

Health and Safety Policy

First Aid

Procedure Originator:	P POTTS
Approved By:	P HARRISON
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Audience:	ALL STAKEHOLDERS

1. Success Indicators

The following indicators will demonstrate success in this area:

- a. Premises Managers have completed assessments of first aid provision for all workplaces.
- b. First aid training is provided to the required level and frequency.
- c. First aid materials are provided and regularly checked.
- d. Appointed persons are designated and aware of their responsibilities.

2. Overview

First aid is the immediate treatment necessary for preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner.

It is a legal requirement to implement and maintain effective systems for ensuring the provision of adequate and appropriate first aid equipment, facilities and personnel at individual workplaces and during off-site activities.

3. Management Arrangements

These arrangements will apply to employees, pupils, service users, contractors and members of the public if they are on academy premises or when engaged in academy activities.

3.1 First Aid Provision

The first aid provision at each workplace will be decided based on an assessment of need. Premises managers must use The Assessment of First Aid Provision Form to assess their first aid requirements against set criteria. This assessment needs to be reviewed annually and where changes occur.

In low risk environments the assessment may require minimal first aid provision (e.g. suitably stocked first aid box and an appointed person). In larger workplaces/hazardous environment, first aid needs will be greater, and premises managers may need to increase the number of first aiders so that someone is always available to give first aid immediately following an incident.

First aid provision must be adequate during all working hours, so planned annual leave, maternity leave of first aiders and appointed persons must be covered. If first-aiders are absent, an appointed person must be available. Premises managers should consider what cover is needed for unplanned and exceptional absences such as sick leave or special leave due to bereavement. An emergency first aider may be provided in addition to, but not replace, the required number of first aiders with the current First Aid at Work Certificate.

The individual workplace arrangements must be effectively communicated to employees and visitors indicating how to access first aid, and on shared sites the premises managers must co-ordinate the approach to first aid arrangements.

3.2 Mental Ill Health and First Aid

After completing the first aid needs assessment, it is recommended that you consider how you manage mental ill health at work. This may include consideration of mental health first aid as well as physical first aid.

Although this is not a legal requirement, you might decide that it will be beneficial to have arrangements in place to be able to support someone who might be experiencing a mental health issue.

You should consider appropriate information, instruction and training for employees which might include all or some of the following:

- Mental Health Awareness information, and training.
- Providing information via the intranet and links to external resources such as the NHS and Mind websites.
- Providing Mental Health First Aid training which teaches delegates how to recognise warning signs of mental ill health and what they can do to help.
- Train Mental Health First Aiders so they will have the skills and confidence to approach and support someone experiencing poor mental health, while keeping themselves safe.

3.3 Types of First Aid Personnel

A First Aider (FAW) is someone who has undergone a training course in First Aid at Work and who holds a current First Aid at Work Certificate. Their role involves:

- undertaking first aid treatment in accordance with their training,
- summoning an ambulance or other external medical services,
- liaising with the premises manager to ensure first aid kits are fully stocked and refilled after use,
- keeping suitable records of all treatment administered.

An Appointed Person is someone who is nominated to take charge of a situation in the absence of a qualified first aider or emergency aider. Their role includes:

- taking charge when someone is injured or falls ill,
- calling an ambulance (where required), and
- being responsible for first aid equipment e.g. re-stocking the first aid box.

- appointed persons are not first aiders and so should not attempt to give first aid for which they have not been trained. They may give emergency first aid where trained to do so (normally by completing the Emergency First Aid at Work Certificate).

An Emergency First Aider (EFAW) is someone who has undergone an Emergency First Aid at Work training course (of minimum one day duration) and who holds a current Emergency First Aid at Work Certificate. They are normally used in low hazard locations where most people that may need first aid are members of the public and not employees. Their role involves:

- undertaking basic emergency first aid in accordance with their training,
- summoning the assistance of a First Aider where available,
- summoning an ambulance or other medical services
- liaising with the premises manager to ensure first aid kits are fully stocked and refilled after use,
- keeping suitable records of all treatment administered

Additional First Aid Requirements Early Years

The Statutory Framework for the Early Years Foundation Stage requires that at least one person who has a current Paediatric First Aid Certificate must be on the premises at all times when children are present. In addition, there must be at least one person on outings who has a current paediatric first aid certificate.

Coach Assistants/Drivers and Attendants

Coach guides, drivers and attendants are required to undertake Emergency First Aid training to enable them to respond to an emergency medical situation until skilled help arrives.

3.4 First Aid Materials and Equipment

Once the assessment of first aid provision has been undertaken, the necessary materials, equipment and facilities must be provided and maintained in accordance with the determined need. This will involve ensuring that first-aid equipment is suitably marked, easily accessible and available in all places identified by the assessment.

Each workplace should have at least one first aid box supplied with a sufficient quantity of first-aid materials suitable for the circumstances, and a body spills kit. Large sites will require more than one first-aid box, and suitable quantities of body spills kits.

The decision on what to include in a first aid kit will be influenced by the findings of the first-aid needs assessment. As a guide, where work activities involve low hazards, a minimum stock of first-aid items might be:

- a leaflet giving general guidance on first aid (for example, HSE's leaflet Basic advice on first aid at work);
- individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
- sterile eye pads;
- individually wrapped triangular bandages, preferably sterile;
- safety pins;
- large sterile individually wrapped un-medicated wound dressings;
- medium-sized sterile individually wrapped un-medicated wound dressings;
- Disposable gloves.

First Aiders, Emergency First Aiders and Appointed Persons must regularly inspect the contents of first-aid containers and the contents must be restocked as soon as possible after use. Sufficient supplies should be held in a back-up stock on site. Discard items after the expiry date has passed.

Where an Automated External Defibrillator (AED) is present, the manufacturer's instructions regarding maintenance and servicing must be followed. Batteries, leads and pads will normally have a life of between 3 and 5 years. Modern AEDs undertake self-tests and indicate if there is a problem with a warning light or sign. A process should be in place to regularly (at least weekly) check the equipment and appropriate action taken if there is an issue.

Further guidance on AEDs in schools is available:

<https://www.gov.uk/government/publications/automated-external-defibrillators-aeds-in-schools>

3.5 Training of First Aid Personnel

Employees who volunteer or are selected to be first aiders should be suitable for the task.

All employees who undertake first aid duties must be competent to carry out their role. The content and duration of training necessary will depend on the role of an individual.

Course	Intended For	Duration of Course	Recommended Refresher training	When revalidation is required	Revalidation Training
First Aid at Work Certificate (FAW)	First Aiders	3 days	Annual basic skills update 3 hours	Before expires (3 years from date of certificate)	2-day revalidation
Emergency First Aid at Work Certificate (EFAW)	Emergency First Aiders and Appointed Persons if deemed necessary	1 day	Annual basic skills update 3 hours	Before certificate expires (3 years from date of certificate)	Repeat of original 1-day course.

In certain cases, where activities might expose individuals to unusual risks e.g. remote outdoor activities, additional specifically focused training might be necessary according to the circumstances.

3.6 Liability

The employer’s liability insurance policy will provide indemnity for employees acting as first aiders or emergency aiders as defined above. First Aiders and Emergency First Aiders must ensure that any treatment they give is administered in accordance with the training they have received. So long as treatment is administered with good intent and in accordance with current good practice, the academy and its insurers will support the actions of its employees in the event of a legal case relating to first aid treatment.

3.7 Infection Control

To minimise the risk of infection whilst administering first aid, personnel must cover all exposed cuts/abrasions on their own bodies with a waterproof dressing before administering treatment. They must also wash their hands before and after applying dressings. Disposable nitrile/vinyl gloves and aprons must be worn whenever blood, or other body fluids are handled, and disposable materials, such as paper towels and sanitising powder, must be used to mop up any substances. All disposable items must be disposed of in plastic bags in line with the Trust’s Infection Control Management Arrangements. Contaminated work areas must be suitably disinfected and soiled

clothing should be washed on a hot cycle or advice given to this effect if washing sent home.

If contact is made with any other person's body fluids the area should be washed immediately and medical advice sought from an Occupational Health advisor.

4. Record Keeping

All records of first aid administered must be recorded.

Assessment of First Aid Provision, records of first aid administration and first aider training records must be kept in line with the Trust's retention schedule.

5. Monitoring and reviewing these arrangements

Premises managers will review first aid provision at least annually and when they believe the assessment is no longer valid.

6. Health and Safety – Further Information

Guidance and template documents are available to the academies from Staffordshire Health, Safety and Wellbeing SLN Site.

Further guidance on AEDs in schools is available:

<https://www.gov.uk/government/publications/automated-external-defibrillators-aeds-in-schools>