



# First Aid Policy

**IMPORTANT**

OAKWOOD ACADEMY WILL NOT TOLERATE ANY FORM OF ABUSE, RADICALISATION OR EXTREMISM TOWARDS CHILDREN OR YOUNG PEOPLE

**OAKWOOD ACADEMY MISSION STATEMENT**

"Promoting learning excellence - Inclusion beyond the barriers".

**OAKWOOD ACADEMY : MORAL PURPOSE**

"We are united in the belief that together we can inspire all learners to dream, persevere and achieve so that we can change lives for the better, now and for future generations to come"

**WORRIED ABOUT A CHILD?**

If you are worried About a Child or Young Person speak to a member of staff immediately.

**'SAFEGUARDING IS EVERYBODY'S RESPONSIBILITY'**

**Date of Issue: September 2018**

**Date of Last Review: September 2017**

**Date of Next Review: September 2019**

Signed by .....

## **SAFEGUARDING POLICIES CHILDREN AND YOUNG PEOPLE**

The safeguarding policies (see back page for complete list?) are in place to help prevent children and young people up to 18 years of age being at risk of harm. Oakwood Academy advises the safeguarding policies are read in conjunction with each other. If you have any concerns or questions regarding policies please refer to a member of SLT.

## **WORRIED ABOUT A CHILD/YOUNG PERSON**

If you are **worried about a child or a young person** being at risk of harm please speak to the DSL or Deputy DSL. **DO NOT IGNORE IT.**

## **EXTREMISM/RADICALISATION**

All staff and Governors are to be familiar with the indicators of vulnerability to extremism and radicalisation and the procedures for dealing with concerns. Staff are made aware of the potential indicating factors when a child is vulnerable to being radicalised or exposed to extreme views. These include peer pressure, influence from other people or the internet, bullying, crime and anti-social behaviour, family tensions, race/hate crime, lack of self-esteem or identity, prejudicial (damaging) behaviour and personal or political grievances. Staff to report any concerns to the **Single Point of Contact (SPOC)**.

## **SAFEGUARDING /HEALTH AND SAFETY**

Oakwood Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. At Oakwood we provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child and we strive to provide this within our classrooms. All staff follow health and safety guidelines.

## **SPIRITUAL, MORAL, SOCIAL & CULTURAL**

Oakwood work to prevent children and young people from developing extreme and radical views by embedding SMSC principles throughout the curriculum. During lessons we strive to create a learning environment which promotes respect, diversity and self-awareness and equips all of our children and young people with the knowledge, skills, attitudes and values they will need to succeed in their future lives.

**For more details/information on Safeguarding refer to the following documents:**

- Keeping Children safe in education (statutory guidance for schools and colleges): September 2018
- Working together to safeguard children (A guide to inter-agency working to safeguard and promote the welfare of children: 2018
- Guidance for safer working practice for those working with children and young people in educational settings : October 2015
- Safeguarding & Child Protection Procedure (Oakwood Academy)

**Important: Please refer to the list of safeguarding policies (on back page) includes specific Safeguarding/Child Protection issues towards children and young people.**

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## **First Aid Policy**

Oakwood Academy believes it is very important that policies relating to Safeguarding issues, across Oakwood, are read in conjunction between one another. This policy is part of a list of safeguarding policies (see back page) linked together to oversee and identify range of safeguarding concerns for children up to the age of 18 years of age.

## **Safeguarding / Health and Safety**

This Oakwood is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff believe and provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child and they strive to provide this within their classrooms. All staff are aware of and follow health and safety guidelines. Any worries or concerns relating to a child or young person please refer to DSL or Deputy DSL.

## **Extremism and Radicalisation**

All Governors, staff (Teachers, TA's Administration ) to be familiar with the indicators of vulnerability to extremism and radicalisation and the procedures for dealing with concerns. When staff notice changes in behaviour or in the delivery of lessons to look out for indicators and report to the SPOC. We work to prevent pupils from developing extreme and radical views by embedding SMSC principles throughout the curriculum. (See the Anti-Radicalisation Policy)

## **SMSC**

During lessons we strive to create a learning environment which promotes respect, diversity and self awareness and equips all of our pupils with the knowledge, skills, attitudes and values they will need to succeed in their future lives.

# FIRST AID POLICY

This policy sets out our approach in both identifying safeguarding risks in connection with First Aid and adequately managing them. Any questions regarding its operation should be addressed to the Associate Headteacher.

Oakwood Academy has responsibility to provide adequate and appropriate first aid to pupils, staff and visitors and the procedures in place to meet that responsibility. The policy is reviewed annually.

## AIMS

- To identify the first aid needs of Oakwood in line with the management of the Health and Safety at work regulations.
- To ensure that first aid provision is available at all times while people are on Oakwood premises, and also off the premises whilst on visits.

## OBJECTIVES

- To put in place suitably trained Lead First Aiders to meet the needs of Oakwood.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of Oakwood's First Aid arrangements.
- To keep accident records.

## Risk Assessment (Health & Safety)

Oakwood will ensure that a risk assessment is overseen by H&S Officer Mrs Southwood and that the appointments, training and resources for First Aid are appropriate and in place in collaboration with Ms D Brookes (Senior First Aider) Risk Assessments are located on the staff shared server : in General file/ H&S file / Risk Assessments.

## First Aid

- Oakwood have a First Aid room on the orange corridor.
- All medication is kept locked away in the special cabinets and must be signed for.
- There are cold compresses kept in the fridge.
- There are a wide range of plasters, dressings and bandages available.
- Any minor injury must be recorded in the file in the First Aid room.
- Any major injuries that requires hospital treatment parent/carers are immediately contacted including the Senior Safety Officer (Minerva House Salford)
- Specialist equipment is stored in the First Aid Room including the defibrillator.
- There is a treatment bed if a pupil needs to rest after and injury or are feeling unwell.

All staff have a duty of care to do all they can to secure the welfare of the pupils. **Named Lead First Aider** for Oakwood Academy is **Ms D Brookes**: other main First Aiders are

- Mrs R Bingham
- Mrs B Moran
- Mr J Ellis
- Mrs Murden
- Miss Cooper
- Mr Jones
- Mr Kelly

There are also 36 Staff with (1-day) First Aid Training + Oakwood Nurses - Mrs K Connolly and Mrs F Wood. First Aiders take charge when someone is injured or becomes ill. Look after the First Aid equipment. Ensure that an ambulance or other professional medical help is summoned when appropriate.

## PROCEDURES

- Reviews of Risk Assessments will be carried out annually and when circumstances alter, by the H&S officer. Recommendations on measures needed to prevent or control identified risks are to be forwarded to the Associate Headteacher.
- To ensure that staff are informed about Oakwood's First Aid arrangements, giving the location of equipment, facilities and First Aiders
- First Aiders will hold a valid certificate of competence, issued by an organisation approved by an approved First Aid Training Course 'First Aid at Work'.
- The main First Aiders for Oakwood undertake a four day training course. Other selected staff will attend the one-day emergency First Aid training.
- For **medication** information please refer to the **Care Policy**.

Oakwood will ensure that the appropriate number of First Aid containers are available and will all be marked with a white cross on a green background. These are situated in the following areas and checked on a regular basis.

- First aid room
- Tech (Food Studies) room
- Tech (RMT) workshop
- Hydro-pool
- Science Department

## **DEFIBRILLATOR**

Oakwood has a Defibrillator which is located in the First Aid Room on the orange corridor. The First Aid Team and nurses are trained how to use the machine. This machine must only be used by trained staff: Ms D Brookes (First Aid/ Disability Advisor), Disability Team, PE Staff and Nurses.

## **REPORTING and ACCIDENTS**

Any reportable incidents should be referred to Oakwood's H&S officer. All accidents recorded should be followed up by a telephone call to Parents/Carers. Statutory requirements: under reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Any accidents and/or serious, that require hospital visit must be reported to Risk Protection Arrangements (RPA) and the Senior Safety Officer (HSO) (at Minerva House Salford) Records of incidents are logged. This includes: the date, time and place, personal details of those involved, and a brief description of the nature of the incident.

Accidents where a child does need to be taken to hospital. The First Aider dealing with the situation will need to assess the severity of the injury and make the following decision (Executive Principal / Associate Headteacher to be informed).

### **If the injury is of a serious nature:**

- telephone for an ambulance immediately- telephone parents/carers giving details informing them of what's happened and arrange to meet parents at the hospital.( staff to remain at hospital to wait for parents)

### **If the injury is not serious however, does so require to attend the hospital**

- parent's to be contacted to come and collect the child from Oakwood to be taken to hospital.

### **Accidents involving a visit to the hospital must be reported to the L.A.**

**Please refer** to the back of the hard copy of this Policy: Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) for more information and a copy of Reporting Accidents tick box re- Salford City Council .

## **Oakwood Mini-bus (Transport)**

All Oakwood mini buses have first aid containers/boxes that are checked regularly. As a matter of H&S a First Aider travels on Oakwood mini bus with pupils.

## **Contact Names and Information**

**Lead First Aider:** Ms D Brookes  
**H&S Officer:** Associate Headteacher  
**First Aid Room:** Room 68 (orange corridor) next to the Team Office!

## CONNECTING POLICIES FOR SAFEGUARDING PURPOSE

If you are worried about a child or young person (in relation to issues listed below) or have any concerns or questions regarding Child Protection refer to the Designated Safeguarding Lead (DSL) or Deputy DSL.

### LIST OF SAFEGUARDING/CHILD PROTECTION ISSUES

child missing from education : child missing from home care : child sexual exploitation (CSE) : bullying including cyber bullying : domestic violence : drugs : fabricated or induced illness : faith abuse : female genital mutilation (FGM) : forced marriage : gangs with youth violence : gender based violence against women and girls (VAWG) : mental health : private fostering : preventing radicalisation : sexting : teenage relationship abuse : trafficking.

**From DfE, Keeping children safe in education: July 2018**

Oakwood Academy believes it is very important that all the Safeguarding Policies are read in conjunction with one another to quickly identify and take any necessary and appropriate action to help prevent children and young people up to 18 years of age being at risk of harm.

**MORE INFORMATION VISIT:** NSPCC.org.uk: TES & NSPCC safeguarding: GOV.UK keeping children safe

**SAFEGUARDING CONNECTING POLICIES** (situated on the Oakwood website) [www.oakwoodacademy.co.uk](http://www.oakwoodacademy.co.uk)

Anti-Bullying

Anti- Cyber Bullying

Anti- Racism

Anti-Radicalisation

Attendance

Behaviour

Safeguarding & Child Protection Procedures

Care/Intimate Care/Administration of Medication /Touch

Children Missing From Home

Complaints

Child Protection (including the safeguarding of all children)

Data Protection

Drugs

e-safety (online)

FGM

First Aid

Health & Safety

ICT and Computing

Lone Worker

PSHE

Pupil Friendly Safeguarding

SRE

SMSC

Safer Recruitment

SMSC

Trafficking

Visits/Trips

Whistleblowing

The Safeguarding Policies are up-dated annually or as necessary depending on new statutory guidance or legislation.

September 2018

**THE GOVERNORS AGREEMENT TO POLICY**

Signed (Chair of Governors) ..... Date .....

The Safeguarding Policies are up-dated yearly or as necessary depending on new statutory guidance or legislation.