

# 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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Author	A Ingram
Date approved	June 2018
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Reviewer	COO

## Document history

Version	Date authored	Author	Date approved	Date issued
V1	April 2017	A Ingram		
V2	May 2017	A Ingram	June 2017	June 2017
V3	May 2018	M Harnan	June 2018	July 2018

# First Aid Policy

## 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.

## 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 1.

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 needs assessment

Name of First Aid Responsible Officer: Carol Adams De Bank (Student services Manager)

### Building name and address:

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

First – aid personnel	Required Yes/No	Minimum Number required
First aider with first aid at work certificate (FAW)	Yes	44
First aider with emergency first aid at work certificate (EFAW)	Yes	5
Appointed person	No	0
First aid equipment and facilities	Required Yes/No	Number required
First aid container	Yes	1 Reception 1 Student services 1 Science 1 PE 1 Design technology 1 Suther's Building
Additional equipment (Specify) Defibrillator	Yes	1 in reception
Travelling first aid kits	Yes	10
First aid room	Yes	1 in student services

### Other additional notes:

Maximum expected number of staff and visitors on site at any one time – 250

Maximum number of pupils expected to be on site at any one time – 2200

Environment is medium hazard - particular attention to practical teaching areas and specifically PE, Science and Technology.

**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>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>	PW
2	<b>Stocked</b>	PW
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>	PW
8	<b>Stocked</b>	PW
9	<b>Stocked</b>	PW
10	<b>Stocked</b>	Biology
11	<b>Stocked</b>	PW
12	<b>Stocked</b>	PW
13	<b>Stocked</b>	DoE Ross
14	<b>Stocked</b>	PW
15	<b>Stocked</b>	PW
16	<b>Stocked</b>	PW
17	<b>Stocked</b>	Maths
18	<b>Stocked</b>	PW
19	<b>Stocked</b>	PW
20	<b>Stocked</b>	PW
21	<b>Stocked</b>	Year 7 Office
22	<b>Stocked</b>	PW
23	<b>Stocked</b>	MFL
24	<b>Stocked</b>	PW
25	<b>Stocked</b>	PW
26	<b>Stocked</b>	PW
27	<b>Stocked</b>	Mark Tinsley DoE
28	<b>Stocked</b>	PW
29	<b>Stocked</b>	PW
30	<b>Stocked</b>	PW
31	<b>Stocked</b>	PW
<b>Large 32</b>	<b>stocked</b>	Science
<b>Large 33</b>	<b>stocked</b>	PW
<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>	PW
<b>Large 38</b>	<b>stocked</b>	SC1
<b>Large 39</b>	<b>stocked</b>	SC2
<b>Large 40</b>	<b>stocked</b>	SC5
41	<b>Stocked</b>	PW
42	<b>Stocked</b>	PW



43	Stocked	PW
44	Stocked	PW
45	Stocked	PW
46	Stocked	PW
47	Stocked	PW
48	Stocken	PW
49	Stocked	PW
50	Stocked	PW
51	Stocked	PW
52	Stocked	Mark Tinsley DoE
53	Stocked	PW
54	Stocked	PW
55	Stocked	PW
56	Stocked	PW
57	Stocked	PW
58	Stocked	PW
59	Stocked	PW
60	Stocked	PW
61	Stocked	PW
SMALL		
SMALL		
62	Stocked	PW
63	Stocked	PW
64	Stocked	PW
65	Stocked	PW
66	Stocked	PW
67	Stocked	DoE Mark Tinsley
68	Stocked	PW
69	Stocked	PW
70	Stocked	PW
71	Stocked	PW
72	Stocked	PW
73	Stocked	PW
74	Stocked	DoE Mark Tinsley
75	Stocked	PW
76	Stocked	PW
77	Stocked	PW
78	Stocked	PW
79	Stocked	PW
80	Stocked	PW
81	Stocked	PW
82	Stocked	ICE
83	Stocked	PW
84	Stocked	PW

<b>85</b>	<b>Stocked</b>	PW
<b>86</b>	<b>Stocked</b>	PW
<b>87</b>	<b>Stocked</b>	PW
<b>88</b>	<b>Stocked</b>	PW
<b>89</b>	<b>Stocked</b>	PW
<b>90</b>	<b>Stocked</b>	PW
<b>91</b>	<b>Stocked</b>	PW
<b>92</b>	<b>Stocked</b>	PW
<b>93</b>	<b>Stocked</b>	PW
<b>94</b>	<b>Stocked</b>	PW
<b>95</b>	<b>Stocked</b>	PW
<b>96</b>	<b>Stocked</b>	PW
<b>98</b>	<b>Stocked</b>	PW
<b>99</b>	<b>Stocked</b>	PW
<b>100</b>	<b>Stocked</b>	PW
<b>101</b>	<b>Stocked</b>	PW
<b>102</b>	<b>Stocked</b>	PW
<b>103</b>	<b>Stocked</b>	PW
<b>104</b>	<b>Stocked</b>	PW
<b>105</b>	<b>Stocked</b>	PW
<b>106</b>	<b>Stocked</b>	PW

**First aid trained staff**

<b>First name</b>	<b>Surname</b>	<b>Department</b>	<b>Qualification</b>	<b>Expiry Date</b>
Alex	Adams	MFL	EFAW	31.01.2020
Amy	Bell	English and media	EFAW	25.04.2019
Tamsin	Bickley	English	EFAW	12.07.2019
Hannah	Bishop	Languauges	EFAW	11.12.2020
Melody	Britton	PD Drama	EFAW	31.01.2020
Maria	Cassidy	PD Art	EFAW	26.01.2019
Debbie	Clarke	Maths	EFAW	18.04.2019
Anthony	Clohesy	Maths	EFAW	26.01.2019
Daniel	Cullingham	MFL	EFAW	17.09.2019
Sherrie	Docherty	RE	EFAW	18.04.2019
Adam	Elliot	Maths	EFAW	11.12.2020
Chris	Eardley	Science, SLT	EFAW	26.01.2019
Leanne	Graham	MFL	EFAW	31.01.2020
Nicola	Gibbs	Art	EFAW	18.04.2019
Amelia	Hall	PE	EFAW	12.07.2019
Chelsea	Hall	PE	EFAW	14.07.2019
Sarah	Hawthorne	Art, SLT	EFAW	26.01.2019
Lucy	Hughes	Biology	EFAW	15.06.2020
Hannah	Law	History	EFAW	10.06.2018
Dominic	Lynas	PE	EFAW	12.07.2019
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	14.01.2019
Michaela	Middleton	Law	EFAW	28.04.2019
Catherine	Mitchell	English	EFAW	26.01.2019
Dale	Mordue	PE	EFAW	14.07.2019
Briony	Pereira	Music	EFAW	14.07.2019
Gaynor	Revagliatte	Psychology	EFAW	12.07.2019
Victoria	Salt	Geography	EFAW	31.01.2020
Faye	Starkey	History	EFAW	23.11.2019
Lottie	Thompson	Science	EFAW	21.09.2020
Mark	Tinsley	PE	EFAW	13.04.2019
Nat	Ward	PE	EFAW	21.09.2020
Chloe	Ward	Art	EFAW	10.06.2018
Ross	Wickens	PE	EFAW	23.11.2019
Janette	Warburton	Maths	EFAW	23.11.2019
Jane	Baker	Learning support	EFAW	26.01.2019
Angela	Harrison	Learning support	EFAW	26.01.2019
Julia	Morton	Learning support	EFAW	11.12.2020
Claire	Marris	Library manager	EFAW	23.11.2019
Michael	Leslie	Lead Behaviour Co-ordinator	EFAW	14.07.2019
Rachel	Dobbs	Data	EFAW	10.06.2018

Gary	Turns	Site service	EFAW	25.04.2019
Devon	Adams	CLA (3 day trained first aider)	FAW	25.01.2019
Kath	Parkin	Operations Manager	FAW	12.08.2019
Lindsay	Regan	Student services	FAW	13.01.2019
Ian	Davies	Student services	FAW	26.04.2019
Carol	Adams de Banke	Student services officer manager	FAW	21.06.2019