

First Aid Policy

Version 2

This policy applies to all NCLT institutions.

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1.0 Purpose of Policy

- 1.1 The Health and Safety (First Aid) Regulations 1981 will be the specific responsibility of the Health and Safety Manager.
- 1.2 The Health and Safety (First Aid) Regulations 1981 do not place a legal duty on employers to make first aid provision for non-employees such as members of the public or students in schools. First aid provision will be provided for all individuals using NCLT sites, including visitors and students.
- 1.3 The Health and Safety (First Aid) Regulations 1981 provide guidelines to employers on how to make effective First Aid arrangements. NCLT seeks to follow these guidelines and institute a system of first aid cover for all Trust members, students and visitors.
- 1.4 NCLT's First Aid provision is designed to aid with the purpose of saving life and minimising the consequences of injury or illness until professional medical help is obtained and for the treatment of minor injuries that do not need professional medical treatment.
- 1.5 The Trust will make available appropriate first aid services for all staff, students and visitors when sites are open.

2.0 Roles and Responsibilities

2.1 Board of Directors

- Approves First Aid policy.
- Accountable for ensuring a safe and healthy environment for staff, students and other persons to Trust premises including having suitable first aid provision.

2.2 Principal/Headteacher

The Principal/Headteacher must:

- Ensure all staff and students are aware of the procedures for accessing first aid.
- Ensure all staff and students are aware of the members of the first aid team.
- Ensure that the day to day management of first aid meets the needs of the organisation.
- Ensure there are sufficient first aid staff during off-site activities or events taking place outside of core opening hours.

2.3 Health and Safety Manager

The Health and Safety Manager must:

- Contribute to the development and oversight of this policy and related procedures.
- Ensure that an annual first aid needs assessment is conducted for each site.
- Ensure there are sufficient first aid staff at each site, in line with the findings of the first aid needs assessments.
- Ensure there are an appropriate number of first aid staff who are sufficiently trained to carry out their role.

- Ensure that there are adequate first aid facilities and supplies available at each site.
- Notify the Enforcing Authority of dangerous occurrences, lost time accidents (Over 7 Days), major injuries and diseases as described in Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) 1995.

2.4 **Health and Safety Officer/School Business Manager**

The Health and Safety Officer must:

- Keep and update records of first aid training.
- Arrange initial and refresher training for staff to enable the appropriate number of designated First Aiders to be maintained on the site First Aid Rota.
- Maintain a rota at each site with Duty First Aiders available for response throughout the core site opening hours.
- Ensure incidents are investigated in line with the accident, incident and investigation policy.
- Periodically audit and replenish first aid supplies at each site.
- Review reported incidents and report to the Principal/Headteacher, Health and Safety Manager or other members of the Senior Leadership Team as required.

2.5 **SENDCo**

The SENDCo is responsible for preparing individual Health Care Plans for students and overseeing the procedures for storage and distribution of medication

2.6 **Duty First Aider**

A Duty First Aider is a staff member who has completed an appropriate first aid qualification and appears on the current first aid rota for the site.

A duty first aider must:

- Be available for all sessions and inform Reception when away from site. Duty First Aiders must not leave the site during their period of duty without making appropriate cover arrangements with another first aider.
- Arrange for cover if they are unable to cover their rota period or any part of it, such as planned absence, lunch times, during important meetings, etc. Reception and Duty First Aiders should check the daily absence list for unplanned absences amongst the team at that site which must be covered by the Reserve First Aiders. If there is a temporary change it is the responsibility of the Duty First Aider to inform Reception of the change so the right person can be contacted.
- Complete accident/incident documentation in line with the procedures set out in the Accident, Incident and Investigation Policy.
- Request additional supplies for first aid boxes from the Health and Safety Officer as required.

2.7 **Reception**

Reception staff must:

- Monitor means of requesting first aid support, this could be requested by phone, email or verbally.
- Contacting Duty First Aiders and informing them of the location of injured persons as well as the nature of their illness or injury.
- In pre-16 institutions managing the distribution non-prescription medications to students.

2.8 All Staff

All staff must:

- Ensure they are aware of the first aid policy and related procedures.
- Report all accident/incidents in line with the procedures set out in the Accident, Incident and Investigation Policy, including providing witness statements where requested.

3.0 First Aid Facilities

3.1 First aid facilities are provided in the form of:

- An appropriately equipped First Aid/Medical Room. All appointed First Aiders will have access.
- First Aid Boxes, marked with a white cross on a green background, are located at key areas on site. The location and contents of these boxes is defined in the first aid needs assessment.
- Travelling First Aid Kits. These are for use during trips and visits, including sports fixtures and outdoor activities. At Post 16 institutions these are available from Reception and from the Health Centre at Pre-16 institutions. Staff using Travelling First Aid Kits should report items used when returning kits. Reception staff or Educational Visits Co-ordinators should replenish items used when kits are returned.

3.2 Post-16 Institutions

All appointed Duty First Aiders have available an individual, portable, rapid response First Aid Kit. Each designated First Aider has to check that their individual portable kit is sufficiently stocked, replacement items can be requested via the Health and Safety email address. Other first aid boxes are appropriately placed around the site. These are clearly identified (white cross on green background in accordance with Safety Sign Regulations 1980) and are in readily accessible positions. Additional stock can be requested via the Health and Safety email address. No tablets or medicines will be kept in the boxes. Supplies shall be kept in accordance with L74: First Aid at work, Approved Code of Practice.

4.0 First Aid/Accident/Incident Procedures

4.1 Following the administering of First Aid an NCLT Incident Form must be completed and forwarded to Reception/School Business Manager. Accident causes must be eliminated as soon as practically possible by the supervising person/line manager.

4.2 Transportation of students who require medical treatment (Post-16 Institutions)

If it is deemed that a student should not remain on site, and they cannot be collected then a taxi can be arranged. If students live within walking distance, and it is safe to do so, they can walk home if agreed by their emergency contact. If a student has a serious illness or injury an ambulance will be called. If the injury or illness is not serious enough to require an ambulance but still requires medical attention the next of kin will be asked to arrange transport, where this is not possible alternative transport will be arranged by the college. Contact will be made with the parent/guardian in either case. Student Individual Health Care Plans must be adhered to.

4.3 Transportation of students who require medical treatment (Pre-16 Institutions)

If an ambulance is required, there must be someone with the casualty at all times. A member of the Senior Leadership Team (SLT) must be informed that an ambulance is on its way. Arrangements should be made to ensure that any student is accompanied in the ambulance, or followed to hospital, by a member of staff if it is not possible to contact the student's parent/s or legal guardian/s in time.

If it is deemed necessary to transport the injured party to an emergency department or access other appropriate medical services the transport must be in a vehicle that is business insured, with two members of staff. Staff should always call an ambulance when there is a medical emergency and / or serious injury.

Student Individual Health Care Plans must be adhered to. Parents/ carers must be contacted and informed and all staff present must complete a statement in line with the NCLT Accident, Incident and Investigation Policy.

5.0 Non-Prescription Medication

A non-prescription medication is one that can be obtained without a prescription and can be purchased either under the supervision of a pharmacist or on general sale through retailers.

In post-16 institutions students are responsible for managing taking non-prescription medication unless prohibited due to safeguarding concerns or issues set out in a student's Individual Health Care Plan.

In pre-16 institutions no child should be given non-prescription medicines without written consent from next of kin. Non-prescription medicines should be provided to the school alongside a non-prescription medication consent form, Appendix A. Non-prescription medication must be in the original container with the student's name, dose, frequency to be administered and expiry date clearly visible. This information must agree with the information provided on the non-prescription medication consent form. A written record must be kept of every time a student is administered non-prescription medication using the form found in Appendix B. When administering paracetamol or ibuprofen there must a clear reason why the medication is required. Prior to administering paracetamol or ibuprofen confirmation is required of the maximum dosage and when the medication was last administered. Next of kin must be informed

when medication is administered. Aspirin must never be provided to under-16s unless prescribed by a doctor.

Appendix A – Non-Prescription Medication Consent Form

All non-prescription medicines must be in their original container.
A separate form is required for each medicine to be administered.

Student Name	
Date of Birth	
Name of Medicine	
Dose (how much to be given?)	
Frequency (how often can the medication be given?)	
Reason for medication	

- I confirm that the above information is accurate at the time of writing.
- I give my permission for the above non-prescription medication to be administered to my child while they are at school. I will inform the school immediately, in writing, if there are any changes to the dosage or frequency of the medication or if the medication is no longer needed.
- I confirm that the dose and frequency are in line with the manufacturer's instructions on the medicine.
- I confirm that my child has previously taken this medication without adverse or allergic reactions.
- I agree that I am responsible for collecting and disposing of unused or out of date medication.

Parent/Carer Name	
Parent/Carer Signature	
Date	

Policy Status					
Policy Lead (Title)	Trust Health and Safety Manager	Review Period	Annually		
Reviewed By	Trust Executive Team/ Board of Directors	Equality Impact Assessment Completed (Y/N)	N		
POLICY AMENDMENTS					
Version	Approval Date	Page No./Paragraph No.	Amendment	Audience	How Communicated
Version 1	TET 04/05/2021 BoD 17/05/2021	N/A	Document split from single H&S Policy document.	All NCLT College stakeholders including staff, students, parents and visitors	Uploaded onto Moodle and the NCLT website. Staff notified via email from Health and Safety Manager
		N/A	Reformatted so font and layout conform to NCLT approved Policy document guidance.		
		Page 3 Paragraph 2.7	Changes Training Opportunities to Continued Professional Development		
		Page 3 Paragraph 2.5	Changed Human Resources will inform to Reception and First Aid Staff should check the daily absence list for		
Version 2	TET 21/06/2022 BoD 06/02/2023	Throughout	Policy updated to integrate WFA, combining existing College policy with existing WFA policy	All NCLT stakeholders including staff, students, parents and visitors	Uploaded onto SharePoint and the NCLT website. Staff notified via email from Health and Safety Manager in addition to training of first aiders.
		Throughout	Reference to management of medication at Wingfield removed as this will be included in the SEND policy (in line with the organisation at colleges). Remaining information condensed and re-arranged to improve clarity.		
		Section 4.1	Changed wording to 'eliminated as soon as is practically possible'		
		Section 4.2	Statement about contact details removed		
		Section 4.2	Updated statement about alternate transport arrangements in colleges		
		Section 4.3	Wording changed to make instruction more general and remove need for separate information for colleges and schools.		
		Section 5.0	Section added to outline the process for holding and distributing non-prescription medication to pre-16 students.		