



First Aid Policy
Excalibur Academies Trust

Revision	Status	Date	Title of Reviewer	Purpose/Outcome
	Draft	January 2022	Davina Nicholls	
I	Published	February 2022	Davina Nicholls	Made available on SharePoint, all schools within the trust informed

This document will be reviewed no later than February 2024

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1. Aims

The aim of the policy is to ensure that children and adults in our care receive good quality first aid provision. Systems and processes are agreed across the trust so that each child is given the same care and understanding in our schools. All staff are made aware of this policy and any new members of staff, supply and volunteers are made aware when they are appointed or begin work.

This policy;

- Clearly defines the responsibilities of the staff
- Provides a framework for responding to an incident, recording and reporting the outcomes and where appropriate investigate all accidents.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually
- Ensures good first aid cover is available in the school and on visits.
- Has safety as its priority for the children and adults receiving first aid and safety for the adults who administer first aid.
- Is regularly reviewed and updated

2. Legislation and guidance

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate numbers of first aiders, facilities and equipment to enable first aid to be given to employees who are injured or who fall ill at work. These regulations apply to schools in the same way as all other workplaces.

Their requirements deal only with employees and do not specifically cover non-employees such as, pupils and other visitors to the school premises.

Nevertheless, under the provisions of the Health and Safety at Work etc Act 1974, employers have a duty to ensure, so far as is reasonably practicable, the health and safety of non-employees.

Moreover, Health and Safety Executive (HSE) guidance strongly recommends that non-employees are included in an assessment of first aid needs and that provision is made for them.

An assessment must be made of the school's first aid needs in order to establish what provision is required. Factors to consider include the location and size of the school, the number of sites, the number of employees and pupils, the age of pupils, their health needs and activities carried out.

In summary, the minimum requirements for school first aid provision are;

- a first aid needs assessment,
- a written policy on first aid,
- an appointed person to take charge of first aid arrangements,
- a number of first aiders,
- suitably stocked first aid boxes in appropriate locations such as labs and PE departments. There is no mandatory content, but it is recommended that schools consider the content of BS 8599.
- A number of first-aid containers for off-site activities/trips,
- a list of first aiders easily assessable to all staff
- out of school hours arrangements e.g. Lettings and parent evenings

3. Roles and Responsibilities

Health and safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. In schools this includes responsibility for the head teacher and teachers, non-teaching staff, pupils and visitors (including contractors). Who the employer is depends on the type of school.

The Employer is responsible, under the Health and Safety at Work etc Act 1974 (HSWA), for making sure that a school has a health and safety policy. This should include arrangements for first aid, based on a risk assessment of the school.

The employer should also make sure that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

It is the employer's responsibility to make sure that the statutory requirements for provision of first aiders are met, that appropriate training is provided and that correct procedures are followed. The employer should be satisfied that any training has given staff sufficient understanding, confidence and expertise. The employer must ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site.

The Principal/Head Teacher is responsible for: putting policies into practice and for developing detailed procedures.

The Principal/Head Teacher should;

- make sure that parents are aware of the school's health and safety policy, including arrangements for first aid,
- that provision for employees does not fall below the required standards; at least one first aid appointed person at all times, it is best practice to have one first aider for every 10 employees and at least one first aider on each floor.

The school's appointed persons are responsible for:

- taking charge when someone is injured or becomes ill
- ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role and are responsible for:

- acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- sending pupils home to recover, where necessary
- filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident and completing the on-line Crest reporting system
- keeping their contact details up to date

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are and carrying a radio to contact them straight away.
- Completing accident reports on Crest for all incidents they attend to where a first aider is not called
- Informing the Principal or their manager of any specific health conditions or first aid needs

4. First Aid Accommodation

In schools, the 2012 Education (School Premises) Regulations require a medical room for pupils to be provided and this can, where necessary, be used for giving first aid to staff, pupils or visitors. They should contain essential first aid facilities and equipment, be easily accessible to stretchers and be clearly signposted and identified. They should have washable surfaces and adequate heating, ventilation and lighting, and should display a notice on the door advising of the names, locations and, if appropriate, telephone extensions of first aiders and how to contact them. Hot and cold running water, soap, paper towels and drinking water should also be provided.

5. First Aid Procedures

In-school procedures, in the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, a member of senior management will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form using 'Medical Tracker' the same day or as soon as is reasonably practical after an incident resulting in an injury

Off-site procedures, when taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Access to information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by class teacher prior to any educational visit that necessitates taking pupils off school premises. These are checked by a member of the Senior Leadership Team and signed by Principal. There will always be at least one first aider on school trips and visits.

6. First aid equipment

Employers must provide at least one fully stocked first aid container for every work site, and first aid procedures should make sure that someone is responsible for examining the contents of the containers and keeping them stocked. Additional first aid containers will be need where there are split sites, split levels and for high-risk areas such as, sports pitches, gyms, labs, workshops etc.

As a minimum the contents of a first aid box should include:

- a leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (hypoallergenic plasters can be provided if necessary)
- 2 sterile eye pads

- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 1 pair of disposable gloves.

The HSE recommend where no specific risk is identified a travelling first aid container should contain the minimum of:

- a leaflet giving general advice on first aid. See list of publications in Annex A;
- six individually wrapped sterile adhesive dressings;
- one large sterile unmedicated wound dressing approximately 18cm x 18cm;
- two triangular bandages;
- two safety pins;
- individually wrapped moist cleansing wipes;
- one pair of disposable gloves

All first aid containers must be marked with a white cross on a green background.

7. Record-keeping and reporting

The Crest on-line reporting system is a question-and-answer site, Excalibur only expects you to register significant incidents, see Appendix 1.

In Primary schools where pupils bump heads and graze knees, we would not expect these to be entered onto Crest site however, we would expect the usual accident reporting approach to be completed and parents notified in head bump incidents.

Guidance to enable schools to report relevant accidents and incidents on Crest is available on SharePoint.

8. Training

A first aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE.

First Aid at Work (FAW)

Emergency First Aid at Work (EFAW)

Both these qualifications permit an employee to be designated as a first aider. An 'appointed person' however, is not the same as a first aider and do not have to undergo first aid training. The FAW and EFAW certificates are valid for three years, the NEU strongly recommends that schools use the EFAW course.

Paediatric First Aid covers from infancy up to 18 years of age and the certificate is valid for three years.

Employers must arrange refresher training and retesting of competence before certificated expire. If a certificate expires, the individual will have to undertake another full course of training to become a first aider. Refreshers courses can be arranged up to three months before the expiry date of their certificate. The new certificate will then take effect from the date of expiry. Schools should keep records of first aiders and certification dates.

9. Links with other policies

This first aid policy is linked to the;

- Health and safety policy
- Risk assessment policy
- Medical Conditions Procedure
- Guidance on accident and incident reporting on Crest

10. Review and monitoring

The implementation of this procedure will be monitored by the Principals and Excalibur's Lead in Health and Safety, who will make an annual report to the Board of Directors of the trust.

Head of School: Lucy Crump

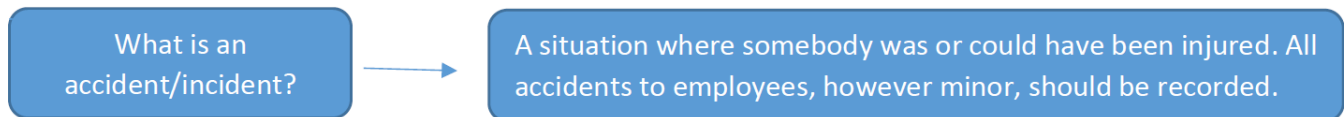
A handwritten signature in black ink that reads "Lucy Crump". The signature is written in a cursive style with a long horizontal stroke at the bottom.

Academy: Ogbourne CofE Primary School

Date: 23.3.2023

Appendix 1: Accident/Incident Flow Chart

Excalibur Academies Trust Accident & Incident Reporting



Is an Accident or Incident Reportable?

