

**The Education Village Academy Trust**



## **First Aid Policy**

## EVAT Version Control Document

Version	Date:	Policy Owner:	Amendments made by:	Details of amendments made:	Reviewed by:	Approved by:
V0.1	March 2006	Joy Davies	Joy Davies	Initial draft	Kevin Duffy	ELT
V1.0	January 2009	Joy Davies	Joy Davies	Final Version	Kevin Duffy	ELT
V2.0	Summer 2010	Joy Davies	Joy Davies	Review	Kevin Duffy	ELT
V3.0	Summer 2012	Joy Davies	Joy Davies	Review	Richard Gartland	ELT
V4.0	Summer 2014	Joy Davies	Joy Davies	Review	Richard Gartland	ELT
V5.0	16.05.2016	Stephen Brown	Stephen Brown	Review	Richard Gartland	ELT
V5.1	13.11.2018	Stephen Brown	Mike Butler	Version Updated	Mike Butler	ELT
V6.0	27.02.2019	Stephen Brown	Kathryn Stevenson	Amendments	Kathryn Stevenson	ELT Feb 2019
V6.1	28.02.2019	Stephen Brown	Wendy Turpin	Final Version	-	ELT
V6.2	05.08.2020	Stephen Brown	Stephen Brown	Reviewed Added Covid-19 Appendix 7	Diane Houghton	-
V7.0	14.12.2020	Stephen Brown	Wendy Turpin	Final version following F & R review	F & R	08.12.20
V7.1	25.11.2021	Stephen Brown	Stephen Brown	Annual Review	FARR	
V7.2	06.12.2021	Stephen Brown	Wendy Turpin	Amended to reflect Teams	BOT (FARR not until March 22)	
V7.3	17.03.2022	Stephen Brown	Stephen Brown	Amendments to: Accommodation, First Aiders, First Aid Procedure and Covid Measures		
V8.0	22.02.2022	Stephen Brown	Wendy Turpin	Final	BOT	10.02.22
V8.01	January 2023	Ivan Hart	Ivan Hart	Annual review	Not approved - procedural 09.02.23	
V8.02	26.06.2023	Dean Barnett	Dean Barnett	Policy updated to reflect comments from the BoT		
V9.0	17.07.23	Dean Barnett	Wendy Turpin	Final	BoT	13.07.23

### Monitoring and review

This policy is reviewed annually by the Policy Owner: **Dean Barnett**  
 The scheduled review date for this policy is **July 2024**

## Values and Ethos

Our values and ethos are inclusive and child centred. Our Trust is founded on the principles of inclusivity, diversity and fairness, and they are fundamental to our delivery of exceptional learning experiences.

EVAT stands for:

- **E**xcellence and high standards
  - a can-do culture and no-excuses ethos
- **V**alues driven with a deep sense of purpose
  - putting children and young people first
  - behaving ethically
- **A**mbitious and aspiration for all
  - irrespective of background or barriers – being truly inclusive
- **T**eamwork
  - we do more, better and faster, together

We are a village. We collaborate, with our learners, their families, and our communities, to provide exceptional education so that all the children and young people we serve achieve the best possible outcomes.

### Our Ethos is to:

- Create a nurturing and friendly atmosphere and provide an environment where everyone feels valued for who they are
- Bring out the best in every child and young person and meet the full range of their individual needs
- Provide different and unique experiences, challenges and activities
- Show tolerance and respect for each other
- Prepare our children and young people for lifelong learning
- Improve the life chances of every child and young person we serve.

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N.B. Where reference is made to an 'Academy' or a 'School', the intention is that the policy is universal and applies to both. Any reference to Principal may also include another member of ELT or SLT.

## **General Statement**

It is our policy to ensure that appropriate first aid arrangements are in place for our staff and any visitors to our premises.

This includes providing sufficiently trained employees for our business needs and maintaining an adequate supply of first aid equipment. It also involves providing enough information to staff to enable first aid assistance to be sought during normal working hours.

Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

## **Legal framework**

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2019) 'Automated external defibrillators (AEDs)'
- DfE (2021) 'Statutory framework for the early years foundation stage'
- DfE (2022) 'First aid in schools, early years and further education'

## **The policy is implemented in conjunction with the following Trust policies:**

- Health and Safety Policy
- Administering Medication Policy
- Supporting Pupils with Medical Conditions Policy
- Allergen and Anaphylaxis Policy
- Trust Behaviour Policies
- Child Protection and Safeguarding Policy
- Lone Working Policy
- Educational Visits and Off-Site Activities Policy

## **Legal Position**

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. A First Aid Provision risk assessment is undertaken in order to determine what first aid facilities and personnel are necessary to meet the needs of our business and is reviewed periodically to ensure that the current provision is adequate.

## **Responsibilities of First Aid Personnel**

**Giving First Aid:** If someone is injured, or becomes unwell, and needs help, the nearest first aider should be contacted, and asked to attend. The first aider will assess the situation, provide help, request assistance from other qualified persons if necessary, and stay with the casualty until they are recovered, or make arrangements for further medical assistance if they deem this necessary.

**Medical support:** When a first aider thinks that a casualty needs urgent medical treatment, they will arrange for the casualty to be taken to the nearest hospital accident & emergency department. If they think it is necessary, an ambulance will be called.

**Spillages of body fluids:** Spillages of blood, vomit, urine and excrement should be cleaned up promptly using a body fluids disposal kit or similar. The area should immediately be cleared and cordoned off and cleaned up. Protective gloves must be worn and the waste be cleared appropriately.

**Records:** A Minor Injury Form must be completed every time a first aider provides assistance to a casualty, including when the problem was illness rather than accident. As well as the usual details of the accident (if appropriate), the name of the person giving first aid and summary details of the treatment given must be recorded.

## **Staff Training**

All staff undertaking first aid duties will be given full training in accordance with current legal requirements. This means that any First Aider at Work will attend a three-day (18 hours) course, any Emergency First Aider at Work will attend a basic one-day (6 hours) course, and any Paediatric First Aider at Work will attend a two-day (12 hours) course.

## **Public Sector Equality Duty (Equality Act 2010)**

In preparing or amending this policy, the author has given due regard to the Public Sector Equality Duty; that is, they have considered any potential impact on people who share certain protected characteristics. These protected characteristics are defined as: race, disability, sex, age, religion or belief, sexual orientation, pregnancy and maternity and gender reassignment.