

**Learning, growing, achieving together**

***An Active Learning Trust Academy***

**First Aid Policy**

**September 2020**

****

**First Aid Policy**

**Contents:**

1. Introduction and Aims
2. Responsibilities
3. Duties of a first aider
4. Number of first aiders/appointed persons
5. Appointed persons
6. Number and Location of first aid containers
7. Risk assessments
8. Insurance
9. Training
10. Management and Guidance
11. Equal Opportunity
12. Records
13. Monitoring and Review
14. Date of next review

Appendix A: Number of First Aid Personnel

Appendix B: First Aid Boxes

**1. Introduction and Aims**

* 1. The School is required by health and safety legislation to set out its first aid arrangements.
  2. To meet the Standard set out in paragraph 14 of the Independent School Standards Regulations 2010 the School must draw up and implement a First Aid policy.
  3. ALT requires the School to draw up a policy based on the following policy and procedures.

**1.2 The aims of the policy are to:**

* ensure that the School has adequate and appropriate equipment, facilities and procedures to provide appropriate first aid;
* ensure that the School’s first aid arrangements are in line with School policy and government guidelines;
* ensure that the first aid arrangements are based on a risk assessment of the School’s likely requirements.

2. **Responsibilities**

2.1  **The Active Learning Trust** is responsible for making the generic policy for its academies and supporting the academies**.**

**2.2The Local Governing Body** is responsible for:

* ensuring that the School has an appropriate policy;
* ensuring that the School provides sufficient funding for first aid provision;
* providing a suitable first-aid room or rooms where the assessment of first-aid needs identifies this as necessary.
* ensuring that the School has access to appropriate guidance on first aid issues;
* ensuring that staff are appropriately trained;
* receiving and considering reports from the School; and
* keeping ALT informed of progress via the Annual Status Review.

2.3 The internal management responsibility for first aid is delegated to the **Headteacher/Principal**.

2.4 **The Headteacher/Principal** is responsible for:

* determining the first aid needs of the school, 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;
* 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;
* ensuring that staff, students and parents are aware of the School health and safety and first aid policy and procedures.

2.5 The **Headteacher/Principal** will appoint a competent person to be in charge of first aid provision, who will:

* ensure that the first aid provision is adequate and appropriate;
* carries out appropriate risk assessments in liaison with the Headteacher/Principal;
* ensures that the number of first aiders/appointed persons meets the assessed need;
* arranges appropriate training and monitors the competence of first aiders:
* ensures that the equipment and facilities are fit for purpose;
* ensures that all staff know the procedures for calling for first aid, and their duties towards any person requiring first aid; and
* regularly keeps the Headteacher/Principal informed of the implementation of the policy;

**2.6 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.

3. **Duties of a First Aider**

3.1 Qualifications

All employees providing first aid in the school 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.

The School will consider whether to have a specifically trained paediatric first aider. The decision on such an appointment will be made after appropriate risk assessments.

3.2 A First Aider must:

* complete an approved HSE training course;
* give immediate help to casualties; and
* ensure that when necessary an ambulance or other professional medical help is called.

3.3 First aiders and appointed persons will be expected to follow any government guidance.

**4. Number of First Aiders/appointed persons:**

Guidance on the numbers of first aiders is given in Appendix A.

**5. Appointed Persons**

5.1 Appointed Persons are not first aiders.

5.2 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.

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

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

**6. Number and Location of First Aid Containers**

6.1 The minimum first aid provision is:

* + a suitably stocked first aid container; (see Appendix B)
  + an appointed person in charge of first aid;
  + information for employees on first aid arrangements;
  + arrangements for off-site activities; and
  + out-of-school hours provision e.g. lettings.

The HSM will ensure that first aid containers are suitably located, particularly in relation to labs, gyms, and workshops.

**The HSM (or person with delegated responsibility) will determine the number of containers required and their appropriate locations, and will ensure that this information is communicated to all staff.**

**7. Risk Assessments**

7.1 The person responsible for First Aid must make suitable and sufficient risk assessments in the School to determine any extra provision required over and above the minimum provision.

7.2 The risk assessments must also cover the risks to employees and also any non-employees who may come into the School.

**8. Insurance**

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

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

**9. Training**

9.1 The School 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.

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

**10. Management and Guidance**

The management of First Aid in the school will be done using the Handsam Management system, and in the HSE 2013 guidance on the First Aid Regulations 1981

National guidance is provided in the government’s document ‘*First Aid in Schools’*, which can be accessed on the Handsam system.

(**Access to other appropriate guidance can be made via the Handsam health and safety management system.)**

**11. Equal Opportunities**

11.1 The School will take particular care with the first aid provision for its disabled staff and pupils. Appropriate risk assessments will be done by the person in charge of first aid, and suitable provision will be made in liaison with the Headteacher/Principal.

**12. Records**

Appropriate records must be kept using the Handsam system, and appropriate reports must be made. The record must include:

(a) date, time and place of the incident;

(b) name **(and job, if relevant)** of the injured or ill person;

(c) details of the injury/illness and what first aid was given;

(d) what happened to the person immediately afterwards (for example, went back to work, went home, went to hospital);

(e) name and signature of the first-aider or person dealing with the incident.

The reporting of accidents and incidents will be done under the school’s reporting arrangements. **(The Handsam Accident and Incident Record ensures that accidents and incidents are properly recorded and those that need to be reported to the HSE under RIDDOR are dealt with automatically.)**

**13. Monitoring and Review**

13.1 Monitoring of the first aid arrangements will be done via the health and safety management system and the Accident and Incident Reporting system.

13.2.The **Headteacher/Principal** will review the first aid needs and arrangements annually, and will ensure that the appropriate level of first aiders/appointed persons are in post, and that the appropriate standard are met.

13.3 **The Local Governing Body** will receive and consider an annual report from the Headteacher/Principal.

13.4 **ALT** will review the policy at least every three years.

**COVID-19 update**

All staff to be aware of the latest guidance and have read updated risk assessments to prevent the infection of COVID-19.

1.1     Regular hand washing to be completed by staff and children

1.2     PPE to be worn during intimate care and if a child shows symptoms.

1.3     Staff or pupils with medical needs will be assessed and relevant consents will be in place.

1.4     If a pupil (or member of their family), has symptoms they must not attend school and must self-isolate for the recommended number of days in accordance with current Government guidance.

1.5     If a member of staff (or member of their family), has symptoms they must not attend school and must self-isolate for the recommended number of days in accordance with current Government guidance

1.6     Everyone must follow the ‘Catch it, Kill it, Bin it’ approach.

14. **The Date of the next review is**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair

Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix A to First Aid policy**

**Number of First Aid Personnel**

While there are no statutory requirements on exact numbers of first aiders, the Health and Safety Executive (HSE) recommends:

-           in low risk workplaces –  1 first aider to every 50 to 100 employees.

-           in medium risk workplaces - 1 first aider for every 50 employees.

**The HSE’s 2013 version of *First Aid at Work guidance* contains a helpful chart at Appendix 3. *It can be accessed via the link in the Handsam system - by going to the First Aid category and to ‘CLICK here for guidance in this category’.***

The School will make a judgement on the actual number of first aiders required based on local circumstances, having considered likely risks to staff, students and visitors**.**  The School will also take into account the need for adequate cover at breaks and lunchtimes, during practical lessons and PE and Games activities, and on off-site activities.

The number of first aiders will be no lower than the HSE recommended ratios, but based on **pupils and employees rather than employees only eg 1 to every 50/100 pupils and employees.**

Wherever practicable the School will train lunchtime supervisors in first aid.

**Appendix B to the First Aid policy**

**First Aid Boxes**

The first aid boxes will be located as agreed by the HSM in liaison with the Headteacher/Principal. The School will take into account the current HSE guidance on the contents.

All staff should know where the first aid boxes are kept.

The boxes must contain a ‘sufficient quantity’ of first aid material and nothing else.

***There is no mandatory list of items to be included in a first-aid container****. The decision on what to provide has been made following a first-aid needs assessment.*

The School requires the following items to be in the box as a minimum.

**(The School will have to make adjustments for numbers of pupils according to your own assessments based no doubt on historic needs::**

**Minimum for up to 50 staff.**

Leaflet giving general guidance on first aid (for example, HSE’s leaflet *Basic advice on first aid at work*5)

Individually wrapped sterile plasters (assorted sizes) 20

Sterile eye pads 2

Individually wrapped triangular bandages, preferably sterile 2

Safety pins 6

Large sterile individually wrapped unmedicated wound dressings 2

Medium-sized sterile individually wrapped unmedicated dressings 6

Disposable gloves (see HSE’s leaflet *Latex and you* 6). 3

**Minimum for 51-100 staff**

Guidance card (as above) 1

Individually wrapped sterile adhesive dressings 40

Sterile eye pads, with attachment 6

Triangular bandages 6

Sterile coverings for serious wounds 6

Safety pins 12

Medium size, sterile unmedicated dressings 10

Large, sterile unmedicated dressings 6

Extra large, sterile unmedicated dressings. 6

Disposable gloves 6

**Travelling first-aid kit contents**

1. There is no mandatory list of items to be included in first-aid kits for travelling workers. The School will determine the minimum to be carried on School activities outside the school which may include as an example the following:

* *a leaflet giving general guidance on first aid (for example HSE’s leaflet Basic advice on first aid at work5);*
* *six individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary);*
* *two individually wrapped triangular bandages, preferably sterile;*
* *two safety pins;*
* *one large sterile un-medicated dressing;*
* *individually wrapped moist cleansing wipes;*
* *two pairs of disposable gloves (see HSE’s leaflet Latex and you6).*

The person in charge of first aid in liaison with the HSM will determine whether there should be more than the minimum items.

END