

First Aid Policy

Version 3

This policy applies to all NCLT institutions.

 **newcollege** Doncaster  **newcollege** Bradford  **newcollege** Pontefract  **Wingfield Academy**



Contents

| Paragraph Number | Heading | Page Number |
|-------------------------|---|--------------------|
| 1.0 | Purpose of Policy | 3 |
| 2.0 | Roles and Responsibilities | 3-5 |
| 3.0 | First Aid Facilities | 5 |
| 4.0 | First Aid/Accident/Incident Procedures | 5-6 |
| 5.0 | Non-prescription medication | 6-7 |
| Appendix A | Non-prescription medication consent form | 8 |
| Appendix B | Record of administering non-prescription medication | 9 |

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 New Collaborative Learning Trust 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. New Collaborative Learning Trust seeks to follow these guidelines and institute a system of first aid cover for all Trust members, students and visitors.
- 1.4 New Collaborative Learning Trust'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 New Collaborative Learning Trust will make available appropriate first aid services for all staff, students and visitors when sites are open.

2.0 Organisation and Responsibilities

2.1 Scope

This policy applies to all workplace activities undertaken by New Collaborative Learning Trust employees and students/pupils.

2.2 Board of Directors

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

2.2 Principal/Headteacher

- Ensure all staff and students/pupils are aware of the procedures for accessing first aid.
- Ensure all staff and students/pupils 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

- 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.
- Maintain records which are available to staff of the location of first aid equipment, facilities and personnel

2.4 Health and Safety Team/School Business Manager

- Keep and update records of first aid training.
- Arrange initial and refresher training for staff to enable the appropriate number and type of first aid qualified staff to be maintained as outlined in the site first aid needs assessment.
- Ensure first aid qualified staff are available
- 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.
- Monitoring and re-stocking first aid kits.

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 First Aid Lead (Primary only)

- 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 School Business Manager as required.
- Contacting the emergency services where required.

2.7 Duty First Aider (College and Secondary only)

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.

- Be available for all agreed cover periods 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 Team or School Business Manager as required.
- Contacting the emergency services where required.

2.8 Health and Wellbeing Lead Practitioner (Secondary School only)

- Being the primary point of contact for students who are injured or feel unwell.
- Managing the distribution of medications to students.
- Ensuring the medical room is kept in good order.

2.9 Reception

- 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.

2.10 All Staff

- 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 Arrangements

3.1 First Aid Facilities and Equipment

Details of required first aid facilities are recorded on the first aid needs assessment for the site. Information about the type and location of first facilities and equipment is made available to staff on the health and safety page of SharePoint, direction to this information is included in staff induction materials and annual health and safety training updates.

First aid facilities can be 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 First Aid Staff

First aid trained staff must be available for all on-site and off-site workplace activities.

Details of the required number of first aid trained staff and the level of qualification they require are recorded on the first aid needs assessment for the site. First aid needs assessments will consider the needs of employees and students/pupils as well as the type of activities undertaken and records of previous incidents which have required first aid. Arrangements consider staff absence and reflect alternative working practices. A procedure for requesting first aid is attached to the needs assessment detailing how staff can request additional first aid support at the site.

3.3 Actions following an incident which required first aid

Following the administering of First Aid an New Collaborative Learning Trust Incident Form must be submitted electronically or completed on paper and provided to Reception/School Business Manager. Accident causes must be eliminated as soon as practically possible by the supervising person/line manager.

3.4 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.

3.5 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/pupil 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.

3.6 Administering Medication

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 medicines without written consent from next of kin. Medicines should be provided to the school alongside a medication consent form, Appendix A. A written record must be kept of every time a student is administered medication using the form found in Appendix B.

3.6.1 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.

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 medication consent form. When administering paracetamol or ibuprofen there must be 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 on the day that medication is administered. Aspirin must never be provided to under-16s unless prescribed by a doctor.

3.6.2 Prescription Medication

Prescription medication must not be administered unless prescribed for the child by a doctor, dentist, nurse or pharmacist, medicines containing aspirin should only be given if prescribed by a doctor.

In pre-16 institutions no child should be given prescription medicines without written consent from next of kin. Prescription medicines should be provided to the school alongside a medication consent form, Appendix A. 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 medication consent form.

Appendix A –Medication Consent Form

All non-prescription medicines must be in their original container.

All prescription medicines must be in their original container with a label indicating the name of the person they have been prescribed for.

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 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 | Equality Impact Assessment Completed (Y/N) | N | |
| POLICY AMENDMENTS | | | | |
| Version | Approval Date | Trade Union Consultation Date (if applicable) | Page No./Paragraph No. | Amendment |
| Version 1 | TET 04/05/2021 BoD 17/05/2021 | N/A | N/A | Document split from single H&S Policy document. |
| | | | 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 | N/A | Throughout | Policy updated to integrate WFA, combining existing College policy with existing WFA policy |
| | | | 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. |
| Version 3 | TET 20/09/2023 (Delegated to TE only by BoD) | N/A | | Removed reference to non-prescription medication in medication forms to allow their use for recording administration of all medications |