

First Aid Policy



Approved: September 2023

Review Date: September 2024

Responsible Officer: Chief Operating Officer

Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



Working together, transforming lives

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Where the word 'Trust' is used in this document it refers to Archway Learning Trust.

Where the word 'Advisory Board' is used it refers to the Academy Advisory Board (AAB) of an individual academy within the Trust.

Where appropriate the AABs of individual academies will publish details of the procedures and practices to implement Trust policies.

The term 'Trust Executive Leadership Team' (ELT) is comprised of the Chief Executive Officer, Deputy Chief Executive Officer, Chief Finance Officer, Chief Operations Officer, Chief Corporate Services Officer, Chief People Officer and Director of Teaching & Learning.

Where the word 'users' is used it refers to staff, future staff issued with ICT access and/or hardware, AAB members, volunteers and regular visitors.

Where the phrase 'Senior Leader' is used, this refers to the ELT, Principals, Head teachers or Business Services Director within the Trust.

Where the phrase 'Principal' is used, this also refers to Head teachers.

Related Policies and Procedures

- ALT Code of Conduct
- ALT Retention & Destruction Schedule Policy
- ALT Behaviour Policy
- ALT Health, Safety & Security Policy
- ALT Safeguarding & Child Protection Policy
- ALT SEND Policy
- ALT Data Protection and Freedom of Information Policy
- ALT IT Acceptable Use Policy
- New Staff Induction Procedures

1. Policy Statement

- 1.1. Archway Learning Trust recognises its responsibility to promote a culture where First Aid responding, recording, and reporting of the outcomes are discussed in an open and positive way, to achieve ongoing improved standards and safe methods of work, thereby ensuring a safe and secure environment for students, staff, and visitors alike.

2. Scope and Principles

- 2.1. The policy applies to all academies within the Trust and to all sites and locations, as well as all trustees, AAB members, employees, students and visitors. This policy also applies where the Trust is operating remotely, such as an employee working at home. The Trust will comply with the requirements of Health and Safety legislation.
- 2.2. This policy is based on the statutory Framework for the Early Years Foundation Stage guidance, guidance from the Department for Education on First Aid in schools and Health and Safety in schools, and the following legislation:
 - The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel.
 - The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees.
 - The Management of Health and Safety at work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept.
 - Social Security (Claims and Payments) regulations 1979, which require that suitable space is provided to cater for the medical and therapy needs of pupils.
 - The Education Independent School Standards Regulations (2014), which require that suitable space is provided to cater for the medical and therapy needs of pupils.

3. Roles and Responsibilities

- 3.1. All employees, students and stakeholders across the Trust must have an awareness and understanding of Health and Safety hazards and risks that affect the work they carry out across the Trust.
- 3.2. Adequate resources are provided through ongoing training and induction to ensure that all staff are aware of this policy and are committed to its effective implementation.
- 3.3. There are active open communication and consultation between all the Trust's staff, students, contractors and visitors. Health and Safety is integrated into the Trust communications wherever appropriate.
- 3.4. Roles and responsibilities for health and safety will be defined as necessary and in particular:

Board of Trustees

The Board of Trustees has ultimate responsibility for all aspects of Health and Safety at work and is responsible for ensuring that high standards of corporate governance are maintained. The overall aim is to ensure a

positive Health and Safety culture is established and maintained and that all reasonable steps have been taken to reduce the possibility of accidents, or injury to staff, students or visitors.

The scrutiny of First Aid records and Risk Assessments is delegated to Executive Leadership Team at the Trust.

Finance & General Purposes Committee (F&GP)

The Board of Trustees have delegated the oversight of health and safety matters to the Finance & General Purposes Committee who ensure that:

- the law and guidance from, but not exclusively, the Department of Education (DfE) and the Health and Safety Executive (HSE) will be implemented at each academy in the Trust;
- there is provision of adequate training, information, instruction and supervision so far as is reasonably practicable to enable staff and students to perform their work safely and efficiently;
- there are safe and healthy working conditions for staff and students and a safe environment for all visitors to any academy within the Trust.
- there are safe arrangements for the transportation, storage and handling of articles and substances;
- there is provision of plant equipment and systems of work which are safe;
- there are competent staff at the Trust to ensure that each academy's First Aid responding, recording and reporting is managed and coordinated effectively and that each academy has ready access to appropriate specialist advice and backup.

Chief Executive Officer (CEO)

The CEO has delegated responsibility from the Trust Board to:

- actively promote a positive Health and Safety culture across the Trust,
- hold ultimate responsibility for ensuring compliance with all Health and Safety legislation affecting the operations and activities of the Trust and each Academy within the Trust;
- co-ordinate work with the Chief Operating Officer (COO) to implement this policy.

Chief Operating Officer (COO)

Supported by the Head of Estates, the COO shall:

- be responsible for ensuring compliance with all Health and Safety legislation affecting the operations and activities of the Trust and each Academy within the Trust;
- co-ordinate work with the Head of Estates and Health and Safety Manager, F&GP and the Trust Board to achieve standards and procedures prescribed for First Aid response, recording and reporting;
- ensure that arrangements for the monitoring and audit of First Aid are in place across all academy sites;
- provide the Executive Team and F&GP termly reports on all matters affecting Health and Safety, which will include First Aid reporting;
- actively promote a positive Health and Safety culture in the Trust.

Academy Principals

Each Principal is responsible and accountable for the implementation and compliance of this policy within their Academy, ensuring that a positive health and safety culture is encouraged and developed each setting, and that all staff and students understand their responsibilities and adhere to the Trust's Health and Safety Policy.

Each Academy Principal shall:

- Ensure that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times as required in their First Aid Needs Risk Assessment.

- Ensure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- Ensure all staff are aware of first aid procedures.
- Ensure appropriate risk assessments are completed and appropriate measures are put in place.
- Undertake, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place.
- Ensure that adequate space is available for catering to the medical needs of pupils.
- Reporting specified incidents to the HSE when necessary (see section 6)

Trust Competent Person

The Head of Estates is the Trusts competent person in accordance with Regulation 7 of Health and Safety at Work Act. The Head of Estates will advise all personnel on their individual responsibilities with regard to First Aid responding, recording and reporting. In particular they will:

- advise on interpretation of legal requirements;
- assist with the implementation of the policy;
- undertake investigations of serious accidents;
- advise upon the visit of an enforcement officer;
- manage the Health & Safety Manager and the Operations Managers, ensuring appropriate levels of competency and training;
- ensure the development of first aid, safety and welfare strategies and plans to achieve and maintain compliance with legislation and HSE best practice;
- ensure that the Trust's Health and Safety Procedures are up to date and is reviewed at least annually;

Health, Safety & Compliance Manager

The Health, Safety & Compliance Manager will support Academy Principals in the management of First Aid, and will ensure that adequate management systems are in place at each academy for first Aid. In particular:

- advise academy Principals and academy staff on all matters relating to First Aid;
- ensure that relevant academy teams such as site teams and catering teams are appropriately trained in First Aid and evacuation procedures;
- ensure that Trust procedures for monitoring and documenting First Aid recording and reporting are implemented at each academy;
- alongside Academy Managers, ensure adequate first aid provision and accident reporting schemes are implemented
- review accident records to identify any patterns requiring investigation. Carry out investigations, ensuring RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) accidents are reported to the HSE;
- ensure adequate emergency procedures exist.

Heads of Department

Support the Principal, via the Senior Leadership Team, to ensure that the policy is adhered to in their department or area of responsibility.

Employees

The responsibility of applying first aid procedures on a day-to-day basis rest with all employees. All employees must take reasonable care for their health, safety and security at work, and that of other persons who might be affected by their acts or omissions at work. They should have a working knowledge and awareness of who the first aiders in school are. They must report immediately, or as soon as practicable, all incidents they have attended where a first aider/appointed person is not called.

Students

Students are expected to comply with Trust/Academy rules relating to general behaviour and take note of and comply with information provided for First Aid with regard to activities undertaken. In cases of emergency students must remain quiet, listen and follow instructions and information given to them by staff.

4. Arrangements and procedures

- 4.1. Academy Principals, with the support of the Trust Health & Safety Manager and Head of Estates will ensure their academy adopts the procedures set out in Appendix A in the management of First Aid.
- 4.2. Academy Principals will ensure adequate off-site first aid cover is in place for when taking pupils off the school premises in accordance with their risk assessment.
 - 4.2.1 Risk assessments will be completed for all off-site visits and approved by the designated approver at each Academy, as defined by the Academy Principal.
 - 4.2.2 In early Years Foundation Stage provision, there will always be at least one first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

5. First Aid Equipment

- 5.1. All academies across the Trust will maintain adequate First Aid Equipment in accordance with Health and Safety Executive guidance.
 - 5.1.1 No medication is to be stored in first aid kits.

6. Record Keeping and Reporting

- 6.1. An accident report via the Trust reporting system will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury for each injured party.
- 6.2. As much detail as possible should be supplied when reporting an accident.
- 6.3. A copy of the accident form will be retained on the Trust reporting system for a minimum of three years in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and securely disposed of in accordance with the Trust Retention Policy.

The Health & Safety Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations: 4, 5, 6 and 7); as defined via <http://www.hse.gov.uk/riddor/report.htm>

- 6.4. The Health & Safety Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.
- 6.5. The Academy Principal will notify parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.
- 6.6. The Chief Executive Officer will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.
- 6.7. The Academy Principal will notify the local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the our care.

7. Training

- 7.1. All employees are able to undertake first aid training if desired.

- 7.2. All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The academy Manager will keep a record of all trained first aiders on Smartlog, recording what training they have received and when this is valid until.
 - 7.3. Staff are encouraged to renew their first aid training when it is no longer valid, and when they have been notified by the Trusts monitoring system.
 - 7.4. Academy Principals are responsible for maintaining the required number of first aiders/paediatric first aiders in accordance with the needs identified in the academy first aid needs risk assessment.
- 8. Monitoring arrangements**
- 8.1. This policy will be reviewed by the Chief Operating Officer every three years or sooner if deemed necessary and submitted to the Board of Trustees for approval.

Appendix A

In school procedures, in the event of an accident:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives
- The first aider will also decide if the injured person should be moved or placed in a recovery position
- The first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the Academy Manager/student support team will contact parents immediately. Either a member of staff or a parent/guardian should accompany any student in the ambulance if transportation is required.
- The first aider/relevant member of staff will complete an accident report on Smartlog on the same day or as soon as is reasonably practical after an incident resulting in an injury
- For Primary settings there will be at least one person who has a current paediatric first aid (PFA) certificate on the premises at all times when students are present