

# 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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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
V4	Aug 2020	A Ingram	Aug 2020	Sept 2020

# **First Aid Policy**

**For guidance in respect of providing First Aid during the coronavirus (COVID-19) 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.

## **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 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 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 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

## First aid cover and qualifications during the outbreak

### Keep enough first aid cover

If fewer people are coming into your workplace it may still be safe to operate with reduced first aid cover. You could also stop higher-risk activities.

## First aid certificate extensions

If you hold a first aid certificate that expires on or after 16 March 2020 and cannot access requalification training because of coronavirus, you may qualify for an extension. This applies to:

- First Aid at Work (FAW)
- Emergency First Aid at Work (EFAW)

### **How you qualify for the extension**

To qualify for the extension, you must be able to:

- explain why you haven't been able to requalify
- demonstrate what steps you have taken to access the training, if asked to do so

### **Requalification training in England**

The first aid training industry in England is confident that enough courses will now be available for all required requalification training to take place. HSE has therefore agreed a final deadline for requalification for these qualifications of **30 September 2020**.

### **Requalification training in Scotland and Wales**

It is accepted that training capacity in Scotland and Wales, and for some parts of the emergency services across Great Britain, might take longer to build.

The deadline for completing requalification training in Scotland and Wales (and in relevant GB emergency services), will therefore be reviewed by HSE over the coming months. Employers or certificate holders should still try to arrange requalification training at the earliest opportunity.

### **Annual refresher training**

If first aiders are unable to access annual refresher training face to face during the coronavirus (COVID-19) outbreak, HSE supports the use of online refresher training to keep their skills up to date.

HSE still strongly recommends that the practical elements of actual FAW, EFAW and requalification courses are delivered face to face, so that competency of the student can be properly assessed.

### **Interrupted first aid training**

If because of coronavirus you cannot complete training for your first aid qualification within the usual timeframe, training can restart at a later date as long as:

- a full recap of training delivered before the interruption is done before moving onto undelivered modules
- the awarding body is content that you can show:
  - a full understanding of all aspects of the course content
  - the knowledge required and competencies at the end of the training

## Appendix 2

### First aid needs assessment

Name of First Aid Responsible Officer: Paul Eaton

**Building name and address:**

Nottingham University Samworth Academy, Bramhall Road, Bilborough, Nottingham, NG8 4HY

<b>First – aid personnel</b>	<b>Required Yes/No</b>	<b>Minimum Number required</b>
First aider with first aid at work certificate	Y	3
First aider with emergency first aid at work certificate	Y	3
Appointed person	N	0
<b>First aid equipment and facilities</b>	<b>Required Yes/No</b>	<b>Number required</b>
First aid container	Y	35
Additional equipment (Specify)	AED	
Travelling first aid kits	Y	5
First aid room	Y	1

**Other additional notes:**

Maximum expected number of staff and visitors on site at any one time – 150

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 (amend as necessary).

**List of first aid kits:**

<b>Room</b>	<b>Subject</b>	<b>Box present?</b>	<b>Notes</b>
A011	Food tech	Yes	
A027	Food tech (x2)	Yes	
A117	PA to HoS Office	Yes	
B105	Year Hub	Yes	
B108	Art	Yes	
Kitchen	Canteen	Yes	
C016	Tech	Yes	
C017	Tech	Yes	
C111	Year Hub	No	
C114	Year Hub	Yes	
C118	Science	Yes	
C119	Science	Yes	
C126	Science	Yes	
C127	Science	Yes	
C128	Science	Yes	
C129	Science Prep Room	Yes	
C130	Science	Yes	
C131	Science	Yes	
C202	Information Tech	Yes	
C210	Year Hub	Yes	
C216	Year Hub	Yes	
C218	Spanish	Yes	
D Block	Inclusion Centre	Yes	
PE Boys/Girls	PE (x 6) All boxes Changing Room	Yes	
Post 16	Post 16	Yes	
Reception	2 Boxes	Yes	
Pastoral Hub	Box	Yes	
Venue	Venue Cupboard	Yes	
Reception Area	5 trip kits	Yes	
Supply Office	B002	Yes	
Sixth Form	1 Box	Yes	



**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
Michael Henry	PSM	FAW	07/10/2020	06/10/2023
Rebecca McNally	PSM	FAW	04/09/2020	03/09/2023
Kylie Walls	PSM	FAW	23/10/2019	22/10/2022
Joanne Thomas	Pastoral	EFAW	27/03/2018	26/03/2021
Leanne Fletcher	Head of VI Form	EFAW	27/03/2018	26/03/2021
Anna Walsh	BOM	EFAW	30/04/2018	29/04/2021
Simon Kirkby	PE	EFAW	10/05/2018	09/05/2021
Helen King	Support staff	SFA2	29/08/2018	28/08/2021
Sylvia Newton	Support staff	SFA2	29/08/2018	28/08/2021
Lauren Hemm	SEN	SFA2	29/08/2018	28/08/2021
Chris Dupey	Teacher	EFAW	29/11/2018	28/11/2021
Lilia Fountain	Technician	EFAW	25/06/2019	24/06/2022
Colette Green	PSM	EFAW	30/08/2019	29/08/2022
Mirl Dabbs	PSM	EFAW	30/08/2019	29/08/2022
Susan Standen	CLA	EFAW	30/08/2019	29/08/2022
Peter Rawlings	CLA	EFAW	30/08/2019	29/08/2022
Angela White	CLA	EFAW	30/08/2019	29/08/2022
Sophia Lephard	CLA	EFAW	30/08/2019	29/08/2022
Sophie Griffiths	CLA	EFAW	30/08/2019	29/08/2022
Sarah Shelton	CLA	EFAW	30/08/2019	29/08/2022
Beverley Failes	CLA	EFAW	30/08/2019	29/08/2022
Kimberley Allen	CLA	EFAW	30/08/2019	29/08/2022
Moira Willerton	Safeguarding Lead	EFAW	30/08/2019	29/08/2022
Emily Bramley	Reception	EFAW	14/01/2020	13/01/2023