

Health and Safety: First Aid Policy		
Applicable to	All Trust employees, supply staff, pupils/students, contractors working on site, other users of the Trust's buildings and site, and visitors.	
Prepared by	Phil Jackson	
Role	Facilities Manager	
Reviewed	January/ February 2017	
Approved by the Board	July 2017	
Next review	July 2020 LGBs, NMC, and the MTD should review first aid needs and procedures at least annually.	
Adopted by ESSA Academy	19 th September 2017	
Adopted by ESSA Primary Academy	20 th September 2017	
Adopted by ESSA Nursery	19 th September 2017	

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1. Introduction

First Aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation EFAT is responsible for the health and safety of its employees and anyone else on its premises and has to ensure that there are adequate and appropriate equipment and facilities for providing first aid if anyone is injured or taken ill.

In academies and the nursery this duty covers all employees and supply staff, pupils/students and nursery children, volunteers including directors and governors, and visitors including parents/carers and contractors- on site and on trips out/ visits.

The main duties of a first aider are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards, and when necessary to ensure that an ambulance or other professional medical help is called.

Teachers and other staff in charge of pupils/students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils/students in the same way that parents might be expected to act towards their children. In general the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Teachers' conditions of employment do not include giving first aid- although any member of staff may volunteer to undertake these tasks.

The Trust's insurance cover provides full cover for claims arising from actions of staff acting within the scope of their employment.

2. First Aid Legislation and Statutory Guidance

- The Health and Safety (First Aid) Regulations 1981.
- DfEE/ DfE- Guidance on First Aid for Schools- updated 2014.
- Schedule to the Education (Independent School Standards) Regulations 2014 (provision of a room for medical and dental treatment).
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

3. Responsibilities

The Trust Board has overall responsibility for health and safety.

The Board delegates to Local Governing Bodies (LGBs) responsibility for ensuring that Trust wide Health and Safety policies for its employees and for the buildings and site under its control are implemented, as well as responsibility for the approval and implementation of bespoke Health and Safety policies in each academy.

The Trust Board has delegated responsibility for ensuring that Health and Safety policies, as they relate to Support Services, are implemented to the MTD.

The Nursery Management Committee is responsible for ensuring that EFAT Health and Safety policies are adopted, where applicable, as well as being responsible for the approval and implementation of bespoke health and safety policies in the nursery.

These responsibilities are to:

- Ensure an assessment of first aid needs is carried out regularly to include- consideration of workplace hazards and risks, the size of the establishment, and other relevant factors to determine what first-aid equipment, facilities and personnel should be provided.
- Inform staff or their representatives about the first aid arrangements.
- Put in place and maintain appropriate first aid equipment, facilities, and trained personnel to meet the needs identified.

Each Local Governing Body (LGB), Nursery Management Committee (NMC) should:

- Ensure that First Aid is included in the designated H&S governor's/director's role
- Review first aid needs, provision, and procedures at least annually and particularly after any changes to ensure provision is adequate
- Ensure that First Aid is given a high profile
- Ensure that adequate resources for First Aid are available
- Consult staff and provide training opportunities as are necessary
- Monitor and review First Aid arrangements as part of the overall H&S procedures.

The MTD, Principal, Nursery Manager, as appropriate, is responsible for ensuring compliance with the First Aid policy as it applies to his/her establishment or service and as applicable, should:

- Carry out an assessment of first aid needs, at least annually, to determine what First Aid equipment, facilities and personnel should be provided. See App 6 First Aid Risk Assessment Form.
- Ensure First Aid materials, equipment and facilities are provided in accordance with 'DfE 'Guidance on First Aid for Schools'. (Academies only).
- Ensure all nominated First Aiders are familiar with and comply with all requirements of the 'RIDDOR' provisions with regard the statutory reporting of incidents involving release of contaminants, serious injury, infection and death.
- Ensure that all staff are aware of First Aid policy and arrangements- this should include the location of equipment, facilities, details of designated first aiders, and the procedures for monitoring and reviewing the establishments first aid needs.
- Ensure First Aid notices are displayed in all staff rooms and in all buildings- see notice at Appendix 9.
- Ensure that arrangements are in place to report, record and where appropriate investigate all accidents/incidents involving staff, pupils/students, volunteers or visitors necessitating the administration of First Aid - and that all reportable accidents are reported to the HSE- and that records are kept for at least 3 years. See Appendices 7, and 8.
- Ensure appropriate First Aid equipment and consumables are available at all times when the building is occupied and a suitable room is available for medical needs. The contents of First Aid kits to be checked at least termly by the lead First Aider. See Appendix 5.
- All First Aiders have access to both the Medical Room and the Medical Room Stock Cupboard.

- Ensure that appropriate first-aid kits are taken on all trips/ visits and are available in mini buses.
- Ensure that all designated First Aiders undergo initial first aid training and refresher training every 3 years and a record of training is kept.
- Ensure that Induction arrangements for all new staff and pupils/ students, as appropriate, include first aid arrangements.
- Ensure that a procedure for managing accidents/ incidents requiring First Aid is established and implemented.
- Take day to day operational decisions on First Aid facilities, provision, and personnel.
- Ensure that employees and supply staff are aware of their First Aid responsibilities.
- Update governors/directors on any changes concerning First Aid.
- Draw up local First Aid procedures and arrangements.
- Monitor the operation and effectiveness of First Aid arrangements.

All employees and supply staff should:

- Be familiar with and comply with the First Aid policy.
- Use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils/ students.
- Know who their First Aiders are.
- Know where their First Aid facilities and equipment are kept.
- Know what to do in an emergency.
- Know how to report accidents/ incidents.
- Take reasonable care of themselves and others.
- Ensure as far as is reasonably practicable that their classroom, learning space, learning zone or work area is safe.
- Report any shortcomings to the Estates Department by use of the 'Zen desk' ICT reporting tool.

4. First Aid Risk Assessment

An annual assessment of each academy's and the nursery's first aid risks/ requirements should be conducted by the Facilities Manager and the designated First Aiders using the checklist at Appendix 6.

The outcome of this first aid risk assessment should be reported to the Principal/ Nursery Manager/ MTD, as appropriate. Action should be taken to put in place agreed changes.

The first aid risk assessment for Essa Academy should also include a first aid risk assessment for Support Services.

5. Arrangements for Accessing First Aid

5.1 Children/ Pupils/Students:

Lesson/session times

In the event of First Aid being required during 'lesson/session times' the class teacher/nursery staff should send for one of the nominated First Aiders, preferably one of the support staff.

Break and Lunchtime

Should an incident requiring First Aid occur outside during break or lunchtime then a member of staff on duty outside should send for a nominated First Aider.

Off site activities/ trips out.

At least one first aid kit **must** be taken on all off-site activities. A person suitably trained in First Aid (which for EYFS children must include a paediatric trained first-aider) will accompany all off-site visits. (For full details refer to separate 'Trips and Off-site Activities Policy')

Accessing Medication-See "Supporting Pupils with Medical Conditions Policy". Medication must only be provided as set out in this policy: arrangements must be made for medication to be provided/ available on site and when of site on trips/ visits.

Evening Activities/Events

Arrangements should be made for a nominated First Aider to be present at all evening functions.

Notifying Parents

All serious accidents and injuries involving children/pupils/students are to be reported to their parents or carers immediately by telephone and all accidents and injuries are to be reported as soon as practicable to their parents/carers following the incident by letter.

Head Injury

In circumstances where emergency treatment is not required as a result of a 'head bump' a phone call will be made home to the child's/pupil's/student's parent/carer. Yellow "bumped head" stickers will be applied to young children and worn all day to inform both staff and parents of the need to observe the child.

In the case of a potential or serious head injury, an accident/incident form must be completed- see Appendix 6.

Transport to hospital or home

The Principal/ Nursery Manager will determine the appropriate action to be taken in each case.

Where the injury is an emergency an ambulance will be called and the child's parent/carer will be called.

Where hospital treatment is required but is not considered an emergency the Principal/ Nursery Manager should contact the parent/carer for them to take responsibility for their child.

If the parent/carer cannot be contacted then the Principal/Nursery Manager may at his/her discretion arrange to have the child taken to hospital. Where this is done:

- only staff cars insured for "business" use should be used; and
- two members of staff must accompany the child- one to drive and one to supervise the injured child.

5.2 Employees and Visitors/Volunteers

The nearest First Aider should be called.

6. First Aid Training and Hygiene and Infection Control, Safety/HIV Protection

6.1 First Aid Training

Designated First Aiders should undertake appropriate initial First Aid training prior to appointment and 'refresher' training every three years.

Defibrillators are kept in Reception in Essa Academy and in the Medical Room of Essa Primary Academy. These are for use throughout the site- for both academies, the nursery, and support services offices. The Lead First aiders in both academies, and a deputy, based in Essa Academy, are trained in the use of defibrillators. Defibrillators are for use across the site for adults and children. The nearest defibrillator trained first-aider should be called to respond to an emergency wherever this is required on site.

All designated trained First Aiders are trained in Cardiac Pulmonary Resuscitation (CPR), including the resuscitation of children.

6.2 Hygiene and Infection Control, Safety/HIV Protection

First Aiders must wear disposable single use gloves when treating any accidents/incidents, which involve body fluids and ensure that any waste (wipes, pads, paper towels etc.), are placed in a disposable bag and fastened securely.

Any clothing should be placed in a plastic bag and fastened securely ready to take home.

7 Record Keeping and Reporting Arrangements

7.1 Recording First Aid Treatment and Internal Investigations

Details of all first aid treatment given should be recorded on the Incident/Accident and Record of First Aid Treatment form set out in Appendix 8, amended as appropriate for minor accidents/injuries.

The First Aider and the appropriate MTD/Principal/or a senior member of staff should complete an Incidents/Accidents Form- Appendix 8 whenever first aid is given.

All Incident/Accident Forms/Reports should be sent to the Facilities Manager who will:

- Investigate the cause of the incident and, if necessary, arrange for repair or modification of the structure or fabric of the premises;
- Where necessary compile and submit a statutory 'RIDDOR' notification to the HSE;
- Securely archive the Reports.

Completed forms must be kept for a minimum of 3 years and stored securely.

7.2 Statutory Reporting of Accidents/ Incidents

Statutory Requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the Health and Safety Executive (HSE). These include:

Employees/Contractors on site

- accidents resulting in death or major injury
- accidents which prevent the injured person from doing their normal work for more than 3 days

Pupils/ students/ children and visitors

- accidents resulting in the death of a pupil/student/child or visitor
- accidents where the pupil/student/child/ visitor is taken to hospital and the accident/ injury arose out of, or in connection with, any academy/ nursery activity both on or off site, the way the activity was organised, equipment, machinery, substances, or the design or condition of the premises.

All serious and/or reportable accidents/ incidents must be reported immediately to the Facilities Manger and to the Principal, MTD, or Nursery Manager as appropriate.

All fatal and major injuries to employees, pupils/ students/ children or visitors must be reported to the HSE without delay and followed up within 10 days on Form 2508. This will be completed by the Facilities Manager.

Additional information on the type of accident/ injury/ diseases which must be reported to the HSE under RIDDOR is set out in Appendix 7- Types of Reportable Injuries, Diseases, or Dangerous Occurrences.

7.3 Reporting to the Board/LGB/NMC

Designated H&S directors/ governors should monitor First Aid arrangements, as part of their H&S responsibilities, and should report the finding to the LGB/ NMC termly.

The Principal/ Nursery Manger, MTD, as appropriate should review First Aid needs, facilities, equipment and personnel at least annually and should report the findings to the LGB/NMC/Board as applicable.

8. Nominated First Aiders and Location of First Aid Facilities and Equipment

ESSA Academy

For details of current First-Aiders refer to: **Appendix 1**

For details and location of First Aid equipment refer to: **Appendix 1**

ESSA Primary Academy

For details of current First-Aiders refer to: **Appendix 2**

For details and location of First Aid equipment refer to: **Appendix 2**

ESSA Nursery and Support Services

For details of current First-Aiders refer to: **Appendix 3**

For details and location of First Aid equipment refer to: **Appendix 3**

ESSA Academy

Trained First Aiders are:

Linda Kelly	-	Lead First Aider
Dean Carney	-	Social Capital Leader
Chris Monks	-	Mini bus driver
Paul Carroll	-	Site Manager
Sandra Daniels	-	Lead Cleaner
Paul Jolly	-	Teacher of PE
Sharon Sykes	-	Teacher - Wellbeing
David Williams	-	Science Technician
Alex Watson	-	Science Technician

In addition, the following staff have each completed a one-day training course in First Aid:

Susan Yates
 Karen Wood
 Deborah McGahan
 Danni Butterworth
 Paul Clarke

Details and Location of First Aid Equipment:

Main Reception:	Cupboard:	First Aid kits (2) Defibrillator Blankets
PE:	Cleaners Room: Mobile (Paul Jolly - PE Teacher):	First Aid kits (2) First Aid kit
Reprographics	Cupboard at entrance	First Aid kit
Problem Based Learning:	Disabled WC:	First Aid kit
Maths/English:	E1 (cupboard next to photocopier):	First Aid kit
Wellbeing:	Hospitality area:	First Aid kit
Business and Computing:	Cupboard in C3:	First Aid kit
One World	L4 Cupboard	First Aid kit
Arts:	Art Storeroom:	First Aid kit
Science:	S3 Ground Floor:	First Aid kit
Medical Room:	Main stock Cupboard:	First Aid recourses

ESSA Primary Academy

Trained First Aiders are:

Sayeh Mariner
Jane Alker
Kelly Foster
Salmah Akram
Cath Turner
Gemma Small
Diane Roberts
Amanda Edwards
Khursheed Khan
Jenni Megilley
Sharleen Simmons

Details and Location of First Aid Equipment:

Medical Room:	Equipped for major and minor incidents Defibrillator
Kitchen:	First Aid kit
Reception Classroom:	First Aid kit
Year 4 Classroom:	First Aid kit

ESSA Nursery

Trained First Aider is:

Claire Thompson (Nursery Manager)

Details and Location of First Aid Equipment:

Nursery Office: First Aid kit

EFAT Support Services

In any case of any injury requiring First Aid, a designated First Aider at the ESSA Academy should be summoned.

Details and Location of First Aid Equipment:

A First Aid kit is located on the Nursery office on the Ground floor, but any First Aider attending from ESSA Academy should be equipped with a mobile First Aid kit.

Content of First Aid Kits On-site and in Mini Buses

Contents of British Standard Compliant (BS 8599-1) First Aid Kits for the Workplace:

Contents	
F/A guidance leaflet	1
Medium sterile dressing	6
Large sterile dressing	2
Triangular dressing	3
Safety pins	12
Eye dressing	3
Adhesive dressings	60
Sterile wet wipe	30
Microporous tape	1
Nitrile gloves - pair	9
Face shield	2
Foil blanket	2
Burn dressing 10 x 10cm	2
Clothing shears	1
Conforming bandage	2
Finger dressing	3
Sterile eyewash 250ml	0

Contents of British Standard Compliant (BS 8599-2) First Aid Kits for Motor Vehicles:

Contents	
F/A guidance leaflet	1
Medium trauma dressing	1
Large trauma dressing	
Triangular dressing	
Adhesive plaster	5
Adherent dressing large	
Sterile wet wipe	5
Sterile dressing ambulance	
Nitrile gloves - pair	1
Face shield	1
Foil blanket	
Burn dressing 10 x 10cm	1
Clothing shears	1

First Aid Risk Assessment Checklist ESSA Academy

	Date:	Risk assessment conducted by:	Outcome agreed by:
	Risk	Current Situation	Change/Action required
1	Are the emergency services aware of the location of and access to the main entrance of the academy/ nursery/ office?		
2	Are there any hazards on site- hazardous substances, tools, machinery, building work? Are measures in place to manage these?		
3	Are there any pupils/ students/ children with health needs or disabilities? Are first aiders trained to manage their needs?		
4	Are there any lessons to be learned from recent accidents/ injuries?		
5	Is there adequate first aid cover during lunch breaks and for academy/ nursery activities in the evening?		
6	Is there adequate first aid cover in case of staff absence?		
7	Is there adequate first aid cover for all off site activities/ trips?		
8	Is there adequate first aid cover for practical departments e.g. science, PE?		
9	Is there adequate provision for any trainees on site?		
10	As a result of the risk assessment- are any changes planned to the number of first aiders and/or first aid equipment below?		
	First-aid personnel	Required Yes/no	Number needed
11	First aider with a first aid at work (FAW) certificate.	Yes	At least 3 on duty at all times people are at work. However, because of the size of the site and number of pupils you may wish to increase that level of provision.
12	First-aider with an emergency first aid at work (EFAW) certificate.	No	0
13	First-aider with additional training (specify).	Yes	Indicates first-aiders should have training

			in anaphylaxis. May also be a requirement on the management of sports-related injuries. May wish to consider AED training.
14	Appointed person	No	0
	First-aid equipment and facilities	Required Yes/no	Number needed
15	First-aid container.	At least 3	In locations easily accessible to the whole academy.
16	Additional equipment (specify) (eg automated external defibrillator (AED)).	AED	May be required if number of pupils/staff with history of cardiovascular problems.
17	Travelling first-aid kit.	Yes	At least 1 per vehicle.
18	First-aid room.	Yes	1

First Aid Risk Assessment Checklist

ESSA Primary Academy and Essa Nursery

	Date:	Risk assessment conducted by:	Outcome agreed by:
	Risk	Current Situation	Change/Action required
1	Are the emergency services aware of the location of and access to the main entrance of the academy/ nursery/ office?		
2	Are there any hazards on site- hazardous substances, tools, machinery, building work? Are measures in place to manage these?		
3	Are there any pupils/ students/ children with health needs or disabilities? Are first aiders trained to manage their needs?		
4	Are there any lessons to be learned from recent accidents/ injuries?		
5	Is there adequate first aid cover during lunch breaks and for academy/ nursery activities in the evening?		
6	Is there adequate first aid cover in case of staff absence?		
7	Is there adequate first aid cover for		

	all off site activities/ trips?		
8	Is there adequate first aid cover for practical departments e.g. science, PE?		
9	Is there adequate provision for any trainees on site?		
10	As a result of the risk assessment-are any changes planned to the number of first aiders and/or first aid equipment below?		
	First-aid personnel	Required Yes/no	Number needed
11	First-aider with a first aid at work (FAW) certificate.	No	0
12	First-aider with an emergency first aid at work (EFAW) certificate.	Yes	At least 1 on duty at all times while people are at work.
13	First-aider with additional training (specify).	Yes	Indicates first-aiders should have training in major illness, paediatric first aid and anaphylaxis. Training can either be provided to existing EFAW qualified staff or alternatively additional staff can be trained in paediatric first aid.
14	Appointed person	No	0
	First-aid equipment and facilities	Required Yes/no	Number needed
15	First-aid container.	At least 2	1 in the preschool area and 1 in a central location easily accessible to the rest of the school
16	Additional equipment (specify) (eg automated external defibrillator (AED)).	No	0
17	Travelling first-aid kit	No	0
18	First-aid room	Yes	1

Types of Reportable Injuries, Diseases, or Dangerous Occurrences

The following must be reported:

- Deaths and injuries caused by workplace accidents
- Accidents resulting in the death of a pupil/ student/ child on and off site or a visitor to the academy/ nursery or site
- Accidents where a pupil/student/child/ visitor is taken to hospital and the accident/ injury arose out of, or in connection with, any academy/ nursery activity both on or off site, the way the activity was organised, equipment, machinery, substances, or the design or condition of the premises.
- Occupational diseases
- Carcinogens mutagens and biological agents
- Specified injuries, including:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding) which:
 - Covers more than 10% of the body
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which:
 - Leads to hypothermia or heat-induced illness
 - Requires resuscitation or admittance to hospital for more than 24 hours
- Dangerous occurrences
- Gas incidents

Incident/Accident and Record of First-aid Treatment Given Form

Name of Academy/ Nursery/ Support Service		
Date of incident		
Time of incident		
Location incident took place		
Name of injured person		
Status of injured person, (e.g. Student, Member of staff, Adult visitor etc)		
Details of how injury occurred		
Details of injury		
Details of treatment given		
Immediately following the incident did the injured person:		
	Return to work	
	Go home	
	Return to class/nursery	
	Go to hospital	
	Other	
Name of First-aidler (print)	Signature of First-aidler	Date
Name of Principal/ MTD/ Nursery Manager	Signature of Principal/ MTD/ Nursery Manager	Date

First Aid Notices

FIRST AID

Your first aiders are:-

<input type="text"/>	Tel. <input type="text"/>
<input type="text"/>	Tel. <input type="text"/>

Nearest first aid box is situated:-