

Ormiston Academies Trust

## Ormiston SWB Academy First Aid Policy

### Policy version control

Policy type	Mandatory
Author	Keith Burgess (Health and Safety Consultant)
Reviewed by	Sara McDermott, October 2018
Approved by	James Miller, October 2018
Release date	November 2018
Next release date	November 2021
Description of changes	Procedure and templates removed from policy.

## Contents

1. Introduction and Context	3
2. Scope	3
3. Definitions	3
4. Responsibilities	3
4.1 Responsibilities of the Principal	3
4.2 Responsibilities of Facilities/Site Manager	4
4.3 Responsibilities of First Aiders	4
4.4 Responsibilities of other staff, students, contractors and visitors	4
4.5 Responsibilities of the Ormiston Academy Trust Health & Safety Officer	4
5. Procedure	4
6. Related documents	5
7. Monitoring and review	5

## 1. Introduction and Context

The academy is committed to providing first aid provision in order to deal with accidents and incidents affecting employees, children and visitors. Every reasonable precaution will be taken to ensure the safety and wellbeing of all staff and students.

The aims of this policy are to:

- Ensure that the academy has adequate, safe and effective first aid provision in order for every student, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor
- Ensure that all staff and students are aware of the procedures in the event of any illness, accident or injury
- Ensure that medicines are only administered at the academy when express permission has been granted for this
- Ensure that all medicines are appropriately stored
- Promote effective infection control

## 2. Scope

This policy is applicable to all full-time, part-time and supply staff, students, contractors, volunteers and work placement students and to all OAT academies.

## 3. Definitions

**First Aid:** “The initial assistance given to any person suffering a sudden illness or injury, with care provided to preserve life, prevent the condition from worsening, or to promote recovery.”

**First Aider:** “Someone who has been given the appropriate formal training to enable them to give immediate help in an emergency”

**RIDDOR:** “The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)”

**HSE:** “The Health & Safety Executive – a government body responsible for the encouragement, regulation and enforcement of workplace health, safety and welfare in Great Britain”

## 4. Responsibilities

### 4.1 Responsibilities of the Principal

The Principal has the overall responsibility to ensure that appropriate and sufficient arrangements are in place to enable prompt action to be taken in the event of any medical emergency, accident or illness. This includes ensuring that sufficient time and resources are allocated to enable this to happen such as:

- Ensuring that sufficient numbers of competent trained first aiders are available, at all times, within the academy.
- Ensuring that sufficient facilities are available on site (e.g. First aid room, equipment and supplies).

## 4.2 Responsibilities of the Facilities/Site Manager

The Facilities/Site Manager will:

- Ensure that adequate stocks of first aid equipment is available at all time
- Arrange training for staff members to become/remain qualified First Aiders
- Ensure adequate signage is provided to enable people to easily recognise and locate both First Aiders and first aid equipment.

## 4.3 Responsibilities of First Aiders

First Aiders will:

- Respond to an emergency situation when requested
- Regularly check first aid boxes to ensure that they are suitably stocked
- Ensure that all accidents are recorded and reported to the senior management team and OAT.
- Ensure that their First Aid qualification remains up to date.

## 4.4 Responsibilities of all other staff, students, contractors and visitors

All other staff, students, contractors and visitors will:

- Ensure that they are aware the local procedure to summon first aid assistance when required.

## 4.5 Responsibilities of the OAT Health and Safety Officer (H&SO)

The Health and Safety Officer will:

- Provide advice, guidance and training, where necessary, to anyone involved in the risk assessment process.
- Monitor all accidents reports centrally
- Report any serious accidents, where relevant under RIDDOR to the HSE.

# 5. Procedure

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy, and make clear arrangements for liaison with ambulance services on the academy site.

### 5.1 Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the academy, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.

A list of emergency contact details will be kept at reception/admin office.

## 5.2 Facilities

The Academy Premises (England) Regulations 2012 state that academies must have a room that is fit for use and readily available to use for caring for sick or injured Students. It must also be reasonably close to a W.C and contain a washbasin.

## 5.3 Visits and events off-site

Before undertaking any off-site events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. This will be reviewed by the Principal, Facilities/Site Manager or Business Manager before the event is organised.

## 5.4 Storage of medication

Medicines will always be securely stored in accordance with individual product instructions, except where individual Students have been given responsibility for keeping such equipment with them.

# 6. Related documents

This policy has due regard to statutory legislation and government guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)
- The Health and Safety (First-Aid) Regulations 1981 (as amended)

This policy also has due regard to school documents including, but not limited to, the following:

- Health and Safety Policy
- First Aid Procedure
- Guidance – First Aid

# 7. Monitoring and review

This policy is reviewed every 3 years by OAT head office, any changes made to this policy will be communicated to all members of staff.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.