

# **Hadrian Learning Trust**

## **First Aid Policy**

<b>Scheduled Review Date</b>	<b>Review Completed</b>	<b>Signed-off by Exec Head</b>
01-09-23	04-11-23	07-11-23
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## 1. Aims

The aims of our first aid policy are to:

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

The document is divided into two sections:

Part 1 – Policy documentation

Part 2 – Procedures for daily use of First Aid within Hadrian Learning Trust Schools.

## 2. Relevant legislation and guidance

This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [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 1992](#), 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 1999](#), 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.

## 3. Roles and responsibilities

Hadrian Learning Trust (HLT) will ensure there is a sufficient number of suitably trained first aiders to care for employees in case they are injured at work and care for pupils and visitors whilst within the Trusts care at school or on school trip.

### 3.1 Appointed person(s)

The Trust has an appointed lead first aider and a number of first aiders who provide support to the lead first aider as required. The lead first aider is 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

### 3.2 First Aider(s)

First aiders are trained and qualified to carry out the role of Emergency First Aider 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 pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Our school's first aiders are listed in Appendix 2. Their names are also displayed prominently around the school. (Due to staff changes this list is specific to the start of the year, school level notices are updated as changes occur to the First Aid team of staff).

### 3.3 Health and Safety Lead

The member of school staff designated Health and Safety Lead is responsible for ensuring an adequate training programme is in place for the training of first aiders, this includes:

- Identification of appropriate training providers
- Allocation of training courses on a 3 year cycle to first aiders
- Issuing of annual updates to all first aiders
- Maintaining a record of first aiders and updating the school level notices.

### 3.4 The Headteacher

The Executive Headteacher is responsible for the implementation of this policy, including the following aspects which may be delegated to other staff members:

- Ensuring that an appropriate number of trained first aid personnel are present in the school 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 pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

### 3.6 The Trust Board

- The Executive Headteacher and Trust Board have ultimate responsibility for health and safety matters across the Trust.
- The Executive Headteacher delegates operational matters and day-to-day tasks to the Assistant Headteachers as Medication Controllers, Health and Safety Lead and Lead First Aider.

### 3.7 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents
- Informing the headteacher or their manager of any specific health conditions or first aid needs