

Victoria Lane Academy



First Aid Policy 2026 - 2027



A Member of the Tudhoe Learning Trust



Victoria Lane Academy

First Aid Policy

The health and safety of all children at Victoria Lane Academy is of the highest importance to all staff.

This policy explains the practices in place to address the health needs of the children which may be as a result of accidents or medical conditions. This policy should be read in conjunction with the Supporting Pupils with Medical and Mental Health Conditions.

The school has eleven fully qualified first aiders who are responsible for dealing with any serious first aid matters and can be called upon to offer advice whenever required.

They are:-

Karen Freer

Donna Gordon

Audrey Ambrose

Kathryn Stones

Jaime Alton

Heather Whitfield

Sophie Priestley

Francesca Azzouzi

Laura Kilpatrick

Avneer Kaur

Amelia Elmar

First aid training is carried out in line with current Health and Safety recommendations- every 3 years to re-qualify as a first aider.

- First Aid equipment is kept in the First Aid Area and cuts are cleaned using, where appropriate running water and/ or alcohol wipes.
- A Defibrillator is installed internally in the First Aid area and all staff have been trained in its use and how to access it in the event of a medical emergency.
- Gloves are worn by staff when dealing with blood and these are in the first aid box.
- Ice packs are kept in the fridge in the staff room and can be used to reduce the swelling for bumps and suspected strains and sprains. If ice packs are used then these are first wrapped in a paper towel to prevent contact with the skin.
- All medical waste is disposed of in a medical disposal unit in the stock cupboard.

Dealing with bodily fluids – blood etc.

Aims:

- To administer first aid, cleaning, etc. for the individual.
- To protect the individual and others from further risk of infection.
- To protect the individual administering first aid, cleaning, etc.

Procedure to adopt when dealing with blood, body fluids, excreta, sputum and vomit:

- Isolate the area.
- Always use disposable gloves and apron. NEVER touch bodily fluids with your bare hands
- Clean the spillage area.
- Use bucket and mop with a red mark from Caretaker's room (inform Caretaker if used by leaving a note)
- Double bag all materials used and dispose of in outside dustbin.
- Blood loss – if possible give individual cotton pad to hold against themselves whilst you put on disposable gloves.
- Always wash hands after taking disposable gloves off.

General

- It is the responsibility of the teacher in charge to take a first aid box with them on any trips or visits.
- Small first aid packs are available in all classrooms and in bags used by the midday assistants.
- All teachers taking children out of school, for a trip or residential visit are equipped with a first aid pack and will carry any medication needed for individual children.
- The first aid equipment is regularly checked and managed by the first aiders.
- All accidents are recorded on a minor accident form and these are stored in the First Aid cupboard.
- Any head bumps are recorded on a 'bumped head' first aid slip and parents are informed by a phone call.
- In the event of serious injury or concerns, first aiders must complete an accident/incident report form, sending a copy to the Local Authority and directing the child/adult to see a doctor or visit an accident and emergency department to seek further advice.
- Medical information about a child is gathered through the data collection sheets as well as through information provided by parent or carer. All-important medical

information is kept on Arbor and recorded on a Health Care Plan, copies are kept securely in class and in a central file.

- All emergency phone numbers are kept in the contacts file in the office and on Arbor.
- Each new child that starts within the school supply information regarding health issues and these are recorded on Arbor.
- Recorded on Arbor and on a health care plan - The school cook is notified of all children with food allergies and a special diet is implemented to accommodate their needs.
- Victoria Lane Academy will not discriminate against pupils with medical needs.

In certain circumstances it may be necessary to have in place an Individual Health Care Plan. This will help staff identify the necessary safety measures to help support young people with medical needs and ensure that they and others, are not put at risk. These plans will be drawn up in consultation with parents and relevant health professionals. Copies are kept securely in class and in a central file, located in first aid area.

They will include the following:-

- Details of the young person's condition
- Special requirements i.e. dietary needs, pre-activity precautions
- Any side effects of the medicines
- What constitutes an emergency
- What action to be taken in an emergency
- Who to contact in an emergency
- The role staff can play

Signed Headteacher: *H. D. Whitfield*

Signed Chair of Governors: *K Short*

Date of Implementation: March 2011

Date of Review: July 2026

Date of Next Review: July 2027