David Ross Education Trust

Broadening Horizons

First Aid Policy

Document Management Information

Applicable to:	All staff, pupils and visitors in all Academies and Central Support Services including individuals employed by the Trust, contractors and agency staff. All Members and Trustees.
Development and Consultation:	This Policy has been developed in collaboration with members of staff from Education and HR. Trade union colleagues have also been consulted.
Dissemination:	The Policy will be available via the Trust Policy Centre and on individual Academy websites
Implementation:	Principals and Head of Services will be responsible for implementation
Training:	Staff who volunteer to be First Aiders and staff where their contracted role requires them to hold a First Aid qualification will be provided with the relevant accredited First Aid training
Review Frequency:	3 yearly
Policy Author:	Health and Safety Manager
Executive Policy Owner:	HR Director
Approval by:	SET
Approval Date:	06 – Jul -2021
Next Review Due:	05 –Jul - 2024

Revision History

Document version	Description of Revision	Date Approved
V 0.1	Final Policy document	06-07-2021

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1. Introduction and Statement of Intent

1.1. David Ross Education Trust (herein referred as the Trust) is committed to providing suitable and sufficient levels of first aid provisions in order to deal with all incidents resulting in injury or ill-health affecting staff, pupils and general visitors on our or in our premises or whilst partaking in off-site activities or events that the Trust organise and/or manage.

1.2. The Trust require Contractors working on projects, any non-Trust employed shared site users and any persons hiring any part of the premises or site, to have their own first aid arrangements in place.

1.3. The Trust will ensure that sufficient resources are allocated to enable first aid to be managed in line with Health and Safety Executive (HSE) and Department for Education (DFE) specific, first aid guidance.

1.4. The Trust requires all academies under the direction of Principals to assess their first aid needs by completing a site specific first aid risk assessment.

1.5. All staff with a responsibility for delivering first aid treatment will be required to complete the appropriate level and type of first aid training delivered by an accredited first aid provider.

1.6. Academy Principals have the responsibility for ensuring that at their academy has adequate and appropriate first aid provisions in place including sufficient first aid trained staff, equipment and facilities.

1.7. Academy Principals, as part of their first aid provisions will ensure that there are adequate arrangements in place for both on-site and off-site activities.

1.8. This policy will be reviewed on a regular basis, more often if required but not less than 3 yearly, with any changes communicated to all members of staff.

2. Policy Scope

2.1. This policy applies to all staff, pupils, visitors and any other person to whom a duty of care is owed.

2.2. It is the responsibility of all individuals to familiarise themselves with this policy and comply with its provisions.

3. Legal and Regulatory Framework

3.1. This Policy takes its legal framework from, but is not limited to, the following legislation and statutory guidance:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Education (Independent School Standards) Regulations 2014
- DfE (2000) 'Guidance on First Aid for Schools
- DfE (2015) 'Supporting pupils at school with medical conditions
- DfE Statutory Framework for the Early Years Foundation Stage
- DfE (2018) 'Automated external defibrillators (AEDs) a guide for schools

4. Definitions

4.1. Commentary or list of key definitions:

4.1.1. **The Trust** means Head Office, all Academies within the David Ross Education Trust, and any other Trust premises.

4.1.2. **First Aid** is the help given to someone who becomes injured or unwell to keep them safe and to cause them no further harm.

5. The Trust's Policy on First Aid

5.1. The aims of this Policy are to ensure:

5.1.1. that all Trust workplaces have adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any unforeseen illness, accident or injury; no matter how minor or major, both whilst on site or partaking in any off-site activities or events.

5.1.2. that staff, visitors and pupils are aware of the procedures to follow in the event of any person becoming injured or unwell, and are able to access competent assistance quickly in the event of requiring first aid treatment.

5.1.3. that all staff will be made aware of this policy, who to contact in the event of any injury or ill health, and to ensure that the guidance within this policy is understood and followed.

5.1.4. that all visitors and pupils know how to access first aid support in the event of any injury or ill health.

5.1.5. that staff will always use their best endeavours to secure the safety and welfare of our pupils, colleagues and visitors. Anyone on the Trust's premises is expected to take reasonable care for their own safety and for the safety of others that their actions or omissions may affect.

5.1.6. that supporting documentation is available at Academy level; namely the First Aid Management Procedures (HSP 040), which have been developed to assist with the implementation of this policy.

5.1.7. that where specific medical needs of either pupils of staff have been identified, a suitable care plan and/or risk assessment will be completed to manage any medical support that may be required (refer to Supporting Pupils with Medical Conditions Needs Policy). Relevant staff will be provided with specific training to support medical needs and conditions as required where this does not clearly fall under the remit of first aid provision for emergency response.

5.2. Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff, pupils and visitors should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with emergency services.

6. Record keeping

6.1. The Trust will retain records evidencing compliance with this policy, as set out in the Trust's Data Retention Policy.

6.2. Individual Academies and Head Office will maintain records of any first aid provided in their local first aid treatment book and where related to an incident that is reportable via the Trust's online reporting mechanism (via google form).

6.3. Where first aid treatment is required following an accident or assault, this will be reported in line with the Trust's Incident Reporting and Investigation Procedure (HSP 039).

7. Roles and Responsibilities

7.1. Principals and Core Team Heads of Services (In conjunction with the Trust's Health & Safety Manager) will:

- Be responsible for ensuring that this policy is fully implemented within their Academy/area of control in the context of the setting.
- Ensure that a first aid risk assessment has been completed and documented covering their area of responsibility/Academy.
- Act on the findings of the risk assessment to ensure that first aid is adequately managed in line with the Trust's First Aid Management Procedure (HSP 040).
- Ensure that the appropriate staff are trained by accredited training providers, maintaining a record of first aiders, their training and the dates whereby refresher or requalification training is required.
- Ensure that the appropriate staff are assigned the responsibility to maintain and check that suitable and sufficient first aid provisions are available and in date, to include all first aid boxes, bags, supplies, including Automated External Defibrillators (AED's) where installed.
- Following any significant incident requiring first aid, follow up with pupil parent/carer on how pupil is doing with the offer of support in line with the guidance on communication with parents/carers following an incident in school.
- Following any significant incident requiring first aid, follow up with employee on how they are and consider any additional support they may require.

7.2. Heads of Departments/Line Managers will:

- Ensure that all staff within their reporting line clearly understand the first aid arrangements, including how and where to get assistance as required.
- Following any first aid that is given, ensure that an appropriate record of the treatment has been maintained and as required, that the treatment is communicated to a Parent/Carer or nominated next of kin.
- Ensure that if first aid treatment is required as a result of an accident, assault or dangerous occurrence, that this is recorded in line with the Trust Incident Reporting and Investigation Procedure (HSP 039).

7.3. First Aiders will:

- Ensure that they deliver all first aid in line with the training they have received and within the competency of their training.
- Maintain clear records of any first aid treatment given in line with the Trust's First Aid Management Procedure (HSP 040).
- Monitor provisions within first aid boxes and report to the staff member responsible for maintaining provisions if stock is low or items are out of date.
- Not give any medication as part of first aid treatment unless this is to manage an emergency situation such as the delivery of adrenalin via an auto-injector, asthma inhaler or such other life-saving medication in conjunction with a specific pupil Individual Health Care Plan or staff risk assessment.

7.4. All staff will:

- Ensure that they seek first aid support as necessary.

- If a first aider is not available and minor first aid has to be given by a non-first aid trained member of staff, that this is clearly recorded in the local first aid treatment book and where related to an incident that is reportable via the Trust's online reporting mechanism (via google form).

8. Monitoring and Compliance

8.1. Any concerns regarding non-compliance of this policy should be reported to either the Academy Principal or relevant Central Head of Service.

8.2. Monitoring of first aid arrangements will be completed periodically via the audit process and through regular monitoring.

9. Policy Status

9.1. This policy does not form part of any employee's contract of employment.

10. Related Policies

10.1. This policy is related to the following other Trust policies and procedures:

- Health and Safety Policy
- Supporting Pupils with Medical Needs Policy
- Educational Visits Policy
- Incident and Investigation Procedure
- First Aid Management Procedure