

# Trust Policy

## First Aid Policy



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### Contained within this document:

- Responsibilities
- Arrangements
- Assessment pro forma

### This policy should be read in conjunction with:

- Health and Safety Policy
- Medical Treatment of Pupils Procedure
- Educational Trips and Visits Policy



# First Aid Policy



## Policy/Procedure management log

|                |                  |
|----------------|------------------|
| Document name  | First Aid Policy |
| Author         | A Ingram         |
| Date approved  | June 2018        |
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| Date of review | May 2020         |
| Reviewer       | COO              |

## Document history

| Version | Date authored | Author   | Date approved | Date issued   |
|---------|---------------|----------|---------------|---------------|
| V1      | April 2017    | A Ingram |               |               |
| V2      | May 2017      | A Ingram | June 2017     | June 2017     |
| V3      | May 2018      | M Harman | June 2018     | July 2018     |
| V4      | October 2020  | J Read   | December 2020 | December 2020 |
|         |               |          |               |               |
|         |               |          |               |               |

# **First Aid Policy**

## **Introduction**

First aid is accepted to be: The provision of immediate care to a person with an injury or illness, with the aims of preventing further injury, preserving life and promoting recovery.

## **Intent**

Nova Education Trust recognises its responsibility to provide adequate first aid provision as required under H&S regulations and DfE guidance.

It will ensure that suitable arrangements are in place to comply with regulatory requirements relating to employees who are working for the trust and students who are under the care of trust employees or on trust property.

## **Future Development**

It is intended that the Estates Portal will go live on the NOVA Gateway from September 2018. This policy will be updated at that time to reflect the online reporting function for first aid incidents within schools.

## **Responsibilities**

The final responsibility for Health and Safety, which includes First Aid, rests with the Directors of the Trust.

The CEO of the trust is responsible for ensuring that the policy requirements are put in place and maintained but he/she may delegate the operational activities to ensure this takes place across the separate organisations within the trust. In the case of trust academy's/school's the CEO has delegated day to day operational responsibility to the Head of School/Headteacher.

All first aid trained staff are responsible for providing first aid assistance, within their competency, when it is required and to do this to the best of their abilities and training.

Non-first aid trained staff are required to act appropriately if they become aware of any individual requiring first aid whilst going about their normal employment. This includes acting within the bounds of "in loco parentis" and ensuring that the relevant trained personnel are informed of the situation as soon as possible.

Students within our academy's/school's also have responsibility for informing an appropriate adult as soon as possible if they become aware of an individual requiring first aid.

## **Arrangements**

The number and competency of first aiders available and the number and placement of first aid kits should be formally recorded by each school with a copy kept by the Head of School/Headteacher. A template first aid needs assessment is attached as Appendix 1.

The control of first aid equipment including regular re-stocking of first aid kits and re-supply requirements will be delegated by the Head of School/Headteacher to a specific member of staff within their own organisation nominally known as the 'First Aid Responsible Officer'. The First Aid Responsible Officer will also be responsible for the collation, recording and retention of first aid reports.

All first aiders must complete a first aid report form for each incident in which they are involved and after detaching the form from the book will pass this to the First Aid Responsible Officer.

All first aid reports will be assessed by the First Aid Responsible Officer to decide whether further action needs to be taken, this could include communication of information to the behavioural team, the initiation of an accident investigation or other activities which may arise as a result of the information detailed on the first aid report.

All first aid reports will be retained as hard copy or scanned pdf document until the child is at least 25 years old and also entered onto the Trust's electronic recording system for the creation of statistical information and reporting purposes.

All regulated information will be retained in compliance with the Data Protection Act requirements.

The reporting of incidents as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations will be delegated by the CEO/Head of School/Headteacher to a designated member of staff who will be supplied training to ensure they are competent to complete this function.

Details of all RIDDOR reportable incidents will be supplied to the Directors/Governors as soon as reasonably possible after the RIDDOR report has been completed.

Listings of current qualified first aiders and placement of the available first aid kits will be made available, at least termly, in an easily accessible format, by the First Aid Responsible Officer to all staff within their organisation.

Relevant first aid information to assist staff in ensuring their knowledge is up to date will also be made available, at least termly, in an easily accessible format, by the First Aid Responsible Officer to all staff within their organisation.

The administration of prescribed medicines is not part of the first aiders remit and is dealt with in the Nova Education Trust Supporting Pupils with Medical Conditions policy.

Arrangements should be made to take a first aid kit and a member of staff who is First aid trained on all off site trips. Further information can be found in the Nova Education Trust Educational Trips and Visits Procedure.

In school's\academy's that open their facilities for private hire customers must be advised that they should provide their own first aid personnel.

# Appendix 1

## First aid needs assessment

Name of First Aid Responsible Officer: Julie Read

Building name and address: Kirk Hallam Community Academy

Kirk Hallam Community Academy, Godfrey Drive, Kirk Hallam, Ilkeston, DE7 4HH

| First Aid Personnel                                      | Required Yes/No | Minimum Number Required |
|--|-----------------|-------------------------|
| First Aider with First Aid at Work Certificate           | Yes             | 3                       |
| First Aider with Emergency First Aid at Work Certificate | yes             | 1                       |
| Appointed Person   | Yes             | 5                       |
| First Aid Equipment & Facilities                         | Yes             | 1                       |
| First Aid Container                                      | Yes             | 5                       |
| Additional Defibrillator Equipment                       | Yes             | 1                       |
| Travelling First Aid Kit                                 | Yes             | 1 per vehicle           |
| First Aid Room   | Yes             | 1                       |

### Other additional notes:

Maximum expected number of staff and visitors on site at any one time – 180

Maximum number of pupils expected to be on site at any one time – 1200.

Environment is medium hazard - particular attention to practical teaching areas and specifically PE

**List of first aid kits:**

| Room                                   | Subject | Yes | Notes                       |
|--|---------|-----|-----------------------------|
| Main Reception                         |         | yes | Plus defibrillator          |
| Science Prep Room Lower                |         | yes |                             |
| Science Prep Room Upper                |         | yes |                             |
| Design and Technology Store            |         | yes |                             |
| Science Prep room 6 <sup>th</sup> Form |         | yes |                             |
| Sports Hall                            |         | yes | Grab bag Plus defibrillator |
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## First Aiders on site:

|      |   |
|------|---|
| FAW  | = First Aid at Work (3 Day Course)  |
| SFA  | = Schools First Aid (1 Day Course)  |
| EFAW | = Emergency First Aid at Work (previously Appointed Persons) (1 Day Course) |
| AED  | = Automated External Defibrillation   |

| Name            | Role   | Qualification | Date Qualified | Renewal date |
|-----------------|--|---------------|----------------|--------------|
| S Brindley      | School Business Assistant (receptionist)       | FAW           | 23/07/2019     | 22/07/2022   |
| L Swift         | School Business Assistant (Pastoral Secretary) | FAW           | 23/07/2019     | 22/07/2022   |
| L Rice          | School Business Assistant (receptionist)       | FAW           | 23/07/2019     | 22/07/2022   |
| H Chapman       | Teaching Assistant                             | EFAW          | 30/08/2019     | 30/08/2022   |
| D Blackwood     | Achievement Lead                               | EFAW          | 08/02/2021     | 07/02/2024   |
| H Merritt       | Achievement Officer                            | EFAW          | 25/01/2021     | 24/01/2024   |
| Ellie Camina    | Achievement Lead                               | EFAW          | 13/01/2021     | 12/01/2024   |
| C Harrison Hill | Pastoral Manager                               | EFAW          | 30/08/2019     | 30/08/2022   |
| L Snaith        | Heads PA                                       | EFAW          | 30/08/2019     | 30/08/2022   |
| J Stanley       | Teaching Assistant                             | EFAW          | 30/08/2019     | 30/08/2022   |
| C Burrows       | Community Sports Assistant                     | EFAW          | 18/08/2019     | 18/08/2022   |
| T Males         | Teaching Assistant                             | EFAW          | 30/08/2019     | 30/08/2022   |
| S Speed         | Science Technician                             | EFAW          | 30/08/2019     | 30/08/2022   |
| E Lynch         | Teaching Assistant                             | EFAW          | 30/08/2019     | 30/08/2022   |
| B Haggerty      | Teaching Assistant                             | EFAW          | 30/08/2019     | 30/08/2022   |
| J Hibbert       | Pastoral Support manager                       | EFAW          | 30/08/2019     | 30/08/2022   |
| C Robinson      | Community and Sports Facilities manager        | EFAW          | 03/07/2019     | 03/07/2022   |
| Lauren Cox      | Community Sports Assistant                     | EFAW          | 18/08/2019     | 18/08/2022   |
| M Laurenti      | Community Sports Assistant                     | EFAW          | 18/08/2019     | 18/08/2022   |

|            |                  |     |            |            |
|------------|------------------|-----|------------|------------|
| S Townsend | Reprographics    | SFA | 29/11/2018 | 29/11/2021 |
| P Pinfield | Teacher (PE)     | SFA | 29/11/2018 | 29/11/2021 |
| E Marshall | Finance manager  | SFA | 29/11/2018 | 29/11/2021 |
| J Hodson   | Faculty Support  | SFA | 29/11/2018 | 29/11/2021 |
| G Gordon   | Cover Supervisor | SFA | 29/11/2018 | 29/11/2021 |
| A Bennett  | D&T Teacher      | SFA | 29/11/2018 | 29/11/2021 |