

# Trust Policy

## First Aid Policy



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### Contained within this document:

- Responsibilities
- Arrangements
- Assessment pro forma

### This policy should be read in conjunction with:

- Health and Safety Policy
- Medical Treatment of Pupils Procedure
- Educational Trips and Visits Policy



# First Aid Policy

## Policy/Procedure management log

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## Document history

Version	Date authored	Author	Date approved	Date issued
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V2	May 2017	A Ingram	June 2017	June 2017
V3	May 2018	M Harnan	June 2018	July 2018
V4	Aug 2020	A Ingram	Aug 2020	Sept 2020

# First Aid Policy

**For guidance in respect of providing First Aid during the coronavirus (COVID-19) outbreak please refer to Appendix 1.**

## Introduction

First aid is accepted to be: The provision of immediate care to a person with an injury or illness, with the aims of preventing further injury, preserving life and promoting recovery.

## Intent

Nova Education Trust recognises its responsibility to provide adequate first aid provision as required under H&S regulations and DfE guidance.

It will ensure that suitable arrangements are in place to comply with regulatory requirements relating to employees who are working for the trust and students who are under the care of trust employees or on trust property.

## Future Development

It is intended that the Estates Portal will go live on the NOVA Gateway from September 2018. This policy will be updated at that time to reflect the online reporting function for first aid incidents within schools.

## Responsibilities

The final responsibility for Health and Safety, which includes First Aid, rests with the Directors of the Trust.

The CEO of the trust is responsible for ensuring that the policy requirements are put in place and maintained but he/she may delegate the operational activities to ensure this takes place across the separate organisations within the trust. In the case of trust academy's/school's the CEO has delegated day to day operational responsibility to the Head of School/Headteacher.

All first aid trained staff are responsible for providing first aid assistance, within their competency, when it is required and to do this to the best of their abilities and training.

Non-first aid trained staff are required to act appropriately if they become aware of any individual requiring first aid whilst going about their normal employment. This includes acting within the bounds of "in loco parentis" and ensuring that the relevant trained personnel are informed of the situation as soon as possible.

Students within our academy's/school's also have responsibility for informing an appropriate adult as soon as possible if they become aware of an individual requiring first aid.

## Arrangements

The number and competency of first aiders available and the number and placement of first aid kits should be formally recorded by each school with a copy kept by the Head of School/Headteacher. A template first aid needs assessment is attached as Appendix 2.

The control of first aid equipment including regular re-stocking of first aid kits and re-supply requirements will be delegated by the Head of School/Headteacher to a specific member of staff within their own organisation nominally known as the 'First Aid Responsible Officer'. The First Aid Responsible Officer will also be responsible for the collation, recording and retention of first aid reports.

All first aiders must complete a first aid report form for each incident in which they are involved and after detaching the form from the book will pass this to the First Aid Responsible Officer.

All first aid reports will be assessed by the First Aid Responsible Officer to decide whether further action needs to be taken, this could include communication of information to the behavioural team, the initiation of an accident investigation or other activities which may arise as a result of the information detailed on the first aid report.

All first aid reports will be retained as hard copy or scanned pdf document until the child is at least 25 years old and also entered onto the Trust's electronic recording system for the creation of statistical information and reporting purposes.

All regulated information will be retained in compliance with the Data Protection Act requirements.

The reporting of incidents as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations will be delegated by the CEO/Head of School/Headteacher to a designated member of staff who will be supplied training to ensure they are competent to complete this function.

Details of all RIDDOR reportable incidents will be supplied to the Directors/Governors as soon as reasonably possible after the RIDDOR report has been completed.

Listings of current qualified first aiders and placement of the available first aid kits will be made available, at least termly, in an easily accessible format, by the First Aid Responsible Officer to all staff within their organisation.

Relevant first aid information to assist staff in ensuring their knowledge is up to date will also be made available, at least termly, in an easily accessible format, by the First Aid Responsible Officer to all staff within their organisation.

The administration of prescribed medicines is not part of the first aiders remit and is dealt with in the Nova Education Trust Supporting Pupils with Medical Conditions policy.

Arrangements should be made to take a first aid kit and a member of staff who is First aid trained on all off site trips. Further information can be found in the Nova Education Trust Educational Trips and Visits Procedure.

In school's\academy's that open their facilities for private hire customers must be advised that they should provide their own first aid personnel.

# Appendix 1

## First aid during the coronavirus (COVID-19) outbreak

First aiders should take account of the specific guidance on giving cardiopulmonary resuscitation (CPR) from the [Resuscitation Council UK](#).

### Guidance for first aiders

Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.

If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.

#### Preserve life: CPR

- Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- Ask for help. If a portable defibrillator is available, ask for it
- Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation
- If available, use:
  - a fluid-repellent surgical mask
  - disposable gloves
  - eye protection
  - apron or other suitable covering
- Only deliver CPR by chest compressions and use a defibrillator (if available) – **don't** do rescue breaths

#### Prevent worsening, promote recovery: all other injuries or illnesses

- If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- If giving first aid to someone, you should use the recommended equipment listed above if it is available
- You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible

#### After delivering any first aid

- Ensure you safely discard disposable items and clean reusable ones thoroughly
- Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible

## First aid cover and qualifications during the outbreak

### Keep enough first aid cover

If fewer people are coming into your workplace it may still be safe to operate with reduced first aid cover. You could also stop higher-risk activities.

## First aid certificate extensions

If you hold a first aid certificate that expires on or after 16 March 2020 and cannot access requalification training because of coronavirus, you may qualify for an extension. This applies to:

- First Aid at Work (FAW)
- Emergency First Aid at Work (EFAW)

### **How you qualify for the extension**

To qualify for the extension, you must be able to:

- explain why you haven't been able to requalify
- demonstrate what steps you have taken to access the training, if asked to do so

### **Requalification training in England**

The first aid training industry in England is confident that enough courses will now be available for all required requalification training to take place. HSE has therefore agreed a final deadline for requalification for these qualifications of **30 September 2020**.

### **Requalification training in Scotland and Wales**

It is accepted that training capacity in Scotland and Wales, and for some parts of the emergency services across Great Britain, might take longer to build.

The deadline for completing requalification training in Scotland and Wales (and in relevant GB emergency services), will therefore be reviewed by HSE over the coming months. Employers or certificate holders should still try to arrange requalification training at the earliest opportunity.

### **Annual refresher training**

If first aiders are unable to access annual refresher training face to face during the coronavirus (COVID-19) outbreak, HSE supports the use of online refresher training to keep their skills up to date.

HSE still strongly recommends that the practical elements of actual FAW, EFAW and requalification courses are delivered face to face, so that competency of the student can be properly assessed.

### **Interrupted first aid training**

If because of coronavirus you cannot complete training for your first aid qualification within the usual timeframe, training can restart at a later date as long as:

- a full recap of training delivered before the interruption is done before moving onto undelivered modules
- the awarding body is content that you can show:
  - a full understanding of all aspects of the course content
  - the knowledge required and competencies at the end of the training

## Appendix 2

### First aid needs assessment

Name of First Aid Responsible Officer: Carol Adams De Banke (Student Services Manager)

Building name and address:

Toot Hill School,  
The Banks,  
Bingham,  
Nottingham,  
Nottinghamshire,  
NG13 8BL

<b>First – aid personnel</b>	<b>Required Yes/No</b>	<b>Minimum Number required</b>
First aider with first aid at work certificate	Yes	39
First aider with emergency first aid at work certificate	Yes	2
Appointed person	No	0
<b>First aid equipment and facilities</b>	<b>Required Yes/No</b>	<b>Number required</b>
First aid container	Yes	See attached list
Additional equipment (Specify)	Yes	In reception
Travelling first aid kits	Yes	10
First aid room	Yes	Student services

#### Other additional notes:

Maximum expected number of staff and visitors on site at any one time – 298.

Maximum number of pupils expected to be on site at any one time – 1942.

Environment is medium hazard - particular attention to practical teaching areas and specifically PE (*amend as necessary*).

List of first aid kits:

<b>Room Location</b>	<b>Position in Location</b>
<b>AR1</b>	Store cupboard
<b>AR2</b>	Shelf
<b>AR3</b>	Store cupboard
<b>AR4</b>	Store cupboard
<b>Year 9 OFFICE</b>	Shelf
<b>SUTHERS</b>	
<b>Pippa's Office</b>	Shelf
<b>Suthers Kitchen</b>	Back room shelf
<b>Assessment Centre</b>	Main office
<b>Business</b>	Office cupboard
<b>Main Reception</b>	Front desk
<b>SCIENCE BLOCK</b>	
<b>Science 1st floor</b>	Technician's office
<b>Science 2nd floor</b>	Staff room office
<b>Science 3rd floor</b>	Technician's office
<b>History</b>	Cupboard
<b>Geography</b>	Year 7 Office
<b>PE Office 1</b>	Shelf above sink
<b>PE Office 2</b>	Shelf above sink



<b>PE Office 3</b>	Shelf above sink
<b>PE Fixture bag 1</b>	Shelf above sink
<b>PE Fixture bag 2</b>	Shelf above sink
<b>PE Hut (Track)</b>	Hut
<b>LRC</b>	office
<b>D&amp;T BLOCK</b>	
<b>Technician's Office</b>	Above sink
<b>DT1</b>	By internal door
<b>DT2</b>	By internal door
<b>DT3</b>	By sink
<b>DT4</b>	By sink
<b>DT5</b>	On wall by store

<b>DT5</b>	On wall by store
<b>DT6</b>	On wall by locker
<b>Learning Support</b>	On shelf in kitchen
<b>Academy Office</b>	above sink
<b>Reprographics</b>	<b>under desk</b>
<b>MATHS</b>	workroom
<b>NEW DT BLOCK</b>	
<b>Art (old cookery)</b>	on shelf
<b>Art Staff Room</b>	in cupboard
<b>Art Studio</b>	in cupboard
<b>PT1 - Photography</b>	in cupboard
<b>MU1 - Periera</b>	in cupboard
<b>mu2 - Foreman</b>	in cupboard

<b>NEW SCIENCE ROOMS</b>	
<b>Prep Room</b>	Under sink
<b>SC1 - no 38</b>	1st cupboard
<b>SC2 - no 39</b>	under desk
<b>SC4 - no 35</b>	1st cupboard on right
<b>SC5 - no 40</b>	1st cupboard on right

<b>Mobile 1st aid kits</b>		
1	<b>Stocked</b>	SS
2	<b>Stocked</b>	SS
3	<b>Stocked</b>	DoE Mark
4	<b>Stocked</b>	PW
5	<b>Stocked</b>	DoE Ross
6	<b>Stocked</b>	DoE Ross
7	<b>Stocked</b>	SS
8	<b>Stocked</b>	SS
9	<b>Stocked</b>	SS
10	<b>Stocked</b>	Biology
11	<b>Stocked</b>	SS
12	<b>Stocked</b>	SS
13	<b>Stocked</b>	DoE Ross
14	<b>Stocked</b>	SS
15	<b>Stocked</b>	SS
16	<b>Stocked</b>	SS
17	<b>Stocked</b>	Maths
18	<b>Stocked</b>	SS
19	<b>Stocked</b>	SS
20	<b>Stocked</b>	SS
21	<b>Stocked</b>	Year 7 Office
22	<b>Stocked</b>	SS
23	<b>Stocked</b>	MFL
24	<b>Stocked</b>	SS
25	<b>Stocked</b>	SS
26	<b>Stocked</b>	SS
27	<b>Stocked</b>	Mark Tinsley DoE
28	<b>Stocked</b>	SS
29	<b>Stocked</b>	SS
30	<b>Stocked</b>	SS
31	<b>Stocked</b>	SS

<b>Large 32</b>	<b>stocked</b>	Science
<b>Large 33</b>	<b>stocked</b>	SS
<b>Large 34</b>	<b>stocked</b>	DoE Ross Wickens
<b>Large 35</b>	<b>stocked</b>	SC4
<b>Large 36</b>	<b>stocked</b>	SHOP
<b>Large 37</b>	<b>stocked</b>	SS
<b>Large 38</b>	<b>stocked</b>	SC1
<b>Large 39</b>	<b>stocked</b>	SC2
<b>Large 40</b>	<b>stocked</b>	SC5
<b>41</b>	<b>Stocked</b>	SS
<b>42</b>	<b>Stocked</b>	SS
<b>43</b>	<b>Stocked</b>	SS
<b>44</b>	<b>Stocked</b>	SS
<b>45</b>	<b>Stocked</b>	SS
<b>46</b>	<b>Stocked</b>	SS
<b>47</b>	<b>Stocked</b>	SS
<b>48</b>	<b>Stocken</b>	SS
<b>49</b>	<b>Stocked</b>	SS
<b>50</b>	<b>Stocked</b>	SS
<b>51</b>	<b>Stocked</b>	SS
<b>52</b>	<b>Stocked</b>	Mark Tinsley DoE
<b>53</b>	<b>Stocked</b>	SS
<b>54</b>	<b>Stocked</b>	SS
<b>55</b>	<b>Stocked</b>	SS
<b>56</b>	<b>Stocked</b>	SS
<b>57</b>	<b>Stocked</b>	SS
<b>58</b>	<b>Stocked</b>	SS
<b>59</b>	<b>Stocked</b>	SS
<b>60</b>	<b>Stocked</b>	SS
<b>61</b>	<b>Stocked</b>	SS
<b>SMALL</b>		
<b>SMALL</b>		
<b>62</b>	<b>Stocked</b>	SS
<b>63</b>	<b>Stocked</b>	SS
<b>64</b>	<b>Stocked</b>	SS
<b>65</b>	<b>Stocked</b>	SS
<b>66</b>	<b>Stocked</b>	SS
<b>67</b>	<b>Stocked</b>	DoE Mark Tinsley
<b>68</b>	<b>Stocked</b>	SS
<b>69</b>	<b>Stocked</b>	SS
<b>70</b>	<b>Stocked</b>	SS
<b>71</b>	<b>Stocked</b>	SS
<b>72</b>	<b>Stocked</b>	SS
<b>73</b>	<b>Stocked</b>	SS

<b>74</b>	<b>Stocked</b>	DoE Mark Tinsley
<b>75</b>	<b>Stocked</b>	SS
<b>76</b>	<b>Stocked</b>	SS
<b>77</b>	<b>Stocked</b>	SS
<b>78</b>	<b>Stocked</b>	SS
<b>79</b>	<b>Stocked</b>	SS
<b>80</b>	<b>Stocked</b>	SS
<b>81</b>	<b>Stocked</b>	SS
<b>82</b>	<b>Stocked</b>	ICE
<b>83</b>	<b>Stocked</b>	SS
<b>84</b>	<b>Stocked</b>	SS

<b>85</b>	<b>Stocked</b>	SS
<b>86</b>	<b>Stocked</b>	SS
<b>87</b>	<b>Stocked</b>	SS
<b>88</b>	<b>Stocked</b>	SS
<b>89</b>	<b>Stocked</b>	SS
<b>90</b>	<b>Stocked</b>	SS
<b>91</b>	<b>Stocked</b>	SS
<b>92</b>	<b>Stocked</b>	SS
<b>93</b>	<b>Stocked</b>	SS

<b>94</b>	<b>Stocked</b>	SS
<b>95</b>	<b>Stocked</b>	SS
<b>96</b>	<b>Stocked</b>	SS
<b>98</b>	<b>Stocked</b>	SS
<b>99</b>	<b>Stocked</b>	SS
<b>100</b>	<b>Stocked</b>	SS
<b>101</b>	<b>Stocked</b>	SS
<b>102</b>	<b>Stocked</b>	SS
<b>103</b>	<b>Stocked</b>	SS
<b>104</b>	<b>Stocked</b>	SS
<b>105</b>	<b>Stocked</b>	SS
<b>106</b>	<b>Stocked</b>	SS

**First Aiders on site:**

FAW = First Aid at Work (3 Day Course)

SFA = Schools First Aid (1 Day Course)

EFAW = Emergency First Aid at Work (previously Appointed Persons) (1 Day Course)

First name	Surname	Department	Qualification	Expiry Date
Alex	Adams	MFL	EFAW	31.01.2020
Hannah	Bishop	Languages	EFAW	11.12.2020
Melody	Britton	PD Drama	EFAW	31.01.2020
Daniel	Cullingham	MFL	EFAW	17.09.2019
Adam	Elliot	Maths	EFAW	11.12.2020
Leanne	Graham	MFL	EFAW	31.01.2020
Amelia	Hall	PE	EFAW	20.06.2022
Tony	Harper	Maths	EFAW	28.03.2022
Lucy	Hughes	Biology	EFAW	15.06.2020
Dominic	Lynas	PE	EFAW	20.06.2022
Ash	Modi	PE	EFAW	31.01.2020
Laura	Munro	RE	EFAW	21.09.2020
Sarah	Lynas	PE	EFAW	15.06.2020
Chris	Mercer	Science, Physics	EFAW	13.06.2020
Micheala	Middleton	Sixth form	EFAW	28.03.2022
Dale	Mordue	PE	EFAW	28.03.2022
Gaynor	Revagliatte	Psychology	EFAW	28.03.2022
Charlotte	Robson	Humanities	EFAW	28.03.2022
Victoria	Salt	Geography	EFAW	31.01.2020
Izzy	Sheldon	PE	EFAW	28.03.2022
Faye	Starkey	History	EFAW	23.11.2019
Aaron	SurrIDGE- Taylor	DT	EFAW	28.03.2022
Lottie	Thompson	Science	EFAW	21.09.2020
Charlotte	Thomas		EFAW	23.08.2022
Mark	Tinsley	PE	EFAW	17.04.2022
Nat	Ward	PE	EFAW	21.09.2020
Ross	Wickens	PE	EFAW	23.11.2019
Janette	Warburton	Maths	EFAW	23.11.2019
Jane	Baker	Learning support	EFAW	28.03.2022
Sophie	Jones	Library assistant	EFAW	28.03.2022
Claire	Marris	Library manager	EFAW	23.11.2019
Jo	McCann	Learning support	EFAW	28.03.2022
Sam	Millar	Learning support	EFAW	28.03.2022
Michael	Leslie	Lead Behaviour Co-ordinator	EFAW	28.03.2022

Kath	Parkin	Events	EFAW	28.03.2022
Rebecca	Scott	Senior science technician/ H&S officer	EFAW	23.08.2022
Fiona	Short	Science	EFAW	02.11.2022
Gary	Turns	Site service	EFAW	23.03.2022
Karen	Hasekili	Learning support	Paediatric first aid	21.04.2020
Carol	Pike	Student services	FAW	08.12.2020
Graeme	Mason	Student services	FAW	14.10.2022
Lindsay	Regan	Student services	FAW	10.12.2022
Carol	Adams de Banke	Student services officer manager	FAW	09.10.2023