



FIRST AID POLICY

**Havant Academy *an academy as part of*
The Kemnal Academies Trust**

Last reviewed: [May 2025]

Next review: [June 2026]

Date Agreed by LGB 8th July 2025

Policy Statement

Havant Academy 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 children and others who may also be affected by our activities.

Responsibility for coordinating first aid activities at Havant Academy is appointed to Danielle White by the Headteacher Vicki Dillon-Thiselton.

All first aid provision is arranged and managed in accordance with the Children's Services

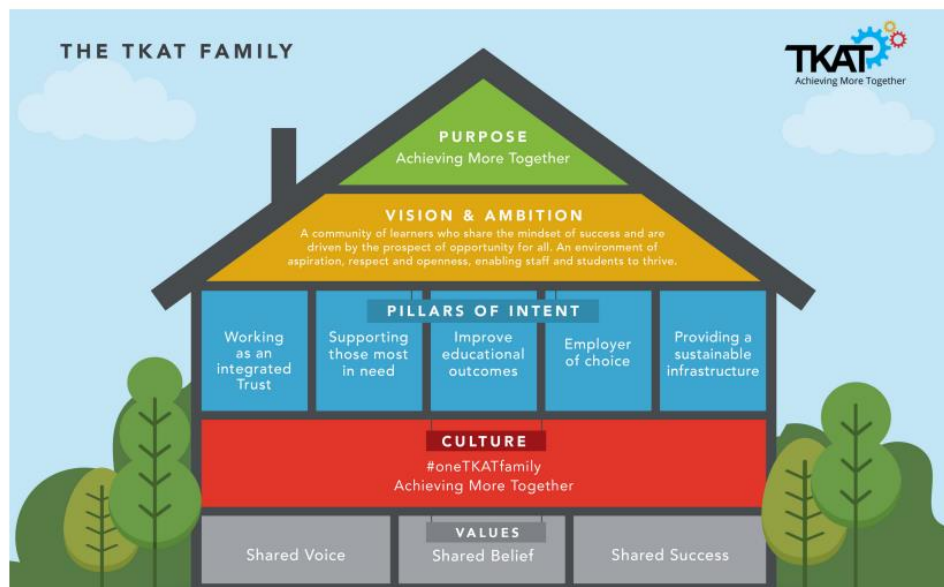
Safety Guidance Procedure SGP 08-07(First Aid).

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

Vision and Values

The Kemnal Academies Trust (TKAT) aims to foster a culture of the highest professional standards in line with the Trust's purpose, vision and values.

TKAT - OUR STRATEGY



Aims & Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises during typical operation
 - One-off events, unusual circumstances and educational visits will need to consider first aid provision separately

- Ensuring that there are a sufficient number of trained first aiders on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

First Aid Training

The responsible manager will ensure that appropriate numbers of qualified first aiders, appointed persons and paediatric trained staff (if appropriate) are nominated as identified by completion of the First Aid Needs Assessment and that they are adequately trained to meet their statutory duties to students, staff and foreseeable visitors.

Qualified First Aid Staff

At Havant Academy there is a lead first aider and 24 qualified first aiders who are as follows:

Lead First Aider: Danielle White (Student Health Lead)

Carla Gilbert (3 day)

Ryan Povey	Kelly Davies
Hannah Kitchin	Nicola Wiles
James O'Hara	Rebecca Hall
Rose Dashwood	Karly Betts
Lois Kelsey	Rebecca Everett
Graham Harris	Sharon Johnston
Michele Anderson	Michelle Smith
Gavin Jones	Jackie White
Kaleigh Riddell	Linda Corbitt
Isabelle Ashman	Kate Hague
Alex Panayides	Helen Butler

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises.

First Aid Provision

Provision

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- 12 first aid kits on the premises
- These first aid kits will be situated at the base location of each first aider. (B block, PE office x2, E-Block, The Ridge Centre, C-block x 2, reception, site team office, the Library, First aid room, Outdoor classroom)

It is the responsibility of the first aid lead to check the contents of all first aid kits every term

and record findings on the Children's services First Aid Kit Checklist (CSAF003). Completed checklists are to be stored in the first aid room. The contents of first aid kits are listed under the 'required quantity' column on the checklist itself.

The first aid room is designated as the location for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- Running water, first aid kit, telephone, wheelchair. There is also room to put up a small z-bed when needed.

Incident Arrangements

Upon being summoned in the event of an incident, the first aider/appointed person 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 judgement 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 a serious injury
- 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

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 considered to be a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital
- receives a head injury (bump on head)

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.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to contact 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).

In the event that 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 child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

In the event of a head injury (bump on head) a standard letter will be sent home with the child, indicating the area and nature of the injury along with advice.

Records

All incidents requiring first aider attention are to be recorded with (at least) the following information:

- Name of person
- Name of the qualified first aider/appointed person
- Date and time of the incident
- Location of incident
- Type of incident (eg. bump on head etc)
- Action taken, including any first aid treatment

This record may take any form, including paper or digital records, or entry on the Every platform.

In instances where an injury has occurred and the cause is 'work-related' the incident must be entered onto the Every platform if it has not already been recorded.

Any incident resulting in an injury that must be notified to the HSE under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, or where it is suspected that reporting might be necessary, must be notified to the Trust Health and Safety Lead.