

Kingsley Academy

First Aid Policy

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Contents

Aims	3
In the event of an accident:	3
Dealing with blood and vomit:	3
Allergies or other long-term conditions:	4

This policy is designed to promote the Health, Safety and Welfare of students, staff and visitors to this academy through the provision of first-aid equipment and trained staff in accordance with the requirements of the Health and Safety (First Aid) Regulations 1981 and Guidance on First Aid for Schools (DfE).

Aims

This policy is to ensure that:

- Kingsley Academy has a designated First Aid Room which contains a First Aid kit, drinking water, blankets and a place to rest.
- Kingsley Academy provides staff training, ensuring that a substantial proportion of staff members are qualified to deliver First Aid at any one time.
- Training is renewed every 3 years unless the original training delivered was Emergency First Aid in which case training should be renewed every year.
- First Aiders are expected to ensure that all First Aid boxes are kept adequately supplied and that all equipment is in date.
- A current list of First Aiders can be found on the noticeboards around the premises.

In the event of an accident:

- in the case of minor injuries, the First Aider should attend to the injured person and if possible, treat the injury in the First Aid Room.
- a First Aider should not be alone with a student in the First Aid Room. Where a First Aider is needed to examine a student after an accident, there must be another member of staff present.
- the accident should be logged in the Accident Report Book and parents notified about the injury.
- in the case of a serious injury the First Aider should be called to tend to the injured person and an ambulance called immediately. The Headteacher should be notified immediately so that, if necessary, s/he can inform the HSE and the necessary investigations can take place (see reporting an accident policy and procedure). The accident should be recorded in the Accident Book (Headteachers Office).
- staff should not endanger themselves whilst attending an incident with a risk assessment of the area being undertaken by the first aider before treatment is even considered. Although physical contact will be needed for the role of First Aider, excessive, gratuitous physical contact will not be tolerated and may be investigated as a child protection issue (see safeguarding & child protection policy).

Dealing with blood and vomit:

- according to DfE guidance accidents involving spillages of blood should be dealt with using normal first aid procedures (including wearing disposable gloves)
- normal cleaning methods using detergent and hot water are sufficient for most spillages (the HIV virus, even when present cannot survive outside the body for even a short time and is destroyed by hot soapy water).

- Soiled waste should be disposed of using normal waste disposal procedures.
- Vomit can be cleaned safely using disposable sick pads before using normal cleaning methods
- Our staff must wear gloves provided when providing First Aid to prevent the risk of the transmission of HIV, Hepatitis C and other bloodborne diseases.

Allergies or other long-term conditions:

All students are required to complete a medical form before starting the programme so Kingsley Academy is aware and can conduct risk assessments if necessary. If a student is required to take medication whilst at school, parental consent must be given to an allocated member of Kingsley Academy staff. The First Aider should hand over the medicine, but they must not administer it.

Kingsley Academy Qualified First Aiders are always displayed on all noticeboards around the academy.