

# FIRST AID POLICY (Non-Statutory)



## PREAMBLE

The 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 aim of this policy is:

- 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 Nunthorpe Multi Academy Trust's Board of Trustees (in conjunction with the Local Governing Body) are responsible for the overall provision at the Academy.

- 1 The primary function of the above person/s is to organise any incident or accident investigation required as a result of an incident or accident that has taken place within the grounds and premises of the Academy, or in an external location, that involves one or more of the Academy's staff or students.
- 2 In addition, the above person/s have responsibility to ensure that all First Aid arrangements, the equipment and facilities, are maintained and in good working order. Allocated personnel will also ensure that adequate First Aid cover is available at all times and is applicable and relevant to the conditions at the time and the numbers of persons to be covered. They will also ensure that First Aid personnel are trained by a competent organisation and that such training is carried out and certificated in a timely manner as required by the current regulations.
- 3 They will be required to ensure that any incident or accident that is reportable under the current regulations (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)), as required by Tees Valley Audit and Assurance Services, is done so in a timely manner.
- 4 The above can delegate specific tasks to other staff members, where agreed and accepted and is responsible for ensuring that such delegation is appropriate in the Health and Safety Organisation Chart.

## 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.

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## INTERNAL MANAGEMENT

The NMAT Board of Trustees delegate day to day responsibility for the provision of First Aid at the academy to the Head of School.

The Head of School 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 Head of School 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 on the Academy Website.

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.

## FIRST AID ARRANGEMENTS

### *First Aid Co-ordinator*

The First Aid Co-ordinator (in conjunction with the Head of School) 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 Head of School 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 (ie 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.

Specific training will be provided for those who the Special Educational Needs and Disabilities Act 2001 and the Mobility Act 2010 apply to.

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

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## ***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;
- 5 The Academy will ensure that, where applicable, First Aid Personnel are trained to deal with additional, specifically identified, hazards that are not included in the standard training course.
- 6 First Aid personnel will be in a position to deal with, or assist in dealing with, any members of the public or contractors who may suffer from recognisable symptoms whilst on our premises.

The names, locations and telephone extension numbers of the trained and qualified first Aiders are displayed within the Academy.

## **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 from the First Aid Co-ordinator. . The Academy will ensure that adequate provisions and personnel are provided and available during any external activities and journeys to external locations.

The Academy will make provision and provide assistance to any investigating agency or officer in regards to fatality or serious injury sustained.

Any incident is to be reported, excluding routine playground scrapes etc., or any incident that might have resulted in an accident, even if this wasn't the case.

All staff are to co-operate with any member of the First Aid team in fulfilling his or her duties when entering details in the accident book, or when completing any investigation.

All staff are to give full and active consideration to following any advice given to them by a member of the First Aid team, such as visiting hospital, checking with a doctor or resting in the Medical Room for a period of time.

All injured students should be referred via the Behaviour for Learning App which will notify that a First Aider is required to attend to a student.

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 Inclusion area of the Academy

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## 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 or 112 (112 will also work across Europe), 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 850850.

## 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.

Nunthorpe Local Governing Body will review analysis of the First Aid/Accident Book reports. It will make recommendations to the Trustees if it feels any actions are required including any changes to this policy.

## References

The following internal documents and official publications should be referenced with this policy:

- 1 Nunthorpe Academy Health and Safety Policy and Procedures
- 2 Nunthorpe Academy Medication Policy
- 3 Accident books and RIDDOR guidance
- 4 Accident investigation report form
- 5 Health and Safety (First Aid) Regulations 1981

## Appendices

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| Appendix 1 | Policy for the treatment of students   |
| Appendix 2 | Policy for First Aid cover for community users and users of Learning and Leisure |
| Appendix 3 | Accident Recording and Reporting   |
| Appendix 4 | Existing Legislation and list of abbreviations used                              |

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## Appendix 1

### Policy for the Treatment of Students

When a student reports as unwell then the following procedure should be followed:

- Students feeling unwell due to nausea, headache, stomach upsets etc., should, be first sent to their relevant Pastoral office if the teacher considers that it is not possible for them to remain in the classroom.
- The relevant Pastoral Manager will then assess the situation and request the attendance of a First Aid person if required.
- The situation will be re-assessed and the necessary course of action taken for the administration of First Aid, contact with parents or the need for further medical advice, as appropriate.

If the student has received a physical injury then the following action should be taken:

- If the student can make their way to the Medical Room either by themselves or aided by another, then they should do so.
- The member of staff overseeing this must inform the Main Office so that First Aid can be provided.
- If the student is unable to be moved, then the member of staff should ensure that the casualty is in no imminent danger. S/he should then either summon First Aid assistance themselves, or have someone do this for them.
- The member of staff must stay with the student until the First Aid person arrives, reassuring the casualty as needed.
- The member of staff must complete any documentation, with the help of the First Aid person, as is required by the relevant regulations and law. See Appendices 3 and 4.

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## Appendix 3

### Recording and Reporting of First Aid Treatment

It is the policy and procedure that all accidents are reported to the Tees Valley Audit and Assurance Service Health and Safety Team in the first instance. They will then report under RIDDOR to the Health and Safety Executive if they decide that it is necessary.

All means of first aid treatment administered to students must be recorded by the member of staff treating the student.

Immediate first aid and minor treatment must be recorded on SIMs.

All incidents or accidents requiring the student or member of staff to attend hospital must be recorded on RCBC Accident Reporting Form ACC4 once diagnosis and treatment are known.

When possible the Health and Safety Team at RCBC should be advised of the basic circumstances within 24 hours of the incident by phone or email.

Once details are available the completed ACC4 form must be forwarded to the Health and Safety Team within 7 days.

Where a specific accident has occurred the scene must remain undisturbed until the accident has been investigated and findings recorded on RCBC Accident Investigation ACC1 form. This investigation should be carried out by the Responsible Person or delegated representative and/or a RCBC Health and Safety Officer.

Supplies of ACC4 and ACC1 forms are held within the Academy's Accident Reporting folder held within the main office. The original completed forms are to be retained within the Accident Reporting folder.

Where a student is admitted to hospital on the last working day of the week then the relevant Pastoral Manager should attempt to ascertain the situation, when prudent to do so, on the next working day.

Where a member of staff is treated or admitted to hospital then the ~~Director of Finance and Operations~~ **Head of School** must be provided with details.

The above procedures apply to members of staff and students whilst on the Academy premises or on Academy organised activities off site. It does not apply to incidents occurring outside of Academy. If doubt exists then seek advice from the Health and Safety Manager or the Health and Safety Team at Redcar & Cleveland Borough Council.

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## Appendix 4

Details of Existing Legislation, common acronyms and other abbreviations are included here for reference. They may be useful when investigating incidents and during any resulting review of Risk Assessment.

### Existing Legislation

HASAWA	Health and Safety at Work Act, 1974
MHSWR	Management of Health and Safety at Work Regulations, 1999 (Also referred to as the 'Management Regulations')
WHSWR	Workplace (Health, Safety and Welfare) Regulations, 1992 (Also referred to as the 'Workplace Regulations')
AALR	Adventure Activities Licensing Regulations, 2004
CA	Children Act 1989
CAW	Control of Asbestos Regulations, 2006
COSHH	Control of Substances Hazardous to Health Regulations, 2002, as amended 2004
CDM	Construction (Design and Management) Regulations, 1994
CHIP	Chemicals (Hazard Information and Packaging for Supply) Regulations, 2002
DDA	Disability Discrimination Act, 1995
DD	(Schools) Disability Discrimination (Prescribed Times and Periods for Accessibility Strategies and Plans for Schools) (England) Regulations, 2005
DPA	Data Protection Act, 1998
DSE	Health and Safety (Display Screen Equipment) Regulations, 1992, as amended 2002
DSEAR	Dangerous Substances and Explosive Atmospheres Regulations, 2002
EESR	Electrical Equipment (Safety) Regulations, 1994
EPA	Environmental Protection Act, 1990
ESPR	Education (School Premises) Regulations, 1999
FAR	Health and Safety (First Aid) Regulations 1981
FPA	Fire Precautions Act, 1971
FPWR	Fire Precautions (Workplace) Regulations, 1997, as amended 1999
FSA	Food Safety Act, 1990
FSO	Regulatory Reform (Fire Safety) Order, 2005
HSCER	Health and Safety (Consultation with Employees) Regulations, 1996
HWR	Hazardous Waste Regulations, 2005
LOLER	Lifting Operations and Lifting Equipment Regulations, 1998
MA	Medicines Act, 1968
MHO	Manual Handling Operations Regulations, 1992
NAW	Noise at Work Regulations, 1989/Control of Noise at Work Regulations, 2005
PoCA	Protection of Children Act, 1999
PPER	Personal Protective Equipment Regulations, 1992
PSSR	Pressure Safety Systems Regulations, 2000
PUWER	Provision and Use of Work Equipment Regulations, 1998
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013
SENDA	Special Educational Needs and Disabilities Act, 2001
SSAA	Social Security Administration Act, 1992
SRSCR	Safety Reps and Safety Committee Regulations, 1977
SSS	Health and Safety (Safety Signs and Signals) Regulations, 1996

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SVGA	Safeguarding Vulnerable Groups Act, 2006
WAHR	Working at Height Regulations, 2005
WEEE	Waste Electronic and Electronic Equipment Directive

## Other abbreviations:

AALA	Adventure Activities Licensing Authority
ACOP	Approved Code of Practice
ACLG	Approved Classification and Labelling Guide
BS	British Standards
CLEAPSS	Consortium of Local Education Authorities for the Provision of Science Services
CPM	Pastoral Mentor
DBS	Disclosure and Barring Service
DfE	Department of Education
EVC	Educational Visits Co-ordinator
LA	Local Authority
PARQ	Physical Activity Readiness Questionnaire
PPE	Personal Protective Equ