



# First Aid Policy

## The Lodestar Academy

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This policy will be reviewed annually. The academy reserves the right to amend this policy, following consultation, where appropriate.

Policy Owner:	Steven Hulme (Headteacher)
Queries to:	Steven Hulme (Headteacher)
Date created:	September 2023

Date of last review:	n/a
Date of next review:	September 2024

## 1. What is this policy about?

The aims of our first aid policy are to:

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

The academy will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making sure there are cover arrangements to ensure someone is always available to support students with medical conditions

This policy is based on advice from the Department for Education on first aid in Colleges and health and safety in Colleges, and the following legislation:

- First Aid in Schools 2022 – Department for Education
- Notes on Infectious Diseases in Schools and Nurseries (Spotty Book) – Public Health England updated Sept 2019
- 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 2006 (amendment), 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 2006 , 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 College Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of students

## **2. Who Does this Policy Apply to?**

This policy applies to all staff including the governing body, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for or provide services on behalf of the academy(collectively referred to as 'staff' in this policy) as well as young people and parents/carers.

## **3. Policy Requirements**

### **3.1 Roles and responsibilities**

#### **The Governors**

The Governors have ultimate responsibility for health and safety matters in the College, to make arrangements to support students with medical conditions but delegate operational matters and day-to-day tasks to the Site Manager and staff members. The governors will ensure that sufficient staff have received suitable training and are competent before they are responsible for administering first aid or supporting children with medical conditions.

#### **The Headteacher**

The Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy, including in contingency and emergency situations
- Make sure that school staff are appropriately insured and aware that they are insured to support students in this way
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

### **Staff**

Staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in the academy are
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

### **The Premises Manager**

The Premises Manager is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained personnel are present in the academy at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of students
- Reporting specified incidents to the HSE when necessary (see section 6)

## **Parents**

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
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## **3.2 First Aid Procedures**

### **Appointed person(s) and First Aiders**

The academy's current first aiders are retained on a list maintained by the administration team. The main first aid leads are Steven Hulme (Headteacher) and Paul Filtness (Premises Manager). They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending students home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident. (In addition, more serious incidents to be recorded and logged on the Torbay Online System)
- Keeping their contact details up to date

The academy's first aiders are listed in Appendix B. Their names will also be displayed prominently around the academy.

### **In-Academy Procedures**

In the event of an accident resulting in injury:

- The closest member of staff present will seek the assistance of a qualified first aider, 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 scene until help arrives
- 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 student is too unwell to remain in the academy, 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, reception/administration staff will contact parents immediately
- The first aider will complete an accident report. This should be completed on the same day or as soon as is reasonably practical after an incident resulting in an injury
- Any injuries that pertain to meet Local Authority thresholds must also be recorded on the Torbay Online System at the same time

### **Off-Site Procedures**

When taking students off the academy premises, staff will ensure they always have the following:

- Trip Leader mobile phone
- A portable first aid kit
- Information about the specific medical needs of students
- Parents' contact details

Risk assessments will be completed by the trip leader via Evolve prior to any educational visit that necessitates taking students off academy premises.

A typical first aid kit in our academy will include the following:

- Regular and large bandages
- Eye pad bandages

- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses

No medication is kept in first aid kits. First aid kits are stored in:

- The medical room cupboard
- Reception
- The academy kitchen
- Academy vehicles
- Any area deemed as higher risk due to nature of equipment or activities undertaken

### **3.3 Record-Keeping and Reporting**

Written records are kept of all medicine & first aid administered to students. Parents will be informed if their student has been unwell at school.

An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury. All facts and outcomes should be completed.

More serious injuries need to be recorded using the Torbay online system.

Records held on the above system will be retained by the academy for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

The Site Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4,

5, 6 and 7). The Site Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident on the Torbay Online System.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
  - Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
  - Where an accident leads to someone being taken to hospital
  - Near-miss events that do not result in an injury, but could have done.

Examples of near-miss events relevant to academies include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion



Information on how to make a RIDDOR report is available here:

- How to make a RIDDOR report, HSE <http://www.hse.gov.uk/riddor/report.htm>

### **3.4 Training**

Staff who are responsible for supporting students with medical needs and first aid will receive suitable and sufficient training to do so. Training will be kept up to date. Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the students
- Help staff to understand the specific medical conditions they are being asked to deal with, their implications and preventative measures Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All academy staff are able to undertake first aid training if they would like to. All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The academy will keep a register of all trained first aiders, what training they have received and when this is valid until. Staff are encouraged to renew their first aid training when it is no longer valid.

## 4. Equality Impact Assessment

### 1. Summary

<b>This EIA is for:</b>	First Aid Policy
<b>EIA completed by:</b>	Steven Hulme (Headteacher)
<b>Date of assessment:</b>	September 2023
<b>Assessment approved by:</b>	LGB

The academy is committed to always: avoiding the potential for unlawful discrimination, harassment and victimisation; advancing equality of opportunity between people who share a protected characteristic and those who do not; and, foster good relations between people who share a protected characteristic and those who do not.

An Equality Impact Assessment (EIA) is a tool for identifying whether or not strategies, projects, services, guidance, practices or policies have an adverse or positive impact on a particular group of people or equality group. Whilst currently only public bodies are legally required to complete EIA's under the Equality Act 2010, Catch22 has adopted the process in line with its commitment to continually improve our equality performance.

Policy owners are required to complete or review the assessment indicating whether the policy has a positive, neutral or negative impact for people who it applies to and who share one or more of the 9 protected characteristics under the Equality Act 2010.

Definitions are based on the Equality & Human Rights (EHRC) guidance.

### **Objectives and intended outcomes**

This EIA has been completed in order to ensure that the implications and potential impact, positive and negative, of this policy have been fully considered and addressed, whether or not people share a protected characteristic.

## 2. Potential Impacts, positive and negative

Equality Area	Positive	Neutral	Negative	Please give details including any mitigation for negative impacts
<p><b>Age</b></p> <p>Does this policy impact on any particular age groups or people of a certain age?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all members of staff and pupils regardless of age. It is not considered that the policy includes any guidance or rules that may impact either positively or negatively on members of staff or pupils because of their age.
<p><b>Disability</b></p> <p>Does this policy impact on people who have a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day to day activities?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all members of staff and pupils regardless of any disability. It is not considered that the policy includes any guidance or rules that may impact either positively or negatively on members of staff or pupils because of any disability.
<p><b>Gender reassignment (transsexual, transgender, trans)</b></p> <p>Does this policy impact on people who are transitioning from one gender to another (at any stage)</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all members of staff and pupils regardless of their gender at any given time. It is not considered that the policy includes any guidance or rules that may impact either positively or negatively on members of staff or pupils because of their gender.
<p><b>Pregnancy and maternity (in work this is linked to maternity leave, non-work this is for 26 weeks after giving birth)</b></p> <p>Does this policy impact on people who are pregnant or in their maternity period following the birth of their child?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	It is not considered that the policy positive or negatively impacts on pregnant women or on staff on maternity or paternity leave.
<p><b>Race</b></p> <p>Does this policy impact on people as defined by their race, colour and nationality (including</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all members of staff and pupils regardless of their race, origin, colour or nationality. It is not considered that the policy includes any guidance

citizenship) ethnic or national origins				or rules that may impact either positively or negatively in these respects.
<p><b>Sexual orientation</b></p> <p>Does this policy impact on people who are sexually attracted towards their own sex, the opposite sex or to both sexes?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all staff and pupils regardless of their sexual orientation. It is not considered that the policy includes any guidance or rules that may impact either positively or negatively on members of staff or pupils because of their sexual orientation.