



# **First Aid Policy**

(including EYFS)

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## **First Aid Policy**

### **1 Introduction**

The purpose of this policy is to ensure that Ascent Academies' Trust complies with Health and Safety Legislation, especially with respect to there being adequate and appropriate equipment and facilities for providing first aid in each academy and during off-site activities.

This policy is designed to promote the health, safety and welfare of young persons, colleagues and visitors at Ascent Academies Trust through the provision of first aid equipment and trained personnel in accordance to the requirements of The Health and Safety (First Aid) Regulations 1981, and relevant DfES guidance.

This policy should be read in conjunction with the following Trust policies and with individual academy procedures as appropriate:

- Supporting Young persons with Medical Conditions
- Health and Safety Policy
- Infection Control policy.

This policy will be regularly reviewed and amendments can only be made following the approval of the Board of Trustees

This policy applies to the Trust and to all individual academies. This policy should be read by all colleagues.

Instances of non-compliance with this policy will be reviewed by the Heads of Academy and may be reported to the CEO.

We wish to remind everybody involved with the Trust that should any persons have concerns relating to the implementation or adherence of our policies that they should raise these concerns with Line Management, or, if they wish to do so by following the Whistleblowing or Complaints procedures.

### **2 Roles and Responsibilities**

Trustees will

- Ensure each academy is compliant with this policy
- Ensure insurance arrangements cover potential claims of both those receiving and giving first aid
- Comply with all relevant legislation including the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013' (RIDDOR).

The Head of each academy is the 'appointed person' but may discharge some of their appointed duty responsibilities to another appropriate person. In addition, they will

- Inform employees of first aid arrangements
- Ensure the required minimum first aid personnel are available at all times while young persons are on Academy premises or Academy visits
- Ensure minimum first aid provision (first aiders, first aid kits and appropriate accommodation) is provided across the academy and when young persons are off-site
- Supplement the above provision with a risk-assessment to determine any additional needs – include risks to young persons, colleagues and visitors
- Oversee all first aid procedures and monitor/analyse records and statistics of accidents, near-misses and of first aid. Use this information to act to help prevent future accidents

- Comply with all relevant legislation including the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013' (RIDDOR).
- Ensure all colleagues and visitors are aware of first aid provision in each academy.
- Ensure parents are aware of the academy's arrangements for first aid.

The Deputy Head Teacher (Pastoral) will:

- Ensure that the training requirements for first aiders are fulfilled
- Ensure accurate records are kept of all first aid related training, including certification dates and that copies of certification are available for scrutiny
- Ensure that first aid training has given first aiders sufficient understanding, confidence and expertise to fulfil their role
- Ensure ongoing monitoring and recording of checks relating to onsite first aid equipment and defibrillators
- Liaise directly with the Trust H&S Lead in regards first aid accidents and incidents
- Monitor and oversee accident and incident reporting via Evolve Accident Book ensuring the appropriate investigations are undertaken where necessary

Teachers and other colleagues in charge of young persons will:

- Comply with this policy
- Should always use their best endeavours to secure the welfare of young persons. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.
- Know who the first aiders are, how to summon support and know the location of the first aid kits
- Ensure that health and safety matters are reported promptly in order to avoid accidents
- Keep accurate records and log incidents as necessary on Evolve
- Ensure parents/carers are informed of accidents or incidents involving their children
- Report shortages of stock in the first aid kits.

Parents/carers

- It is the responsibility of parents to inform the Academy of any illness, injuries a child has before they arrive at the Academy.

Named First aiders

- Attend relevant training and refresher courses
- Give immediate help to casualties with common injuries, illnesses and those arising from specific hazards at the Academy/whilst off-site
- If necessary, ensure that an ambulance or other medical help is called
- Keep accurate records and log incidents as necessary on Evolve
- Liaise directly with the Trust H&S Lead in regards first aid accidents and incidents.

### **3 Risk Assessments**

Each Academy will maintain a working Risk Assessment to identify potential risks to young persons, colleagues and visitors and to take measures to minimise such risks. This risk assessment will be reviewed at least annually and the number of first aiders amended accordingly. For academies split across multiple sites it is necessary to consider each location separately with a separate risk assessment.

The working risk assessment will consider:

- The size of the academy and whether it is split site and on more than one level
- The location of the academy the size/nature of the grounds

- The entry and parking arrangements for emergency services
- Specific hazards for different rooms, e.g. Science lab, swimming pool, technology labs
- The age, needs and nature of different groups of young persons
- The needs of any users who have a physical disability
- Out of hours arrangements e.g. lettings, parents' evenings, swimming lessons

Any temporary or short-term hazards will be Risk Assessed separately as they occur, e.g. those arising from contractors on site, sports days, open days.

#### **4 Numbers of First Aiders**

The number of first aiders at any one time will be determined by the academy individual first aid risk assessments taking in to account the following minimum levels:

- Each academy will have at least 1 3-day first aid at work (or equivalent) qualified colleague per 100 or part thereof of people present on site at all times
- Academies which include an EYFS provision will always have at least 1 2-day paediatric qualified colleague on site while young persons are present.

The following considerations should be taken into account when planning first aid levels:

- during colleagues leave of absence or illness
- during breaks
- whilst first-aiders are also needed for off-site provision
- for lessons involving a higher level of risk
- for young persons who are more prone to accidents or injury
- for out of hours activities and academy residential visits
- for trainees or those on a work experience.

#### **5 First Aider training**

All first aiders will hold a valid certificate of competence, issued by an organisation whose training meets the required HSE standards and issues accredited certification via the RQF. All first aid training must include procedures for the resuscitation of children. Where colleagues undertake the 3 day first aid at work qualification an additional e-paediatric module should be bolted on to cover the provision of child CPR.

Refresher training and retesting of competencies will be arranged within the three-year time scale. Where a first aider fails to attend refresher training or fails their competencies, their valid certificate will lapse. Where this is the case, the colleague will not act as the first aider until such a time as they have a full valid certificate.

#### **6 Out of hours arrangements**

External agencies and/or third parties leasing an Academy are required, as per the lettings policy, to make their own provision for first-aid.

Ascent Academies' Trust colleagues lone working within the Academy needs to consider if they have access to a first aid kit and that they can summon help in an emergency. If not, they need to make suitable first aid provision.

Any external visits or events taking place out of hours must have an appropriate risk assessment which will include a section for the provision of first aid.

## **7 Reporting**

All accident and incidents resulting in first aid should be recorded on the Evolve Accident Book System.

Parents/carers must be informed of any head injury or bump to the head and children should be observed for 24 hours.

Serious accidents or incidents may need to be reported to the Health and Safety Executive. Any such accidents must be notified to the H&S Lead.

The Trust will notify local child protection agencies and/or Ofsted of any serious accident or injury to, or the death of, any child while in their care, and will act on any advice from those agencies. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

## **8 Medical Accommodation**

The Advice on Standards for School Premises (2015) requires every school to have a suitable room that can be used for the medical or dental treatment when required and for the care of young person during school hours. This room can be used for other purposes such as therapies but must not be a teaching space. The room identified for this in each academy is published in the academies' front office.

This rooms will;

- Have a wash basin
- Be reasonably close to a WC
- Be appropriate for medical care
- Be readily available for use when needed
- Need not be solely used for medical care.

## **9 School Nurses**

Some academies have a qualified School Nurse or nursing support on site, however, they are not always employed to take on the role of a paediatric nurse. Furthermore, they are not generally employed by the Trust. The school nurses may have no more first aid training than other staff and if first aid is required then a Trust employed first aider should be called.