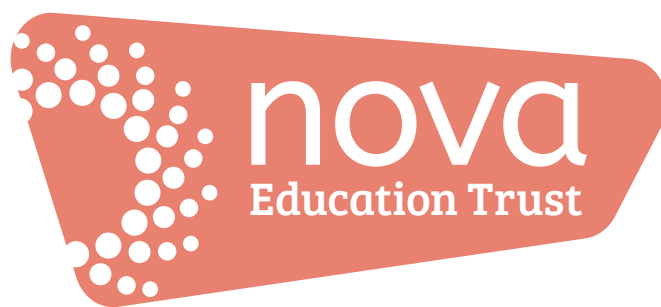


# Trust Policy

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## First Aid Policy



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### This Trust Policy provides guidance on:

- Responsibilities
- Arrangements
- Assessment pro-forma

### This Trust Policy should be read in conjunction with:

- Health and Safety
- Medical treatment of pupils
- Educational trips and visits



# First Aid procedure

## Policy/Procedure management log

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Author	A Ingram
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## Document history

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V1	1 <sup>st</sup> April 2017	A Ingram	Pending	Pending

# First Aid procedure

## 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

The Nottingham University Samworth Academy 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.

The Nottingham University Samworth Academy Trust Health & Safety Policy can be downloaded from the academy website or from the X drive.

## Responsibilities

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

The Head of School 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 to other staff on site.

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 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 are identified in the Academy first aid needs assessment 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 to a specific member of staff/staff position identified in Appendix 2. This member of staff will also be responsible for the collation, recording and retention of first aid reports.

All first aiders will complete a first aid report form for each incident in which they are involved and after detaching the form from the book will pass it to Reception staff.

All first aid reports will be assessed by the designated member of staff 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 to a designated member of staff who will be supplied training to ensure they are competent to complete this function. (See Appendix 2)

Details of all RIDDOR reportable incidents will be supplied to the Head of School and 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 on the X Drive under the folder "Health and Safety/First Aid/First Aid arrangements".

Relevant first aid information to assist staff in ensuring their knowledge is up to date will be available on the staff shared drive within the folder "Health and Safety/First Aid/ First Aid information".

The administration of prescribed medicines is not part of the first aiders remit but will be dealt with by specific identified individuals. (See Supporting Pupils with Medical Conditions policy, X Drive)

Arrangements should be made to take a first aid kit (available from Reception) and a member of staff who is First aid trained on all off site trips.

Whilst some of the lettings staff are first aid trained customers are advised that they should provide their own first aid personnel.

A flow diagram detailing our First Aid procedure is provided in Appendix 3.

# Appendix 1

## First aid needs assessment

Building name and address:

[insert here]

<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		
Appointed person		
<b>First aid equipment and facilities</b>	<b>Required Yes/No</b>	<b>Number required</b>
First aid container		
Additional equipment (Specify)		
Travelling first aid kits		
First aid room		

### Other additional notes:

Secondary level teaching establishment.

Maximum expected number of staff and visitors on site at any one time – 110.

Maximum number of pupils expected to be on site at any one time – 800.

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





## Appendix 2

