FIRST AID POLICY

This is an Academy specific policy. It applies to CMA and incidents on or off site only.

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Owner of Statement:	Nicola Carson
Authorised By:	CMA SIB
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Distribution:	**All Staff**

First Aid Policy

The contents of this policy are contained within The Cedar Mount Academy Health and Safety Policy, and guided by The Health and Safety (First Aid) Regulations 1981.

Staff responsible for administering First Aid:

- Primary First Aider – Lucy Thompson
- Other First Aiders – Nicola Coady, Mike Roberts, Surinder Singh, Debbie Cornick, Nathan Gorman, Zoe Patrick
- All staff are required to renew their qualification every three years, in order to maintain their knowledge and skills.

Staff responsible for administration of medicines (See The Administration of Medicines Policy)

- All members of staff are permitted to administer medication to pupils, if parental consent and instruction forms have been completed.
- Lucy Thompson is responsible for ensuring all medicines are stored securely, keeping records of parental consent for administration, maintaining records of administration, and safely disposing of medicines no longer required.
- Laura Markendale, SENCo, is responsible for reviewing all Health Care Plans of pupils with medical need.
- Lucy Thompson is responsible for the storage and supervision of asthma inhalers and Epi-pens.

First Aid Equipment

- There is a fully equipped medical box with all basic first aid supplies accessible on all levels of the school.
- There are First Aid boxes distributed throughout the school. The position of which are clearly indicated by appropriate signs.
- The contents of these are checked, by admin staff on a termly basis.
- There is a supply of travelling First Aid kits which are kept in the admin office. It is a requirement that they are taken on trips, by supervising staff. These are also checked on a termly basis.

The First Aider on duty is responsible for contacting a pupil's Parent in the following circumstances:-

- If a pupil has banged their head, usually for information only, following administration of appropriate First Aid. The pupil will be sent home with a head injury advice letter.
- If a pupil has been involved in an Incident, such as a fight, whether or not they have been injured.
- If a pupil is too unwell to remain in school.