



HEARTS ACADEMY TRUST

First Aid Policy

Adopted: July 2017
To be reviewed: May 2020

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 acknowledge 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 1981 by ensuring that adequate and appropriate equipment, facilities and qualified first-aid personnel are provided and available.

2. Objectives

The school will ensure that:

The appropriate number of first aiders / appointed persons required to meet the needs for the school are identified and that they receive the relevant training. This must include any follow up or refresher training in order to carry out their duties.

Adequate and appropriate equipment and facilities are provided.

The appropriate first aid arrangements are in place for off-site activities / trips.

The necessary first aid arrangements are in place for out of school hours, e.g. before and after school clubs, lettings, parents evenings etc.

Staff and parents/carers are informed and aware of the school's first aid arrangements.

Records of all accidents / incidents are kept and where required, reported to the Leadership Team, the Trust Central team and Riddor.

3. Arrangements

The school recognise 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 have carried out a suitable and sufficient risk assessment in order to identify the number of trained first aiders with the necessary controls required and have 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; PTA 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 due to holiday or sickness.

The school will consider the needs for all pupils, staff, parents, carers, students and visitors, and that any additional controls are implemented where necessary.

Any staff that are trained in first aid will be trained to the appropriate level. This will include staff responsible for children under 5, who will be trained to Paediatric First Aid 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.

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. Monitoring and Review

The policy will be monitored for effectiveness and reviewed at every three years. Additional checks and audits will take place to ensure that the systems and procedures are satisfactory and are being followed by staff.