



HEARTS ACADEMY TRUST

First Aid Policy

Adopted:	May 2022
Reviewed	June 2024
Next review	June 2025

HEARTS Academy Trust is committed to providing a happy, caring and safe learning environment for all within a values led context, where everyone feels valued and grows in confidence and independence.

We promote **HAPPINESS** through a creative, exciting and practical curriculum, which generates a love of, and interest in, learning and a resilience and hope which supports us through challenging times.

Great value is placed on pupils' self **ESTEEM** which is developed through a positive and motivated attitude to learning, a healthy lifestyle, good social skills, self-discipline and a positive self-image.

We promote the highest standards of **ACHIEVEMENT** in all areas of the curriculum and help all pupils to fulfil their potential regardless of gender, race or ability.

We foster **RESPECT and RESPONSIBILITY** for all by establishing good relations between the school, home and community. Pupils are taught respect for themselves, others and the environment. They are also taught to take full responsibility for their own choices and responsibility for themselves and their community.

We encourage **TRUTH** and honesty in all aspects of school life – relationships, work and the curriculum and learn to trust and accept others' individuality and uniqueness.

We develop **SPIRITUALITY and SERVICE** so that calm, quiet, reflective times which support deep thought are part of school life and beauty is appreciated. We promote a service culture that reflects our duty to support and show compassion to all members of the community and not just ourselves.



Children at the HEART

First Aid Policy

This document has been produced in conjunction with the Trust's Health and Safety Policy. Staff should also refer to the school's Safe Administration of Medication Policy and the Supporting Pupils with Medical Conditions Policy.

1. Aims of the Policy

The school acknowledges their responsibility to ensure the safety of their staff, pupils and visitors whilst on the school site, or during any off-site activity arranged by the school.

The school will comply with the [Health and Safety \(First Aid\) Regulations](#) by ensuring that adequate and appropriate equipment, facilities and qualified first-aid personnel are provided and available.

2. Objectives and responsibilities

The school will ensure that:

The appropriate number of first aiders / appointed persons (including paediatric first aiders) required to meet the needs for the school are identified and that they receive the relevant training. This includes any follow up or refresher training in order for staff to carry out their duties. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.

Adequate and appropriate equipment and facilities are provided. The school has nominated a named person who is responsible for first aid stock control and ensuring that all First Aid boxes contain the agreed supplies (see section 4)

The appropriate first aid arrangements are in place for off-site activities and extra-curricular activities (see section 3)

Staff and parents/carers are informed and aware of the school's first aid arrangements as part of the induction process and regular staff meetings/newsletters.

Records of all accidents / incidents are kept and where required, reported to the leadership team, the Trust central team and RIDDOR via Smartlog.

3. Arrangements

The school recognises that the Health and Safety (First Aid) Regulations set out specific requirements for employees; however, there remains a clear duty of care for the pupils within the school, which can only be provided by allocating a sufficient number of appropriately trained first aid staff.

The school has carried out a suitable and sufficient risk assessment in order to identify the number of trained first aiders with the necessary controls required and has safe working procedures in place as a result.

In line with the Trust's Health and Safety policy and the guidance from the Trust, the school will ensure that agreed appropriate first aid cover is in place for the full working day, including, where appropriate, before and after school clubs; weekend revision classes; fundraising events; lettings and; cleaning / catering arrangements etc. Consideration has also been given to ensure that first aid cover is available should the main first aider(s) be absent from work.

The school will consider the needs of all pupils, staff, parents, carers, students and visitors, and will implement any additional controls where necessary.

Any staff that are trained in first aid will be trained to the appropriate level. In addition to the staff trained to First Aid at Work level, the school also have nominated staff trained to Appointed Person/Paediatric/outdoor first aid level. This will include staff responsible for children under 5, who will receive Paediatric First Aid training. Details of current trained first aiders are displayed to advise all staff, pupils and visitors who they should report to should treatment be required.

4. Equipment

School will provide appropriate materials, equipment and facilities at all times. First-aid equipment is clearly labelled and easily accessible. The main supply must be checked regularly to ensure a good stock and distributed to ensure it is readily available for all eventualities and off-site activities. The primary station for first aid will be close to hand-washing facilities. First aid equipment is clearly identified with a white cross on a green background.

The school has taken the decision to follow the [HSE recommendations and all first aid boxes](#) will contain at least the following items;

- a leaflet giving general advice on first aid (see list of publications in Annex A);
- individually wrapped sterile adhesive dressings (assorted sizes);
- sterile eye pads;
- individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
- disposable gloves. Equivalent or additional items are acceptable.

5. Concussion

[Guidance regarding head injuries and concussion can be found on the sport and recreation alliance website.](#)

6. Reporting

Under the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#) (RIDDOR) some accidents must be reported to the HSE. School will keep a record of any reportable injury, disease or dangerous occurrence. This must include:

- The date and method of reporting;
- The date, time and place of the event;
- Personal details of those involved and a brief description of the nature of the event or disease.

The following accidents must be reported to HSE if they injure either the school's employees during an activity connected with work, or self-employed people while working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence);
- accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).

For definitions of major injuries, dangerous occurrences and reportable diseases see [HSC/E guidance on RIDDOR](#), and information on [Reporting School Accidents](#).

[HSE](#) must be notified of fatal and major injuries and dangerous occurrences without delay. This must be followed up within ten days with a [written report](#). Other reportable accidents do not need immediate notification, but they must be reported to HSE within ten days.

- An accident that happens to pupils or visitors must be reported to the HSE, if the person involved is killed or is taken from the site of the accident to hospital; and
- the accident arises out of or in connection with work.

Like fatal and major injuries to employees or dangerous occurrences, these accidents must be notified to HSE without delay and followed up in writing within ten days.

In HSE's view an accident must be reported if it relates to:

- any school activity, both on or off the premises;
- the way a school activity has been organised and managed (e.g. the supervision of a field trip);
- equipment, machinery or substances;
- the design or condition of the premises.

7. Record keeping

Schools should keep a record of any first aid treatment given. This should include:

- the date, time and place of incident;
- the name (and class) of the injured or ill person;

- details of the injury/illness and what first aid was given;
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- name and signature of the first aider or person dealing with the incident.

All serious or significant incidents should be reported to the parents e.g. by sending a letter home with the child, or telephoning/messaging the parents.

8. Mental health first aid

The Trust takes the social and emotional wellbeing of pupil, staff and volunteers seriously. The Trust counsellor is available to listen to any staff concerns or worries in confidence. The facility is not designed to mediate in staff grievances, for which there is a separate policy.

All staff are encouraged to recognise, at an early stage, when pupils might need additional support and the school has a system for making referrals to the counsellor, after seeking parental permission.

9. Curriculum

HEARTS Academy Trust is committed to providing a happy, caring and safe learning environment for all within a values led context, where everyone feels valued and grows in confidence and independence. Great value is placed on pupils' self-esteem which is developed through a positive and motivated attitude to learning, a healthy lifestyle, good social skills, self-discipline and a positive self-image. We have very high aspirations for all our children in HEARTS schools and the curriculum is specifically designed to overcome significant barriers to learning within our school communities. We employ the mastery approach to help children to become fluent and confident in the skills and knowledge they need. Our values-led curriculum is fundamentally concerned with the kind of adults we want our children to become and how we want them to contribute to society. As part of our PSHE curriculum pupils learn about adults who are able to help them in times of difficulty, how to get help when they need it and ways of keeping themselves safe.

Further information and full details can be found on the [Health and Safety Executive \(HSE\)](#) website.