



First Aid Policy

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1. Introduction

The health and safety of all members of those accessing provision across the Voyage Education Partnership (the Trust) is of utmost importance. This first aid policy is created with the aim of ensuring that all staff members, visitors to the Trust, pupils and parents are aware of standard first aid procedures that will be followed in the event of any major or minor illness, accident or injury, and how they can contribute to the effective resolution of such incidents.

In addition to this the Trust recognises that under Section 100 of the Children and Families Act 2014 it has an additional duty to make arrangements for supporting pupils at their academies with medical conditions. This is done through the creation of individual healthcare plans. These will be drawn up in consultation with health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported and that no pupil will be excluded from full access to education, including school trips and physical education on the grounds of their medical condition. This policy must be read in conjunction with the Trust's Management of Learners with Medical Needs Policy.

This policy is created and maintained by the Trust's Health and Safety Team and is put into practice in conjunction with the Trust's health and safety policy. The Trust expects all staff and pupils to be familiar with this policy, as with all Trust policies. The Trust Board will ensure that this policy and all individual healthcare plans will be reviewed regularly and be readily accessible to parents and staff.

Staff should always dial 999 for emergency services in the event of a serious emergency, medical or otherwise, before implementing the terms of this policy.

2. Roles and Responsibilities

The Trust Board holds the overall responsibility for ensuring that the Trust has an up to date first aid policy, and effective first aid provision, personnel, and equipment in place.

The Trust Board must further ensure that arrangements are in place to support pupils with medical conditions and in doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child.

The Trust should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. However, it is the Headteacher that is in the best position to monitor the first aid provision in each academy on a day-to-day basis.

2.1 The Headteacher

The Headteacher is responsible for ensuring that first aid provision is up to standard on a day-to-day basis. If this task is delegated to another member of staff, the Headteacher is responsible for ensuring that the member of staff is adequately equipped, qualified and willing to carry out this role, and that first aid risk assessments are carried out regularly.

The Headteacher (or their nominated representative) will ensure that all individual healthcare plans are regularly reviewed and remain relevant and up to date. The plans will be reviewed at least annually, or earlier if evidence is presented that the child's needs have changed. They will be developed with the child's best interests in mind and ensure that the academy assesses and manages risks to the child's education, health and social wellbeing and minimises disruption. The Headteacher is responsible for ensuring that all staff are aware of the policy for

supporting pupils with medical conditions and understand their role in its implementation. Headteachers should ensure that all staff who need to know are aware of the child's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.

2.2 First Aiders

First aiders are members of staff who have completed a Health and Safety Executive (HSE) approved first aid course and hold a valid certification of competence in First Aid at Work [FAW]/Emergency First Aid at Work [EFAW]. First aiders receive updated training every 3 years, and first aiders must make sure that their certificates are kept up to date through liaison with the Headteacher. First aiders are required to give immediate first aid to staff, pupils and visitors to our sites when it is needed and ensure that emergency services are called when necessary.

There will be at least one first aider on site when children are present. Pupils will be made aware of which members of staff are designated first aiders and will be notified of any changes to who holds these positions when they occur.

2.3 All Staff

Staff who are not designated first aiders still have responsibility for first aid provision throughout school. All staff should be aware of this policy, the school's health and safety policy, and basic first aid. Staff should:

- ensure that they are familiar and up to date with the Trust's first aid policy and standard procedures
- keep their managers informed of any developments or changes that may impact on the first aid provision, including any incidents that have already occurred
- ensure that all the correct provisions are assessed and in place before the start of any activity
- ensure that activities that they are supervising or organising are risk assessed, and in line with the Trust's health and safety policy, to reduce the risk of accident or injury
- cooperate fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance
- ensure that any equipment used is properly cared for and in the proper working order, including first aid boxes around the site. Any defects should be immediately reported to a senior manager and that piece of equipment should not be used.
- be aware of the needs of pupils with medical conditions that they teach
- know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help
- where appropriate to the needs of the pupil, teachers and other staff may be asked to provide support, including the administering of medicines for pupils with individual healthcare plans. Where this is the case, staff should receive sufficient and suitable training to achieve the necessary level of competency before taking on responsibility to support children with medical conditions

- staff will not be asked to administer prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any individual healthcare plans). The Trust recognises that a first aid certificate is not appropriate training in this instance
- a designated member of staff will be responsible for ensuring that all supply staff and new staff members are fully briefed as to the needs of any pupil with individual healthcare plans which they are likely to encounter.

Volunteers have the same responsibilities for health and safety as any other staff and will be expected to be familiar with the Trust's health and safety policy and procedures.

3. First Aiders and Equipment

Each site will determine the number of trained first aiders and the quantity and location of first aid equipment based on an academy specific first aid risk assessment.

4. Information on Pupils

Parents must provide written consent for the administration of first aid and medical treatment by staff to their child before their child is admitted to an academy.

All academy staff will be made aware of which pupils have access to asthma inhalers, EpiPens, injections, or similar medical equipment and for whom individual healthcare plans have been created.

5. Procedure in the Event of an Illness, Accident or Injury

5.1 Illness

If a pupil falls ill while in a lesson, they should immediately tell the member of staff in charge, who will assess the situation and decide the best course of action. Pupils who are clearly in pain, are distressed, or are injured will never be required to go to seek support from a first aider unaccompanied.

The first aider will administer the appropriate first aid, and parents will be called to pick up their child if they are too unwell to complete the rest of the school day. If a parent or carer is unable to get to the academy to pick up the child, the child will remain in the office/medical room until they are able to get there at the end of the school day or arrange for another family member or carer to collect them.

If a child who is sent home early is still too unwell to attend school the next day, parents should follow the procedure outlined under the subheading below. The Trust aims to reduce the risk of a spread of infection or illness and asks parents to keep their child at home where there is risk. Staff will work with pupils who have missed classes to ensure that they are able to catch up on all the classwork that has been done in their absence.

If a member of staff is unwell, he or she may visit a first aider throughout the school day but should ensure that their manager is aware of class cover that has been arranged or needs to be arranged either for a single lesson or for a prolonged period of time.

5.2 Accident or Injury

In the case of an accident or injury, the member of staff in charge should be informed immediately. They will assess the situation and determine whether or not emergency services need to be called. A first aider should be called for as soon as possible and should be informed of the injury. First aiders are not paramedics, and if the

first aider feels they cannot adequately deal with the injury, then they should arrange for access to appropriate medical care without delay.

5.3 Emergency Services

An ambulance should always be called by staff in the following circumstances:

- a significant head injury
- fitting, unconsciousness, or concussion
- difficulty in breathing and/or chest pains
- a severe allergic reaction
- a severe loss of blood
- severe burns or scalds
- the possibility of a serious fracture
- in the event that the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, or if they are unsure of the correct treatment.

If an ambulance is called, the member of staff in charge should ensure that access to the site is unrestricted and that the pupil/staff member can be easily accessed by emergency services when they arrive.

Pupils who are taken to hospital in an ambulance will be accompanied by a member of staff unless parents are able to reach the site in time to go with their child themselves. Ambulances will not be delayed for waiting for parents to arrive at the site. Parents will be informed immediately of any medical emergency and told which hospital to go to.

All accidents and injuries must be reported. (Refer to Section 7 Reporting Accidents)

6. Procedure in the Event of Contact with Blood or Other Bodily Fluid

The Trust understands the importance of ensuring that the risk of cross-contamination is reduced as far as is reasonably practicable, and the training that staff and first aiders undertake outlines the best practice for this. It is important that the first aider at the scene of an accident or injury takes the following precautions to avoid risk of infection to both them and other pupils and staff:

- cover any cuts and grazes on their own skin with a waterproof dressing
- wear suitable disposable gloves when dealing with blood or other bodily fluids
- wash hands after every procedure.

If the first aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids that are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water
- wash splashes out of eyes with tap water or an eye wash bottle
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water
- record details of the contamination
- arrange for the proper containment, clear-up and cleansing of the spillage site
- report the incident to the Trust's Health and Safety Manager and take medical advice if appropriate.

7. Reporting Accidents, Emergencies and First Aid Administration

Any first aider who has administered first aid or medication should fill out an incident report form on Every.

All members of staff supervising at the time of the incident should make a separate report. The date, time and place, what happened, actions taken, injuries or a brief outline of the illness, and first aid administered should be recorded.

Accidents that fall under health and safety issues should also be reported in line with procedures outlined in the school health and safety policy.

All injuries that have occurred, and first aid that has been carried out both on and off-site, should be reported on Every, no matter how minor the injury.

A written record should also be kept of all medicines that are administered to children, including those prescribed for pupils with individual healthcare plans.

The first aider is also responsible for ensuring that parents are kept up to date as is appropriate regarding the health of their child in school, injuries that they have sustained, and medical treatment that they are receiving. In an emergency situation or in the case of a serious injury, parents will be informed as soon as is practicably possible.

7.1 Serious Incidents

Serious incidents will also be recorded and reviewed by the Trust's Executive Team. The Executive Team will review cases of serious incidents and determine what, if any, steps could be taken in order to ensure that the same accident does not happen in the future. The types of minor accidents reported (no personal details discussed) will be reviewed at Health and Safety review meetings to determine whether there are any accident trends that could be avoided.

7.2 Reporting to HSE

The Trust is legally required to report certain injuries, diseases and dangerous occurrences to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Where there is a death or major injury this should be reported by calling the Incident Contact Centre (ICC) on 0845 300 9923 (opening hours Monday to Friday 8.30am to 5pm). All other reportable injuries should be reported online [<http://www.hse.gov.uk/riddor/report.htm>].

It is the responsibility of the Trust's Health and Safety Manager to report to the HSE when necessary. Incidents that need to be reported include but are not limited to the following:

Incidents involving staff:

- Work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs).
- Work related accidents that prevent the injured person from continuing with his/her normal work for more than seven days must be reported within 15 days (note that even though over-three-day injuries do not need to be reported, a record must still be retained).
- Cases of work-related diseases that a doctor notifies the school of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer).

- Certain dangerous occurrences (near misses – reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substances that may cause injury to health).

Incidents involving pupils, parents, or visitors:

- Accidents which result in the death of a person that arose out of or in connection with the school's activities.
- Accidents which result in an injury that arose out of or in connection with the Trust's activities and where the person is taken from the scene of the accident to hospital for treatment.

For most types of incidents, including accidents resulting in the death of any person, accidents resulting in specified injuries to workers, non-fatal accidents requiring hospital treatment to non-workers and dangerous occurrences, the responsible person must notify without delay, in accordance with the reporting procedure in Schedule 1 of RIDDOR. A report must be received within 10 days of the incident. For accidents resulting in the over-seven-day incapacitation of a worker, the school will notify the enforcing authority within 15 days of the incident, using the appropriate online form.

The Trust will keep a record of any reportable injury, over-seven-day injury, disease or dangerous occurrence. This will either be a copy of the submitted RIDDOR report OR a separate record which will include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

7.3 Incident Investigations

An investigation may be launched by the Trust's Health and Safety team in the case of accidents or incidents that fall under RIDDOR. Accident reports will be reviewed, and witnesses may be interviewed.

Senior managers may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.