

Provision of First Aid

Heathcote School and Science College



Approved by:	Governors	Date: 29 March 2021
Last reviewed on:	January 2021	
Next review due by:	Spring 2022	

Other Documentation

This Policy should be used in reference with the following documents;

- Health & Safety Policy
- Supporting Pupils with Medical Conditions Policy.

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Heathcote School Vision and Values

Encourage - We encourage our pupils to take pride in their learning and community – to work hard, pursue continual improvement and achieve to the best of their abilities. Pupils seek and embrace feedback and show understanding and mutual respect to each other.

Challenge - We challenge our pupils to take responsibility for their learning, to be resilient to failure and to self-regulate their behaviour. All our staff and governors are determined that all pupils confidently strive for success and expect them to be present and punctual.

Succeed - We succeed when all pupils reach their academic potential and are thoughtful, caring and honest citizens; leaving Heathcote fully prepared for the next stage of their life – whether that be in education, training or employment. We succeed by letting them do so in a comfortable and safe environment where they take a proactive role and develop socially.

School Improvement Priorities 2020-21

- To ensure that our revised curriculum (supported by a clear IT strategy) fully develops each pupil's capacity to process, remember and apply information (Rosen shine) through high and consistent standards of learning and teaching backed up by an exemplary remote learning offer at all key stages, a cultural capital pledge and a VESPA research project at post 16
- To ensure that pupils of all ability levels are challenged to achieve academic success and success in their adult lives relative to their starting point irrespective of their personal circumstance or Covid experience. There will be a specific focus on disadvantaged pupils and ensuring Year 11 and 13 have every opportunity to reach their potential ensuring intervention and remote learning provide additional support
- To ensure that all operational processes associated with a post Covid world are implemented to keep all stakeholders safe in school and that pupils meet these high standards leading to continuing improved standards of behaviour and an improvement in key indicators
- To ensure that attendance in school for all stakeholders increases with a focus on disadvantaged and Year 11 and 13 pupils and to ensure HR processes support and challenge staff to improve attendance
- To ensure that our mental health and professional conduct policies for staff and pupils have lasting impact and create a more consistently happy and stable community
- To ensure that we consider all aspects of marketing and rebranding the school and finding our USP to ensure that parents, staff and pupils choose Heathcote as a first preference including finding alternatives to the traditional Open Evening and ensuring we can remain financially viable
- To develop a high quality AP provision that contributes to the improved life chances of the target groups by supporting them to return successfully to their original schools

Provision of First Aid

The school has considered risk on the site and regularly train an appropriate number of First Aiders. Monitoring of training and capacity is undertaken by the School Business Director and HR Manager. Whenever first aid is administered, this is recorded on SIMs. These records are checked periodically by the DSL and any concerns or pertinent analysis reported to the School Business Director or Headteacher.

The school designated First Aider(s) are:

First Name	Surname	Basic First Aid		Building	Location
		Completed	Expires 3y		
Abiola	Ogunsanya	03.09.2019	02.09.2022	Main School	H208
Andrew	Chambers	19.12.2019	18.12.2022	Main School	PE Office
Caroline	Warden	07.12.2018	06.12.2021	Humanities	717
Catherine	Whichelow	15.12.2020	27.04.2024	Main School	H134
Danielle	Clancey	15.12.2020	27.04.2024	Humanities	717
Dawn	Roche	03.09.2019	02.09.2022	Main School	H208
Debra	Kaye	15.12.2020	27.04.2024	Main School	Main Office
Debra	Mills	19.12.2019	18.12.2022	Main School	H123
Filis	Aksan	15.12.2020	27.04.2024	Main School	H123
Helen	Baker	15.12.2020	27.04.2024	6 th Form	LRC
Jacqueline	Williams	03.09.2019	02.09.2022	Main School	H208
Joanne	Wright	15.12.2020	27.04.2024	6 th Form	LRC
Joshua	French	15.12.2020	27.04.2024	Main School	Gym/H10

Lee	Greaves	15.12.2020	27.04.2024	6 th Form	Reception
Martin	Cox	15.12.2020	27.04.2024	6 th Form	Site Office
Michelle	Burnett	03.01.2018	02.01.2021	6 th Form	6102
Mujgan	Dervish	03.01.2018	02.01.2021	Main School	H134
Neil	Hutchins	15.12.2020	27.04.2024	Main School	H32
Oliver	Monksfield	Jun-20	Jun-23	Main School	H207
Paul	Wellard	19.12.2019	18.12.2022	Main School	H38
Rahana (Ferhat)	Hussein	19.12.2019	18.12.2022	Main office	H47
Samantha	Sinclair	15.05.2019	14.05.2022	Main School	H47
Sandra	O'Dwyer	15.12.2020	27.04.2024	Main School	H58
Sarah	Johnson	19.12.2019	18.12.2022	Main School	H35
Seema	Barard	19.12.2019	18.12.2022	Humanities	710
Sharron	Childs	03.09.2019	02.09.2022	Main School	H208
Teruko	Shimizu	03.09.2019	02.09.2022	Main School	H134
Trudy	Coltelli	03.09.2019	02.09.2022	6th form	Reception
Zarin	Abedin	26.10.2020	25.10.2023	Main office	H47

First aid boxes are provided in:

Location	Boxes	Building	Room no.
School Office	1 large 1 small	Main School	H47
Medical room	1	Main School	H48
Kier site office	1	Main School	H88
School Kitchen	1	Main School	
Food tech Department	1	Main School	H56
Science Department	1	Main School	H134
PE Department	1	Main School	H10
Art Department	1	Main School	H210
School Minibus	1 large	Main School	Car Park
School Minibus	1 medium	Main School	Car Park
School trips pack	3 small	Main School	H47
Main reception	1	6 th form	H47
Site office	1	6 th form	623
Canteen	1	6 th form	
Science prep room	1	6 th form	613
Construction room	1	6 th form	621
LRC	1	6 th Form	
Staff Room	1	6 th From	6107
Food tech room	1	Humanities	718
Science prep room	1	Humanities	711
Kitchen	1	Humanities	716
HOY 8 Office	1	Humanities upstairs	7111
Oak Unit	1	Humanities	

The person(s) responsible for checking and maintaining the contents of first aid boxes is:
Debra Kaye – Medical Admin Officer

The school has two defibrillators, 1 is located in the Main Office (H47) the other is in the Oak Unit reception, Humanities Building.

The school has purchased 2 EpiPens and 3 Asthma inhalers and spacers in case of emergency.

All relevant staff will be trained in the use of these.

Details of medical conditions are shared with staff on a need to know basis and food allergies are shared with the Kitchen Manager.

All staff are regularly reminded of the circumstances in which pupils should be sent to the Medical Room, unless it is an emergency or associated with a pupil's medical conditions. Unless it is an emergency, no pupil should be sent home without the permission of a member of the Senior Leadership team. The following information is regularly shared with staff.

What is First Aid?

- Cardiac Arrest
- Burn or Scald
- External bleeding
- Unconsciousness/Collapse/fainting/sudden dizziness
- Seizure
- Suspected fracture of a limb
- Vomiting/diarrhoea
- Suspected or actual head injury
- Asthma attack/ asthmatic symptoms
- Those with specific permission/ taking medication

In any of these situations alert the main office who will ensure the first aider on duty deals with the issue

What is NOT first aid

- Headache
- Stomach ache
- Feeling sick
- Toothache
- Period pains
- Minor grazes
- Blisters
- General "not feeling well"
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In any of these situations pupils are not allowed to be sent out of lessons and must see their HOY either before school, break or lunchtime who will assess the situation and request permission for the pupil to see a first aider if appropriate.

Any pupil that is sent out of lesson for feeling unwell and not first aid will be sent back to the classroom or area they came from.

Details of pupils with medical conditions are within the supporting Pupils with Medical Conditions Policy.

Covid 19

Details of the provision for medical arrangements for pupils with symptoms of Covid 19 are detailed in the risk assessment.