

# drb Ignite Multi Academy Trust

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## **First Aid Policy**

## drb Ignite Multi Academy Trust Vision

The drb Ignite Multi Academy Trust has been established through a shared belief that lives can be transformed by what goes on in schools. We believe that the process of teaching and learning shapes futures. To this end our vision is to provide every pupil with learning experiences that excite them and give them the power to begin to shape their own lives.

### Vision

*all pupils achieve the highest standard of educational outcomes regardless of circumstances or background*

### Rationale

The purpose of this Policy is to ensure there is appropriate first aid provision for all employees, pupils and visitors across the Trust at all times. The Health and Safety (First Aid) Regulations 1981 set out the essential aspects of first aid that employers have to address. As a preventative measure, the Trust will promote awareness of health and safety issues to prevent, where possible, any potential hazards or accidents. All Trust staff has a statutory obligation to follow and co-operate with the requirements of this Policy. The Policy is also aligned with the Trust's *Accident and Violent Incident Procedure*, which must also be followed at all times.


### Key duties

The Trust and its headteachers will ensure every school:

- undertakes a first aid risk assessment annually
- appoints an appropriate number of suitably trained personnel as first aiders
- provides sufficient first aid facilities, training and resources
- keeps accident records and reports to the Trust Health and Safety Representative as required
- fulfils reporting requirements under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013*
- provides adequate and appropriate first aid provision as part of the arrangements for all out of school activities
- provides staff training where an automated defibrillator is in school
- keeps a record of accidents relating to each occasion any member of staff, pupil or other person reports an accident or receives first aid treatment either on the school premises or as part of a school related activity.
- Sends a copy of all serious accident reports requiring an individual to receive treatment from the emergency services or results in an absence for 3 days or more to the Director of Estates, currently Geoff Bagley and the Trust's Office Manager, currently Rebecca Hawkings, for review and reporting

to the HSE as required under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)2013*.

The Trust will review this Policy every two years to ensure the health, safety and welfare of pupils, staff and visitors is always of paramount importance. A full review would be triggered immediately following any serious accident or event.

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| <b>Monitoring and review</b>      | Trust Board  |
| <b>Links</b>                      | Health and Safety Policy<br>Staff Code of Conduct Policy<br>Medical Conditions Policy<br>Risk Management Policy<br>Safeguarding Policy and procedures<br>Accident and Violent Incident Procedure |
| <b>Staff responsible</b>          | CEO<br>Office Manager<br>Director of Estates<br>Headteachers   |
| <b>Committee responsible</b>      | Trust Board  |
| <b>Date approved</b>              | <b>November 2018</b>   |
| <b>Reviewed</b>                   | November 2019  |
| <b>Next review</b>                | February 2022  |
| <b>Sign off by Chair of Trust</b> |  Date: February 2020   |

\*Please note that should there be any changes/further national guidance issued relevant to this Policy, it will be updated accordingly prior to the review date shown above and referred to the next Trust Board meeting.

## Change Management

| Issue No.: | Change date: | Change description:  |
|------------|--------------|--|
| 1.0        | Nov'16       | Initial release  |
| 2.0        | Nov'18       | Rebranded, updated and signed off for release  |
| 3.0        | Nov'19       | Checked, minor content changes, signed off and published   |
| 4.0        | Feb'20       | Updated policy to reflect changes in legislative references and inclusion of the trust accident and incident reporting process |