




# Nelson Infant and Wensum Junior Schools

Evolution Academy Trust  
*Headteacher: Ms. V McConnell*

## First Aid Policy

Policy agreed/reviewed by:	Date:
Headteacher signature: 	28.09.21
Chair of Governor signature:	

	Date of action:
Policy produced by: Anna Catlin	September 2021
Policy agreed/last reviewed by: HT and LGB	September 2021
To be reviewed by: HT and LGB	September 2022

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## 1. Aims

Our schools are required to assess the first aid needs and to provide adequate and suitable first aid arrangements, equipment and facilities for all its employees/staff under health and safety legislation *Health and Safety (First-Aid) Regulations 1981* (as amended)).

Nelson and Wensum Schools recognise that this policy will extend to pupils/visitors and others who attend either of our schools, even though the Regulations do not oblige employers to provide first aid for anyone other than their own employees.

This policy will provide for risks to pupils and visitors and will make allowances for them when performing risk assessments and when deciding on numbers for first aid personnel. This is in addition to the *Management of Health and Safety at Work Regulations 1999* which require employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees at work and others who may be affected by their undertaking, to identify what measures they need to take to prevent or control these risks.

Whilst most of the terminology used in this policy refers to pupils it should be presumed that where possible this would also include staff and visitors to Nelson and Wensum Schools.

The aims of the policy are to:

- Ensure that both schools have adequate and appropriate equipment, facilities and procedures to provide suitable first aid;
- Ensure that both schools first aid arrangements are in line with this policy and government guidelines; and
- Ensure that the first aid arrangements are based on a risk assessment of the school's likely requirements, taking into account the size, location of the school and any hazardous activities undertaken.

## 2. Guidance

National guidance is provided in the DfE's document [First Aid in Schools](#) and in the HSE's [The Health and Safety \(First-Aid\) Regulations 1981: Guidance on Regulations](#).

## 3. Responsibilities

### Headteacher

The Headteacher of Nelson and Wensum is responsible under the *Health and Safety at Work etc Act 1974 (HSWA)* for:

- Ensuring that each school in its care has an appropriate policy based on suitable and sufficient risk assessments carried out by a competent person;
- Ensuring that each school provides sufficient funding for first aid provision;
- Ensuring that all newly qualified early years staff (with a full and relevant level two or level three childcare certification) have a full Paediatric First Aid (PFA) or an emergency PFA certificate in order to be included in the required adult: child ratios in an early years setting and on excursions;

- Staff will follow the [Statutory Framework for the Early Years Foundation Stage](#) (EYFS) updated in September 2021 in relation to the new conditions of paediatric first aid training;
- Providing a suitable and sufficient first aid room or rooms where the assessment of first aid needs identifies this as necessary. The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed;
- Provide suitable first aid arrangements are in place for off-school activities e.g. school excursions;
- Ensuring that all school staff have access to appropriate guidance on first aid issues;
- Ensuring that staff are appropriately consulted and trained;
- Ensure that both schools keep accident records and report to the HSE as required under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*;
- Ensuring that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment; and
- Reviewing the policy annually, and/or when statutes or guidance change, and/or after an incident/accident.

**In addition, the leadership team of each school are responsible for:**

- The day to day internal management responsibility for first aid;
- Determining the first aid needs of their school, taking into account, among other things, the number of employees, size, location and work activity;
- Developing and reviewing detailed procedures;
- Monitoring the training and expertise of first aid staff;
- Ensuring that there are enough trained staff to meet statutory requirements and assessed needs, including making an allowance for staff who may be on sick leave or off-site;
- Liaising with the person responsible for first aid;
- Informing employees of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel; and
- Ensuring that staff, students and parents are aware of the Trust's health and safety and first aid policy and procedures.

Competent Person/Designated First Aid Leader/School Nurse

The Head Teacher/Principal will appoint **a competent person** to be in charge of first aid provision, this person will be known as the Designated First Aid Leader who will:

- Ensure that the first aid provision is adequate and appropriate;
- Carries out appropriate risk assessments in liaison with the Head Teacher/Principal;
- Ensure that the number of first aiders/appointed persons meets the assessed need;
- Ensure that appropriate training is provided and monitors the competence of first aiders;
- Ensure that the equipment and facilities are fit for purpose and first aid kits are regularly re-stocked;

- Ensure that incidents are reported to the HSE as required under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*;
- Ensure that an ambulance or other professional medical help is summoned when required;
- Ensure that all staff know the procedures for calling for first aid and their duties towards any person requiring first aid; and
- Regularly keeps the Head Teacher/Principal informed of the implementation of the policy.

#### Staff

Schools should ensure that staff are suitable trained to deal with first aid incidents. However, all staff in charge of students (including volunteer staff) must use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students in the same way that parents would be expected to act towards children.

Trained staff may take action beyond the initial management stage. Other staff must provide aid only to the level of qualification or competence they possess.

If first aid is required staff must not move the patient. A first aider must be summoned.

Staff who deal with a first aid incident must ensure that the incident is recorded. This includes incidents on out-of-school activities.

The record must include:

- The date, time and place of incident;
- The name (and class) of the injured or ill person;
- Details of the injury/illness and what first aid was given;
- What happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital); and
- Name and signature of the first aider or person dealing with the incident.

#### 4. Duties of a First Aider

All employees providing first aid must have an appropriate first aid qualification and **remain competent** to perform their role. Typically, first aiders will hold a valid certificate of competence in either first aid at work (FAW) or emergency first aid at work (EFAW). EFAW training enables a first aider to give emergency first aid to someone who is injured or becomes ill while at work. FAW training includes EFAW and also equips the first aider to apply first aid to a range of specific injuries and illnesses. All first aid training providers are required to train workplace first aiders in the use of an automated external defibrillator (AED) on all first aid at work courses.

A first aider must:

- Complete a first aid course and hold a valid first aid certificate;
- Give immediate help to casualties; and
- Ensure that when necessary an ambulance or other professional medical help is called.

First aiders and appointed persons will be expected to follow any appropriate trust or government guidance.

Evolution Academy Trust recognises that a first aid certificate does not constitute appropriate training in supporting children with medical needs. Evolution Academy Trust and its member schools will have regard to the statutory requirements and guidance, as well as the pupil's Individual Healthcare Plan and the relevant school policies in relation to the care of students with medical conditions.

#### Appointed Persons

Appointed persons do not have to be first aid trained, but they may be and quite often are.

They:

- Take charge when someone is ill or injured;
- Look after the first aid equipment; and
- Ensure that medical help is called when necessary.

They should not give first aid treatment for which they are not trained.

Each school within the Trust will, however, ensure that Appointed Persons are trained in coping with emergencies. The training will include:

- What to do in an emergency;
- In particular cardiopulmonary resuscitation;
- What to do for the unconscious casualty; and
- What to do for a wounded or bleeding person.

#### Number of First Aiders/Appointed Persons

Each school will use the HSE checklist for assessment on pages 10 to 12 [\*The Health and Safety \(First-Aid\) Regulations 1981: Guidance on Regulations\*](#) and appendix 3 of the same.

It is essential that adequate provision is made to cover all times people are at work. The Head Teacher/Principal must ensure that there is cover for annual leave/holiday or other planned absences in terms of first aiders and appointed persons including staff accompanying school excursions and leaving the school short in terms of supply. Consideration should also be given to what cover is needed for unplanned and exceptional absences such as sick leave or special leave due to bereavement.

Each member school is to update the below information with figures for their school.

The number of first aiders required is: 2

The number of appointed persons is: 5

## Number, Location and Contents of First Aid Containers and Suitable First Aid Accommodation.

The school will notify the local NHS ambulance service of any defibrillators location on installation.

The Designated First Aid Leader will determine the number of containers required and their appropriate locations and will ensure that this information is communicated to all staff.

The contents of each container will be at least the minimum suggested by [The Health and Safety \(First-Aid\) Regulations 1981: Guidance on Regulations](#) (see appendix 2 of the above for suggestions). The risk assessments will highlight any additional supplies that may be required in various locations. Drugs, medicines and tablets will not be kept within the first aid container. The container should be immediately recognisable as a first aid container and be green in colour with a white cross.

The number of first aid containers required is assessed as 5 in each school and these are located as follows:

### **NELSON INFANT SCHOOL**

- Reception creative area
- Year 1 creative area
- Year 2 creative area
- Hall (on top of piano) for MSAs and lunchtime support
- Main office area

### **WENSUM JUNIOR SCHOOL**

- Staff room
- Medical room
- After school club
- The Hive office
- Main office area

**Nelson** nominated first aid accommodation is: **The back office behind main admin office**

**Wensum** nominated first aid accommodation is: **The medical room**

### Risk Assessments

The persons responsible for first aid must make suitable and sufficient risk assessments at the school to determine any extra provision required over and above the minimum provision, considering any known medical conditions of staff/pupils etc.

The risk assessments must also cover the risks to employees and also any non-employees who may visit the school site.

### Illness

All pupils who feel unwell or who have suffered an accident should, if possible, be accompanied to the designated location e.g. main office. Where it is unsafe to move the pupil, someone should be sent to gain assistance.

A qualified first aider will assess the individual's need and apply basic first aid; a second opinion should be sought if available.

The attending member of staff will issue an advisory note to the parents/carers detailing the illness or incident that has occurred.

If there is any concern that the injury or illness may be more serious, then the parents/carers will be contacted immediately.

Any pupil having difficulty breathing, feeling dizzy or faint must remain with the teacher or other member of staff. A message should be sent to the main office to send a first aider/school nurse immediately.

### Pupils' Medical Conditions

Each school must ensure that they have a system for recording and monitoring all pupils who suffer from medical conditions together with details of any Individual Health Care Plans which are prepared for pupils with more serious medical conditions such as diabetes, anaphylactic shock, asthma or epilepsy is updated annually or when notified of a change. A copy of this information is kept in the SLT office in both schools.

Appropriate medication should be with the pupil in their classrooms at all times and should be named and labelled. Named and labelled spare inhalers and auto-injectors (commonly known as Epipens) will also be kept for each pupil with a known medical condition in both SLT offices.

Members of staff will be made aware of the pupils who suffer from medical conditions and have Individual Healthcare Plans. It is essential that all staff have due regard to confidentiality, sensitivity and medical necessity in the distribution of such information.

All asthma inhalers should be taken to all PE/Games lessons.

Portable first aid kits, auto-injectors and inhalers should be taken to all off-site excursions.

### Insurance

Evolution Academy Trust has procured insurance arrangements that provide appropriate cover for claims arising from actions of staff acting within the scope of their employment.

The Trust has also ensured that adequate liability insurance is in place to cover accidents to pupils and visitors as well as staff.

### Training

Schools within the Trust will provide adequate and appropriate training for first aid staff and appropriate information for all staff to enable them to carry out their duty of care.



The Governing Body will ensure that there are sufficient trained members of staff to meet statutory requirements and the assessed needs, allowing for staff that are absent or off-site.

### Equal Opportunities

Evolution Academy Trust and its member schools will take particular care with the first aid provision for its disabled staff and pupils, and have due regard to the Equality Act 2010 and the Education Act 2014, as well as the relevant statutory guidance.

Appropriate risk assessments will be carried out by the Designated First Aid Leader and suitable provision will be made in liaison with the Head Teacher/Principal.

### Records

Appropriate records must be kept and reports must be made for each incident. The record must include:

- Date, time and place of the incident;
- Name **(and job, if relevant)** of the injured or ill person;
- Details of the injury/illness and what first aid was given;
- What happened to the person immediately afterwards (for example, went back to work, went home, went to hospital); and
- Name and signature of the first aider or person dealing with the incident.

The reporting of accidents and incidents will be done under the Trusts reporting arrangements and will be in accordance with the requirements of the *Data Protection Act 1998 and 2003*.

### Monitoring and Review

Periodic reviews (at least termly) should be undertaken by the Designated First Aid Leader in conjunction with support from the Trust's central team particularly after any operating changes, guidance or legislation changes, as well as any accidents/incidents, to ensure that provision remains appropriate.

The Head Teacher will review the first aid needs and arrangements annually or as required and will ensure that the appropriate level of first aiders/appointed persons are in post and that the appropriate standards are met.

**Date of the next review:** September 2022

**Printed:** VICTORIA MCCONNELL (Head Teacher)

**Signed:** 

**Date:** 28.09.21