

Torfield and Saxon Mount Academy Trust



First Aid Policy Federation

January 2022

Next Review date January 2024

Federation of Torfield and Saxon Mount Schools

First Aid Policy

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First aid is an essential part of every establishment's provision for health and safety. It is not possible in most cases to determine precise requirements for first aid provision due to the wide nature of establishment types and activity. Managers should assess their own requirements for first aid provision based on local needs and the minimum guidelines described in this document.

Key points

- **This policy describes how the Health and Safety (First Aid) Regulations 1981 and any guidance issued from time to time by the HSE, are implemented to ensure appropriate first aid provision at work; and regularises the long-standing first aid arrangements in departments.**
- **Responsibilities in relation to this Policy fall on the Executive Headteacher, Headteachers, SLT, Site Managers and employees**
- **Detailed information and guidance is given in the attached Appendix.**
- **Copies of all the Health and Safety Policies can be found on the intranet.**

1. Introduction

1.1 It is the policy of the Federation that there are sufficient suitable persons trained either as First Aiders or Emergency First Aiders, as appropriate, to meet the needs of the school, taking into account:-

- proximity to external medical services;
- staffing levels and type of establishment, school, office etc.;
- risk levels and workplace hazards e.g. tools, machinery, hazardous substances, kitchens and workshops;
- previous incidents that required first aid treatment;
- the needs of peripatetic staff e.g. lone workers, and employees, service users or pupils with disabilities;
- full or part time status

1.2 All first aid treatment must be recorded either in the First aid book (Saxon Mount) or on Medical Tracker (Torfield). In addition, where first aid is carried out in connection with a work-related injury or accident, an HSE record book and online accident report may also be completed by a designated member of staff, Marion Booth or Kayla Quinnell, if the accident results in the victim being off school for more than 3 days or requires them to attend hospital.

1.3 Adequate numbers of clearly marked First Aid boxes and kits, stocked with the appropriate quantity of first aid materials, must be provided for each workplace or work activity and kept under the control of a First Aider or Appointed Person. We provide a first aid box per class area and portable packs for outside use

1.4 First aid at work is primarily intended to support the entire Federation Community.

2. Responsibilities

2.1 **The Executive Headteacher will ensure that:**

- arrangements are in place for implementing this Policy, through department-specific guidance on its application, where appropriate.
- systems are in place for the periodic monitoring of the implementation of this Policy.
- **The Headteacher** should be aware that in the event of a civil claim the following documents may be subject to disclosure:-
 - records of training
 - records of first aid treatment
 - incident forms/first aid book

2.2 Members of SLT will:

- implement and monitor this Policy and associated documentation within their area of responsibility.
- ensure that sufficient suitable persons are nominated to provide first aid, in accordance with the criteria outlined in paragraph 1.1 above; for example, in low risk situations such as offices and libraries, with fewer than 50 employees, at least one Appointed Person would suffice. Whereas if more than 50 persons are employed there, at least one First Aider will be required. At each school, we have currently 3 first aid at work first aiders and all TA support staff have emergency life support and basic first aid. In addition, at Torfield, we have sufficient pediatric first aiders.
- ensure that risk assessments incorporate appropriate reference to suitable first aid provision.
- ensure First Aiders and Emergency First Aiders receive appropriate training to carry out their duties. These are renewed on a three year cycle.
- ensure First Aiders hold a current First Aid at Work certificate. First aiders are named and communicated to all staff and service users.
- ensure where required that First Aiders re-qualify before the expiry date of their Certificate.
- provide and maintain appropriate first aid provision, including efficient systems for dealing with injuries, ill-health etc.
- bring to the attention of all staff, particularly at induction, the first aid arrangements e.g. names of First Aiders and/or Emergency First Aiders and locations of First Aid Boxes.
- ensure that adequate communications are in place for contacting First Aiders and/or Emergency First Aiders. This is done by contacting the school office who will call for a first aider.
- ensure that sufficient First Aid boxes are provided and First Aid notices displayed.
- ensure the safe disposal of surplus and waste substances/containers in accordance with the relevant waste regulations, taking into account ecological factors.
- provide personal protective clothing or equipment as necessary, and ensure staff know how to use and maintain them.

- take the requirements of this Policy into account when placing orders for goods or services.
- Signpost Occupational Health services to be offered to staff in the event that have witnessed or have been subject to a traumatic incident, although support from senior managers and colleagues is available following any incident.

3. Judicium Safety Advisers will:

- provide additional advice and guidance, on request, to assist with the implementation of this Policy, and ensure it is kept up to date in accordance with any changes in legislation and reflecting current best practice.

4. The Site Manager and Assistant Director of Finance and Resources must:

- ensure there are adequate First Aid Notices indicating the names and location of First Aiders and First Aid boxes, around the premises, in particular classrooms, DT and Science rooms, staff room plus minibuses.
- agree common first aid arrangements where a workplace is shared with other agencies or departments.
- ensure that contractors and others working temporarily on the premises are familiar with the first aid arrangements.

5. First Aiders will:

- Take control of an emergency situation and give appropriate first aid in line with their training and where necessary delegate members of staff to undertake the following tasks:
 - ring emergency services,
 - wait for ambulance,
 - direct paramedics to scene of incident
- in a serious emergency clear the area of any staff not involved in the incident to ensure that other staff are not subjected to further personal distress which might arise if they were to remain. The area also needs to be made clear for medical professionals responding to the emergency call.
- be responsible for checking the contents of first aid boxes and that there is an adequate supply of materials and those supplies have not passed any expiry date (see Appendix A). A designated member of staff will organize re-supply of any boxes
- ensure that all used first aid material/soiled dressings etc. are disposed of appropriately. Note that infectious items are to be treated as hazardous waste and placed in appropriate containers (e.g. yellow bags) and disposed of in accordance with local arrangements.

- ensure that records are kept of all first aid administered, in the First Aid book (Saxon Mount) or on Medical Tracker (Torfield) and if arising from an incident at work resulting in an absence from work for more than 3 days, or hospital treatment, it should also be reported on the Health and Safety online Accident database.
- be aware that the Academy Trusts Employers Liability and Public Liability Insurance arrangements extend to the provisions of first aid at work.

6. Emergency First Aiders and Basic First Aiders will:

- take control of a situation when a First Aider is either not appointed or not available and give appropriate assistance in line with their training and where necessary delegate members of staff to undertake the following tasks:
 - ring emergency services,
 - wait for ambulance,
 - direct paramedics to scene of incident
- be responsible for first aid equipment where a First Aider is not appointed to do so.
- Administer basic first aid in line with their training.

7. Training

- First Aid training must be undertaken through organisations that are approved by the Health and Safety Executive and will conform to the criteria laid down in the guidance. Providers currently used are St John's Ambulance, TKE and Freedom Leisure. However, where specific risks are identified in the workplace, additional specialised training to deal with these situations may also be necessary.
 - First Aiders must attend the following courses:
 - An initial First Aid at Work Certificate course (3 days), followed by;
 - A First Aid at Work Recertification course (2 days). Note: recertification must be completed **before** the expiry date of the certificate to maintain the qualification, unless under exceptional circumstances where extensions to renewal are granted by the HSE (i.e. Covid). Otherwise the First Aider must re- undergo a full three-day course.
 - Emergency First Aiders and basic first aiders must be suitably trained and where appropriate may be required to attend the following course:
 - Basic first aid and Emergency First Aid at Work (EFAW) course (1 day), renewable after 3 years.
- Some First Aiders at Torfield are trained in Pediatric First Aid alongside the First Aid at work training. This training can be undertaken as part of a blended course.

8. Definitions

First-Aider (FAW)

- A person who holds a current First Aid Certificate issued following attendance at a training course approved by the Health & Safety Executive. (see paragraph 7.2)

Appointed Person

- A person authorised and trained to take charge of a situation (e.g. to call an ambulance) if there is a serious illness or injury, and to oversee first aid arrangements generally where no First Aider is appointed.
- A person who may or may not have attended the Emergency First Aid Course, but who nonetheless is not qualified to act as a First Aider and therefore cannot substitute for a First Aider.

APPENDIX A: Approved Contents of First Aid Boxes and Kits

Contents	First Aid Boxes (for up to 50 people)	Travelling First Aid boxes in Minibuses	Travelling First Aid Kits
Guidance Card/Leaflet.	1	1	1
Individually wrapped sterile adhesive dressings (assorted sizes) appropriate for the work environment (e.g. detectable dressings for food handling)	20	24	6
Sterile eye pads,	2	2	
Individually wrapped sterile triangular bandages	4	2	2
Safety pins	6	12	2
Medium size individually wrapped sterile wound dressings (un-medicated) – (approx. 12 cm x 12 cm)	6	6	
Large sterile individually wrapped would dressings (un-medicated) – (approx. 18cm x 18sm)	2	2	1
Disposable gloves	1	1	1
Resusciade	2	2	
Individually wrapped moist cleansing wipes			1pkt

