



# First Aid Policy

## PURPOSE

This Policy outlines the Ark approach to First Aid in schools.

Date of last review:	April 2017	Author:	Head of Estates
Date of next review:	April 2020	Owner:	Operations Director
Type of policy:	<input checked="" type="checkbox"/> Network-wide <input type="checkbox"/> Tailored by school	Approval:	Management team
School:	N/A	Key Contact Name:	Governance team
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## POSITIONING WITHIN ARK OPERATIONAL MODEL

Component	Element
<input type="checkbox"/> Strategic Leadership & Planning <input type="checkbox"/> Monitoring, Reporting & Data <input type="checkbox"/> Governance & Accountabilities <input type="checkbox"/> Teaching & Learning <input type="checkbox"/> Curriculum & Assessment <input type="checkbox"/> Culture, Ethos & Wellbeing <input type="checkbox"/> Pathways & Enrichment <input type="checkbox"/> Parents & Community <input checked="" type="checkbox"/> Finance, IT & Estates <input type="checkbox"/> Our People	Audit & compliance



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# First Aid In Schools

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Policy & Guidance  
for Ark academies

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Head of Estates

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## **Introduction**

First Aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

Although there is no requirement to take account of non- employees, the purpose of this policy is to ensure that there is appropriate first aid provision for employees, pupils and visitors at all times while people are on site and whilst on off site visits.

All academies will promote awareness of health and safety issues to prevent, where possible, potential hazards or accidents. However, if accidents do occur, there will be qualified staff following clearly defined procedures to treat injuries with the aim of reducing the impact of the accident and if necessary to save life.

This policy should be read in conjunction with the Health & Safety Policy and the following Ark guidance:

- Allergy Policy
- Infection Control
- Administration of Medicines

## **Legislation**

- [Health and Safety \(First Aid\) Regulations 1981](#)
- [Statutory Framework for the Early Years Foundation Stage](#)
- DfE [First aid in schools](#)
- [Education \(School Premises\) Regulations 1999](#)

## **Policy Statement**

Ark will ensure that each academy will:

- Undertake a first aid risk assessment (see Appendix 1 attached)
- Appoint an appropriate number of suitably trained personnel as first aiders
- Ensure sufficient first aid facilities and resources are available
- A record of accidents is maintained (see Accident Reporting & Investigation Policy)
- A report is made annually to the Local Governing Body and Ark Central
- Ensure that suitable and sufficient information and training is provided to staff
- Keep accident records and will report to the HSE as required under the Reporting on Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
- This policy will be reviewed every two years.

## **What Ark Victoria Academy will do do**

- Determine through an assessment the first aid requirements for your school
- Ensure sufficient first aid trained staff are available on-site
- Ensure that suitable first aid arrangements are in place when off-site
- Ensure that staff nominated to provide first aid receive recognised training
- Ensure appropriate first aid material, equipment and facilities are provided
- Inform staff and pupils of first aid arrangements
- Ensure that all first aid equipment and facilities are well maintained
- Ensure that suitable records of first aid treatment are kept

## **Determining First-Aid Needs**

How much first-aid provision an establishment must make depends on the specific circumstances of that establishment. There is no fixed level but each school needs to assess what equipment, facilities and personnel are appropriate.

The Health and Safety (First Aid) Regulations do not oblige schools to provide first aid for anyone other than their own staff, but guidance recommends that organisations, such as schools, which provide a service for others should include these other persons in their risk assessments and provide for them.

**First-aid provision must be available at all times while people are on school premises, and off the premises whilst on school visits.**

In determining appropriate provision overall, Governing Bodies, Heads or Senior Managers need to take into account the following factors:

- the size and location of the establishment and the distribution of employees and pupils
- distance emergency services would need to travel to site
- the establishments history of accidents
- provision for absence of first aiders due to sickness, holiday cover etc
- staff accompanying a visit
- nature of the off-site activities e.g. off-site and sporting activities
- hazards and risks encountered in the workplace
- staff and pupils with special medical conditions or disabilities
- provision outside normal hours e.g. extended services

## **Type and Number of First-Aid Staff**

The Health and Safety (First-Aid) Regulations 1981 require an employer to provide an adequate number of suitable persons who are able to render first-aid to employees if they are injured or become ill at work. There are two levels of provision:

- *Emergency First Aid at Work (EFAW)*: This level will be relevant when a qualified first aid person/s are required but the work environment is deemed to be lower risk (such as an office)
- *First Aid at Work (FAW)*: This level will be relevant when a qualified first aid person/s are required but where the work environment is deemed to be higher risk

**It is recommended that schools provide persons qualified to the higher level of ‘first aid at work’ (FAW).**

The following chart will assist establishments in determining what level and how many first aid personnel are required:

Hazard level	Number of employees and/or pupils	Level of first aid provision required
Low hazard (e.g. office, shops, libraries, schools)	Less than 25	At least one appointed person
	25-50	At least one person trained in EFAW
	More than 50	At least one person trained in FAW for every 100 persons (or part thereof)

### **Appointed Persons**

Where an assessment of first-aid needs identifies that first aid personnel are not necessary, the minimum requirement is to appoint a person to take charge of the first-aid arrangements, including looking after the equipment and facilities, and calling the emergency services when required.

Arrangements should be made for an appointed person to be available to undertake these duties at all times when people are at work.

To fulfil their role, appointed persons do not need first-aid training, though emergency first-aid training courses are available. Appointed person’s emergency first aid training courses do not require HSE approval.

**Appointed persons with such training will *not* be deemed to be a qualified first aid person as defined in the regulations.**

**Therefore, it is important to remember that appointed persons are not first-aiders and should not attempt to give first aid for which they have not been trained.**

### **Selection, Qualifications and Training**

The selection of staff to become first aid qualified personnel should take account of a number of factors including:

- Reliability, disposition and communication skills
- Aptitude and ability to absorb new knowledge and skills
- Ability to cope with stressful and physically demanding emergency procedures

In the event of difficulty in recruiting volunteers, willingness to serve as a first aider can be made a selection criterion for staff appointed to any relevant post in the establishment.

A person will only be ‘suitably qualified’ if they have undergone training and have qualifications from a provider that is approved by the Health and Safety Executive. Courses are as follows:

- The FAW is a full three-day course in first aid at work
- The EFAW s one-day course in emergency first aid at work

A three-year certificate will be issued to those who successfully complete an FAW or EFAW course. Re-qualification training for both courses is required after the three-year period.

During any three-year certification period, HSE are strongly recommending that first aid personnel undertake annual (3 hour) basic skills update training.

Schools should maintain a list such as the example below to record details of those staff designated as First Aiders.

**Ark Victoria Academy List of First-Aid Staff**

NAME	LOCATION	CONTACT DETAILS	FAW or EFAW	EXPIRY DATE OF CERTIFICATE
Shamaela Khan	Health Officer	5123	PFA	22/09/2019
Geraldine Henry	Admissions Officer	5113	FAW	04/10/2019
Dan Beardmore	Primary Teacher		PFA	04/10/2019
Karen Simmonds	Primary Teacher		PFA	22/09/2019
Katie Grant	Primary Teacher		PFA	25/01/2020
Shamila Abbas	Primary Teacher		PFA	23/04/2021
Seema Punn	Primary Teacher		PFA	23/04/2021
Kherun Nisa	Nursery Teacher	5127	PFA	23/04/2021
Nasreen Qudeer	Nursery Teacher	5127	PFA	23/04/2021
Nazia Arif	Primary Teacher		PFA	23/04/2021
Lauren Tweedie	Nursery Teacher	5127	PFA	23/04/2021
Kelly Oseman	Primary Teacher		PFA	23/04/2021

## **Off-Site First-Aid Requirements**

Before undertaking any off-site activities, the head teacher or the group leader, in conjunction with the school Learning Outside the Classroom Coordinator, should assess what level of first aid might be needed.

Minimum first-aid provision should comprise a suitably stocked travel first-aid kit and a person appointed to be in charge of first-aid arrangements. This is a minimum requirement and schools should consider more than this, particularly for more complex activities.

Other considerations include:

- the numbers in the group and the nature of the activity
- the risk and type of injury that might be incurred and how effective first aid would be in those circumstances
- provision of first aid at the accommodation/site being visited
- the availability of an ambulance service, and the distance to a hospital with accident and emergency facilities

## **Early Years Settings**

The Statutory Framework for the Early Years Foundation Stage makes the following specific requirements:

- At least one person who has a current paediatric first aid certificate must be on the premises at all times when children are present.
- There must be at least one person on outings who has a current paediatric first aid certificate.
- Providers must have a first aid box with appropriate content to meet the needs of children.
- Providers must keep a record of accidents and first aid treatment.
- Providers must inform parents of any accidents or injuries sustained by the child whilst in the care of the providers and of any first aid treatment that was given.
- Providers must notify Ofsted and local child protection agencies of any serious accident or injury to, or serious illness of, or the death of, any child whilst in their care, and act on any advice given.

## **Training Available Through British Red Cross and Others**

The British Red Cross offer the following first aid related training courses:

- First aid at work qualification (FAW) - 3 days
- First aid at work re-qualification - 2 days
- Emergency First Aid at Work (EFAW) – 1 day
- Paediatric first aid qualification (2 days)
- Paediatric first aid re-qualification (1 day)

Establishments who wish to arrange training should contact the Learning & Development Team at Ark Kingsway for assistance.

## First-Aid Equipment and Facilities

Each establishment should have a suitable number of first aid boxes properly marked (the marking should be a white cross on a green background). More than one box is necessary if the workplace is large and only one box would not be readily accessible to all staff. There should be a box readily available in higher risk areas of schools such as:

- gymnasia/sports halls
- laboratories
- resistant materials technology
- art studios

<b>Ark Victoria Locations</b>
Site office (Eye Wash Kit)
Reception * 2
Main kitchen ground floor / dining room (Eye Wash Kit)
DT ground floor front of building
Science prep ground floor (Eye Wash Kit)
First aid room (Eye Wash Kit + Burns Kit)
Minibus LDV

NB All first aid stocks are checked monthly and restocked by School Health officer

There is no mandatory list of items that should be included in a first aid container although the Health and Safety Executive do make recommendations for contents Schools may wish to refer to British Standard BS 8599 which provides further information on the contents of workplace firstaid kits.

Whether using a first-aid kit complying with BS 8599 or an alternative kit, the contents should reflect the outcome of the first-aid needs assessment.

It is recommended that you don't keep tablets and medicines in the first-aid box.

The needs assessment may indicate that additional materials and equipment are required, for example scissors, adhesive tape, disposable aprons and individually wrapped moist wipes. They may be kept in the first-aid container if there is room or stored separately.

A school's first-aid procedures should identify the person responsible for examining the contents of first-aid containers. These should be checked frequently and restocked as soon as possible after use.

Although there is no specified review timetable, many items, particularly sterile ones, are marked with expiry dates. They should be replaced by the dates given and expired items disposed of safely. In cases where sterile items have no dates, it would be advisable to check with the manufacturers to find out how long they can be kept. For non-sterile items without dates, it is a matter of judgement, based on whether they are fit for purpose.

The Education (School Premises) Regulations require every school to have a suitable room that can be used for medical or dental treatment when required, and for the care of pupils during school hours. Schools should consider using this room for first aid purposes.

<b>Location</b>
Sick Bay G24 Phase 2





Staff



### Incident Report Form

Use this form to report accidents, injuries, medical situations, or student behavior incidents. (Incidents involving a crime or traffic incident should be reported directly to the Campus Public Safety office.) If possible, the report should be completed within 24 hours of the event. Submit completed forms to the President's Office.

INFORMATION ABOUT PERSON INVOLVED IN THE INCIDENT			
Full Name			
Home Address			
<input type="checkbox"/> Student	<input type="checkbox"/> Employee	<input type="checkbox"/> Visitor	<input type="checkbox"/> Vendor
Phone Numbers	Home	Cell	Work

INFORMATION ABOUT THE INCIDENT		
Date of Incident	Time	Police Notified <input type="checkbox"/> Yes <input type="checkbox"/> No
Location of Incident		
Description of Incident (what happened, how it happened, factors leading to the event, etc.) Be as specific as possible (attached additional sheets if necessary)		
Were there any witnesses to the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach separate sheet with names, addresses, and phone numbers.		
Was the individual injured? If so, describe the injury (laceration, sprain, etc.), the part of body injured, and any other information known about the resulting injury(ies).		
Was medical treatment provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused If yes, where was treatment provided: <input type="checkbox"/> on site <input type="checkbox"/> Urgent Care <input type="checkbox"/> Emergency Room <input type="checkbox"/> Other		

REPORTER INFORMATION
Individual Submitting Report (print name)
Signature
Date Report Completed

**FOR OFFICE USE ONLY**

Report Received by \_\_\_\_\_ Date \_\_\_\_\_

#### Medications and Additional Treatment

First aid at work does not include giving tablets or medicines to treat illness. The only exception to this is where aspirin is used when giving first aid to a casualty with a suspected heart attack in accordance with currently accepted first-aid practice.

It is recommended that tablets and medicines should not be kept in the first-aid container.

If an individual need to take their own prescribed medication, the first-aider's role is generally limited to helping them do so and contacting the emergency services as appropriate.

***For further information on medication see Ark guidance "Administration of Medicines".***

## Appendix 1 First Aid Risk Assessment

Academy:	Ark Victoria Academy		
Address:	Talbot Way, Birmingham B12 OHJ		
Risk Assessment undertaken by:	Signed	Print name	
	Paul Smith	Paul Smith	
Date:	May 2018	Review By: (no later than 12 months)	May 2019

<b>Baseline Assessment</b>	
Do employees have easy access to suitably stocked and signed first aid boxes?	Yes
Has a person been appointed to take charge of first aid arrangements?	Yes – School Health Officer
Are suitably worded notices displayed within the premises detailing how to contact a first aider and where the first aid kit(s) are kept?	Yes
How many adults are there? (allow for visitors/contractors)	<b>200</b>
How many children over 8 are there?	<b>800</b>
Total:	<b>1000</b>
How many children under 8 are there?	<b>300</b>
<b>HSE Guidelines:</b>	
If there are children under 8 there needs to be a paediatric first aider available at all times HSE guidelines for low risk: <25 at least 1 appointed person 26-50 at least 1 first aider trained in Emergency First Aid at Work >50 at least 1 first aider trained in First Aid at Work for every 100 employed (or part thereof)	
Assuming that schools fall into the “low” risk category	In place <b>Need additional 5 FAW and 2 EFAW for best practice (to be in high risk departments)</b>
a. How many appointed persons are required? 1	1
b. How many EFAW first aiders are required? 1	0
c. How many FAW first aiders are required? 6	1
d. How many Paediatric first aiders are required? 6	11

Other aspects to consider	Notes	Impact on Firstaid Provision	Action to be taken
What are the risks of injury and ill health arising from work as identified in your Risk assessment?	Generally low risk	If the risks are significant you may need to designate an additional firstaider/s	None required
<p>Are there any specific Risks, E.g. working with:</p> <ol style="list-style-type: none"> <li>1. Hazardous substances</li> <li>2. Dangerous tools</li> <li>3. Dangerous Machinery</li> <li>4. Dangerous loads or animals</li> </ol>	<p>Yes:</p> <p>Chemicals</p> <p>Wood machines</p> <p>Grounds maintenance equipment</p> <p>Access equipment</p>	<p>You will need to consider:</p> <ul style="list-style-type: none"> <li>- Specific Training for first aiders;</li> <li>- Extra first aid equipment</li> <li>- Precise arrangements of first aid equipment</li> </ul>	None required RA's in place
Are there parts of your establishment where different levels of risk can be identified?	<p>Yes :</p> <p>Science</p> <p>CDT</p> <p>Kitchens</p> <p>PE</p> <p>Premises</p>	You will probably need to make different levels of provision in different parts of the establishment	Trained FAW in departments
Do members of the public visit the site	Yes	You may need to designate a first aider to deal with the higher probability of an accident	Included in baseline assessment
What is your record of accidents and cases of ill health? What type are they and where did they happen	Manually and electronic	<p>You may need to –</p> <ul style="list-style-type: none"> <li>- locate provision in certain high risk areas</li> <li>- Review the contents of the first aid box</li> </ul>	Electronic and manual records kept by School Health officer and Site staff

Inexperience, disability, special educational needs	None	You will need to consider - special equipment - local positioning of equipment	No action required
Are the premises spread out e.g. spread out over several buildings or multi floor site?	Yes	You will need to consider provision in each building or on several floors	Minimum 1 per floor per building
Is there shift work or out of hours working?	Cleaning staff, maintenance staff	There needs to be provision of first aid cover at all times of work.	At least 1 FAW from Premises/Cleaning staff where possible
Is your workplace remote from the emergency services?	Nearest A&E is 5.3 miles away	You will need - to inform the local medical services of your location - consider special arrangements with the emergency services	No action required
Do you have any employees who travel regularly or work alone	Site staff and risk assessments and lone worker arrangements in place	You will need to: - consider issuing personal first aid kits - Conduct training for staff - Issue personal communicators to staff	RA's to be maintained
Do any of your employees work at sites occupied by other employers?	None	You should make arrangements with other site occupiers to ensure adequate provision of first aid. A written agreement between employers is strongly recommended.	No action required

Do you have sufficient provision to cover absences of first aiders or appointed persons?	Yes	You should consider: What cover is needed for annual leave and other planned absences; What cover is needed for unplanned, exceptional circumstances	Organise additional training
Do you have any work experience trainees? Do you have employees (or clients) with reading or language difficulties?	Yes  No	First aid provision must cover them. You will need to make special arrangements to give them First aid information.	No action required as all in place
Do you undertake offsite trips?  Does a particular department do regular offsite trips?	Yes	First aid trained personnel should accompany offsite trips as per the DfES guidelines <a href="http://www.teachernet.gov.uk/visits">www.teachernet.gov.uk/visits</a>  Consider provision of a first aider within the department	Should be covered if departmental staff are FAW trained as proposed above
Do you have out of hours activities such as before and after school clubs, sports activities	Yes	There needs to be provision of first aid cover at all times of work.	Premises staff PE staff Responsibility of group
Does the baseline assessment continue to meet your first aid needs?		If not, what additional resource is required?	

**Record of First Aid Provision**

<b>First Aid Personnel</b>	<b>Required (Y/N)</b>	<b>Number/Location</b>
First Aid at Work	Yes	1 Admissions officer
Emergency First Aid at Work	Yes	None yet trained
Appointed Person	Yes	School Health officer
Paediatric First Aid	Yes	11 teachers
Any other specific training	No	None
<b>First Aid Equipment and Facilities</b>	<b>Required (Y/N)</b>	<b>Number/Location</b>
First Aid Container	Yes	7 around the academy
Additional Equipment	Yes	Eye wash and burns kits
Travelling First Aid Kit	Yes	Minibus
First Aid Room	Yes	Sick bay G24
First Aid record book	Yes	School Health officer