



# Birches Head Academy

## 6.2e First Aid Procedure

Policy/Procedure Leader	Health & Safety Manager (Mr K Bagley)
Policy/Procedure Approval Date	18/09/2023
Frequency of Review	Annually
Review Date	18/09/2024
Signature of Principal:	Signature of Chair of Governors:



**Frank Field**  
Education Trust

***Social Justice through Excellence in Education***

Minor illness and accidents are dealt with by the designated member of the First Aid team. In the case of a more serious or urgent accidents, the first aid person will be called to attend. Emergency services must be called if serious injury is suspected – if in doubt call the emergency services. Parents should be contacted, if necessary, to collect their children for more minor illnesses or injuries. Students should not normally be allowed to walk home unsupervised if they are leaving school due to illness. Students should never be allowed home without prior agreement from parents. If the injury is a result of an accident, the appropriate accident report form(s) must be completed.

A list of staff qualified in first aid and location of first aid equipment is as detailed below:

All departments have been issued with a first aid box and these should be kept fully stocked. The suggested minimum content is given at the foot of this page. Please see the Eva Atakova if you require additional items.

#### **Staff qualified in administering Emergency Aid and Using the Defibrillator**

Staff	Expiry date of qualification
Kyle Sailsbury	01/03/2025
Lyndsey Spencer	22/06/2025
Nikki Lloyd	13/03/2026
Natasha Price	15/03/2026
Sophie Garratt	16/03/2026
Claire Austin	29/03/2026
Eva Atakova	23/06/2026
Olivia Protheroe	06/09/2026
Lee Colclough	06/09/2026
Kate Burton	06/09/2026
Daniel Jones	06/09/2026
Laura Sparkes	15/07/2027
Lauren Goodwin	15/09/2027

## First Aid Box Locations

**\*The appointed person is responsible for ensuring that stock is replenished on a regular basis. They are not responsible for administering first aid. The responsibility of Appointed Person may be delegated to another person within the department.**

Location	Appointed Person*	Location
Science	L Kidwell	Prep Room
Maths	Head of Maths	Maths Resource Room
Music	E Mooney	MU1
MFL	Head of MFL	MFL2
Tech (CDT)	DT Technician	Tech Office
Tech (Food)	DT Technician	Fd1
Art	DT Technician	AR2
Library	Librarian	Library
SEN	Sendco	Aspire
Admin	Office Manager	Front Office
PE	Head of PE	PE Office
ICT Technical	D Tyson	ICT Technicians Office
English	Head of English	English Resource Room
Mini-bus	Driver	Mini Bus

## First Aid Box minimum content

Leaflet giving First Aid Advice
6 Individually wrapped sterile adhesive dressings (plasters)
2 Sterile eye pads
2 Triangular bandages
6 Safety pins
2 Medium sized Individually wrapped sterile unmediated wound dressings
2 Large sterile individually wrapped unmedicated wound dressings
2 prs disposable gloves

## **Defibrillator Locations**

**The school has 3 defibrillators around the site:**

Main reception – Wall Mounted Defibrillator

Medical room – Portable Defibrillator

PE Office room – Portable Defibrillator

Updated September 2024