



**St Ralph
Sherwin**
Catholic Multi Academy Trust



First Aid Policy

**Version 1
March 2022**



One of four Catholic Multi
Academy Trusts in the
Diocese of Nottingham



Document Provenance

Title of policy:	First Aid Policy	
Author and policy owner in the Executive Team:	Estates and Facilities Manager	
Version number:	1	
Date approved:	8 March 2022	
Approved by:	Finance and Estates Committee	
Date of next review:	January 2023	
Document review and editorial updates:		
Version control	Date	Key revisions included
1	March 2022	This is policy and sets out requirements for compliance for first aid. It should be read in conjunction with the SRS Health and Safety Policy and the Supporting Students with Medical Needs and the Administration of Medicines Policy.



1. Introduction and Purpose

- 1.1. This policy sets out arrangements academies must make to ensure people at work who suffer an injury or fall ill (whether work related or not) receive immediate attention and that an ambulance is called in serious cases.
- 1.2. First Aid can save lives and prevent minor injuries becoming major ones. It is designed to prevent situations getting worse and, where necessary, promote healing until suitably qualified medical attention can be received if necessary. Under health and safety legislation employers have to ensure adequate and appropriate equipment and facilities for providing first aid in the workplace.
- 1.3. Although the regulations are intended to cover employees, the same level of treatment should be provided for any other person on Trust premises, including pupils, visitors, and contractors.

2. Scope

- 2.1. This policy applies to all employees.
- 2.2. This policy does not replace any individual Medical Risk Assessment and the policy is to be used as the minimum expectation.

3. Legislation and Regulation

- 3.1. The provisions for First Aid are made under the Health and Safety Work Act 1974 and the specific First Aid at Work Regulations of 1981.
- 3.2. The First Aid at Work Act 1981 prescribe 10 regulations that set out all aspects that the Trust should comply with.

4. First Aid at Work

4.1. Provisions in each academy.

- 4.1.1. Within each academy there must be adequate and appropriate equipment, facilities and competent persons to carry out first aid.
- 4.1.2. The decision regarding the level of provision should be based on a risk assessment of the first aid needs appropriate to the circumstance of each individual academy.
- 4.1.3. Academies must decide on the following:
 - the need for the number of first aiders and/or appointed persons required;
 - the number and distribution of first aid boxes throughout the academy;
 - the provision of a designated area to administer first aid.



4.2. Assessment.

4.2.1. The factors to be taken into account in the assessment of first aid requirements which must be reviewed regularly include the following:

- workplace hazards and risks (e.g., dangerous equipment, hazardous substance substances);
- the size and layout of the establishment, (split site, distance of hazardous area from first aid area, first aiders location);
- the establishment's history of accidents;
- the age range and needs of those at the establishment;
- the remoteness of the site from emergency medical services;
- the needs of travelling, remote and lone workers;
- employees working on shared or multi occupied sites, offices, classrooms;
- the annual leave and other absences of trained First Aiders and Appointed Persons;
- activities carried out off site or at remote locations on site, including for example trips and visits.

4.2.2. The absolute minimum provision for any workplace for our Trust is as follows:

- Two First Aid Boxes;
- Two fully trained First Aiders;
- One Appointed Person (*someone who is designated to take charge of a first aid situation*).

4.2.3. It is however, strongly recommended that all Trust establishments, taking the above into account, should consider having at least two fully trained First Aiders on the full-time staff, who hold the full First Aid at Work (FAW) qualification.

4.2.4. Adequate provision of first aid must be available at all times. All academies must ensure that arrangements they make for the provision of first aid are adequate to cover for any absences of their trained First Aiders or Appointed Persons.

4.2.5. Academies that have Early Years Foundation Stage (EYFS) must have at least one Paediatric First Aider on site when children are present and also on any trip, to ensure full compliance with the statutory framework for EYFS.

4.2.6. In academies where there are high risk activities such as design technology, science, physical education in secondary academies or where the age or particular needs of pupils may increase the likelihood of injury, academies must consider the number and location of First Aiders. It is sensible to have some form of first aid provision and trained First Aider readily available close to these areas to avoid any delay in treatment. This may mean appointing more than two First Aiders for the academy and the risk assessment should be used to identify the number of First Aiders required.



- 4.2.7. First aid provision must be readily available at all times. Academies should therefore ensure arrangements they make for the provision of first aid following the risk assessment are adequate to cover their operations, and that the risk assessment is recorded and reviewed periodically or if there is a change in circumstances.
- 4.2.8. In academies the same cover should also be provided at lunchtime and so similar arrangements are required for lunchtime supervisory staff.
- 4.2.9. Establishments operating outside normal office hours should ensure they have adequate first aid cover whenever they are open.
- 4.2.10. Further guidance detailing first aid requirements when undertaking off site trips and visits is available through the EVOLVE system. All academies must ensure that trips and visits are coordinated and approved through the EVOLVE system to make certain that First Aid requirements are determined and met in running any trips and visits.

4.3. First Aid Personnel.

- 4.3.1. Employers assessments must ensure there is identification of what constitutes sufficient numbers of First Aiders/ Appointed Persons to be provided so that first aid can be administered without delay.
- 4.3.2. An Appointed Person is not designated as a First Aider but is a member of staff who will take charge of a situation when someone becomes ill or is injured and they will immediately summon medical assistance. As a minimum the Appointed Person should receive at least basic Emergency First Aid at Work (EFAW) training to help him/her cope with an emergency situation and have the knowledge and skills necessary to provide emergency treatment. The EFAW certificate is valid for three years and an Appointed Person must undertake required refresher training to remain in the role.

4.4. First Aiders

4.4.1. Selection of First Aiders.

- 4.4.1.1. Staff who would like to volunteer to become First Aiders will always be given adequate appropriate training and the academy must ensure there are sufficiently trained staff to meet statutory requirements and meet the required needs as assessed for the establishment.

4.4.1.2. The following criteria informs the appointment of staff into the role of First Aider:

- willingness and interest to undertake the role;
- reliability, disposition and good communication skills
- aptitude to absorb knowledge and learn new skills.



- 4.4.2. Staff who become First Aiders will always be given appropriate training. A First Aider is someone who has completed successfully a three-day training course in First Aid at Work (FAW) or an Emergency First Aid at Work (EFAW) course. First Aiders must hold a valid certificate in First Aid at Work issued by an organisation whose training and qualifications are approved by the Health and Safety Executive (HSE).
- 4.4.3. Paediatric First Aiders. Staff undertaking this role must complete a course of training that meets the requirements of the Statutory Framework for the Early Years Foundation Stage. This is usually a two-day course delivered by an approved provider (*to note, the HSE approved First Aid at Work Course is not classed as appropriate to meet the requirements of a Paediatric First Aider*).
- 4.4.4. First Aid training must be refreshed every three years; refresher courses for the First Aid at Work (FAW) course will usually last two days. Renewal training courses can be completed 10 weeks before the certificate expiry date or four weeks before the expiry date. If a First Aider fails to attend and successfully complete a refresher training course within this period, then he/she must complete the full course again.
- 4.4.5. Training Records.
- 4.4.5.1. Establishments need to ensure that First Aiders and Appointed Persons are retrained at the appropriate intervals and training records should be maintained at academy level and Trust-wide.
- 4.4.5.2. For specific questions regarding First Aid training, academies should contact the Trust's Estates Team who can advise and support with meeting compliance with all required training and appointment of First Aiders and Appointed Persons.

5. First Aid Equipment

5.1. First Aid Boxes

- 5.1.1. First Aid Boxes must be identified by a white cross on a green background and should be easily accessible and contain appropriate first aid material. Boxes should be adequately stocked and when stock is used this must be replenished as quickly as possible.
- 5.1.2. While there is no standard, prescribed list of items to put into a First Aid Box, the HSE provides guidance about first aid kits in order to comply with British Standards. In addition, each academy will also assess what the need is and consider any special circumstances or factors in determining which workplace First Aid Boxes to have in place.
- 5.1.3. First Aid Boxes must not contain medications of any kind. These should be stored securely and used in accordance with the requirements set out in separate policy advice.



5.1.4. As a guide, and where there is no special risk in the workplace, a minimum stock of items would include:

- *One guidance card giving general advice on First Aid e.g., HSE leaflet 'Basic advice on First Aid at work'*
- *20 Plasters – assorted sizes – individually wrapped and sterile*
- *Two sterile eye pads*
- *Four individually wrapped triangular bandages*
- *Six safety pins*
- *Six medium wound dressings (sterile)*
- *Two large wound dressings sterile*
- *Two extra-large wound dressings (sterile)*
- *Disposable gloves and aprons*
- *Moist cleaning wipes – not alcohol based (individually wrapped and sterile)*
- *Where mains tap water is not readily available for eye irrigation, at least one litre of sterile water or sterile saline (0.9%) solution in sealed, disposable containers should be provided. These need to be checked regularly to ensure they are not used after the expiry date.*

5.1.5. Travel kits where provided should contain the following as a minimum set of stocked items:

- *A leaflet giving general guidance on First Aid.*
- *Six individually wrapped sterile adhesive dressings (plasters)*
- *One large sterile un-medicated dressing – approximately 18 x 18cm*
- *Two triangular bandages*
- *Two safety pins*
- *Individual wrapped moist cleansing wipes*
- *One pair of disposable gloves.*

5.2. First Aid Boxes and kit containers must protect contents from damp and dust and the Appointed Person or First Aider/s must check the contents of First Aid Boxes at least monthly and replace any items that are missing. These checks must be formally recorded. No first aid materials should be used after their expiry date.

5.3. Defibrillators in academies

5.3.1. Many academies now have or are considering having, Automatic External Defibrillators (AEDs). All academies that have installed and are using AEDs must adhere to the regulations set out in the Department for Education (DfE) *Automated external defibrillators (AEDs) A guide for schools*¹, issued in October 2019.

¹ [Automated external defibrillators – a guide for schools \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)



- 5.3.2. Academies and office workplaces for the Trust must identify where the AED(s) is/are located.
- 5.3.3. There should be staff with first aid specific defibrillator training and in establishments employees must know who is trained to use an AED.
- 5.3.4. Staff who are trained to use an AED must ensure their training is fully up to date.
- 5.3.5. Academies must have a method of summoning the defibrillator operator to where it is needed in response to an emergency situation. This will vary from academy to academy depending upon factors such as the size of the academy, the number of buildings and number of AEDs installed.
- 5.3.6. The AED should only be used where a person is in cardiac arrest. It should not be used where a person is conscious, breathing and/or his or her heart is still beating.
- 5.3.7. If a person is suffering from a cardiac arrest, the first person on the scene should immediately call the emergency services and commence CPR. If possible, a member of staff who is trained in the use of AEDs should be called for. However, AEDs are designed to be used by any person by following the step-by-step instructions on the AED.
- 5.3.8. The person administering the AED should ensure that the area around the casualty is clear before administering the AED. They should then stay with the casualty until the emergency services arrive.
- 5.4. A First Aid Room/Area
- 5.4.1. Employers should ensure there is a designated medical space, specific defined area, that contains a First Aid Box and a wash basin with washing and drying materials.
- 5.4.2. First aid may be administered elsewhere in the workplace as appropriate using the nearest First Aid Box.

6. Employee Information and Record Keeping

6.1. Employee Guidance 6.1.1.

All employees must:

- know and understand the First Aid arrangements in place in the workplace;
- have read and understood this policy and sought additional guidance where necessary;
- be aware of the location of first aid equipment in the workplace;
- know who are the designed First Aider(s)/Appointed Person(s) within the workplace.



- 6.1.2. Employers must display First Aid Notices in prominent positions throughout the workplace, detailing the location of equipment, names of First Aiders/Appointed Persons and contact numbers. All employees must know how to contact first aid staff and employers must ensure that First Aid Notices are kept up to date.

6.2. Accident Reporting and Record Keeping

- 6.2.1. First Aiders and Appointed Persons must be made fully aware of the Trust's accident reporting procedures and must ensure that all accidents are recorded in line with this, both centrally and at academy level.
- 6.2.2. All records must contain at least the name of the patient the date place time and circumstances of the incident and details of injury suffered and treatment given. The record must also state what happened to the patient immediately after treatment. The full name and job title of the person completing the record and who administered first aid must also be included, this is a requirement not only for our Trust but also of the Health and Safety Executive (HSE). These records are all linked to statutory accident records and the RIDDOR record for the reporting of injuries and will be kept for three years.
- 6.2.3. If you receive an injury at work you should seek assistance from your First Aider or Appointed Person who will then administer first aid and seek further assistance as appropriate. An accident report form should be completed in accordance with the Trust accident reporting procedures.
- 6.2.4. If you have any concerns regarding the provision of first aid facilities at your workplace you should contact your line manager or your health and safety representative.

7. Responsibilities

- 7.6. Responsibility for health and safety, including the first aid in the workplace, sits with the Trust Board. It is through the review, approval and oversight of the policy that the Trust Board can be assured of full compliance and best practice in health and safety and first aid matters in academies and in central Trust offices, as well as in offsite trips, visits and off-site learning opportunities for staff and pupils.
- 7.7. All staff have a responsibility to adhere to this policy and take time to read and understand it.
- 7.8. The Estates and Facilities Manager has responsibility to ensure that the policy is understood and implemented at local level by working with Headteachers and senior leaders.
- 7.9. The Estates and Facilities Manager reports regularly to the Senior Executive Team (SET) in relation to requirements set out in this policy.



- 7.10. Headteachers are responsible for ensuring that this policy is implemented on a day-to-day basis and that employees, parents and carers are aware of the Health and Safety Policy and this First Aid Policy.

8. Monitoring, Review and Compliance

- 8.6. The responsibility for monitoring and reviewing the impact of this policy and making recommendations sits with the Estates and Facilities Manager.
- 8.7. The Finance and Estates Committee will review and sign off this policy on an annual cycle, and it will be updated throughout the year if there are regulatory or legislative changes.