



THE PRIORY  
LEARNING TRUST

# First Aid Policy

## Policies approved by the Board of Trustees


Signed: 

Name: Barry Wratten

Date: 1<sup>st</sup> September 2020

Chair of Board of Trustees

## Authorised for Issue

Signed: 

Name: Neville Coles

Date: 1<sup>st</sup> September 2020

Chief Executive Officer

## History of Policy Changes

Date	Version	Change	Origin of Change e.g. TU request, change in legislation.	Changed by
May 2020	1	Creation of policy.	Trustees' review	Gail Webb

This policy applies to The Priory Learning Trust and all its academies

Date policy adopted	September 2020
Review cycle	Annual
Review date	May 2021

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## 1. Aims

The health and safety of all members of the Academy community and visitors to the Academy is of utmost importance. This first aid policy is created with the aim of ensuring that all staff members, visitors to the Academy, 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 Academy 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 Academy 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 Academy trips and physical education on the grounds of their medical condition.

## 2. Roles and responsibilities

The Principal

The Principal 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 Principal 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 Academy nurse/first aid coordinator

The Academy nurse/first aid coordinator is responsible for ensuring that the first aid provision in Academy is up to standard and that any shortfalls in provision are identified and dealt with immediately.

Qualifications and training

A first aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE. Training courses cover a range of first aid competences. However, standard first aid at work training courses do not include resuscitation procedures for children. There should be arrange appropriate training for their first-aid/ first aid coordinator. First aid at work certificates are only valid for three years therefore refresher training and retesting of competence must be undertaken before certificates expire. If a certificate expires, the individual will have to undertake another full course of training to become a first aider. However, employers can arrange for first aiders to attend a refresher course up to three months before the expiry date of their certificate. The new certificate takes effect from the date of expiry. Academies should keep a record of first aiders and certification dates.

Academy staff

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

Pupils

Pupils at the Academy should be familiar with this policy and should ensure that they are aware of who the Academy staff first aiders are. If they are unsure, they should ask a

member of staff.

## Parents

Parents can help the Academy maintain effective first aid provision by ensuring that all information about their child /children's medical and health needs are shared with the Academy.

### **3. Visitors to the Academy**

Visitors to the Academy are expected to take care around Academy and have reasonable responsibility for the safety of themselves and other members of the Academy community. All visitors will have access to this first aid policy, as well as the Academy health and safety policy. Names of Academy first aiders are displayed around the Academy/in each Academy department.

### **4. Information on students**

Parents must provide written consent for the administration of first aid and medical treatment by Academy staff to their child before their child is admitted to the Academy. The Academy takes pupil privacy and confidentiality very seriously. The Academy nurse / First Aid Coordinator will be responsible for sharing medical information to other staff on a need-to-know basis. See further information the Children with Health Needs That Cannot Attend Academy Policy.

### **5. Managing medicines on Academy premises**

The Academy is only responsible for administering medicines when not to do so would be detrimental to the pupil's health or Academy attendance. The Academy requires that parents should always notify the Academy of any side effects of any medication to be administered at Academy.

### **6. Reporting to HSE**

The Academy is legally required to report certain injuries, diseases and dangerous occurrences to the HSE. 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>].

### **7. Incident investigations**

An investigation may be launched by external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed.

Senior managers or governing bodies 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.

## 8. Policy review

The working of this policy will be reviewed by the Trustees annually. As well as examining the specific review data, the policy statement will be checked for continuing relevance against any changed statutory requirements.