

# 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

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Author	A Ingram
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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 Harnan	June 2018	July 2018

# 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: Jane Nailer

**Building name and address:**

Nottingham Free School

The Courtaulds Building

290 Haydn Road

Nottingham

NG5 1EB

<b>First – aid personnel</b>	<b>Required Yes/No</b>	<b>Minimum Number required</b>
First aider with first aid at work certificate		
First aider with emergency first aid at work certificate	Yes	2
Appointed person	Yes	2
<b>First aid equipment and facilities</b>	<b>Required Yes/No</b>	<b>Number required</b>
First aid container	Yes	6
Additional equipment (Specify)	Yes	1
Travelling first aid kits	Yes	4
First aid room	Yes	1

**Other additional notes:**

Maximum expected number of staff and visitors on site at any one time – 85 (70 staff + 15 visitors).

Maximum number of pupils expected to be on site at any one time – 485.

Environment is medium hazard - particular attention to practical teaching areas (science, technology and food rooms) and PE.



**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)

Name	Role	Qualification	Date Qualified	Renewal Date
Phillipa Barrett	Teacher	<u>EFAW</u>	06/10/2016	05/10/2019
	Teacher	<u>EFAW</u>		11/12/2020 although annual refresher training is recommended in December 2018 and December 2019
Peter Coppack			12/12/2017	
Jenny Douglas	Teacher	<u>EFAW</u>	19/01/2016	19/01/2019
	Office manager/HOS PA	<u>EFAW</u>		
Jacki Dunthorne			30/08/2017	29/08/2020
Simon Evers	TA/CLA	<u>EFAW</u>	06/10/2016	05/10/2019
Kay Gray	Senior leader	<u>EFAW</u>	26/01/2016	26/01/2019
Lori Gwynn	Technician	<u>EFAW</u>	06/10/2016	05/10/2019
Lori Gwynn	Technician	<u>FAW</u>	23/08/2017	23/08/2020
	Teacher	<u>EFAW</u>		3 hour annual update 1 due Feb 2018 3 hour annual update 2 due Feb 2019 1 day EFAW course due 01/02/2020
Mark Hurst			01/02/2017	
	Teacher	<u>EFAW</u>		3 hour annual update 1 due Feb 2018 3 hour annual update 2 due Feb 2019 1 day EFAW course due 01/02/2020
Bethan Inglis			01/02/2017	
	Teacher	<u>EFAW</u>		11/12/2020 although annual refresher training is recommended in December 2018 and December 2019
Gurpreet Johal			12/12/2017	
Jane Nailer	Admin	<u>EFAW</u>	30/08/2017	29/08/2020
Judith Pratt	Catering	<u>EFAW</u>	06/10/2016	05/10/2019
Kirt Rothwell	Caretaker	<u>EFAW</u>	06/10/2016	05/10/2019
Rob Sadler Penn	Teacher	<u>EFAW</u>	21/03/2018	20/03/2021
	Student support	<u>EFAW</u>		
Susan Seymour			30/08/2017	29/08/2020
Kaye Singleton-Jones	Teacher	<u>EFAW</u>		
			06/10/2016	05/10/2019
Sarah Stevens	Reprographics	<u>EFAW</u>	30/08/2017	29/08/2020
Amanda Wayne	Finance	<u>EFAW</u>	30/08/2017	29/08/2020
John Williams	Technician	<u>EFAW</u>	30/08/2017	29/08/2020
Lauren Wilson	Teacher	<u>EFAW</u>	21/03/2018	20/03/2021
Marie Wright	Catering	<u>EFAW</u>	06/10/2016	05/10/2019
Steve Wright	TA	<u>EFAW</u>	06/10/2016	05/10/2019

