



Newark Academy

First Aid Policy

1. Introduction

Newark Academy through this policy, seeks to effectively meet the first aid needs of staff, students and visitors, in particular supporting the academy as a safe place to work, learn and engage.

In accordance with regulations and guidance, Newark Academy will ensure first aid provision appropriate to needs of its employees, students and visitors. The amount and type of first aid provision will be determined by risk assessment and reference to best practice including reference to the number of people usually on site.

2. Roles and responsibilities

The Head of School is responsible for ensuring adequate levels of first aid provision at Newark Academy, in consultation with senior school staff and due regard to departmental practice and should consult the health and safety officer if in doubt regarding meeting requirements.

Responsibility for ensuring first aid to support off-site activities lies with the activity organiser and authorising manager.

3. Definition of First Aid

First aid is defined as the treatment of injury or illness suffered at Newark Academy, whether or not caused by school activities undertaken, in order to save life and prevent conditions worsening, together with the calling of the Ambulance Service when required. This definition does not include administering tablets or medicines.

There can be circumstances, separate from first aid situations, where school staff may be authorised to support the taking of prescription medicines as part of their duties.

4. First Aid Risk Assessment

First aid provision should be readily available at all times during the normal school operating hours.

To assess first aid needs the Head of School must consider the following:

- The outcomes of the risk assessments in the school.
- The number of people on site, school growth expected and DfE guidelines.
- Past accident history and first aid requirements.
- Distribution of staff and students across the school.
- Out of hours working.

For all work situations the Head of School will ensure at least the following minimum requirement is met:

- A first aid box.
- A Duty First Aider – First Aid at Work Qualified.
- Sufficient notices to inform staff, students and visitors how to access first aid.

5. First Aid Staffing

The Newark Academy has assessed that three FAW qualified members of staff and one EFAW member of staff will be retained. Training has also been provided to several other members of staff who are willing to assist in emergency situations.

Recertification is needed every 3 years. When a First Aider administers help they must make a note of the main details of the incident in the first aid record book. It is also recommended that a refresher course is completed annually between requalification to keep first aid skills fresh.

Appointed Person – the minimum requirement at all times is the presence of an Appointed Person to look after the first aid equipment and to call an ambulance if necessary.

Appointed Persons can attend an Emergency First Aid at Work (usually 1 day) course enabling a first aider to give emergency first aid to someone who is injured or becomes ill while at work. They should not attempt to give first aid for which they are not trained.

Appointed Persons are not necessary when there is an adequate number of First Aiders. When an Appointed Person administers help they must make a note of the main details of the incident in the first aid record book.

All first aid incidents and treatments must be recorded in the first aid book. More serious occurrences – accidents/ill health should be recorded on an Accident Report Form. This form should be completed by the teacher in charge and be supported by the first aider for the incident.

For recreational sporting situations led by the school, consideration must be given as to the best type of first aid qualification for the activity, environment and participant. National Governing Bodies for sport will often run or recommend particular first aid qualifications as part of their leadership awards. If the activity is taking place at a leisure centre or similar facility, group leaders must check first aid provision at the facility. This may replace or supplement first aid provision from the school according to need.

6. Recruiting First Aiders

Employees who are recruited or volunteer for First Aider training must be reliable, be able to cope with emergency situations, have good communication skills, be able to leave their normal duties immediately and be fit enough to administer first aid.

7. Cover for Absent First Aiders

Where the risk assessment has indicated a certain number of First Aiders is required, then a First Aider should be available whenever the need arises. The numbers recruited and trained must be sufficient to cover for annual leave and other planned absences.

An Appointed Person cannot act as routine cover for absent First Aiders if the risk assessment has indicated that a First Aider is needed – they can only give cover when the absence of the First Aider is due to ‘exceptional, unforeseen and temporary’ circumstances.

8. First Aid Room

The school has a first aid room which is located on the ground floor adjacent to the reception area.

8.1 Contents of a first-aid container

There is no mandatory list of items for a first-aid container. However, the HSE recommend that, where there is no special risk identified, a **minimum** provision of first-aid items would be:

- a leaflet giving general advice on first aid;
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
- one pair of disposable gloves.

Equivalent or additional items are acceptable.

Travelling first-aid containers

Before undertaking any off-site activities, the trip organiser will assess what level of first-aid provision is needed. The HSE recommend that, where there is no special risk identified, a **minimum** stock of first-aid items for travelling first-aid containers is:

- a leaflet giving general advice on first aid;
- six individually wrapped sterile adhesive dressings;
- one large sterile wound dressing - approximately 18cm x 18cm;
- two triangular bandages;
- two safety pins;
- individually wrapped moist cleansing wipes;
- one pair of disposable gloves.

Equivalent or additional items are acceptable. Additional items may be necessary for specialized activities.

9. Communication of First Aid and Emergency Procedures

The agreed first aid arrangements will be recorded in writing and communicated clearly to all staff and visitors (as necessary). These arrangements must include details of how to obtain emergency first aid support and contact the emergency services.

Suitable signs should be used to communicate the names and contact details of First Aiders.

10. Policy Review

This policy will be subject to review on an annual basis or as a result of any of the following:

- Changes to key roles or the school's management structure.
- Major changes to work arrangements, the implementation of new work processes, significant changes to numbers of people on site.
- If audit or risk assessment indicate a need for review.
- Lessons identified from an incident or exercise.
- Changes to legislation.
- When consultations with employees highlight deficiencies.
- On request by an interested third party.
- As a result of a significant change to the workforce.