

# First Aid Policy

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## 1. Introduction

This policy is designed to promote the health, safety and welfare of pupils, staff and visitors to our Academies through the provision of first-aid equipment and trained personnel in accordance to the requirements of The Health and Safety (First Aid) Regulations 1981.

The person responsible for assessing the first aid risks and requirements for Hatton Academies Trust is the Director of Finance and Operations who will:

- Ensure that this policy is reviewed periodically, or when there are significant changes to circumstances within the Trust;
- Ensure that a suitable and sufficient assessment of the first aid risks and requirements at each Academy is carried out and reviewed as necessary;
- Liaise with the Trust Board of Directors CEO & Principals of each Academy and other staff as appropriate;
- Ensure that all accidents and injuries are appropriately recorded in all Academies;
- Ensure that all notifiable accidents, incidents, diseases and occurrences are reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- Ensure that all members of staff are familiar with each Academy's first-aid provision.

The Academy Principal will appoint a First Aid Lead. The First Aid Lead will:

- Line manage the team of first aiders, monitoring their training and competencies;
- Look after the first-aid equipment, restocking first-aid boxes when required and replacing out of date materials;
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

## 2. The Aims of the Policy

The aim of providing first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. The aim of this policy is to ensure that:

- A person is appointed to take charge of first-aid arrangements;
- Staff nominated as "first aiders" receive up-to-date training;
- Suitably stocked and marked first-aid containers are available at all appropriate locations throughout each Academy;
- All members of staff are fully informed with regard to the first-aid arrangements;
- All staff are aware of hygiene and infection control procedures.
- Written records are maintained of any accidents, reportable injuries, diseases or dangerous occurrences
- First-aid arrangements are regularly reviewed.

### **3. Procedure**

Adequate first-aid provision will be available at all times while people are on our Academy premises and also off the premises while on Academy visits.

External groups using Academy facilities for non-Academy activities (sports activities etc.) are responsible for making adequate first aid provision for participants. This is clearly stated within the booking form.

### **4. Risk Assessment**

The Academy Principal will ensure a First Aid Needs Risk Assessment is conducted for each Academy, taking account of all applicable buildings and facilities, paying particular attention to:

- Practical activities;
- The use of machinery;
- Storage of hazardous substances;
- The use of equipment for sports and physical education.

From this assessment, a judgment will be made regarding how many trained first aiders are required to provide an effective and safe response to accidents and injuries.

As a general rule, one first aider will be available for every 100 persons at the Academy, although this ratio may vary depending upon the relevant risks and other factors.

A judgement will also be made regarding how many fixed and portable first-aid containers should be available and where they are to be located.

Specific consideration will be given to staff or pupils who have special health needs or disabilities.

In determining the level of provision the appointed person each Academy will consider:

- First Aid Provision during lunch times and breaks;
- The adequacy of the provision to account for staff absences;
- The provision of first aid for off-site activities and Academy trips;
- The provision for practical lessons and activities, e.g. science, technology, food technology and physical education.

### **5. Qualifications and Training**

All Academy first aiders will hold a valid certificate of competence which will be valid for three years (The Academy acknowledge that the HSE strongly recommended that First Aiders undertake annual refresher training to maintain their skills and keep up to date with any changes to first aid procedures).

First aiders will be supported by first response staff, who have received Emergency First Aid at Work (EFAW) training.

Refresher training and retesting of competence will be arranged at least three months before certificates expire.

Where academies have an Automated External Defibrillator (AED) on site, regular refresher training will be undertaken, e.g. annually.

All academies have trained Mental Health First Aiders to support staff wellbeing in the workplace and to signpost staff to external sources of support. Refresher training for these staff will take place every three years.

## **6. First-aid Materials, Equipment and Facilities**

First-aid containers will be:

- Marked with a white cross on a green background;
- Located throughout the Academy in accordance with the First Aid Needs Risk Assessment;
- Stocked in accordance with BS 8599; please see Appendix 1.
- Checked on a monthly basis and replenished as necessary.

All Academy minibuses will carry a first-aid container. A portable first-aid container will be used on all hired mini-buses.

Portable first-aid containers will be carried on all Academy trips and excursions.

Portable first-aid containers will be carried for all sporting and similar activities that take place on the Academy site.

Where it is known that staff or pupils engaged in an out of Academy activity have specific health needs or a disability, the contents of the first-aid container will include the resources to meet these specific needs, e.g. a supply of insulin or an epi-pen.

The Trust encourages all academies to hold an Automatic External Defibrillator (AED) as part of their first aid equipment. Where an Academy has an AED it should undertake the following routine checks:

- Check that the pads are in date (both paediatric and adult pads)
- Visual check that the battery is functional and replace as required

Each Academy has a medical room, which is used for the provision of first aid and medical usage.

## **7. Information and Notices**

The Academy Principal will ensure that first-aid notices giving the location of first-aid containers and the names of members of staff who are certificated first aiders will be prominently displayed in:

- Staff rooms and other common rooms;

- Main corridors;
- All locations where sports, physical activities or practical lessons involving machinery or similar equipment, take place.

The Academies will make every effort to ensure that first-aid notices are clear and easily understood by all.

Information on the Academies' first-aid provision will be included in the staff handbook.

Information on the Academies' first-aid provision will be provided in the induction given to new and temporary staff.

## **8. Hygiene and Infection Control**

All staff will:

- Follow basic hygiene procedures;
- Be made aware as to how to take precautions to avoid infections, e.g. HIV and AIDS.

All staff will have access to single use disposable gloves and hand washing facilities.

Disposable gloves will be worn at all times when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment.

Instructions on the disposal of all used dressings or equipment will be included in the first-aid containers.

Covid-19 infection risk will be managed by Principals in accordance with the Academy's Covid-19 risk assessment which is available on the Trust website.

## **9. Recording Accidents, Injuries and Near Misses**

All accidents and injuries will be recorded in a written or electronic form and such records will be kept for a minimum of three years.

The record of any first-aid treatment given by first aiders and other appointed persons will include:

- The date, time and place of the incident;
- The name and class of the injured or ill person;
- Details of the injury or illness and what first aid was given;
- What happened to the pupil or member of staff immediately afterwards (e.g. went home, resumed normal duties, went back to class or went to hospital).
- The name and signature of the first aider or person dealing with the incident.

Serious or significant incidents to pupils will be reported to parents either by sending a note home with the pupil or by direct contact with the parent or carer.

In an emergency involving outside medical professionals or services the Principal or the appointed person will follow the Academies established procedures for contacting a parent/carer.

In accordance with the HAT Health & Safety Policy Section 6, all staff are responsible for reporting near misses, e.g. any incidents that could have resulted in injury. These should be reported to the Academy principal who will ensure that necessary information is entered within the Academy accident book and investigations are undertaken to prevent reoccurrence.

## **10. Reporting Accidents and Injuries**

All notifiable accidents, incidents, diseases and occurrences will be reported in accordance with the Reporting of Accidents Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), including, but not limited to:

- Accidents resulting in death of any person
- Specified injuries
- Accidents that prevent employees from carrying out their normal duties for more than seven consecutive days
- Accidents which result in non-employees (including pupils) which result in the injured person being taken directly from the scene of the accident to hospital.
- Certain dangerous occurrences and work-related diseases

In accordance with the DfE guidance, Ofsted and the Child Protection Agency should be notified of serious accident, illness or fatality involving a child.

## **11. Review of First-aid Provision**

The Trust will ensure that this First-Aid Policy is reviewed annually, or when there are significant changes to circumstances, and will inform the Trust Board of Directors, CEO and Principals of each Academy as appropriate.

## **12. Links with other policies:**

This First Aid policy is linked to our:

- Health & Safety Policy
- Trips & Visits Policy

