

First Aid Policy and Procedure

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1. Purpose

To provide a clear process relating to the provision of first aid (equipment and personnel) within the School premises.

2. Scope and Applicability

This procedure is applicable at all premises, sites or work areas under the control of the Academies Enterprise Trust (Trust).

3. Abbreviations

EFAW: Emergency First Aid in the Workplace (also known as an Appointed Person)
AP: Appointed Person
FAW: First Aiders at Work

4. Procedure

The Health and Safety Coordinator at the school will ensure that the arrangements for First Aid are adequate.

Employees, temporary workers will be made aware of these arrangements during their induction training, and thereafter, will be informed of any amendments to the arrangements.

Contractors and Third Party Lettings are responsible for appointing and arranging training for their own First Aiders. However, the Academy First Aiders will assist (if required and available) in any emergency event.

The Academy Health and Safety Coordinator will ensure that a suitable and sufficient assessment of first aid requirements has been carried out.

This assessment will be documented and a copy made available at the medical room / centre and main reception, and on the school's google system.

The assessment will be reviewed every two years or following an event requiring 1st aid treatment or when arrangements are no longer suitable

A First Aid Risk Assessment will be completed.

5 Specific Requirements

5.1 Number of First Aiders and Cover Arrangements

Category of Risk	Numbers	Recommended number of First Aid Personnel
Low Risk	Fewer than 50	At least one Appointed Person
	50-100	At least one First Aider
	More than 100	One additional for every 100 persons
Medium Risk	Fewer than 20	At least one Appointed Person
	20-100	At least one First Aider for every 50 persons
	More than 100	One additional for every 100 persons
High Risk	Fewer than 5	At least one Appointed Person
	5-50	At least one First Aider
	More than 50	One additional for every 50 persons

- First Aid personnel should be nominated across all departments and especially wherever higher risk of injury is considered present (eg Physical Education / Games, Science, Drama, working at height etc)
- A First Aid personnel rota should be developed.
- The Health and Safety Coordinator will oversee that the rota is completed and displayed in the Staff Room, Reception, Medical Room and Health and Safety Notice boards
- The names of all First Aiders and location contact number will be displayed throughout the site in prominent position

5.2 Training and Competence

- The Emergency First Aid in the Workplace, ("EFAW") is a basic qualification aimed at lower risk premises and is suitable for teachers taking students on trips
- Personnel who complete the Emergency First Aid in the Workplace course are referred to as 'Appointed Persons'
- In medium to high risk premises/departments Certificated First Aiders are also required, the aforementioned table sets out the number of First Aiders at Work ("FAW") and Appointed Persons required
- Annual refresher training should be facilitated for all first aid personnel
- Employees and temporary workers will be made aware of the first aiders within their workplace during the induction process
- First Aid personnel training will be arranged by the Health and Safety Coordinator
- Training can be arranged to be delivered internally, or externally
- Wherever Academies have swimming pools on site, or at another location, qualified life-guards with first aid training must be on duty during swimming lessons at all times

5.3 First Aiders at Work (FAW) and Appointed Persons (AP) Role and Responsibilities

The First Aider and Appointed Person's role includes:

- The administration of First Aid up to, but not exceeding the level of her/his training
- Ensuring that any incident and treatment given is recorded on the First Aid log and Assessnet.
- Reporting immediately to the Health and Safety Coordinator and Principal all incidents requiring the attendance of a student, member of staff or other person to hospital.
- Ensuring that all spillages of body fluids are cleared up promptly
- Maintaining stocks in First Aid Box
- Ensure that appropriate documentation is completed and that reportable accidents are reported to the line manager and that they are recorded on Assessnet as soon as possible after dealing with the immediate effects.
- Ensuring her / his own recommended immunizations / injections are current (as appropriate)
- Report to the Principal any illness or injuries which would preclude her / his ability to administer First Aid, in order that alternative cover can be arranged
- In First Aid cases where there is a suspected head injury staff / students etc. should not be left unaccompanied. All other First Aid cases must be monitored sufficiently and appropriately in accordance with a risk assessment.

5.4 Hospitalisation

If there is doubt or concern about an individual's condition they will be taken to hospital by ambulance or by car accompanied by a first aider.

The nearest hospital/s are:

Milton Keynes University Hospital, Standing Wy, Eaglestone, Milton Keynes MK6 5LD

Tel - 01908 660033

5.5 First Aid Boxes

- The organisation will provide sufficient and suitably stocked first aid kits at all sites and portable kits will be available for off-site events
- The location of these kits will be clearly indicated with appropriate signs
- First Aiders will monitor that there are sufficient supplies of first aid equipment and first aid kits/contents within their department
- A checklist will be used for each first aid kit/box using the task management system on Assessnet
- The content of the first aid kits will depend upon the location and the type of work being carried out in the relevant location

5.6 First Aid Facilities

- A first aid / medical treatment room must be provided as an appropriate environment to render First Aid, or allow a person to rest (minor illness)
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- This environment should be private, allow access to hand washing facilities, drinking water and toilet facilities and should enable the casualty to sit or lie down as needed
- If the Academy has a school nurse they will be responsible for the management of the first aid/medical treatment room
- A school nurse is primarily appointed to treat students but will support First Aiders and treat staff as necessary
- Eye wash stations must be sited where there is a risk of dust, fibres, slashes from hazardous chemicals etc.

5.7 Visits and Trips

- Before undertaking any off site activities an assessment must be made of the first aid provision required for the visit
- It is recommended a travelling first aid kit is taken on all off-site activities which are away from access to normal first aid provision
- It is recommended that all drivers of vehicles used for such activities are trained to at least to an Appointed Person level
- It is the duty of the driver to check that the first aid kit is available and contents full
- All accidents occurring during any trip and visit must be recorded on Assessnet as soon as practicable

6. **Appendices**

None