

Capella House School

First Aid Policy

The AURIGA Academy Trust Document Control System	
Name of document	First Aid Policy
Status	Statutory
Date Approved	June 2023
Approver	Pupil Achievement Wellbeing & Safeguarding
Owner	Headteacher
Author	Maria Landeira
Anticipated Review date	June 2024 (or before if required)
Location	Capella House School website.



Responsibilities:

Appointed Persons

Each site has an Health and Wellbeing Lead who are the appointed persons responsible for overseeing the arrangements for first aid for the pupils, staff and visitors on that site.

The appointed persons' duties include:

- Ensuring that first aid equipment is available at strategic points in the school and checked/restocked on a monthly basis
- In liaison with the Trust's Outreach and CPD Co-ordinator, ensuring that sufficient personnel are trained in first aid procedures and that first aid qualifications remain current and valid

First Aiders

Capella House School first aiders are expected to provide the following level of basic first aid whilst pupils are on site, and on school organised visits:

- Understand the role of the first aider
- Be able to assess an emergency situation and act safely and effectively
- Be able to provide first aid for an adult or child who is unresponsive and breathing normally
- Be able to provide first aid for an adult or child who is unresponsive and not breathing normally
- Be able to provide first aid for an adult or child who has a foreign body airway obstruction
- Be able to provide first aid for an adult or child who is wounded and bleeding
- Be able to provide first aid for an adult or child who is suffering from shock
- Be able to provide first aid for an adult or child with a suspected fracture or dislocation
- Be able to provide first aid for an adult or child who has injuries to bones, muscles or joints
- Be able to provide first aid for an adult or child who has an injury or condition involving the eyes, ears or nose
- Be able to provide first aid for an adult or child who has a chronic medical condition or sudden illness
- Be able to provide first aid for an adult or child who is experiencing the effects of extreme cold or heat
- Be able to provide first aid for an adult or child with burns or scalds
- Be able to provide first aid for an adult or child who has been poisoned
- Be able to provide first aid for an adult or child who has been bitten or stung



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First aiders are responsible for ensuring that the First Aid log located in the on-site medical room is completed for all treatments and that the necessary details are supplied for the reporting of accidents. They should also liaise with the Health and Well-being Lead and other relevant staff to ensure that parents/carers are informed as necessary (and always in the case of head injuries or any other injuries requiring further medical attention).

Record-keeping

It is the responsibility of the First Aider who has administered first aid to ensure that the First Aid log is completed for each treatment. The First Aid logs are kept in the medical rooms on each site. The following information must be recorded on every occasion:

- Time, date, name of first aider, name of person with injury, description of injury, description of treatment given. For pupils, there must also be confirmation if parents/carers have been contacted.

For more serious injuries or accidents, including (but not limited to) any that require an ambulance, paramedic or hospital visit, an online Accident Report Form must be completed by the First Aider. The Health and Well-being Lead will be able to support with this.

Monitoring and Review

This policy will be monitored and reviewed by the Health and Wellbeing Leads every years, or sooner if relevant new guidance is received.

The Local Governing Board is responsible for monitoring the effectiveness of this policy and ensuring compliance, reporting to the Auriga Academy Trust Board.

A current list of first aiders will be displayed in the school office and staff room on each site, as well as in any specialist rooms with a higher risk of injury (including kitchens, food technology, design & technology, science and PE rooms).

First Aiders will be asked to sign to state that they have read, understood and are willing to comply with this policy.

This policy will form part of the induction process for any new staff members to the school.



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Appendix A: Capella House School Primary Centre

Headteacher:	Dominic Sunderland
Head of Centre:	Maria Landeira Frias
Administrator:	Debbie Wise
Health and Wellbeing Lead:	Ciaran McKeever
Designated Safeguarding Lead:	Ciaran McKeever
First Aiders:	1 Shan Marwaha (KS2)
	2 Priscila Sarmiento (Now left)
	3 Lenka Novotna (KS1)
	4 Taline Hill (undertaking course)
	5 TBA

Location of First Aid boxes:

Medical Room (Ground floor)

Staff Workroom (First floor)

Staff kitchen (Second floor)

Catering Kitchen (Ground floor)

Multi Use Room (First Floor)



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Appendix B: Capella House School Secondary Centre

Headteacher:	Dominic Sunderland
Head of Centre:	N/A
Administrator:	Lynn Mcallister
Health and Wellbeing Lead:	Ciaran McKeever
Designated Safeguarding Lead:	Ciaran McKeever
First Aiders:	1 Lynn Mcallister 2 Joshua Tuckey 3 Sekayde Fenton 4 Sonny Hersey

Clarendon School Secondary Centre First Aiders are also listed on our First Aider display onsite and are available if required.

Location of First Aid boxes:

Medical Room (Ground floor)
School Office (Ground floor)
Staffroom (Second floor)
Catering Kitchen (Ground floor)
PE store (First Floor)
Design & Technology Room (Ground floor)
Art Room (Ground Floor)
Design and Technology Room (First floor)
Science Laboratory (Second floor)
School Minibus
School Journey First Aid Box - kept in medical room.