will assess the patient and, where appropriate, administer first aid in line with their training, calling for an ambulance where one is required and has not already been called.
- 5.5. Where an ambulance is required, the appointed person and/or first aider and any member of staff who witnessed the injury or onset of illness will remain with the patient until it arrives.
- 5.6. Where the patient is a student, their parents will be telephoned to inform them of the incident and discuss next steps as soon as is practicable. Where the patient is a member of staff, Lokrum Fields will contact the person who seems most appropriate based on information held on file
- 5.7. The Headteacher will be informed of the incident as soon as is practicable.
- 5.8. Where a student is transferred to hospital by emergency services, a staff member who is familiar to the student will accompany them in the absence of a parent.
- 5.9. The wellbeing of students who may have witnessed the incident or its aftermath will be attended to by other staff. Appropriate debriefing will be given, and students will be given ample opportunity to process and ask questions about the incident. Where a student is particularly distressed, it may be appropriate to summon their parents for support.
- 5.10. The wellbeing of staff who may have witnessed the incident or its aftermath will be attended to by other staff. Appropriate debriefing will be given, and staff will be given ample opportunity to process and discuss the incident. Where a staff member is particularly distressed, it may be appropriate to release them from their duties for a period of time.

6. Reporting

- 6.1. After the administration of basic first aid to any person on the premises, details will be recorded on ScholarPack. The information will include the date, time, location, name of child, nature of the injury, first aid given, what happened to the person immediately after the injury (e.g. back to class/sent home) signature and date of the first aider dealing with the incident,
- 6.2. Parents will be informed in writing of any head trauma suffered by a student, no matter how minor, and signposted to guidance on the identification and management of head injuries.
- 6.3. Where the incident is more serious and a member of staff or student are referred to hospital, a RIDDOR (F2508) form must be completed by the Office Manager or appointed person and returned to the Health and Safety Executive. Incidents must be reported without delay (by telephone) and the online form completed within 10 days to:
<https://www.hse.gov.uk/forms/incident/index.htm>
- 6.4. Where first aid is given following an accident, this must be logged on ScholarPack.
- 6.5. All 'near miss incidents' should also be recorded.

7. Illness

- 7.1. Where a student becomes ill during the day but does not require emergency medical attention, their parents will be telephoned and asked to collect them as soon as possible.
- 7.2. A quiet area is provided for students who are ill to rest while they wait to be collected. Students will be monitored by a first aider during this time.