



# Aspire First Aid Policy

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### 1. Purpose and Context

Aspire's trustees and executive leadership team accept their delegated responsibilities under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing first aid for employees, pupils and visitors at all Aspire schools and services.

The aim of first aid is to reduce the effects of injury or illness suffered at work. This policy aims to ensure that there are sufficient resources, training and systems in place at all Aspire schools and services.

### 2. 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

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

Appointed persons do not need any formal training. An appointed person must be available whenever people are at work.

**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

The **Head of School or service** 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.
- Completing an annual First Aid Risk Assessment and ensuring that this and the first aid folder is kept up to date.

The **Executive team member responsible for the school or service** is responsible for:

- Ensuring that the Heads of School have sufficient resources to implement this policy at their school or service
- Ensuring that the right staff are trained in first aid, and that appropriate numbers of first-aiders are qualified to carry out their duties.
- Keeping first aid signage up to date.
- Monitoring and quality assuring the implementation of this policy in their schools or services.

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

### 3. Appointment of medical personnel

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 Executive Team Member for the school or service will 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

## 4. The Medical Room

In accordance with the Education (school premises) regulations 2012 each school will have a room that is made available for medical treatment. This facility may be used for an alternative purpose, but will be readily available for use in a medical situation, and will contain the following:

- A means of communication, e.g. telephone
- Drinking water (if not available on mains taps) and disposable cups
- Paper towels
- A first aid kit
- Disposable bowls for vomit
- A chair
- Clean protective garments for first-aiders
- Suitable refuse containers (foot operated) lined with a clinical waste bag
- Appropriate record-keeping facilities

## 5. Accident reporting

Please see the relevant accident reporting and health and safety policies.

## 6. Student accidents involving serious injuries, including head traumas

Aspire recognises that accidents involving injuries or bumps to students' heads can be problematic because the injury may not be evident and the effects may only become noticeable after a period of time.

Where a student receives a serious injury, including a bump or blow to the head, all the accident and reporting procedures will be followed as usual. In addition,

- A member of SLT will contact the parents or carers to discuss the injury. They will discuss ongoing communications, and will offer to be the contact person themselves, or to nominate another member of staff if the parent or carers prefers.
- The member of SLT will follow up with an email to confirm.
- The member of SLT will also log this communication on CPOMS.

## 7. Transport to hospital or home

The Executive Head Teacher or Head of School will determine the reasonable and sensible action to take in the circumstances of each case.

- Where the injury is an emergency an ambulance will be called, following which the parent will be called (by a member of SLT)
- Where hospital treatment is required but it is not an emergency, a member of SLT will contact the parents to arrange for them to take the student to hospital
- If parents or carers cannot be contacted, the Head of School may decide to transport the student to hospital.
- Where the Head of School makes arrangements for transporting a student to hospital, then the following points will be observed:
  - Only vehicles insured to cover such transportation will be used

- No individual member of staff should be alone with a student in a vehicle – a second member of staff will be present to provide support for the injured student
- At least one member of staff should be the same gender as the student