

First Aid Policy

2024 - 2027

This document applies to all academies and operations of Cambrian Learning Trust.

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Document Control			
Author	Operations Director	Approved By	Resources Committee
Last Reviewed	01/08/2024	Next Review	01/08/2027
Review Cycle	3 years	Version	2024 - 2027

Contents

Purpose	3
Limitations of this Policy	3
Provision of First Aid	3
Legislation and guidance	4
Definitions	5
Roles and Responsibilities	6
Medical Conditions/Medicines	8
First Aid Procedures	8
First Aid Equipment	10
First Aid Needs Risk Assessment	11
Record-Keeping and Reporting	12
For Schools with Early Years Foundation Stage provision, you must:	13
Monitoring arrangements	14
Related Policies	14
Appendices	15

Purpose

The purpose of this policy is to ensure that the provision of first aid at work is adequate and appropriate in the circumstances to aid employees and service users who are injured or who become ill.

This policy applies equally to all The Cambrian Learning Trust (CLT) employees, and to all premises where CLT is either the 'employer' or is in control of the premises. The Health and Safety (First Aid) Regulations 1981 place a duty on CLT to assess first aid needs appropriate to the circumstances of each workplace. In practice this means that a sufficient number of suitably competent personnel, appropriate equipment and facilities are provided so that first-aid can be administered.

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils, contractors, and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety and sufficient numbers of trained first aiders on duty available for the numbers and risks on CLT premises
- Ensure there are suitable and sufficient facilities and equipment available to administer first aid
- Provide a framework for responding to an incident and recording and reporting the outcomes

Limitations of this Policy

The policy cannot anticipate all eventualities; therefore, professional judgement should be used to identify the appropriate course of action needed to protect those who are vulnerable and/or at risk. This judgement should derive from multi-disciplinary team discussion rather than any one individual where possible.

Provision of First Aid

- First-aid provision **must always** be available while people are on school premises and off the premises whilst on school visits
- In certain circumstances, such as special events, there may be a need to put in place special arrangements to meet the requirements of the First Aid Regulations. These arrangements should be made in conjunction with the Headteacher, Site Manager and /or the CLT Operations Team
- Organisers of such events are required to ensure that adequate first aid arrangements are made
- The number of first aiders that schools/departments require will be determined by a first aid risk assessment, considering the activity risks (science, DT, PE etc.),

location of the premises, number of buildings or split levels, any specific needs (medical conditions) and the guidance provided by the DFE. The risk assessment should be reviewed regularly because of a change in the type of activity, numbers of staff, an increase in the numbers of accidents reported, higher risk activities or persons with specific needs

- First Aiders are to provide initial treatment and to prevent further injury. Professional medical advice should then be sought if further treatment is required
- First Aiders are not to provide professional medical treatment, provide diagnoses, dispense medicines or give medical oxygen, unless directed by ambulance or medical professionals
- CLT recommends 1 First Aider per 100 staff, students and visitors combined. Enough first aiders must be available to cover for sickness, absence, off site visits (where required subject to risk assessment) and any specific medical needs
- First aid cover must be provided for all staff, students and visitors whilst on site
- Each school/site will clearly define what the local arrangements are including the names and locations of first aid staff, paediatric first aid staff, first aid room and first aid equipment. See Appendix B for template list for use
- Any delivery of first aid treatment will be recorded according to CLT Accidents, Incidents and Near Misses Reporting Policy

Legislation and guidance

This policy also takes into account the advice from the Department for Education on [First Aid in Schools](#) and [Health and Safety in Schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation in the table below. For schools with Early Years Foundation provision this policy is based on the [Statutory Framework for the Early Years Foundation Stage](#).

Regulation Title	Description
The Health and Safety (First Aid) Regulations 1981	States that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel.
Health and Safety at Work Act 1974	Lays down wide-ranging duties on employers. Employers must protect the 'health, safety and welfare' at work of all their employees, as well as others on their premises

<u>The Management of Health and Safety at Work Regulations 1999</u>	Requires employers to assess the risks to the health and safety of their employees.
<u>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</u>	States that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept.
<u>Social Security (Claims and Payments) Regulations 1979</u>	Sets out rules on the retention of accident records
<u>The Education (Independent School Standards) Regulations 2014</u>	Requires that suitable space is provided to cater for the medical and therapy needs of pupils

Definitions

For the purpose of this policy, the following definitions apply:

First Aid	Initial help given to a sick or injured person until full medical treatment is available, or the person is well enough to continue with normal activities.
First Aider	A trained person who holds a valid full certificate of competence in “First Aid at Work” or the Emergency First Aid at Work training.
Paediatric First Aider	A trained person who is specialised and holds a valid full certificate of competence in “Paediatric/Early Years First Aid”. It focuses on First Aid for children aged 5 and under.
Accident Report	A written report of any accident, incident or near miss that occurs on CLT premises or activities.
First Aid Kit	A supply of first aid equipment provided for the initial treatment of a casualty following an accident or incident.

Defibrillator	A device that applies an electric charge or current to the heart to restore a normal heartbeat.
Appointed Persons	A person appointed by the employer to take charge of the first aid arrangements, including looking after the equipment and facilities and calling for emergency services when instructed to do by First Aider(s) or Responsible Person(s).
Workplace	For the purpose of this policy the workplace shall be any site, building or vehicle occupied by employees of CLT who are undertaking work on behalf of CLT.

Roles and Responsibilities

In schools with Early Years Foundation Stage provision, at least one person who has a current Paediatric First Aid Certificate **MUST** be always on the premises.

Beyond this, in all settings – and dependent upon a risk assessment of first aid needs – employers must designate/nominate a sufficient number of suitably trained first aiders to care for any person who has been injured or harmed on the premises. However, the minimum legal requirement is to have an ‘appointed person’ to take charge of first aid arrangements, provided your assessment of need has considered the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider. See Appendix C for advice.

The Board of Trustees

The CLT Board of Trustees has ultimate responsibility for health and safety matters in the Trust, but delegates operational matters and day-to-day tasks to the Head Teacher and staff members.

The Head Teacher

The Head Teacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are always present in the school
- If the First Aid Needs Risk Assessment indicates the need, they must ensure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures

- Ensuring appropriate First Aid Needs Risk Assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Review and Analysis the trends of incidents taken place within their school premises
- Reporting specified incidents to the Trust Facilities and Compliance Manager/s to liaise / report to the HSE where necessary

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are.
- Completing accident reports for all incidents they attend to where a first aider/appointed person is not called
- Informing the Head Teacher or their manager of any specific health conditions or first aid needs.

First Aid Appointed Person(s)

The school's First Aid Appointed Person(s) are responsible for:

- Taking care and support when someone is injured or becomes ill
- Seek First Aider for advice
- Ensuring there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First Aiders/Paediatric First Aiders

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary

- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date
- The names of the school's First Aiders and Appointed Person(s) are required to be displayed prominently around the school premises and can be identified using Appendix A

Medical Conditions/Medicines

Please refer to the CLT "Supporting Pupils with Medical Conditions" Policy.

First Aid Procedures

Each school will create and provide a list of First Aiders and display in the first aid room, staff room and/or first aid compliance folder.

In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- If the injured person (or their parents/carers, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, a member of staff (this would usually be a member of the office, the Headteacher or member of the Senior Leadership Team (SLT)) will contact parents immediately
- The relevant member of staff will complete an accident report on the same day or as soon as is reasonably practical after an incident resulting in an injury

Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit including, at minimum:
 - A leaflet giving general advice on first aid
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile
 - 2 safety pins
 - Individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Note: the above lists are based on the HSE's recommendation for a minimum travelling first aid kit. Adapt the lists to reflect your site's first aid needs assessment and arrangements.

Risk assessments will be completed by the nominated lead organiser taking pupils off site and to seek approval and sign off by the Headteacher prior to any educational visit that necessitates taking pupils off school premises.

The in-school procedure will be followed as closely as possible for any off-site accidents (though whether the parents/carers can collect their child will depend on the location and duration of the trip).

For schools that have an Early Year provision there **must** always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the [Statutory Framework for the Early Years Foundation Stage](#).

For schools that have provision beyond Early Years there **must** always be at least one first aider with a current first aider trained certificate on school trips and visits.

First Aid Equipment

First Aid Kits:

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- The school hall
- All science labs (where applicable)
- All design and technology classrooms (where applicable)
- The school kitchen
- School vehicles (where applicable)

All First Aid Kits need to be visibly in view, available for use and signposted.

First Aid boxes must be checked every 3 months and recorded as being checked in the first aid folder and on the EVERY compliance system, under activities.

All content of First Aid boxes **must** be in date. Discard of any out-of-date content appropriately.

There are a variety of other first aid kits for different requirements by suppliers, for example eyes wash kits. If additional kits are required, a risk assessment is required with appropriate training for use of the kits purchased.

First Aid Needs Risk Assessment

Each school must assess their first aid needs to establish what level of first aid protection is required. The assessment should consider the following and a First Aid Risk Assessment completed:

- The nature of the work and workplace hazards and risks
- The risk of injury or ill health in the workplace
- Any specific risks that might require specialist training and first aid equipment
- The history of accidents at the school
- The nature of the workforce
- Staffing levels at the school
- The age of visitors (Inc. pupils) to the school
- Work patterns and distribution of workforce throughout the location
- The extent of any activities carried out, outside of normal school hours (Weekend classes, summer schools, adult education and when any part of the premises is hired out to other organisations)
- Lone workers' needs and requirements
- Any staff or regular visitors (Inc. pupils) with known existing health issues
- Any staff or regular visitors (Inc. pupils) with language difficulties, disabilities or special health problems
- The need to provide first aid for those other than employees who visit the workplace, e.g. pupils, parents, partners, volunteers, members of the public
- Other medical services that may be available at or near to the workplace
- Distance from workplace to emergency medical services
- The number of existing First Aiders and/or Appointed Persons
- Existing first aid equipment and its location
- Annual leave and other absence of first aiders and appointed persons

See Appendix A and B for further support and information.

Record-Keeping and Reporting

First aid and accident and near miss records

- Depending on local procedures, the accident record will either be directly entered on the EVERY system by the first aider (the preferred approach), or an accident form will be completed by nominated members of staff chosen by the Headteacher/Line Manager as soon as possible after an incident resulting in an injury (this must be on the same day)
- As much detail as possible should be supplied when reporting an accident
- All accidents, incidents and near misses must be entered onto the EVERY Compliance System/Incidents Module at the earliest opportunity. *For detailed support on use of the EVERY compliance system, Incidents module please see the Accidents, Incidents and Near Misses Reporting Procedure*
- A copy of the accident report form will form part of the pupil's educational record.
- Records held in the first aid and accident system will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

Reporting to the HSE

The school will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) on the EVERY Compliance System/Incidents Module.

The CLT Operations Director or Trust Facilities and Compliance Manager will review and discuss further with the Headteacher and report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - 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)

- 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, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the injuries will be reported to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[HSE - RIDDOR Report](#)

For Schools with Early Years Foundation Stage provision, you must:

Notifying parents

The Nominated Person will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting to Ofsted and child protection agencies

The Headteacher or Nominated Person will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher or Nominated Person will also notify their local child protection agency if any serious accident or injury to, or the death of, a pupil while in the school's care.

The following links below provide more information on Ofsted and Child Protection Agencies:

[GOV.UK - Ofsted - Reporting an incident](#)

[GOV.UK - Local child protection agencies search.](#)

Training

Nominated staff (as directed by the Headteacher) are required to carry out a basic first aid awareness online training. These staff will not be trained first aiders but will be aware of the needs and the processes for first aid, when required.

Staff can become a certified and trained first aider if they would like to and if appropriate for their role. They should discuss with their Headteacher or Line Manager in the first instance.

All first aiders must complete a training course and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until. Refer to the CLT Health and Safety Training document.

Staff are encouraged to renew their first aid training when it is no longer valid and to discuss with their Headteacher or Line Manager if they do not plan to renew.

For schools that have an Early Years provision there **must** always be, at least 1 staff member on site, will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

Monitoring arrangements

The CLT Operations Director will review this policy every 3 years.

At every review, the policy will be approved by the CLT Resources committee.

Related Policies

This first aid policy is linked to the following Trust policies:

- Accidents, Incidents and Near Misses reporting procedure
- Health and safety Policy
- First Aid Needs Risk Assessment
- Policy on supporting pupils with medical conditions.
- Health and Safety Training

Appendices

- Appendix A – First Aid Risk Assessment Checklist/Guidance
- Appendix B – Checklist Assessment for First Aid Personnel Requirements