



## First Aid Policy

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An academy within:



“Learning together, to be the best we can be”



# 1. Policy Aims

1.1. All staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students at the school. Stay calm and do no further harm is a fundamental first aid message.

# 2. Policy Objectives

- To ensure all students and staff are kept safe in the event of an injury;
- To ensure that first aid provision is available at all times;
- To provide relevant training and ensure monitoring of training needs;
- To provide sufficient and appropriate resources and facilities;
- To inform staff and parents/ carers of the School's First Aid arrangements;
- To report, record and where appropriate investigate all accidents;
- To keep accident records and to report to Nexus MAT, the appointed competent person and the Health & Safety Executive (HSE) as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995 (RIDDOR).



## 3. Overview

- 3.1. Nexus Multi Academy Trust ensures that adequate first aid facilities are provided at the workplace dependant on the number of employees, the nature of the work and locations. Any employees allocated first aid responsibilities will be trained accordingly to enable them to competently fulfil that function.
- 3.2. First aiders are employees who have had training by an approved organisation and on completion of the training course were able to demonstrate an acceptable level of competence. A certificate is awarded that remains valid for three years after which time the first aider must attend a refresher course and show continued competence in order for the certificate to be re-issued. First aiders are able to administer "first aid" treatment in order to keep the injured person comfortable until the emergency services arrive.

## 4. Summoning Assistance

- 4.1. Appointed persons take charge during a first aid emergency situation and summon the emergency services or arrange transport to the local hospital. Appointed Persons have attended an "emergency first aid" course. To ensure that all employees are informed of the arrangements that have been made in connection with the provision of first-aid, including the location of equipment, facilities and personnel.
- 4.2. For more serious incidents: if an appointed person is not available and an ambulance or similar emergency response is required, any member of staff who is confident to make the call should do so, in order to avoid delay.

## 5. First Aid Provision

- 5.1. First aid boxes are distributed around school. First aid boxes contain a sufficient quantity of suitable first aid supplies and nothing else. Medication and creams of any kind are not kept in a first aid box.
- 5.2. A typical first aid box contains the following items:
  - a leaflet with general guidance on first aid
  - individually wrapped sterile plasters of assorted sizes
  - sterile eye pads
  - individually wrapped triangular bandages, preferably sterile



- safety pins
- large and medium-sized sterile, individually wrapped, unmedicated wound dressings
- disposable gloves

5.3. The first aid personnel are responsible for the checking of the first aid boxes to ensure they are adequately stocked.

## 6. First Aid on Educational Visits

- 6.1. First Aid provision will be available on all educational visits. First aid provision should be followed as detailed on the risk assessment for each visit.
- 6.2. It is the responsibility of the Trip Leader to check first aid provision every educational visit and re-stock as necessary.

## 7. Hygiene/Infection Control

- Hands must be washed after giving First Aid.
- Single-use non-latex disposable gloves must be worn when treatment involves blood or other body fluids.
- Exposed cuts and abrasions should always be covered using non-allergic dressings and tape.
- Any soiled dressings etc. must be put in a yellow clinical waste bag and disposed of in the appropriate waste disposal.
- The affected area (location, not casualty) should be cleaned using a form of disinfectant and the area left clean and dry.

## 8. Incident Reporting

- 8.1. All first aid treatment should be recorded by the person administering First Aid and by the person who witnessed the accident. The incident should be recorded using the school's relevant procedures.
- 8.2. When a serious accident occurs and the student requires treatment, relevant documents should be completed by the person who witnessed the accident and logged in line with relevant Health and Safety procedures.



## 9. Sharing Of Information Within School

- 9.1. Good communication ensures that accident reporting and risk identification, reduction and elimination are effective. Good communication is also essential to promote healthy and safe working/learning environments and avoid misunderstandings. Information will be shared through staff meetings, as relevant.
- 9.2. All staff are expected to be familiar with students' medical needs, associated care plans and risk assessments. The Designated Safeguarding Lead – or other identified lead person – will ensure that any critical student information (e.g. allergies with potentially serious consequences) are shared with all relevant staff.