

Policy Focus	First Aid Policy v6						
Lead Policy Holder	Pete Jenkins						
Designated Director	Judith Johnson						
Original Policy Date	Month: September Year: 2017						
Current Policy Version	Version: v6						
School Operating Draft Working Version	June 2020						
Review Period	Live		Annual		Bi-Ann	Tri-Ann	<input checked="" type="checkbox"/>
BoD Approval	March 2019						
BoD Review Date	March 2022						

School Aim

Our Company (Life Chance Education Ltd) is committed to transforming the life chances of the young people and families that we work with. We support children who have suffered trauma, Adverse Childhood Experiences (ACEs), and exhibit Social, Emotional and Mental Health difficulties (SEMH). Our educational staff, multi-disciplinary team of therapists, and support team work together to create an environment that meets the holistic needs of children who have difficult or complex life stories.

By delivering the best features of a special school and alternative provision, coupled to innovative educational and therapeutic frameworks, we can help our students thrive. We believe that children don't have to be bound by the past but can build a bright future if they have the right support.

Our Mission is to ensure that we help every child we work with achieve their full potential, both academically and personally. As a school we aspire to being outstanding, so our students can be too – as exemplified in our school motto:

'Being the Best We Can Be'

Our Aims are to:

- Meet the previously unmet needs of young people and enable learning and employment.
- Provide positive interventions into barriers to learning and negative family or intergenerational life cycles.
- Contribute to community and social change.
- Reduce costs to society in terms of both social and economic benefits

To reach these aims we will use concepts and best practice in learning, neuroscience, emotional well-being, child development and coaching.

Contents

		<p>Glossary of Acronyms (if applicable)</p> <ol style="list-style-type: none"> Statement of Intent for this Policy Statutory / Legislative Basis Links to Other Related Policies Monitoring Review & Evaluation: Compliance - Consistency - Impact Key Policy Information / Guidance Relating to our Practice Implications for Stakeholders Relevant Data Sets / Metrics Relevant Resources <p>Appendices (Embedded / E.Links) <i>(Statutory Documents – Data Sets – Recording Templates – Resources - SoL etc)</i></p>
--	--	--

Glossary of Acronyms

LCE	Life Chance Education
ACEs	Adverse childhood experiences
MRE	Monitoring, Review & Evaluation
CPD	Continual Professional Development
HoS	Heads of School
CEO	Chief Executive Officer
SLT	Senior Leadership Team Meetings
H & S	Health & Safety
LA	Local Authority

1. Statement of Intent for this Policy

This Policy is to provide all staff with the necessary information to enable them to meet their responsibilities and to ensure consistent and effective practice across all school sites. It demonstrates the school's commitment with regard to students, parents and other partners.

This Policy contributes to the school's Safeguarding Portfolio (see section 3).

Why is this Policy Important?

SfIT will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to students and others who may also be affected by our activities. Responsibility for first aid at SfIT is held by the Principal who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

2. Statutory / Legislative Basis

This policy is based on the following Statutory Instruments, National Guidance or Local Authority Policy/Guidance:
The Health and Safety (First Aid) Regulations 1981

3. Links to Other Related Policies / Procedures

This policy sits within the Safeguarding Portfolio of Policies which School for Inspiring Talents has adopted. It therefore relates to other policies in that themed grouping which include:

- Anti-Bullying Policy
- Child Protection & Safeguarding Policy
- Contractors and Visitors Policy
- First Aid Policy
- Intimate Care Policy
- Lockdown Procedures
- Preventing Extremism & Radicalisation Policy
- Single Central Record

4. Monitoring, Review & Evaluation (MRE) : Compliance - Consistency – Impact

Monitoring, Review and Evaluation (MRE) of all aspects of our work as a school is undertaken to ensure that we are delivering on what we say we want to achieve with and for our students. In the interests of equity and high expectations for all our students, we are continuously checking for:

- Compliance and for Quality
- Implementation match with our Intent
- Consistency between staff and sites
- And to ensure value for money for our Referring Local Authorities.

Our school staff are part of our school culture of continuous improvement based on supervision, self-reflection, peer working, and CPD. Daily staff briefings and debriefings provide immediate feedback and strategies for even greater success next time round.

Our framework for MRE is achieved via 3 key approaches:

Internally

- Our annual Self Evaluation Position Statement (SEPS) aligned with Ofsted Evaluation Areas and Grade Descriptors
- Learning Walks by HoS in own and other Phases/Sites

- Individual Student Assessment Framework and Trackers
- CEO & Executive Principal's Observations, Spot Sampling and Random Checks
- Monthly SLT Progress Reviews of the Operational School Improvement Plan (OSIP)
- Heads of School Monitoring
- Appraisal & Performance Management approaches.
- SchoolPod, Incident Logs Reviews and Spot Sampling, plus trend monitoring across the year
- Staff Briefings
- Student Voice Surveys
- Peer Reviews through Team Working
- CPD Evaluations

Accountability MRE

- Our Board of Directors Link Portfolio Visits and Observations
- Director Monitoring of all Independent School Standards (ISS) Themes annually as part of a rolling programme
- Termly Directors Scrutiny of the CEO & Executive Principal Reports to the Board
- Termly H&S checks
- Directors Involvement in the cycle of Policy Review
- Financial and Curriculum Resource Monitoring

Externally

- Referring LAs' Annual Health Checks and Audits
- Commissioned Reviews of aspects of practice – specialist and generic e.g., Behaviour, Health & Safety
- Feedback from submissions for Awards and Quality Standards e.g., TISS
- Parent / Carer Feedback e.g., via Class Dojo
- Ofsted Monitoring and Inspection Visits
- User Schools Feedback

It is the responsibility of the appointed persons to check the contents of all first aid kits every two months and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the Health and Safety file in the section of First Aid. The contents of first aid kits are listed under the 'required quantity' column on the checklist itself.

5. Key Policy Content - Information / Guidance Relating to our Practice

Procedures & Protocols: What does this Mean we do In Practice?

The schools named first aiders are Christopher Logan, Tess Cunningham, Lucy Begam, Paul Woodger, Cara Cox, Nathan Coombes and Shaun Hanley. The first aider is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgment as to whether there is a requirement to call an ambulance.

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

- 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
- An epi pen/anapen has been used
- The child has specific medical needs known to the school
- A first seizure
- A nosebleed lasting more than 30 minutes
- Prolonged Asthma which is not relieved by prescribed medication • Choking / following abdominal thrusts
- In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:
 - Is a serious (or more than minor) injury
 - Requires first aid treatment
 - Requires attendance at hospital
 - The child has specific medical needs known to the school

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable. If parents cannot be contacted, and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour.

In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

If the child requires hospital treatment, and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the student to hospital and remain with them until the parents can be contacted and arrive at the hospital.

All accidents requiring first aid treatment are to be recorded with (at least) the following information: •

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (e.g., bump on head etc)
- Treatment provided, and action taken

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves and hand washing facilities, and they should take care when dealing with blood or other body fluids and disposing of dressings or equipment. (Please refer to OCE23, which can be obtained from the SfIT office).

SfIT has a designated first aid room for treatment, sickness and the administering of first aid. These areas provide the following facilities:

- First aid kit
- Telephone
- pupil emergency contact details
- Chair and sink

6. Implications for Stakeholders

Board of Directors	The Board of Directors (BoD), through the principal, will ensure all staff, including temporary and voluntary staff, and helpers receive comprehensive information on this policy and all other relevant first aid matters including any instruction and training required to ensure that they are able to carry out their duties in a safe manner without putting themselves or others at risk.
All Staff	The staff will support the Executive Principal and Directors and will be responsible for the implementation and operation of the school's First Aid policy and in helping other members of staff, students and visitors to comply with its regulations.
Designated Specialist Staff	Qualified First Aiders on all three school sites
Students	Students will be coached in the relevant aspects of the school first aid policy and what to do in case of an emergency.
Families/Carers	Our First Aid Policy to be available on our website
Referring LAs	N/A
Contractors	Contractors to comply with the First Aid Policy
Visitors	Visitors to comply with the First Aid Policy
Agencies	Agency staff to comply with the First Aid Policy, as above
Schools	Each school site to have two trained First Aiders

7. Relevant Data Sets / Metrics

Administration of Medicines Sheet

8. Relevant Resources

- Guidance on First Aid for Schools DfE
- Health & Safety at Work Act 1974
- St Johns, Developing Skills Saving Lives & Safeguarding Policy
- OCE 23 Cleaning up body fluids
- COVID-19 Protocol

Appendices (Embedded / E.Links)

