

# FIRST AID POLICY (Non-Statutory)



## PREAMBLE

This academy is conscious of its obligations under the Health & Safety (First Aid) Regulations, 1981 and guidance from the Department for Education to provide adequate and appropriate first aid facilities for members of staff, students and visitors.

This statement has been drawn up to give details of the first aid policies and procedures which are to be used at Nunthorpe Academy ("the Academy").

## AIM

The aims of this policy are:

1. To ensure that the Academy has adequate and appropriate equipment, facilities and procedures to provide appropriate First Aid; and
2. To ensure that the First aid arrangements are based on a risk assessment of the Academy.

## RESPONSIBILITIES

The Academy's Board of Directors is responsible for the overall provision at the Academy.

## PRINCIPLES AND PRACTICE OF FIRST AID

First Aid is the skilled application of accepted principles of treatment on the occurrence of any injury or sudden illness, using facilities or materials available at the time. It is the approved method of treating a casualty until placed in the care of a parent or removed to hospital. First Aid treatment is given to a casualty to preserve life, to prevent the condition worsening and to promote recovery.

## INTERNAL MANAGEMENT

The Board of Directors delegates day to day responsibility for the provision of First Aid at the academy to the Principal.

The Principal is responsible for developing detailed procedures in conjunction with the First Aid Co-ordinator. They will ensure that risk assessments are made to determine whether extra provision is required. The assessments must also cover risks to colleagues and any visitors to the Academy.

The Principal must ensure that parents are aware of the Academy's Health and Safety and First Aid Policies. This is currently done by the inclusion of the relevant information in the Parents' A-Z Handbook.

Teachers' conditions of employment do not include giving First Aid. Teaching staff may, however, volunteer to undertake First Aid tasks. However, all colleagues 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 their children.

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

---

**This policy will be kept under regular review in light of legal developments and best practice.**

# FIRST AID POLICY (Non-Statutory)



## FIRST AID ARRANGEMENTS

### *First Aid Co-ordinator*

The First Aid Co-ordinator (in conjunction with the Principal) will ensure that:

1. The First Aid provision is adequate and appropriate;
2. The number of First Aiders meets the assessed need of the Academy;
3. Equipment and facilities are fit for purpose;
4. Keep the Principal regularly informed of the implementation of the policy and update the policy as and when required;

In addition, the First Aid Co-ordinator's duties will include:

1. Arranging suitable refresher courses for all First Aiders;
2. Booking newly appointed First Aiders on a First aid at Work course;
3. Ensuring that all First Aiders are kept up to date with any changes in First Aid regulations;
4. Prepare and keep the medical sheets to be completed by First Aiders;
5. Ensure that the Local Authority's accident form(s) is/are completed and sent to the Health & Safety Unit at the Local Authority within 7 days
6. Take responsibility for the Medical Room and its contents;
7. Ensure that there is an adequate supply of all the prescribed materials in the first aid boxes and kits; that the contents of the first aid boxes and kits are replenished after use and the items are not used after the expiry date which is shown on the packets.

### *Training and Qualifications*

Trained and qualified First Aiders are those members of staff who have attended a course of training on First Aid (i.e. First Aid at Work or Refresher Course) and have a valid current First Aid Certificate issued by an organisation approved by the Health & Safety Executive under the Health & Safety (First Aid) regulations 1981.

The First Aid Certificate is valid for three years and has to be updated by means of a refresher course.

### *Duties of First Aiders*

The duties of the trained and qualified first Aiders are:

1. To assess the situation where there is an injured or ill person;
2. To give immediate, appropriate treatment bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention;
3. To arrange, without delay, for the casualty to be transported to hospital or home according to the seriousness of the condition. The First Aider's responsibility ends when the casualty is handed to the care of a parent or medical staff. The First Aiders should not leave the incident scene until they have reported to whoever takes charge and have ascertained whether they could be of any further help;
4. The treatment of minor illnesses such as the administration of tablets and/or medicines falls outside the definition of first aid. For this reason the treatment of minor illnesses does not form part of the training of a first aider and therefore First Aiders must not administer tablets and/or medicines;

---

**This policy will be kept under regular review in light of legal developments and best practice.**

# FIRST AID POLICY (Non-Statutory)



The names, locations and telephone extension numbers of the trained and qualified first Aiders are displayed within the Academy in all offices and staff rest areas.

## FIRST AID – ADMINISTRATIVE AND REPORTING PROCEDURES

First Aid provision must be available at all times while people are on academy premises and also off the premises whilst on academy visits. Any trip involving a **child who carries an Epi-Pen** must be accompanied by a member of staff trained in administering an Epi-Pen.

First Aid Kits for off site visits are available in the Student Reception Office.

All injured students should be referred to Student Reception (or Main Reception when the former is closed).

Parents/Carers of injured students should be notified by the First Aider/Reception staff.

First Aid materials are for the sole use of First Aiders.

Medication for Diabetic Students is to be stored in a safe and secure cupboard and named clearly in the Medical Room.

## OUT OF HOURS USE OF ACADEMY PREMISES

The level of First Aid Cover, First Aid Equipment and access to a telephone is in line with that required when the academy is in use.

## CONTACT WITH THE EMERGENCY SERVICES

### ***Ambulance Service***

If an ambulance is required, Dial 999, Tell the operator why you want the Ambulance Service, Give your telephone number, Wait for the Ambulance Service to answer, Give the address where help is needed, Give any other necessary information.

### ***Hospital***

The nearest hospital to the academy is James Cook University Hospital, Marton Road, Middlesbrough.

Telephone number: 01642 850 850.

## REVIEW OF THE POLICY STATEMENT

This policy will be reviewed on a regular basis and where it is necessary the policy will be amended and, the amendments will be notified to all persons.

The Health & Safety Committee will review analysis of the First Aid/Accident Book reports. It will make recommendation to the Resources Development Committee if it feels any actions are required including any changes to this policy.

---

**This policy will be kept under regular review in light of legal developments and best practice.**