



NOTTINGHAM UNIVERSITY
SAMWORTH ACADEMY

FIRST AID PROCEDURE

Definition

First aid is accepted to be: The provision of immediate care to a person with an injury or illness, with the aims of preventing further injury, preserving life and promoting recovery.

Intent

The Nottingham University Samworth Academy Trust recognises its responsibility to provide adequate first aid provision as required under H&S regulations and DfE guidance.

It will ensure that suitable arrangements are in place to comply with regulatory requirements relating to employees who are working for the Trust and students who are under the care of Trust employees or on Trust property.

The Nottingham University Samworth Academy Trust Health & Safety Policy can be downloaded from the academy website or from the X drive.

Responsibilities

The final responsibility for Health and Safety, which includes First Aid, rests with the Trust Governing Body.

The Head of School is responsible for ensuring that the policy requirements are put in place and maintained but he/she may delegate the operational activities to ensure this takes place to other staff on site.

All first aid trained staff are responsible for providing first aid assistance, within their competency, when it is required and to do this to the best of their abilities and training.

Non-first aid trained staff are required to act appropriately if they become aware of any individual requiring first aid whilst going about their normal employment. This includes acting within the bounds of "in loco parentis" and ensuring that the relevant trained personnel are informed of the situation as soon as possible.

Students also have responsibility for informing an appropriate adult as soon as possible if they become aware of an individual requiring first aid.

Arrangements

The number and competency of first aiders available and the number and placement of first aid kits are identified in the Academy first aid needs assessment attached as Appendix 1.

The control of first aid equipment including regular re-stocking of first aid kits and re-supply requirements will be delegated to a specific member of staff/staff position identified in Appendix 2. This member of staff will also be responsible for the collation, recording and retention of first aid reports.

All first aiders will complete a first aid report form for each incident in which they are involved and after detaching the form from the book will pass it to Reception staff.

All first aid reports will be assessed by the designated member of staff to decide whether further action needs to be taken, this could include communication of information to the behavioural team, the initiation of an accident investigation or other activities which may arise as a result of the information detailed on the first aid report.

All first aid reports will be retained as hard copy or scanned pdf document until the child is at least 25 years old and also entered onto the Trust's electronic recording system for the creation of statistical information and reporting purposes.

All regulated information will be retained in compliance with the Data Protection Act requirements.

The reporting of incidents as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations will be delegated to a designated member of staff who will be supplied training to ensure they are competent to complete this function. (See Appendix 2)

Details of all RIDDOR reportable incidents will be supplied to the Head of School and Governors as soon as reasonably possible after the RIDDOR report has been completed.

Listings of current qualified first aiders and placement of the available first aid kits will be made available on the X Drive under the folder "Health and Safety/First Aid/First Aid arrangements".

Relevant first aid information to assist staff in ensuring their knowledge is up to date will be available on the staff shared drive within the folder "Health and Safety/First Aid/ First Aid information".

The administration of prescribed medicines is not part of the first aiders remit but will be dealt with by specific identified individuals. (See Supporting Pupils with Medical Conditions policy, X Drive)

Arrangements should be made to take a first aid kit (available from Reception) and a member of staff who is First aid trained on all off site trips.

Whilst some of the lettings staff are first aid trained customers are advised that they should provide their own first aid personnel.

A flow diagram detailing our First Aid procedure is provided in Appendix 3.

Appendix 1.

Nottingham University Samworth Academy Trust

First aid needs assessment.

Building name and address:

Nottingham University Samworth Academy
Bramhall Road,
Bilborough,
Nottingham NG8 4HY

First – aid personnel	Required Yes/No	Minimum Number required
First aider with first aid at work certificate	Yes	3
First aider with emergency first aid at work certificate	Yes	3
Appointed person	No	0
First aid equipment and facilities	Required Yes/No	Number required
First aid container	Yes	12
Additional equipment (Specify)	No	N/A
Travelling first aid kits	Yes	3
First aid room	Yes	1

Other additional notes:

Secondary level teaching establishment.

Maximum expected number of staff and visitors on site at any one time – 110.

Maximum number of pupils expected to be on site at any one time – 800.

Environment is medium hazard - particular attention to practical teaching areas and specifically PE.

List of first aid kits:

Room	Subject	Box present?	Notes
A011	Food tech	Yes	
A027	Food tech (x2)	Yes	
A104	LSU/Wonder Room	Yes	
B105	Year 8 Hub	Yes	
B108	Art	Yes	
C001	Tech	Yes	
C008	Tech	Yes	
C015	Venue	Yes	
C016	Tech	Yes	
C017	Tech	Yes	
C111	Year 11 Hub	Yes	
C114	Year 7 Hub	Yes	
C119	Science	Yes	
C126	Science	Yes	
C127	Science	Yes	
C128	Science	Yes	
C129	Science Prep Room	Yes	
C130	Science	Yes	
C131	Science	Yes	
C210	Year 9 Hub	Yes	
C216	Year 10 Hub	Yes	
C218	Spanish	Yes	
D Block	Inclusion Centre	Yes	
PE Boys/Girls Changing Room	PE (x 6)	Yes	
Post 16	Post 16	Yes	
Reception	3 kits	Yes	
Pastoral Hub	5 trip kits	Yes	

First Aiders on site:

FAW = First Aid at Work (3 Day Course)

SFA = Schools First Aid (1 Day Course)

EFAW = Emergency First Aid at Work (previously Appointed Persons) (1 Day Course)

Name	Role	Qualification	Date Qualified	Renewal Date
Cathryn Harrison	Pastoral	FAW	29/11/2013	28/11/2016
Vaughan Hamilton	Post 16	FAW	25/11/2014	24/11/2017
Jean Archer	Technician	SFA	20/06/2014	19/06/2017
Joanne Thomas	Pastoral	SFA	20/06/2014	19/06/2017
Leanne fletcher	AHoY 10	SFA	20/06/2014	19/06/2017
Matt Ball	AHoY 11	SFA	20/06/2014	19/06/2017
Sylvia Newton	Technician	SFA	20/06/2014	19/06/2017
Colette Green	Ahoy 7	EFAW	05/05/2015	04/05/2018
Des Derrick	PE	EFAW	13/01/2015	13/01/2018
Carol Russell	CLA	EFAW	27/02/2015	26/02/2018
Simon Kirkby	PE	EFAW	16/01/2015	15/01/2018
Lauren Hemm	PE	EFAW	13/01/2015	13/01/2018
Leanne Waldron	PE	EFAW	13/11/2014	01/11/2017
Mark Trimmingham	PE	EFAW	06/02/2015	05/02/2018
Stephen Schmidt	PE	EFAW	08/01/2015	07/01/2018
James Cooke	PE	EFAW	20/11/2014	20/11/2017
Callum Standen	Venue	EFAW	22/05/2015	21/05/2018

Appendix 2.

The reception staff under the direction of the Facilities Manager are responsible for the re-stocking of first aid kits, the re-supply of stock and the retention and recording of first aid reports.

The Facilities Manager with the support of the Academy H&S Advisor is responsible for the assessment of first aid reports, the implementation of any required further actions and the completion of any RIDDOR reports as needed.

The Facilities Manager is responsible for advising the relevant person if an accident investigation is required as soon as possible after an incident occurs.

Appendix 3

