

## Safety Code of Practice

October 2017

# First Aid Policy



## Contents

- 1 Policy statement and introduction
- 2 Employers legal duties
- 3 Responsibilities
  - 3.1 The reasonability of the employer is to
  - 3.2 The first aider's and appointed person's role includes
  - 3.3 The first aider's and appointed persons responsibilities include
  - 3.4 The role of the training provider is to
  - 3.5 First Aid means the following
  - 3.6 Accident procedure
  - 3.7 First Aid training and qualifications
  - 3.8 First Aid cover
- 4 School events
  - 4.1 High risk activities
  - 4.2 Educational visits/offsite activities
  - 4.3 Evening or outside hire
- 5 Equipment and checks
  - 5.1 First Aid provisions/equipment
  - 5.2 Medical rooms
  - 5.3 Student medical equipment
- 6 Monitoring First Aid
  - 6.1 Statutory requirements
  - 6.2 Record keeping
  - 6.3 Risk assessments
  - 6.4 Raising staff awareness
  - 6.5 Support services

Appendix 1 –Example of what should be in a school first aid box

Appendix 2 - List of useful numbers

# 1. POLICY STATEMENT AND INTRODUCTION

The Health and Safety (First Aid) Regulations 1981 require employers to provide trained persons, equipment etc., to deal with First Aid emergencies and ill health occurring at work. This policy outlines the Dominic Barberi Multi Academy Company's responsibility to provide adequate and appropriate equipment and facilities for providing First Aid in the workplace. The aim is to provide basic levels of First Aid to students, staff, parents/carers and visitors and have procedures in place to meet that responsibility. This document should be read in conjunction with the Health and Safety Policy and any school/site specific medical policies.

The Academy recognises that First Aid can save lives and prevent minor injuries becoming major ones. This document has been prepared to provide guidance on the policy and procedures for dealing with First Aid at the school. The requirements for the statutory provision of First Aid have been taken into full account to ensure that it will provide adequate and appropriate equipment, facilities and qualified First Aid personnel. This policy has been written in conjunction with First Aid in schools guidance document from the HSE website.

## 2. EMPLOYERS' LEGAL DUTIES

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These Regulations apply to all workplaces including those with less than five employees and to the self-employed.

What is 'adequate and appropriate' will depend on the circumstances in the workplace/school. This includes whether trained first-aiders are needed, what should be included in a first-aid box and if a first-aid room is required. Employers should carry out an assessment of first-aid needs to determine what to provided.

## 3. RESPONSIBILITIES

### 3.1 The responsibility of the employer is to:

- Establish the First Aid needs by risk assessment. Eg, how many first aiders are required, specific needs for age groups or what equipment is needed. Each DBMAC school/facility should do this and be undertaken by the lead person responsible for first aid at each DBMAC school/facility.
- Identify suitable employees who are willing to undertake First Aid training and annual refresher training or specific training needs for adequate cover outlined in the risk assessment.
- Provide adequate First Aid equipment and facilities
- Inform employees and site facilities managers of the location of the First Aid personnel and equipment available to them in their working environment. This will be in the form of a standard notice which will be displayed on the Health and Safety notice board or in key areas throughout the facilities.
- Ensure the First Aiders maintain their First Aider or Appointed Person status by attending annual refresher training.
- The responsibilities listed above have been delegated to the Principal for them to discharge them in the appropriate manner.
- Keep up to date records of personnel trained in First Aid which informs the Principal/facilities manager when staff require refresher/re-qualification training.

- Keep up to date records of all equipment on site and any regular maintenance or replacement checks.
- IF a DBMAC school/facility is unable to recruit or provide enough or adequate first aid trained staff, this must be brought to the attention of the principal and governors for immediate attention and to discuss further actions plans

### **3.2 The first aider's and appointed person's role includes:**

- The administration of First Aid, up to but not exceeding the level of their training
- Ensuring that any incident and treatment given is recorded in suitable local register
- Reporting immediately to the appointed person, all incidents requiring the attendance of a student, member of staff or any person at hospital.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' (RIDDOR) for incident reporting and investigating.
- Ensuring that all spillages of body fluids are cleared up promptly
- Maintaining stocks in First Aid kit/boxes'
- Ensuring, in liaison with management that appropriate documentation is completed and that reportable accidents are reported to the line manager as soon as possible after dealing with the immediate effects.

### **3.3 The first aider's and appointed person's responsibilities include:**

- Taking charge when someone is injured or ill.
- Look after the First Aid equipment (eg restocking the First Aid container(s)).
- Ensuring their own recommended immunisations/injections are up to date.
- Ensure that an ambulance or other professional medical help is summoned when appropriate.
- Reporting any illness or injuries which would preclude their abilities to administer First Aid, to local management to arrange alternative cover. First Aiders also have a responsibility to attend refresher training.

### **3.4 The role of the training provider is to:**

- Provide advice and information relating to First Aid at work, including any changes in regulations or employer requirements
- Be a registered and approved provider
- Provide First Aid training in line with the health and safety (First Aid) regulations 1981
- Provide refresher training, assess and certify employees as competent to approved HSE standards.

### **3.5 First Aid means the following:**

- Cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained.
- Treatment of minor injuries which would otherwise receive no treatment or do not need treatment by a medical practitioner or nurse.

### **3.6 Accident procedure:**

- An adult at the scene of an accident needs to make a quick assessment of the severity of the accident.
- Any small cuts and grazes can be cleaned and a plaster applied (if not allergic) by a registered first aider.
- Serious Injuries are any injuries that may require a qualified first aider or medical attention. Send a messenger to reception to request an ambulance if the need is obvious; reception must organise someone to meet the ambulance and direct it to the incident. For lesser emergencies send a message to reception/student reception and ask for a first aider to be summoned

immediately.

- Stay with the casualty while waiting for assistance.
- Accident report forms must be completed for all injuries.

### **3.7 First Aid training and qualifications**

- A first aider is defined as a person who has successfully completed a suitably approved course. Where a first aider wishes to continue as such, qualifications are updated when expiring and records updated.
- First aiders must complete a training course approved by the Health and Safety Executive (HSE). At the academy, 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 at the academy; when necessary, ensure that an ambulance or other professional medical help is called.
- Training costs to provide adequate first aid training should be budgeted for at each DBMAC facility
- Any newly employed staff that have appropriate/suitable first aid training can be included in the facilities staff list providing they hold a valid first aid certificate and all certificates have been verified/checked by the lead first aid person(s). The DBMAC facility would be expected to cover any further renewal training for expiring or expired certificates or any further training costs.
- Any training should be organised by the lead First Aid person(s) for each facility and circulated to staff.

### **3.8 First Aid cover**

- There will, at all times when pupils are in attendance during school opening hours at the academy, be at least one person qualified as a first aider. If under extreme circumstances there is no first aider, then this must be included during a risk assessment and any student's medical needs must be identified. Any persons responsible for the facilities or site staff must be informed about arrangements.
- The early years learning environment should have suitably trained paediatric first aid training and the requirements detailed in the risk assessment.
- The DBMAC school/facility should ensure that there is sufficient number of staff with paediatric first aid training working in the early years environment and in extended school services catering to children of this age group
- Key stage 1 and 2 should have suitably trained emergency first aid training and the requirements detailed in the risk assessment.
- Any event taking place outside of term time (eg, revision classes or half term clubs) must have a suitable risk assessment in place and details of events passed to any persons responsible for the facilities or site staff. First Aid requirements and cover must be considered as part of the risk assessment.

## **4. SCHOOL EVENTS**

### **4.1 High risk activities**

- An example of high risk activities within DBMAC facilities would be maintenance and repairs, contractor's visits, high level work, higher risk subjects or educational activity. Although it is impossible for this policy to highlight every event or eventuality, The DBMAC identifies that there will

be higher needs of First Aid requirements for high risk activities. These should always be considered in a risk assessment for any facility and form part of an individual risk assessment.

- Sports fixtures must always have First Aid equipment available in key locations where sporting activity or events take place. All planning of events must consider First Aid arrangements within risk assessments.
- All high risk departments (eg, PE, DT, Science) must perform additional checks of First Aid equipment before any key events/tasks takes place.

*It's also recommended that First Aid is always discussed during team meetings (preferably under health and safety) and form part of regular department health and safety checks.*

## **4.2 Educational visits / offsite activities**

- Every off site visit must consider First Aid requirements and details of First Aid must be included in the risk assessment. The organiser must ensure they have provided details of the visit/activities to key responsible staff for First Aid and checked for any specific medical requirements of all parties which should be detailed in the risk assessment.
- Any educational visit or offsite activities involving any child in reception age group or under, must have a paediatric first aid trained staff member present and within hailing distance throughout the event.
- Every school owned/leased minibus must have a First Aid kit and a check of this should form part of the vehicle checks prior to leaving to ensure everything is in place. The driver and/or event organiser is responsible for this.
- Risk assessments must include First Aid requirements and plans.
- All medical needs of students and staff must be collated by the event organiser before the visit/activity.
- First Aid trained staff should always be present for any educational visit or offsite activity when involving students.
- For full details about planning, you should consult the DBMAC/School or facility visits policy or seek advice from the educational visits officer.

## **4.3 Evening or outside hire**

- At any event, evening or weekend use of the DBMAC facilities that takes place outside of the school's core opening hours, which is being run by employee(s), then it is the event organiser or lead person's responsibility to ensure adequate First Aid cover is in place. This must be included in a risk assessment and details communicated or circulated to all parties involved in running the event.
- It is the event organiser or lead person's responsibility to ensure the appropriate First Aid box/equipment is accessible or available and access arrangements are in place for any type of emergency.
- The DBMAC understands there are various arrangements in place for outside groups, organisations or regular hire using the DBMAC facilities during school hours or evenings/weekends, which is organised through either the school's designated hire company or agreements with the individual school. Anyone that falls in to one of these categories (outside of staff organised events) must provide their own First Aid arrangements or follow the hire company's policies and procedures.

# **5. EQUIPMENT AND CHECKS**

## **5.1 First Aid provisions/equipment**

- First Aid boxes/provisions should be clearly visible in key locations around the school.
- The locations and whereabouts of any First Aid kit/provisions should be available for all staff via key notice points/boards and at reception.

- Any changes or additional First Aid kit/provisions installed should be recorded and updated on log books/records.
- At each DBMAC facility, all First Aid trained staff are responsible for first-aid equipment e.g. restocking the first-aid container; and to ensure that an ambulance or other professional medical help is summoned when appropriate.
- Each facility should have a lockable storage area/cupboard for additional or surplus supplies and to store any essential/specialist equipment.
- Stock and supply checks should take place at least once a term including a complete check of all First Aid boxes

## 5.2 Medical rooms

- Cleaning of medical rooms should happen daily.
- Deep cleaning should take place regularly (depending on the level of usage) this is the responsibility of the lead First Aid person(s) to record and monitor.
- Storage of medical waste and or specialist equipment is the responsibility the lead First Aid person(s).
- Where possible, the DBMAC or facility should take measures to ensure there is suitable means of privacy in during any medical situation and at all times in any medical room.
- There should be a medical waste bin in use for hygiene purposes.
- Each medical room should have personal hygiene cleaning equipment available (eg soaps, sanitisers, paper towels)

## 5.3 Student medical equipment

- Any student medication or equipment brought in to school for students should be clearly labelled/ recorded and stored in a safe location.
- Any reserve or back up medication/equipment should be checked/recorded and stored in a safe location known to all First Aid trained staff.

# 6. MONITORING FIRST AID

## 6.1 Statutory requirements

- Under the reporting of injuries, diseases and dangerous occurrences regulations 1995 (RIDDOR), some accidents must be reported to the HSE. The employer must keep a record of any reportable injury, disease or dangerous occurrence. This must include the date and method of reporting, the date, time and place of the event: personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident reports.
- Employers with 10 or more employees must keep a readily accessible accident records, either in written or electronic form, these records must be kept for a minimum of 3 years.

## 6.2 Record keeping

- First Aid treatment should be recorded at each facility and records should be maintained by the lead First Aid person(s) This should include;
  1. The date, time and place of incident
  2. The name (and class) of the injured or ill person
  3. Details of the injury/illness and what first aid was given
  4. What happened to the person immediately afterwards (for example, went home, resumed normal duties, went back to class, went to hospital)
  5. Name and signature of the first aider or person dealing with the incident
- All checks of First Aid equipment should be checked and recorded on a regularly basis (at least once a term)

- Any First Aid equipment that holds an expiry date should be removed/replaced and disposed of safely if hasn't been used by the recommended date/
- A central record of all trained staff should be maintained at each DBMAC facility. That includes all records of training, expiry dates of certification and any additional training and resources available
- A central record of all First Aid equipment should be maintained at each DBMAC facility.
- A central record should be kept and maintained of any students/staff that have any specific medical needs such as
  1. Asthma
  2. Diabetic
  3. Epileptic etc

*This list is not exhausted and only gives examples of specific medical needs you may need to record*

### **6.3 Risk assessments**

- The lead person responsible for First Aid within each DBMAC facility must ensure the first aid needs risk assessment is carried out and reviewed when significant changes happen or needs/requirements change for the DBMAC facility.
- First Aid should be included in risk assessment for the following events
  1. Sporting activities or events
  2. Specific specialist subject lessons or high risk tasks
  3. Educational visits / offsite activities
  4. Special events
  5. Evening or weekend hire
  6. Significant building/maintenance or repairs
  7. Refurbishments or building work

*This list does not highlight every eventuality or need for First Aid that may take place within a DBMAC facility*

### **6.4 Raising staff awareness**

- First Aid arrangements must be included in any induction for new members of staff
- First Aid information must be available in key locations throughout the facility. That may include notice boards, maps, regular new bulletins, key locations points, contact details. basis information at reception
- Information about First Aid training or recruitment should be widely circulated to staff to express interest.

### **6.5 Support services**

- For any specific First Aid or medical advice, staff have a number of support services available
  1. School Nurse
  2. Oxfordshire County Council health and safety services
  3. List of useful contacts (appendix 1)

Approved by AUDIT COMMITTEE: October 2017. To be reviewed: October 2019

Verified by DBMAC Company Secretary

Maureen D Jackson \_\_\_\_\_ Date\_4<sup>th</sup> October 2017

Date for review: Sept 2019

## Appendix 1: Example of what should be in a school first aid box

### Contents of a first-aid container

There is no mandatory list of items for a first-aid container. However, the HSE recommend that where there is no special risk identified, a **minimum** provision of first-aid items would be:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- Two sterile eye pads;
- Four individually wrapped triangular bandages (preferably sterile);
- Six safety pins;
- Six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- Two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
- One pair of disposable gloves

*Equivalent or additional items are acceptable. Additional items may be necessary for specialised activities.*

### Travelling first-aid containers

Before undertaking any off-site activities, a risk assessment should assess what level of first-aid provision is needed. The HSE recommend that, where there is no special risk identified, a **minimum** stock of first-aid items for travelling first-aid containers is:

- A leaflet giving general advice on first aid.
- Six individually wrapped sterile adhesive dressings;
- One large sterile unmedicated wound dressing approximately 18cm x 18cm;
- Two triangular bandages;
- Two safety pins;
- Individually wrapped moist cleansing wipes;
- One pair of disposable gloves.

*Equivalent or additional items are acceptable. Additional items may be necessary for specialised activities.*

## **Appendix 2: List of useful contacts**

### **British Red Cross**

Uk Office, 44 Moorlands  
London EC2Y 9AL  
**Tel: 0207 562 2050**

### **Child Accident Prevention Trust**

PO Box 74189  
London E14 1SQ  
**Tel: 0207 608 3828**

### **CLEAPSS School Science Service**

The Gardiner Building, Brunel Science Park  
Uxbridge  
UB8 3PQ  
**Tel: 01895 251496**

### **Royal Society for the Prevention of Accidents (ROSPA)**

ROSPA House, 28 Calthorpe Road, Edgbaston  
Birmingham B15 1RP  
**Tel: 0121248 2000**

### **Department of Health**

Richmond House, 79 Whitehall  
Westminster  
London SW1A 2NS  
**Tel: 0207 210 4850**

### **Health and Safety Executive**

Redgrave Court, Merton Road  
Bootle  
Merseyside  
L20 7HS  
**Tel: 0161 952 8276**

### **HSE Info line**

**Tel: 0300 003 1747**

### **Department for Education and Employment**

Sanctuary Buildings  
20 Great Smith Street  
Westminster  
London SW1P 3BT  
**Tel: 0370 000 2288**

### **St John Ambulance**

27 St Johns Lane  
London EC1M 4BU  
**Tel: 0870 010 4950**