



Ravens Academy First Aid Local Procedures

First aid boxes are located:

All class rooms
Staff room
Temporary marquee
Temporary class room
Nursery

The class teaching assistant/first aider will be responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

First Aiders:

The Academy Principal ensures there are sufficient numbers of first aiders (includes Initial First Aid at Work, Paediatric and Emergency First Aid). The EYFS Framework requires a list of staff first aiders to be displayed or staff Paediatric certificates displayed and made available to Parents. A list of first aiders is displayed in the staff room.

Administering First Aid

In the event of an accident the first aider takes charge of the first aid 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 or any other appropriate action. If unsure at any time the first aider could call the NHS (dial 111) for further advice.

Ravens Academy has an AED (Automated External Defibrillator), located in the school office. Only trained staff must use the device / or from instruction from a medical professional in a medical emergency.

Transport to Hospital:

If the first aider or Principal considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

Concussion:

No-one should return to competition, training or Physical Education (PE) lessons within 24 hours of a suspected concussion. Anyone with a suspected concussion should not drive a motor vehicle, ride a bicycle, operate machinery, or drink alcohol within 24 hours of a suspected concussion. Follow Guidance from UK Government "if in doubt sit them out" UK Concussion Guidelines for non-elite (grassroots) sport.

Administration of Medication in school	Expiry date
L Love	02.05.26
T Wright	07.05.26
Epilepsy for Teachers	Expiry date
Jon Willis	
Tessa Griffiths	
Epilepsy Awareness in Schools	Expiry date
Alison Jennings Fraser	
Awareness of Diabetes in school (basic level)	Expiry date
Anita Byrne Andrea Barry (Anderson) Fiona Edwards	
Awareness of Diabetes in school (advanced)	Expiry date
S Warman	24.01.25
First Aid at Work refresher	Expiry date
R Pritchard	01.10.24
Paediatric First Aid refresher	Expiry date
R Pritchard	May 25
L Joy	May 25
A Barry	May 25
M Parrock	May 25
C Paul	May 25
R Cook	May 25
J Thorpe	May 25
N Jones	May 25
A Byrne	May 25
K Pilgrim	May 25
C Beck	May 25
F Edwards	May 25
T Kelly	May 25
H Latimer	May 25
S Bourgaize	May 25
E Wright	March 27
A Byrne	March 27
Emergency First Aid in the Work place	Expiry Date
T Laird	Mar 26
R Kelly	Mar 26
S Hibbs	Mar 26
Emergency First Aid in the Workplace cont.	Expiry Date
J Lloyd	Mar 26
R Clements	Mar 26
H Parker	Mar 26
L Demirkol	Mar 26