



Title	First Aid Policy
Reviewed	September 2014
Associated Policies	Health & Safety Policy
Originator	C. Hinds
Approved	

Contents

1. Introduction	3
2. The Aims of the Policy.....	3
3. Procedure.....	4
4. Risk Assessment	4
5. Qualifications and Training	5
6. First-aid Materials, Equipment and Facilities.....	5
7. Information and Notices	6
8. Hygiene and Infection Control	6
9. Recording Accidents and Injuries.....	6
10. Reporting Accidents to the HSE	7
11. Review of First-aid Provision.....	7

FIRST AID POLICY

1. Introduction

This policy is designed to promote the health, safety and welfare of pupils, staff and visitors to the Academy 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 at the Academy is the Director of Finance and Operations in liaison with the Trust's Health & Safety competent person who will:

- Ensure that this policy is reviewed periodically, or when there are significant changes to circumstances within the Academy 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 Academy Committee, Head of School, Executive Principal and other staff as appropriate
- ensure that all accidents and injuries are appropriately recorded in all Acadmies
- ensure that all notifiable accidents, incidents, diseases and occurrences are reported in accordance with the Reporting of Accidents Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- ensure that all members of staff are familiar with the Academy's first-aid provision.

The First Aid Lead for the Academy is the Lead Receptionist. 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- look after the first-aid equipment, restocking first-aid containers when required and replacing out of date materials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 on courses approved by the Health and Safety Executive (HSE)
- suitably stocked and marked first-aid containers are available at all appropriate locations throughout the 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 the Academy premises and also off the premises while on Academy visits.

External groups using the 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 terms and conditions.

4. Risk Assessment

The Academy will conduct a first aid risk assessment, taking account of 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 judgment 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 and the Governing Body will consider:

- the 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, eg science, technology, food technology and physical education.

5. Qualifications and Training

All Academy first aiders will hold a valid certificate of competence issued by an organisation whose training and qualifications are approved by the HSE and valid for three years.

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.

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 risk assessment
- stocked in accordance with BS 8599
- 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, eg a supply of insulin or an epi-pen.

The Academy medical room is located between the staff room and reception. Although this room is occasionally used for other purposes, the provision of first aid and medical usage will have absolute priority.

7. Information and Notices

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

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

Information on the Academy's first-aid provision will be provided in the induction pack 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, eg 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.

9. Recording Accidents and Injuries

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 (eg 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.

Incidents 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 Academy's established procedures for contacting a parent/ carer.

10. Reporting Accidents to the HSE

All notifiable accidents, incidents, diseases and occurrences will be reported in accordance with the Reporting of Accidents Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), including, but not limited to:

- accidents resulting in death of any person
- major injuries to employees
- 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

11. Review of First-aid Provision

The Health & Safety Committee will ensure that this first-aid policy is reviewed annually, or when there are significant changes to circumstances, and will inform the Governing Body and Principal accordingly.

