Aspire First Aid Policy

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1. Purpose and context

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and trustees are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and guidance

This policy is based on advice from the Department for Education on first aid in schools and health and safety in schools, and guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:

- The Health and Safety (First-Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our trust's funding agreement and articles of association.

3. Roles and responsibilities

All employees are responsible for:

- Complying with the school's arrangements for first aid
- Reporting any adverse events which could give rise to (or have resulted in) an accident
- Ensuring they know who the first aiders and/or appointed person(s) are at their site
- Completing accident/incident reports via Smartlog where a first aider is not called
- Informing their line manager and HR manager of any specific health conditions or first aid needs

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils, staff and visitors. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Appointed Persons are responsible for:

- Looking after the first aid equipment and ensuring that first aid kits are complete and equipment in date
- Maintaining a record of checks of first aid equipment
- Calling the emergency services in an emergency
- Keeping first aid signage up to date.

Appointed persons do not need any formal training. An appointed person must be available whenever people are at work. There is an Appointed Person at each Aspire site.

Qualified First Aiders are responsible for:

- Administering initial first aid to students and refer to hospital where necessary
- Liaise with appropriate staff with regard to medical care plans for students
- Complete statutory documentation regarding health and safety / accident forms / medical returns as appropriate
- Ensuring their training remains up to date and logging details of training completed with HR

There are at least two qualified first aiders at each Aspire site.

The **Head of School or Services** is responsible for:

- Ensuring that all accidents are reported, recorded, and where appropriate, investigated
- Ensuring that all occasions when first aid is administered are recorded
- Ensuring that the school's premises and vehicles are equipped with sufficient apparatus and materials to carry out first aid treatment
- Ensuring that all staff are provided with information regarding the arrangements for first aid in the school or service.

The **Operations Lead** is responsible for:

- Ensuring that the right staff are trained in first aid, and that appropriate numbers of first-aiders are qualified to carry out their duties
- Monitoring and quality assuring the implementation of this policy
- Investigating accidents/incidents as appropriate including reporting specified incidents to the HSE when necessary

The **Trustees** are responsible for:

- Reviewing the first aid policy
- Ensuring that the members of the Executive Leadership Team have sufficient resources to implement this policy at each of their schools and services
- Monitoring the implementation of the policy

4. First aid procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives
- If the injured person (or their parents, in the case of pupils) has not provided their consent to

the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)

- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the appointed person will contact parents immediately
- The first aider (or staff member if no first aider is called) will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

Off-site procedures

When taking pupils off the school premises, staff will ensure that they have the following:

- A mobile phone
- A portable first aid kit
- Knowledge of specific medical needs of pupils (eg asthma/epilepsy) and any emergency medication

Risk assessments will be completed by the staff member in charge of taking pupils off the school premises.

5. Record keeping and reporting

- An accident form must be completed on Smartlog on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident

Reporting to the HSE

The Operations Lead will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation. The Operations Lead will report these to the HSE in accordance with HSE requirements.

6. Training

The appointment of first aiders at each school or service will meet or exceed the requirements as calculated. In determining who should be trained in first aid, the Head of Site should consider:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- Availability to leave normal duties to go immediately to an emergency

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. Aspire will keep a register of all trained first aiders, what training they have received and when this is valid to.

Aspire will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

7. Medical accommodation

Aspire does not have a designated medical room at each site due to the size of the premises and number of staff and students on site. However, at each site there are suitable spaces for the medical examination and treatment of pupils.

8. Monitoring

This policy will be reviewed by the Operations Lead annually. At every review, the policy will be approved by the Board of Trustees.

The first aid provision will be reviewed by the Operations Lead each term to ensure there are sufficient first aiders at each site.