



FIRST AID POLICY

Key document details

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Review Date: May 2021

Approver: Executive Leadership Team

Approved: 20th May 2021

Next Review: May 2022

Version	Issue Date	Details – reason for issue/nature of change
01	May 2020	Initial document
02	May 2021	Due review – one change in section 14 recording incidents

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1. Aims

The Trust Board of Venturers Trust is required to assess the first aid needs and to provide adequate and suitable first aid arrangements, equipment and facilities for all its employees/staff under health and safety legislation *Health and Safety (First-Aid) Regulations 1981* (as amended)).

The Trust recognise that as a school this policy will extend to pupils/visitors and others even though the Regulations do not oblige employers to provide first aid for anyone other than their own employees.

This policy will provide for risks to pupils and visitors and will make allowances for them when performing risk assessments and when deciding on numbers for first aid personnel. This is in addition to the *Management of Health and Safety at Work Regulations 1999* which require employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees at work and others who may be affected by their undertaking, to identify what measures they need to take to prevent or control these risks.

Whilst most of the terminology used in this policy refers to pupils it should be presumed that where possible this would also include staff and visitors to the Trust.

The aims of the policy are to:

- Ensure that the Trust has adequate and appropriate equipment, facilities and procedures to provide suitable first aid;
- Ensure that the Trust first aid arrangements are in line with this policy and government guidelines; and
- Ensure that the first aid arrangements are based on a risk assessment of the school's likely requirements, taking into account the size, location of the school and any hazardous activities undertaken.

2. Guidance

National guidance is provided in the DfE's document [First Aid in Schools](#) and in the HSE's [The Health and Safety \(First-Aid\) Regulations 1981: Guidance on Regulations](#).

3. Responsibilities

Board/Governing Body

The Board/Governing Bodies Venturers Trust is responsible under the *Health and Safety at Work etc Act 1974 (HSWA)* for:

- Ensuring that the Trust has an appropriate policy based on suitable and sufficient risk assessments carried out by a competent person;
- Ensuring that the Trust provides sufficient funding for first aid provision;
- Ensuring that all newly qualified early years staff (with a full and relevant level two or level three childcare certification) have a full Paediatric First Aid (PFA) or an emergency PFA certificate in order to be included in the required adult: child ratios in an early years setting and on excursions;

- The Board of the Trust will follow the [Statutory Framework for the Early Years Foundation Stage](#) (EYFS) updated in March 2017 in relation to the new conditions of paediatric first aid training;
- Providing a suitable and sufficient first aid room or rooms where the assessment of first aid needs identifies this as necessary. The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed;
- Provide suitable first aid arrangements are in place for off-school activities e.g. school excursions;
- Ensuring that the Trust has access to appropriate guidance on first aid issues;
- Ensuring that staff are appropriately consulted and trained;
- Receiving and considering reports from the Trust sites;
- Ensure that the Trust keeps accident records and will report to the HSE as required under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*;
- Ensuring that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment; and
- Reviewing the policy annually, and/or when statutes or guidance change, and/or after an incident/accident.

CEO/PRINCIPAL

The CEO/Principal of the Trust is responsible for ensuring the Governing Body's policy is put into practice and for:

- The day to day internal management responsibility for first aid;
- Determining the first aid needs of the Trust, taking into account, among other things, the number of employees, size, location and work activity;
- Developing and reviewing detailed procedures;
- Monitoring the training and expertise of first aid staff;
- Ensuring that there are enough trained staff to meet statutory requirements and assessed needs, including making an allowance for staff who may be on sick leave or off-site;
- Liaising with the person responsible for first aid;
- Informing employees of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel; and
- Ensuring that staff, students and parents are aware of the Trust health and safety and first aid policy and procedures

Competent Person/Designated First Aid Leader/School Nurse

The Board delegates to the CEO (and the Principal, if the CEO delegates the responsibility) the appointment of **a competent person** to be in charge of first aid provision, this person will be known as the designated first aid leader who will:

- Ensure that the first aid provision is adequate and appropriate;
- Carries out appropriate risk assessments in liaison with the CEO/Principal;
- Ensure that the number of first aiders/appointed persons meets the assessed need;
- Ensure that appropriate training is provided and monitors the competence of first aiders:

- Ensure that the equipment and facilities are fit for purpose and first aid kits are regularly re-stocked;
- Ensure that incidents are reported to the HSE as required under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*;
- Ensure that an ambulance or other professional medical help is summoned when required;
- Ensure that all staff know the procedures for calling for first aid and their duties towards any person requiring first aid; and
- Regularly keeps the Principal informed of the implementation of the policy.

Staff

Teachers' conditions of employment do not usually include giving first aid. Staff may, however, volunteer to undertake first aid tasks. Certain support staff may have the giving of first aid as part of their contract. They must be appropriately trained. However, all staff in charge of students (including volunteer staff) must use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students in the same way that parents would be expected to act towards children.

Trained staff may take action beyond the initial management stage. Other staff must provide aid only to the level of qualification or competence they possess.

If first aid is required staff must not move the patient. A first aider must be summoned.

Staff who deal with a first aid incident must ensure that the incident is recorded. This includes incidents on out-of-school activities.

The record must 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); and
- Name and signature of the first aider or person dealing with the incident.

4. Duties of a First Aider

All employees providing first aid in the Trust must have an appropriate first aid qualification and **remain competent** to perform their role. Typically, first aiders will hold a valid certificate of competence in either first aid at work (FAW) or emergency first aid at work (EFAW). EFAW training enables a first aider to give emergency first aid to someone who is injured or becomes ill while at work. FAW training includes EFAW and also equips the first aider to apply first aid to a range of specific injuries and illnesses. All first aid training **providers** are required to train workplace first aiders in the use of an automated external defibrillator (AED) on all first aid at work courses.

A first aider must:

- Complete a first aid course and hold a valid first aid certificate;
- Give immediate help to casualties; and
- Ensure that when necessary an ambulance or other professional medical help is called.

First aiders and appointed persons will be expected to follow any appropriate trust or government guidance.

The Trust recognises that a first aid certificate does not constitute appropriate training in supporting children with medical needs. The Trust academies will have regard to the statutory requirements and guidance, as well as the pupil's Individual Healthcare Plan and the relevant school policies in relation to the care of students with medical conditions.

5. Appointed Persons

Appointed persons do not have to be first aid trained, but they may be and quite often are.

They:

- Take charge when someone is ill or injured;
- Look after the first aid equipment; and
- Ensure that medical help is called when necessary.

They should not give first aid treatment for which they are not trained.

The Trust will, however, ensure that they are trained in coping with emergencies. The training will include:

- What to do in an emergency;
- In particular cardiopulmonary resuscitation;
- What to do for the unconscious casualty; and
- What to do for a wounded or bleeding person.

6. Number of First Aiders/Appointed Persons

The Trust will use the HSE checklist for assessment on pages 10 to 12 [The Health and Safety \(First-Aid\) Regulations 1981: Guidance on Regulations](#) and appendix 3 of the same.

It is essential that adequate provision is made to cover all times people are at work. The Board/Governing Bodies/CEO/Principal/HSM/L must ensure that there is cover for annual leave/holiday or other planned absences in terms of first aiders and appointed persons including staff accompanying school excursions and leaving the school short in terms of supply. Consideration should also be given to what cover is needed for unplanned and exceptional absences such as sick leave or special leave due to bereavement.

See Appendix 1 for VT review of First Aid assessment of needs.

7. Number, Location and Contents of First Aid Containers and Suitable First Aid Accommodation

Any Trust site with a defibrillator, will notify the local NHS ambulance service of the defibrillators location on installation and organise local training annually as appropriate with the NHS team.

The Designated First Aid leader will determine the number of containers required and their appropriate locations and will ensure that this information is communicated to all staff.

The contents of each container will be at least the minimum suggested by [The Health and Safety \(First-Aid\) Regulations 1981: Guidance on Regulations](#) (see appendix 2 of the above for suggestions). The risk assessments will highlight any additional supplies that may be required in various locations. Drugs, medicines and tablets will not be kept within the first aid container. The container should be immediately recognisable as a first aid container and be green in colour with a white cross.

For all Trust sites, nominated first aid accommodation is listed on the intranets, staff room notice boards and in the staff handbooks.

8. Risk Assessments

The persons responsible for first aid at any Trust site, must make suitable and sufficient risk assessments to determine any extra provision required over and above the minimum provision, taking into account any known medical conditions of staff/pupils etc.

The risk assessments must also cover the risks to employees and also any non-employees who may visit any Trust site.

9. Illness

Any member of staff or pupil who feel unwell or who have suffered an accident should, if possible, be accompanied to the main office reception. Where it is unsafe to move the affected person, someone should be sent to the Academy site main reception/Central office main reception to gain assistance.

A qualified first aider will assess the individual's need and apply basic first aid; a second opinion should be sought if available.

Where applicable, main reception/Central office main reception staff will issue an advisory note to the parents/carers detailing the illness or incident that has occurred, in the case of a pupil.

If there is any concern that the injury or illness may be more serious. The parents/carers will be contacted immediately, and for staff their next of kin as nominated on their personnel files.

Any member of staff or pupil who is having difficulty breathing, feeling dizzy or faint must remain with a colleague/teacher or other member of staff. A message should be sent to the main reception/Central office main reception to send a first aid lead immediately to address the situation.

10. Pupils' Medical Conditions

A list of pupils who suffer from medical conditions together with details of any Individual Health Care Plans which are prepared for pupils with more serious medical conditions such as diabetes, anaphylactic shock, asthma or epilepsy is updated annually or when required by the Designated First Aid Leader within academies. A copy of this information is kept in line with the local academy arrangements.

Appropriate medication should be with the pupil in their classrooms at all times and should be named and labelled. Named and labelled spare inhalers and auto-injectors (commonly known as EpiPens) will also be kept for each pupil with a known medical condition in line with local academy arrangements.

Members of staff will be made aware of the pupils who suffer from medical conditions and have Individual Healthcare Plans. Having due regard to confidentiality, staff authority and medical necessity in the distribution of information.

All asthma inhalers should be taken to all PE/Games lessons.

Portable first aid kits, auto-injectors and inhalers should be taken to all off-site excursions.

11. Insurance

The Trust has procured insurance arrangements that provide appropriate cover for claims arising from actions of staff acting within the scope of their employment.

The Trust will also ensure that adequate liability insurance is in place to cover accidents to pupils and visitors as well as staff.

12. Training

The Trust will provide adequate and appropriate training for first aid staff and appropriate information for all staff to enable them to carry out their duty of care.

The Board/Governing Body will ensure that there are sufficient trained members of staff to meet statutory requirements and the assessed needs, allowing for staff that are absent or off-site.

13. Equal Opportunities

The Trust will take particular care with the first aid provision for its disabled staff and pupils, and have due regard to the Equality Act 2010 and the Education Act 2014, as well as the relevant statutory guidance.

Appropriate risk assessments will be carried out by the designated First Aid leader and suitable provision will be made in liaison with the CEO/Principal.

14. Records

Appropriate records must be kept and reports must be made for each incident. The record must include:

- Date, time and place of the incident;
- Name **(and job, if relevant)** 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 back to work, went home, went to hospital); and
- Name and signature of the first aider or person dealing with the incident.

First aid incidents must be recorded on the Handsam incident log.

The reporting of accidents and incidents will be done under Trust reporting arrangements and will be in accordance with the requirements of the *Data Protection Act 1998 and 2003*.

15. Monitoring and Review

Periodic reviews should be undertaken by the Designated First Aid leader particularly after any operating changes, guidance or legislation changes, as well as any accidents/incidents, to ensure that provision remains appropriate.

The CEO/Principal will review the first aid needs and arrangements annually or as required and will ensure that the appropriate level of first aiders/appointed persons are in post and that the appropriate standards are met. The Board/Governing Bodies of the Trust will receive an annual report from the CEO/Principal and will review the policy every year.

APPENDIX 1

Trust First Aid Risk Assessment

The Trust will consider the following risk assessment in determining First Aid needs:

- the nature of the work
- workplace hazards and risks (including specific hazards requiring special arrangements)
- the nature and size of workforce
- the work patterns of staff
- holiday and other absences of those who will be first-aiders and appointed persons
- organisation's history of accidents

You may also need to consider:

- the needs of travelling, remote and lone workers
- the distribution of workforce
- the remoteness of any of sites from emergency medical services
- whether your employees work on shared or multi-occupancy sites
- first-aid provision for non-employees (eg members of the public).

Factor to consider Space for notes Impact on first-aid provision Hazards (use the findings of your general risk assessment and take account of any parts of your workplace that have different work activities/hazards which may require different levels of first-aid provision) Does your workplace have low-level hazards such as those that might be found in offices and shops? The minimum provision is: – an appointed person to take charge of first-aid arrangements; – a suitably stocked first-aid box. Does your workplace have higher-level hazards such as chemicals or dangerous machinery? You should consider: – providing first-aiders; – providing additional training for first-aiders to deal with injuries resulting from special hazards; – providing a suitably stocked first-aid box; – providing additional first-aid equipment; – precise location of first-aid equipment; – providing a first-aid room; – informing the emergency services of specific hazards etc in advance. Guidance 3 10 First aid at work Factor to consider Space for notes Impact on first-aid provision Do your work activities involve special hazards such as hydrofluoric acid or confined spaces? You should consider: – providing first-aiders; – additional training for first-aiders to deal with injuries resulting from special hazards; – additional first-aid equipment; – precise location of first-aid equipment; – providing a first-aid room; – informing the emergency services of specific hazards etc in advance. Employees How many people are employed on site? Where there are small numbers of employees, the minimum provision is: – an appointed person to take charge of first-aid arrangements; – a suitably stocked first-aid box. Where there are large numbers of employees, ie more than 25, even in lowhazard environments, you should consider providing: – first-aiders; – additional first-aid equipment; – a first-aid room. Are there inexperienced workers on site, or employees with disabilities or particular health problems? You should consider: – additional training for first-aiders; – additional first-aid equipment; – local siting of first-aid equipment. Your first-aid provision should cover any work experience trainees. Guidance 3 11 First aid at work Factor to consider Space for notes Impact on first-aid provision Accidents and ill-health record What is your record of accidents and ill health? What injuries and illness have occurred and where did they happen? Ensure your first-aid provision will cater for the types of injuries and illnesses that have occurred in your workplace. Monitor accidents and ill health and review your first-aid provision as appropriate. Working arrangements Do you have employees who travel a lot, work remotely or work alone? You should consider: – issuing personal first-aid kits; – issuing personal communicators/mobile phones to employees. Do any of your employees work shifts or out-of-hours? You should ensure there is adequate first-aid provision at all times people are

at work. Are the premises spread out, eg are there several buildings on the site or multifloor buildings? You should consider the need for provision in each building or on each floor. Is your workplace remote from emergency medical services? You should: – inform the emergency services of your location; – consider special arrangements with the emergency services; – consider emergency transport requirements. Do any of your employees work at sites occupied by other employers? You should make arrangements with other site occupiers to ensure adequate provision of first aid. A written agreement between employers is strongly recommended. Do you have sufficient provision to cover absences of firstaiders or appointed persons? You should consider: – what cover is needed for annual leave and other planned absences; – what cover is needed for unplanned and exceptional absences. Guidance 3 12 First aid at work Factor to consider Space for notes Impact on first-aid provision Non-employees Do members of the public or nonemployees visit your premises? Under the Health and Safety (First-Aid) Regulations 1981, you have no legal duty to provide first aid for non-employees but HSE strongly recommends that you include them in your first-aid provision.