

Trust Policy

First Aid Policy



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	L Hackett
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Reviewer	DOO

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
V4	Aug 2020	A Ingram	Aug 2020	Sept 2020
V5	Aug 2021	L Hackett	Aug 2021	Sept 2021

First Aid Policy

For guidance in respect of providing First Aid during the coronavirus (COVID19) outbreak please refer to Appendix 1.

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.

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 2.

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 Trusts 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 2018 (GDPR) requirements.

The reporting of incidents as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 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 during the coronavirus (COVID-19) outbreak

First aiders should take account of the specific guidance on giving cardiopulmonary resuscitation (CPR) from the [Resuscitation Council UK](#).

Guidance for first aiders

Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.

If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.

Preserve life: CPR

- Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- Ask for help. If a portable defibrillator is available, ask for it

- Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation
- If available, use:
 - a fluid-repellent surgical mask
 - disposable gloves
 - eye protection
 - apron or other suitable covering
- Only deliver CPR by chest compressions and use a defibrillator (if available) – **don't** do rescue breaths

Prevent worsening, promote recovery: all other injuries or illnesses

- If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- If giving first aid to someone, you should use the recommended equipment listed above if it is available
- You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible

After delivering any first aid

- Ensure you safely discard disposable items and clean reusable ones thoroughly
- Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible

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Appendix 2

First aid needs assessment

Name of First Aid Responsible Officer: Carol Adams de Bank

Building name and address: Toot Hill school, The Banks, Bingham, Nottingham, NG13 8BL

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	35
Appointed person	No	0

First aid equipment and facilities	Required Yes/No	Number required
First aid container	Yes	See attached list
Additional equipment (Specify)	Yes	In reception
Travelling first aid kits	Yes	10
First aid room	Yes	Student services

Other additional notes:

Maximum expected number of staff and visitors on site at any one time – 298

Maximum number of pupils expected to be on site at any one time – 1940

Environment is medium hazard - particular attention to practical teaching areas and specifically PE (*amend as necessary*).

List of first aid kits:

Room Location	Position in Location
AR1	Store cupboard
AR2	Shelf
AR3	Store cupboard
AR4	Store cupboard
Year 9 OFFICE	Shelf
SUTHERS	
Pippa's Office	Shelf
Suthers Kitchen	Back room shelf
Assessment Centre	Main office

Business	Office cupboard
Main Reception	Front desk
SCIENCE BLOCK	
Science 1st floor	Technician's office
Science 2nd floor	Staff room office
Science 3rd floor	Technician's office
History	Cupboard
Geography	Year 7 Office
PE Office 1	Shelf above sink
PE Office 2	Shelf above sink
PE Office 3	Shelf above sink
PE Fixture bag 1	Shelf above sink
PE Fixture bag 2	Shelf above sink
PE Hut (Track)	Hut
LRC	office
D&T BLOCK	
Technician's Office	Above sink

DT1	By internal door
DT2	By internal door
DT3	By sink
DT4	By sink
DT5	On wall by store

DT5	On wall by store
DT6	On wall by locker
Learning Support	On shelf in kitchen
Academy Office	above sink
Reprographics	under desk
MATHS	workroom
NEW DT BLOCK	
Art (old cookery)	on shelf
Art Staff Room	in cupboard
Art Studio	in cupboard
PT1 - Photography	in cupboard
MU1 - Periera	in cupboard
mu2 - Foreman	in cupboard
NEW SCIENCE ROOMS	
Prep Room	Under sink
SC1 - no 38	1st cupboard
SC2 - no 39	under desk
SC4 - no 35	1st cupboard on right
SC5 - no 40	1st cupboard on right

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Mobile 1st aid kits		
1	Stocked	SS
2	Stocked	SS
3	Stocked	DoE Mark
4	Stocked	PW
5	Stocked	DoE Ross
6	Stocked	DoE Ross
7	Stocked	SS
8	Stocked	SS
9	Stocked	SS
10	Stocked	Biology
11	Stocked	SS
12	Stocked	SS
13	Stocked	DoE Ross
14	Stocked	SS
15	Stocked	SS
16	Stocked	SS
17	Stocked	Maths
18	Stocked	SS
19	Stocked	SS
20	Stocked	SS
21	Stocked	Year 7 Office
22	Stocked	SS
23	Stocked	MFL
24	Stocked	SS
25	Stocked	SS
26	Stocked	SS
27	Stocked	Mark Tinsley DoE
28	Stocked	SS
29	Stocked	SS
30	Stocked	SS
31	Stocked	SS

Large 32	stocked	Science
Large 33	stocked	SS
Large 34	stocked	DoE Ross Wickens
Large 35	stocked	SC4
Large 36	stocked	SHOP
Large 37	stocked	SS
Large 38	stocked	SC1
Large 39	stocked	SC2
Large 40	stocked	SC5
41	Stocked	SS
42	Stocked	SS
43	Stocked	SS
44	Stocked	SS
45	Stocked	SS
46	Stocked	SS
47	Stocked	SS
48	Stocken	SS
49	Stocked	SS
50	Stocked	SS
51	Stocked	SS
52	Stocked	Mark Tinsley DoE
53	Stocked	SS
54	Stocked	SS
55	Stocked	SS
56	Stocked	SS
57	Stocked	SS
58	Stocked	SS
59	Stocked	SS
60	Stocked	SS
61	Stocked	SS
SMALL		
SMALL		
62	Stocked	SS
63	Stocked	SS

64	Stocked	SS
65	Stocked	SS
66	Stocked	SS
67	Stocked	DoE Mark Tinsley
68	Stocked	SS
69	Stocked	SS
70	Stocked	SS
71	Stocked	SS
72	Stocked	SS
73	Stocked	SS
74	Stocked	DoE Mark Tinsley
75	Stocked	SS
76	Stocked	SS
77	Stocked	SS
78	Stocked	SS
79	Stocked	SS
80	Stocked	SS
81	Stocked	SS
82	Stocked	ICE
83	Stocked	SS
84	Stocked	SS

85	Stocked	SS
86	Stocked	SS
87	Stocked	SS
88	Stocked	SS
89	Stocked	SS
90	Stocked	SS
91	Stocked	SS
92	Stocked	SS
93	Stocked	SS

94	Stocked	SS
95	Stocked	SS
96	Stocked	SS

98	Stocked	SS
99	Stocked	SS
100	Stocked	SS
101	Stocked	SS
102	Stocked	SS
103	Stocked	SS
104	Stocked	SS
105	Stocked	SS
106	Stocked	SS

Toot Hill school First Aiders on site Sept 2021

First name	Surname	Department	Qualification	Expiry Date
Elsbeth	Beattie	DT	EFAW	16.06.2024
Hannah	Bishop	Languages	EFAW	16.06.2024
Melody	Britton	PD Drama	EFAW	16.01.2023
Rachel	Bloomer	Geography	EFAW	16.01.2023
Luke	Collen	Science	EFAW	17.01.2023
Poppy	Gordon	PE	EFAW	17.01.2023
Amelia	Hall	PE	EFAW	20.06.2022
Chelsea	Hall	PE	EFAW	16.01.2023
Tony	Harper	Maths	EFAW	28.03.2022
Sarah	Lynas	PE	EFAW	16.06.2024
Jack	Law	History	EFAW	16.06.2024
Micheala	Middleton	Sixth form	EFAW	28.03.2022
Dale	Mordue	PE	EFAW	28.03.2022
Gaynor	Revagliatte	Psychology	EFAW	28.03.2022
Charlotte	Robson	Humanities	EFAW	28.03.2022
Roison	Radcliffe	Science	EFAW	20.06.2022
Anna	Saward	PE	EFAW	16.01.2023
Izzy	Sheldon	PE	EFAW	28.03.2022
Aaron	SurrIDGE- Taylor	DT	EFAW	28.03.2022
Jules	Stanley	Science	EFAW	16.06.2024
Mark	Tinsley	PE	EFAW	17.04.2022
Richard	Walters	DT	EFAW	16.06.2024
Ross	Wickens	PE	EFAW	16.01.2023
Jane	Baker	Learning support	EFAW	28.03.2022
Amy	Coupe	Learning support	EFAW	05.03.2023

Karen	Hasekili	Learning support	EFAW	05.03.2023
Holly	Lang	Learning support	EFAW	05.03.2023
Roxanne	Warren	Learning support	EFAW	05.03.2023
Sophie	Jones	Library assistant	EFAW	28.03.2022
Jill	Horton	Food Tech	EFAW	16.06.2024
Mel	Hooper		EFAW	16.06.2024
Jo	McCann	Learning support	EFAW	28.03.2022
Sam	Millar	Learning support	EFAW	28.03.2022
Kath	Parkin	Events	EFAW	28.03.2022
Rebecca	Scott	Senior science technician/ H&S officer	EFAW	23.08.2022
Louisa	Smith	Science	EFAW	16.06.2024
Gary	Turns	Site service	EFAW	23.03.2022
Lindsay	Regan	Student services	FAW	10.12.2022
Carol	Pike	Student services	FAW	30.01.2024
Carol	Adams de Banke	Student services officer manager	FAW	10.10.2023