

RIVER LEARNING TRUST		
HEALTH & SAFETY		
Document Type:	POLICY	
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PURPOSE / INTRODUCTION

First aid is defined as “the treatment of injury or illness suffered at work – whether or not caused by the work being undertaken – in order to save life and prevent conditions worsening plus the calling of the Ambulance service when required”.

This document forms the policy of RLT in relation to the provision of first aid equipment, facilities and personnel for employees and service users. In accordance with regulations and guidance RLT will ensure first aid provision for its employees appropriate to the needs of its workplaces. The Trust will also make such provision for non-employees such as clients and visitors. The amount and type of first aid provision will be determined by risk assessment where the numbers of employees at a workplace is but one factor to be considered.

PROCEDURE / ACTION

Individual schools are required to ensure adequate levels of first aid provision. Within a school it is appropriate for the Headteacher to co-ordinate this provision across the whole site, including where this is shared with other employers. Headteachers will need to have due regard for departmental practices, and should consult the health and safety team if in doubt. Responsibility for first aid for travelling employees lies with the managers.

The room should be clearly identified as a first aid room, by means of a sign complying with the Health and Safety (Safety Signs and Signals) Regulations 1996. In all schools first aid provision should be readily available at all times. A risk assessment must be completed by the Trust to determine the risk rating of the organisation. First Aider – the risk assessment will indicate the number of First Aiders required and the level of training they need.

The Statutory Framework for the Early Years Foundation Stage (birth to five) makes it a specific legal requirement that at least one person who has a current paediatric first aid certificate is on the premises at all times when children (aged 0-5) are present. Similarly, during outings with children aged 0-5 there must be at least one person who has a current paediatric first aid certificate.

Where the risk assessment has indicated that a First Aider is required then a First Aider should be available whenever the need arises. The numbers recruited and trained must be sufficient to cover for annual leave and other planned absences. First aid rooms will only be required dependant on the risk assessment. Where first aid rooms are not required, consideration should be given as to where first aid can be administered immediately, safely, confidentially and appropriately

FREQUENCY

Policy review every three years

Risk assessment review yearly

SUPPORTING DOCUMENTATION / FORMS

First Aid risk assessment