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MULTI-ACADEMY TRUST

First Aid Policy

Churchfield CE Academy

Policy type	School Policy
Review	Every 3 years
Author/Responsible Officer	Acting Headteacher
To be ratified by	RHB / LGB
Approved by	Laura Piazza
Signature	L. Piazza
Date of Ratification	September 2024
Date of Next Review	September 2027

This policy is a mandatory policy for all Trust Academies and must be implemented to include localised information without further amendments.

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1. Introduction

1.1 Effective and timely first aid can avert further suffering in the event of injury to a person. First aid has two functions:

- It provides initial treatment for the purposes of preserving life and minimising the consequences of injury and illness until qualified medical help can be obtained.
- It provides treatment for minor injuries which would otherwise receive no treatment. For first aid arrangements to work efficiently they must be suitable to the work and its environment, known, understood and accepted by everyone in the workplace. *The Health and Safety (First Aid) Regulations 1981* require an employer to provide equipment and facilities that are adequate and appropriate in the circumstances for administering first-aid to his employees. These regulations are supported by the HSE publication INDG214.

This policy does not cover giving tablets or medicines to treat illnesses (*see separate managing pupils with medical needs policy*)

2. Legislative Requirements

2.1 Churchfield CE Academy has assessed the risks associated with both curriculum and non-curriculum activities in the building and outside and put into place suitable first-aid provisions to ensure it meets the requirements of *The Health and Safety (First Aid) Regulations 1981*. The Health and safety (First Aid) regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel.

The Management of Health and Safety at Work regulations 1999, which require employers to carry out risk assessments, plan to implement necessary measures and arrange for appropriate information and training.

The Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept.

Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records.

The Education (Independent Schools Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils.

The first aid needs risk assessment will be reviewed annually of following a significant change.

3. Responsibility for First Aid

3.1 **Trust Responsibilities:**

- Trust First Aid Policy is reviewed regularly

Headteachers Responsibilities:

- Trust First Aid policy adapted to local school arrangements.

- Assessing first aid requirements in terms of equipment, facilities and personnel required
- Arranging suitable training for first aiders, keeping records of the training and ensuring trained first aiders attend refresher courses as detailed
- Ensuring that there are adequate and appropriate signs so that staff and pupils are aware of who and where the first aiders and equipment are sited
- Ensuring that staff report the use of equipment from the first aid box and that first aid boxes are periodically inspected; always ensuring suitable first aid cover e.g. holidays, out of hours' activities.
- Reporting specified incidents to the HSE when necessary.

3.2 First Aid Responsibilities

- To provide First Aid for staff, pupils, contractors and visitors to the school
- Maintain confidentiality and the dignity of the casualty as far as is possible
- Ask for further assistance from the emergency services
- Keep a record of first aid treatment given
- Report incidents of first aid treatment to the headteacher
- Check and replenish the contents of the First Aid boxes whenever necessary
- Report deficiencies in the first aid arrangements and facilities to the headteacher
- Attend any first aid training that is provided by the school

Staff who are Emergency First Aid in the Workplace (EFAW) trained should only provide emergency cover in the absence of trained First Aiders when there is “*exceptional, unforeseen and temporary circumstances*”. When First Aiders are on annual leave cover must be met by another First Aider and not an EFAW trained staff member.

4. First Aid Materials & Equipment

4.1 First Aid kits should be positioned in key areas of the school for example school kitchen, school office, curriculum areas and classrooms. This can be determined through a first aid needs assessment.

Main Office – No: 1
PPA Room – No: 2
Classrooms – No: 3 – 13
Juniper Room – No: 14
Staff Room – No: 15

It is recommended that First Aid Kits contain the following:

HSE Leaflet; Basic Advice on First Aid <http://www.hse.gov.uk/pubns/indg347.pdf>

- First Aid boxes are located in Main School Office, Juniper Room, PPA Room, Staff Room, small first aid kits in each classroom
- 20 individual wrapped, sterile adhesive dressings (assorted sizes). N.B Blue detectable dressings should be available in food preparation areas
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)

- Six safety pins
- Six medium-sized (approximately 12 x 12cm) individually wrapped sterile un-medicated wound dressings
- Two large (approximately 18 x 18cm) sterile individually wrapped un-medicated wound dressings
- Supply of disposable gloves
- Resuscitation aid to protect first aider from contamination when carrying out cardiopulmonary resuscitation
- Where no mains water is readily available a small supply of sterile water should be available for eye irrigation

Additional items can include:

- Scissors
- Adhesive tape
- Disposable apron
- Individually wrapped moist wipes (alcohol free)
- Sterile eye wash

Travel First Aid Kits:

If the assessment identifies the need for a travelling First Aid Kit, perhaps for an educational visit or lunchtime cover in the playground, then it should be issues, checked and re-stocked from the work base. Basic contents are:

- 1 x large, sterile, un-medicated dressing
- 2 x triangular bandages
- 2 safety pins
- Individually wrapped moist cleaning wipes
- 1 pair of disposable gloves

First Aiders should also have access to “Record of Treatment” forms, so that the materials and equipment used to treat casualties can be monitored and levels of stock altered accordingly.

Off-site procedures:

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about specific medical needs of pupils
- Parents contact details risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises and this will include reviewing First Aid provision for each trip. As a minimum there will always be a member designated as the point of contact for first aid on school trips and visits.

5. First Aid Rooms

5.1 There is no legal requirement to provide a first aid room, and a first aid room will be determined by first aid assessment.

Where a First Aid room is provided, it must have the following requirements:

- Adequately equipped
- Easily accessible to stretchers and wheelchairs
- Clearly sign posted and identified
- If possible, reserved for giving First Aid
- Be large enough for a couch, with space either side in which people could treat a casualty
- Have washable surfaces
- Have adequate heating, ventilation and lighting
- Be kept clean, tidy and available for use at all times that employees are at work
- Be in a convenient position for emergency services access
- Have a display notice on the door with the names, location and phone extension numbers of available first aiders
- Sink with hot and cold running water
- Drinking water and disposable cups
- Soap dispenser and paper towels
- A storage area for First Aid supplies
- Foot-operated refuse containers, lined with disposable yellow clinical waste bags
- A couch with waterproof protection of clean pillows and blankets
- A chair
- A telephone
- A record for recording all first aid treatment
- A suitable WC should be close by

5.2 **Obtaining Further Assistance**

The school has red cards in all classrooms which are visible for anyone to take to another member of staff if needed.

There may be times when a first aider cannot deal with a situation themselves and assistance from external bodies such as the ambulance service is required.

If anyone in the establishment is taken ill or is injured and it is felt that the illness/injury is sufficiently serious as to demand urgent medical treatment the Ambulance Service should be contacted without delay.

The first aider should always send someone outside to meet the emergency services and guide them to the injured party.

If the first aider is attending to a casualty then a bystander should be instructed to telephone for help, but they must return to confirm that the call has been made. Someone may also need to update the emergency services on route if the casualty's condition worsens.

5.3 **Medical Alert Devices**

In schools there may be pupils with known medical conditions who require specific medicines to be administered. This is covered in the separate Managing Pupils with Medical Needs Policy.

6. Recruitment and Selection of First Aiders and Appointed Persons

6.1 The question of who to appoint as a first aider must be considered. The following criteria should be taken into account by headteachers:

- Reliability, disposition and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with **stressful** and **physically** demanding emergency procedures
- Ability to leave their place of work to go immediately and rapidly to an emergency

Selection of first aiders should take account of the importance of ensuring sufficient cover. Priority is therefore likely to be given to fulltime staff and those based within the school who would be more readily available in an emergency.

It is very important that the individual understands, before the expensive training is undertaken, the implications of the tasks they might be asked to perform. In addition, school management should undertake to support them appropriately in the event of a stressful episode such as a fatality. This should take the form of expert counselling. First aiders must also be prepared to maintain confidentiality, if it is appropriate and will not put other staff or pupils at risk.

Special additional training would have to be given if a hazard, such as the use of defibrillators, was identified within a risk assessment. This training would be in addition to the basic training and does not need HSE approval.

6.2 First Aiders

Name	Qualification	Date of Certificate	Renewal date
Laura Piazza Jodie Stalley Sarah Parker Emily Price Hazel Coates Charlotte Ruffell Michele Stone Sally Burnett Steve Cotterell Iris Hector Jemma Lowin Karen Beer Lisa Woodman Chloe Demetriou Jenny York Nadine King Lisa Fitzgerald Rusen Arslan Meryem Turus Teresa Jeakins	Level 1 First Aid	31.7.2023	31.7.2025

Elizabeth Storey Kirsty Wright			
Emma Craig Lisa Woodman	Paediatric First Aid for Under 5s	July 2024	July 2026
Carol Mistretta		July 2024	July 2026
Cheryl Palfreman		February 2024	February 2027
Lisa Young	First Aid At Work	June 2022	June 2025

7. Record Keeping

7.1 First Aid and Accident Recording:

- All first aid treatment will be recorded at the school.
- An online form (Medical Tracker) will be completed by the First Aider/relevant member of staff on the same day and as soon as the accident/incident has been dealt with.
- As much detail as possible should be supplied when reporting an accident, including all the information included in the accident form.
- Records are retained by the school until the pupil turns 21, in accordance with Regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.
- The DSL will monitor the First Aid Log and accident record every half term.

Reporting to the HSE:

The Office manager or designated person will keep a record of all accidents, and first aid administered.

This Office Manager will report RIDDOR reportable accidents to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Notifying Parents:

The appropriate member of staff will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, as soon as the accident has been dealt with by either completing the Medical Tracker online report and emailing to parents, or by way of a phone call.

Reporting to Ofsted and Child protection Agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

8. Training

- 8.1 Since 1st October 2013, HSE no longer approves First Aid training and qualifications – and no longer approves First Aid training organisations. This means that businesses have more flexibility in how they manage their provision of first aid in the workplace.

This means that it is the employer's duty to ensure that any training provider that they select for the purposes of first aid training is competent to deliver that training.

HSE has produced guidance on selecting a first aid training provider that sets out the criteria that a competent training provider should be able to demonstrate.

These criteria include:

- The qualifications expected of trainers and assessors
- Monitoring and quality assurance systems a training company has in place
- Teaching and standards of first-aid practice
- Syllabus content; and
- The information included on a certificate

The school has made an assessment on the number of first aiders it requires and levels of qualification.

8.2 **First Aid at Work**

The 'First Aid at Work' course lasts a minimum of 3 days contact time and includes an examination at the end.

An approved refresher lasting at least 2 days will need to be completed within **three years and 28 days** to maintain the validity of their certificate. The refresher course can be taken up to three months before the expiry date.

8.3 **Emergency First Aid at Work** All 'appointed persons' will complete, as a minimum, the 'Emergency First Aid at Work' (EFAW) course lasting at least one day. This course will need to be replaced at least every 3 years to remain valid.

8.4 **Paediatric First Aid**

Schools with Early Years provision have always had to have at least one member of staff with paediatric first aid training in the Early Years and Foundation Stage provision at all times. This includes lunchtimes and any school operated Breakfast and After school club that has children under 5 attending.

In the future the Government is looking to change the requirements so that all **newly qualified** staff with a childcare Level 2 and 3 qualification must have an emergency paediatric first aid or full paediatric full aid certificate in order to count in the EYFS ratios.

8.5 **What training is required for using a defibrillator?**

First aid at work (FAW) and Emergency First Aid courses now cover the use of defibrillators. If you decide to provide a defibrillator in your workplace, it is important that those who may use it are appropriately trained. HSE does not specify the content of this training. However, whoever you select to deliver this training must be competent. Information on training is available from the Resuscitation Council (UK).

8.6 **Hygiene and Infection Control – refer to Trust Infection Control Policy**

Several serious communication diseases can be contracted from infected blood and other body fluids, including HIV and Hepatitis B. First aiders will be aware of from their training of the basic hygiene and infection control measures. They should follow an infection control technique which

avoids direct contact with body fluids of casualties at all times. This will involve covering any cuts or wounds they have on their hands with waterproof plasters, washing hands before and after tending a casualty and wearing disposable gloves when dealing with body fluids.

N.B Disposable gloves should be of the vinyl type and un-powdered. Latex allergy is a recognised and growing problem.

If a first aider is contaminated with the casualty's blood into an open wound, they must try to make the wound bleed, wash the area immediately with soap and water, then dry thoroughly. The wound should then be covered with a suitable dressing. The accident should be reported, and the internal incident form should be completed by their manager. The first aider should then inform their GP of the incident as soon as possible to seek their advice.

For further information, contact the Health Protection Agency
<http://www.hpa.org.uk/web/home>

9. Insurance

- 9.1 All First Aiders are covered by the school's liability insurance to treat the public etc. unless it is shown that they were deliberately negligent within the context of the school.

Employees carrying out First aid not in relation to school activities and in their own time are advised to provide their own insurance cover.

11. Useful Links

<http://www.hse.gov.uk/firstaid/legislation.htm> (legislation)

<http://www.hse.gov.uk/firstaid> (general information and links)

<http://www.hse.gov.uk/pubns/indg214.pdf> (First Aid at Work your questions answered)

<http://www.hse.gov.uk/pubns/books/174.htm> (Approved Code of Practice)

<http://www.hse.gov.uk/pubns/indg347.pdf> (basic advice on first aid at work)

Main legislation addressed –

Health and Safety (First Aid) Regulations 1981

12. Monitoring and Review

- 12.1 The Trust has delegated to the Chief Operating Officer the responsibility for reviewing the implementation and effectiveness of this policy. The Trust will approve all major changes to this policy. The policy will be promoted and published throughout the Trust.

- 12.2 The policy will be reviewed every three years or if there are changes to the relevant legislation.

