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First Aid Policy

Person responsible for policy: Operations Director

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RIVER LEARNING TRUST		
HEALTH & SAFETY		
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Under the Health & Safety (First Aid) Regulations employers are required to make provision for first-aid for those taken seriously ill or injured in an accident at work. All Trust Schools are required to set in place arrangements for dealing with first aid, based on a suitable and sufficient assessment of need (risk assessment). These arrangements must be adequate and appropriate in the circumstances and cover all people, equipment and activities both on and off site; and 'out of hours' activities.

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

First Aid Treatment is for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance is obtained. The main aim of first aid is:

- To prevent the deterioration in an individual's condition until expert professional help is available.
- In the event of serious injury, accident or sickness the First Aider should administer appropriate first aid. If necessary the individual should be transferred to a medical centre or hospital without delay.
- First aid also includes the treatment of minor injuries which do not require a medical practitioner.

The procedure covers the provision of first aid to both employees and pupils. It should be noted that the [Governance Handbook 2019](#) in section 6.8.14 states;

“ is recommended that schools treat pupils as if they were employees for the purposes of first aid and provide first aid materials and expertise as appropriate, based on a first aid needs assessment. ”

All workplaces and schools (and dependent upon an assessment of first aid needs) must have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work.

However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

Where schools have early years provision at least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present, and must accompany children on outings. Providers should take into account of the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly

Definitions of Different First Aid Roles:

- Appointed Person: Individual who takes charge of organising (not administering) first aid (e.g. looking after first aid equipment and calling emergency services).

- First Aider (EFAW): Competent person qualified to administer emergency first aid only.
- First Aider (FAW): Competent person qualified to administer emergency first aid and normal first aid

First aiders are trained and qualified to carry out the role (see section 7) 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 (see the template in appendix 2)
- Keeping their contact details up to date

Different First Aid Training Qualifications

- EFAW Emergency First Aid At Work
- EYFS Early Years Foundation Stage
- FAW First Aid At Work
- PFAC Paediatric First Aid Training

Organisation for First Aid

The Headteacher in each Trust school is responsible for ensuring the following is carried out:

- Ensuring appropriate risk assessments are carried out, and appropriate measures are put in place
- An appropriate number of First aiders are nominated
- First Aiders are appropriately qualified and resources are made available for first aiders to carry out their training
- A first aid room is identified and equipped as required;
- Appropriate first aid boxes are provided and maintained;
- The premises has appropriate First Aid signage;
- Staff are advised of the school's first aid arrangements

The Headteacher may delegate this to their School Manager or another appropriate member of their team.

Assessment of Need / Risk Assessment

Each Trust school should assess their first aid needs to establish the level of first aid protection required.

This assessment shall take into account the following:

- The nature of the work and workplace hazards and risks;
- The risk of injury or ill health in the workplace;
- Any specific risks that might require specialist training and first aid equipment;
- The history of accidents at the school;
- The nature of the workforce;
- Staffing levels at the school;
- The age of visitors (Inc. pupils) to the school
- Work patterns and distribution of workforce throughout the location;
- The extent of any activities carried out, outside of normal school hours (Weekend classes, Summer schools, adult education and when any part of the premises is hired out to other organisations);
- Any staff or regular visitors (Inc. pupils) with known existing health issues;
- Any staff or regular visitors (Inc. pupils) with language difficulties, disabilities or special health problems;
- The need to provide first aid for those other than employees who visit the workplace, e.g. pupils, parents, partners, volunteers, members of the public.

- Other medical services that may be available at or near to the workplace;
 - Distance from workplace to emergency medical services;
 - The number of existing First Aiders and/or Appointed Persons;
 - Existing first aid equipment and its location.
 - Annual leave and other absence of first aiders and appointed persons;
- In some circumstances Staff and the persons with them may be working on premises where the first aid is provided by another employer. In these cases the member of Staff leading the group is responsible for ensuring that the first aid arrangements are known.

Appendix A provides a checklist for carrying out an assessment of First Aid needs.

First Aid Rooms

Where the assessment has shown that a first aid room is required the Headteacher shall ensure that:

- A suitable room is identified;
- The room is suitably equipped;
- The room is clean and ready for immediate use.
- The room is appropriately stocked.
- The room has hand washing facilities available.
- The room is close to toilets facilities.
- Where practical the room is sited on the ground floor.
- Lead to a suitable external exit route.
- Have some form of emergency lighting where necessary.
- The room is correctly signposted with the first aid symbol;
- The room is accessible to stretchers and wheel chairs and any other equipment that may be required to convey patients.

The Headteacher may delegate this to their School Manager or another appropriate member of their team.

The contents of First Aid boxes should be in line with the published recommended contents based upon the number of people in school, and any particular risks identified as part of the First Aid Risk Assessment.

Factor to consider Impact on first-aid provision

Does your workplace have low-level hazards such as those that might be found in offices and shops?

The minimum provision is:

- an appointed person to take charge of first-aid arrangements;
- a suitably stocked first-aid box.

Does your workplace have higher level hazards such as chemicals or dangerous machinery?

Do your work activities involve special hazards such as hydrofluoric acid or confined spaces?

You should consider:

- providing first-aiders;
- additional training for first-aiders to deal with injuries resulting from special hazards;
- additional first-aid equipment;
- precise siting of first-aid equipment;
- providing a first-aid room;
- informing the emergency services.

Employees

How many people are employed on the premises?

Where there are small numbers of employees, the minimum provision is:

- an appointed person to take charge of first-aid arrangements;
- a suitably stocked first-aid box.

Where there are large numbers of employees you should consider providing:

- first-aiders;
- additional first-aid equipment;
- a first-aid room,

Are there inexperienced workers on site, or employees with disabilities or particular health problems?

Are there pupils with special needs?

You should consider:

- additional training for first-aiders;
- additional first-aid equipment;
- local siting of first-aid equipment.

Your first-aid provision should cover any work experience trainees.

Accidents and ill health record

What is your record of accidents and ill health? The employer must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

Details & injury of first aid given

What happened to the person immediately afterwards

Name & signature of the first aider or person dealing with the incident

Ensure your first-aid provision will cater for the type of injuries and illness that might occur in your workplace. Monitor accidents and ill health and review your first-aid provision as appropriate.

Working Arrangements

Do you have employees who travel a lot, work remotely or work alone?

You should consider:

- issuing personal first-aid kits;
- issuing personal communicators/mobile phones to employees.

Do any of your employees work shifts or work out of hours?

You should ensure there is adequate first-aid provision at all times when people are at work.

Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?

You should consider provision in each building or on each floor.

Is your workplace remote from emergency medical services?

You should:

- inform the emergency services of your location;
- consider special arrangements with the emergency services.

Do any of your employees work at sites occupied by other employers?

You should make arrangements with other site occupiers to ensure adequate provision of first aid.

Do you have sufficient provision to cover absences of first-aiders or appointed persons?

You should consider:

- what cover is needed for annual leave and other planned absences;
- what cover is needed for unplanned and exceptional absences.

Non Employees and Other Activities

Are the premises used for other activities such as weekend classes, summer schools, adult education and when any part of the premises is hired out to other organisations?

Under the Regulations, you have no legal duty to provide first aid for non-employees but HSE strongly recommends that you include them in your first-aid provision or identify that the persons who are using the premises must have provision in the hire document.