**EMERGENCY FIRST AID POLICY**

The Boxing Academy is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors.

The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the Academy in regards to all staff, pupils and visitors. The Head has overall responsibility for ensuring that the Academy has adequate and appropriate first aid equipment, facilities and first aid personnel and for ensuring that the correct first aid procedures are followed.

This policy aims to comply with paragraph 3(6) of the schedule to the Education (Independent Academy Standards) (England) Regulations 2003 (SI 2003/1910), the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917) and the First aid at work: Health and Safety (First Aid) Regulations 1981, approved code of practice and guidance.

All staff should read and be aware of this Policy, know who to contact in the event of any illness, accident or injury and ensure this Policy is followed in relation to the administration of first aid. All staff will use their best endeavors, at all times, to secure the welfare of the pupils. Anyone on the Academy premises is expected to take reasonable care for their own and others' safety.

This policy is part of a number of Academy policies aiming at safeguarding children in all circumstances.

**Aims of this Policy**

* To ensure that the Academy has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
* To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
* To ensure that medicines are only administered at the Academy when express permission has been granted for this.
* To ensure that all medicines are appropriately stored.
* To promote effective infection control.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, Staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on the Academy site.

To achieve the Policy Aims, the Academy will:

* Have suitably stocked first aid boxes;
* Carry out a suitable and sufficient assessment of the risks posed to persons in the event that they suffer an accident, injury or ill health;
* Appoint sufficient First Aiders to take charge of first aid.
* Provide information to employees, pupils and parents on the arrangements for first aid.
* Have a procedure for managing accidents, including immediate liaison with emergency services, medical staff and parents.
* Review and monitor arrangements for first aid as appropriate on a regular basis (and at the very least on an annual basis).

The first aid boxes are located in the Academy office and in the medical room on the basement floor, next to the gym. First aid travel bags for off site visits are also located in the Academy office. It is the responsibility of the Behavior Manager or First Aider in charge of a trip to check the content of the first aid kits regularly and restock if necessary.

**Role and Responsibilities of First Aiders**

* The administration of First Aid, up to but not exceeding the level of their training
* Ensuring that any incident and any treatment given is recorded in the accident book
* Reporting immediately to the Principal or School Business Manager, all incidents requiring the attendance of a student, member of staff or any person at hospital
* Maintaining stocks of first aid kit/box
* Ensuring liaison with School Business Manager, that appropriate documentation is completed and that reportable incidents are reported as soon as possible.
* Ensuring that any illness or injuries which would preclude their abilities to administer First Aid, to School Business Manager.

All boxing coaches, as well as other staff members, have completed a HSE-approved first aid course and hold a valid certificate of competence in First Aid.

**First Aid Training**

The Proprietor will ensure that there are appropriate numbers of First Aiders and/or Appointed Persons at all times and will ensure that they have undergone appropriate training, refreshed at three yearly intervals. The Academy will maintain a record of employees who have undergone first aid training, which can be requested from the Academy office. All boxing coaches must be in possession of a current First Aid certificate, which ensures that the percentage of staff who is First Aiders is likely to be around 40% at any time.

**First Aid Information**

Notices are located throughout the Academy indicating the location of the first aid boxes and the names of the Academy's First Aiders. Emergency Procedure in the event of an accident, illness or injury. If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate next course of action, which may involve calling immediately for an ambulance or calling for a First Aider. If summoned, a First Aider will assess the situation and take charge of first aid administration.

In the event that the First Aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

**Ambulances**

The first aider/appointed person are to always call an ambulance on the following occasions:

* In the event of a serious injury
* In the event of any significant head injury
* In the event of a period of unconsciousness
* Whenever there is the possibility of a fracture or where this is suspected
* Whenever the first aider is unsure of the severity of the injuries
* Whenever the first aider is unsure of the correct treatment

If an ambulance is called then the First Aider in charge should make arrangements for the ambulance to have access to the injured person. Arrangements should be made to ensure that any pupil is accompanied in an ambulance, or followed to hospital, by a member of staff until one of the pupil's parents; guardian or their named representative is present. A member of staff will remain with the pupil until one of the pupil's parents, guardian or a named representative appointed by a parent arrives at the hospital.

**Procedure in the event of contact with blood or other bodily fluids**

First Aiders should take the following precautions to avoid risk of infection:

* cover any cuts and grazes on their own skin with a waterproof dressing;
* wear suitable disposable gloves when dealing with blood or other bodily fluids;
* use suitable eye protection and a disposable apron where splashing may occur;
* use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
* wash hands after every procedure.

If a First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:

* wash splashes off skin with soap and running water;
* wash splashes out of eyes with tap water and/or an eye wash bottle;
* wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
* record details of the contamination;
* take medical advice (if appropriate).

**Accident Reporting**

All accidents, administration of first aid and/or medicine will be recorded in the Accident Report Book (First Aid Book) which is located in the Academy Office. The Record shall include:

* Date, time and place of accident.
* Name
* Details of injury and treatment and any medication given.
* Outcome of accident
* Name and signature of the person or first aider dealing with incident.

**Reporting to Parents**

In the event of accident or injury to a pupil at least one of the pupil's parents must be informed as soon as practicable. In the event of serious injury or an incident requiring emergency medical treatment the pod leader, in consultation with the Behavior Manager, will telephone the pupil's parents as soon as possible. A list of emergency contact details is kept at the Academy Office. In the event of a minor injury, where appropriate, the First Aider will contact parents by telephone at the end of the Academy day. A copy of the Academy's accident and first aid book is available for inspection by parents.

**Reporting to HSE**

The Academy is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) (RIDDOR) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23):

**Accidents involving pupils or visitors:**

* accidents where a person is killed or is taken from the site of an accident to hospital and where the accident arises out of or in connection with:
* any Academy activity (on or off the premises);
* the way a Academy activity has been organised or managed (e.g. the supervision of a field trip);
* equipment, machinery or substances;
* the design or condition of the premises.

**Accidents involving Staff:**

* work related accidents resulting in death or major injury (including as a result of physical violence) must be reported to the HSE immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs);
* work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days;
* cases of work-related disease that a doctor notifies the Academy of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
* certain dangerous occurrences (i.e. near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

For more information on how and what to report to the HSE, please see http://www.hse.gov.uk/riddor/index.htm. It is also possible to report online via this link.

**Visits and Events off Site**

Before undertaking any off-site events, the Head of Academy will assess level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. When appropriate a portable first aid kit will be carried. Please see separate Educational Visits Policy for more information about the Academy's educational visit requirements.

**Administration of medicine (and procedures for pupils with medical conditions such asthma, epilepsy, diabetes etc)**

A central list of all pupils' medical conditions and any particular requirements are kept at the Academy Office. All pod leaders are informed about their students’ conditions. Parents of pupils required carrying, or use an inhaler or Pippen are required to notify the Academy of this. The Academy will obtain parental consent before administering any medicines to pupils. The information held by the Academy will include a record of pupils who need to have access to asthma inhalers, epipens, injections or similar and information regarding relevant parental consent, as well as a record of dispensation of medication (name of pupil, name of medicine, date, time, dosage, signature of person who supervised).

Where appropriate, individual pupils will be given responsibility for keeping such equipment with them if Parent consents to the pupil carrying his/her own medicine. This will be reviewed on a regular basis.

The First Aiders will retain and administer an inhaler or Epipen for each pupil who is deemed not to be sufficiently competent to carry these themselves. In other cases, such equipment and medicines will be kept, suitably labeled, in a locked cabinet in the office. As a general rule, First Aiders shall not administer any medication that has not been prescribed for that particular pupil by a doctor, dentist, nurse or pharmacist. No pupil shall be given medicine containing aspirin or paracetamol unless prescribed for that particular pupil by a doctor.

**Storage of Medication**

Medicines are always securely stored in accordance with individual product instructions save where individual pupils have been given responsibility for keeping such equipment with them. All medicines shall be stored in the original container in which they were dispensed, together with the prescriber’s instructions for administration and properly labeled, showing the name of the patient, the date of prescription and the date of expiry of the medicine. All medicines will be returned to the parent when no longer required to arrange for safe disposal.

**Indemnity and Insurance**

Where an employee acting in the course of their employment administers First Aid assistance to another employee or other person in the charge of the Academy Trust, such as a student, they will be indemnified by the liability insurance for a claim of negligence relating to injury or loss caused by their actions provided that:

* they are an officially designated First Aider with a current valid First Aid at Work Certificate and have attended relevant refresher training
* the relevant personal protective equipment (PPE) is used
* the First Aider is adhering to protocols and acting within the limitations of their training and
* that the First Aider is acting in good faith.

**Use of “Epipen”**

Members of staff who have been trained in the use of the Epipen, whether by the parent, user or medical staff will also be covered providing that:

* the member of staff is adhering to protocols and acting within the limitations of their training and
* that the member of staff is acting in good faith