

drb Ignite Multi Academy Trust

First Aid Policy

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1. Trust Vision

'all pupils achieve the highest standard of educational outcomes regardless of circumstances or background.'

The Trust has been established through a shared belief that lives can be transformed by what goes on in schools. The Trust believes that the process of teaching and learning shapes futures. To this end the Trust's vision is to give every pupil learning experiences that excite them and give them the power to begin to shape their own lives.

2. Statement of intent

2.1 drb Ignite Multi Academy Trust ("the Trust") has overall responsibility for the provision of first aid to the Headteacher, teachers, non-teaching staff, pupils and visitors (including contractors). The Trust understands that decisions about first aid are of paramount importance and will endeavour to ensure that any first aid incidents are dealt with appropriately and in accordance with this Policy.

2.2 Together, we are committed to achieving the following objectives:

- to provide an accessible first aid Policy.
- to ensure all first aid policies and procedures are based on an up-to-date risk assessment.
- to ensure all first aid equipment and facilities are suitable for purpose.

3. Rationale

The purpose of this Policy is to ensure there is appropriate first aid provision for all employees, pupils and visitors across the Trust at all times. The Health and Safety (First Aid) Regulations 1981 set out the essential aspects of first aid that employers must address. As a preventative measure, the Trust will promote awareness of health and safety issues to prevent, where possible, any potential hazards or accidents. All Trust staff have a statutory obligation to follow and co-operate with the requirements of this Policy. The Policy is also aligned with the Trust's *Accident and Violent Incident Procedure*, which must also be followed at all times.

4. Key duties

The Trust and its Headteachers will ensure every school:

- undertakes a first aid risk assessment annually.
- appoints an appropriate number of suitably trained personnel as first aiders.
- provides sufficient first aid facilities, training and resources.
- keeps accident records and reports to the Trust Health and Safety Representative as required.
- fulfils reporting requirements under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013*.

- provides adequate and appropriate first aid provision as part of the arrangements for all out of school activities.
- provides staff training where an automated defibrillator is in school.
- keeps a record of accidents relating to each occasion any member of staff, pupil or other person reports an accident or receives first aid treatment either on the school premises or as part of a school related activity.
- sends a copy of all serious accident reports requiring an individual to receive treatment from the emergency services or results in an absence for 3 days or more to the Director of Estates, currently Geoff Bagley and the Trust's Office Manager, currently Rebecca Hawkings, for review and reporting to the HSE as required under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)2013*.

5. Responsibilities for Health and Safety

5.1 Overall and final responsibility for health and safety

The Board of Trustees, Chair of Trustees, CEO and Headteachers carry the key responsibilities for assessing, recording and implementing the correct first aid procedures. They will do this by:

- leading by example on all matters relating to First Aid.
- promoting and following this First Aid Policy.
- dedicating budget to the academies First Aid provision (including appropriate training).
- communicating effectively with parents, staff and pupils.
- monitoring and reviewing First Aid procedures and practice.

5.2 Responsibility for ensuring this Policy is put into practice

The Board of Trustees, Chair of Trustees and CEO have assigned health and safety responsibilities as follows:

5.2.1 Director of Estates and Health and Safety Representative of the Board of Trustees.

5.2.2 The Director of Estates will report back on first aid issues in Health and Safety committee meetings which in turns reports back to the Trust Board.

5.2.3 He/she will take the lead in carrying out the required first aid risk assessment and periodic review of the first aid policy. He/she will seek support and professional advice from external advisors as necessary.

5.2.4 Senior Leadership Teams and Headteachers have the following responsibilities:

- to lead by example.
- ensuring that all new employees are given the appropriate first aid induction training, relating to both whole-school and any specific provision relating to their role in the school.

- ensuring that any school activity, either on-site or off-site, is risk assessed and consideration has been given to first aid in terms of the wider school policy.
- keeping up to date with any changes to arrangements surrounding activities and the implications of these on first aid.
- ensuring that all the relevant checks are done on relevant equipment.
- ensuring the competency of contractors that come into the school.
- ensuring that all staff and pupils are aware of their first aid responsibilities, including what to do in case of a fire, emergency or medical emergency and that all those taking part in any given activity are given proper training.
- managing their particular budgets to cover first aid maintenance, checks and provision for activities under their department.

5.2.5 All other members of staff have the following responsibilities:

- ensuring that they are familiar and up to date with the school's First Aid Policy and standard procedures.
- keeping their managers informed of any developments or changes that may impact on the first aid of those undertaking any activity or any incidents that have already occurred.
- ensuring that all the correct provisions are assessed and in place before the start of any activity.
- making sure that the pupils taking part in the activity are sure of their own first aid responsibilities.
- co-operate fully with the Senior Leadership Team to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for first aid purposes are never abused and that equipment is only used in line with manufacturers' guidance.
- co-operate in the implementation of the requirements of all relevant legislation, related codes of practice and safety procedures /instructions.

5.2.6 Pupils:

While school staff carry the main responsibility for the first aid provision and the correct implementation of school Policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to the whole-school and themselves in order for staff to be able to carry out their roles effectively. As members of the school community and allowing for their age and aptitude, pupils are expected to:

- take personal responsibility for themselves and others.
- observe all the first aid rules of the school and in particular the instructions of staff given in an emergency.
- use and not wilfully misuse, neglect or interfere with things provided for their first aid.
- behave sensibly around the school site and when using any equipment.
- report first aid concerns or incidents to a member of staff immediately.
- act in line with the Trust Behaviour Policy.

5.2.7 Contractors:

All Contractors working on Trust premises, or elsewhere on the Trust's behalf, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on Trust premises or elsewhere on the Trust's behalf, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

6. Arrangements for Health and Safety

6.1 Risk assessment

- 6.1.1** An appropriate and effective risk assessment needs to be undertaken to assess what procedures need to be in place. The Trust will take steps to ensure that a risk assessment is carried out by a competent person or persons, and that the risks are recorded and communicated.
- 6.1.2** Risk assessments are stored securely on the school's Estates intranet and will be reviewed:
- at regular intervals.
 - after serious accidents, incidents and/ or near misses.
 - after any significant changes to workplace, working practices or staffing.
 - following any identified trends or accident statistics.
- 6.1.3** Risk assessments will be based on the size and location of the school, any specific hazards or risks on site, specific needs and accident statistics.
- 6.1.4** Specific needs include hazardous substances, dangerous machinery, staff or pupils with special health needs or disabilities.
- 6.1.5** Temporary hazards, such as building or maintenance work, should also be considered and suitable short term measures put in place.
- ### **6.2 First aiders**
- 6.2.1** The risk assessment will determine the minimum number of trained first aiders required and the Director of Estates and Headteachers will monitor this to ensure that these standards are being met.
- 6.2.2** First aiders will be recruited on a voluntary basis. The Trust will seek to advertise the position of first aiders to members of staff.
- 6.2.3** The Trust will ensure that all voluntary first aiders have undertaken the appropriate training with an organisation approved by the HSE and have the necessary qualifications (i.e. First Aid at work certificate). If required training will also include resuscitation procedures for children.

First Aiders will also be required to have an understanding of the reporting requirements set out in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and in the guidance for notifiable diseases in the Public Health (Control of Disease) Act 1984 and the Health Protection (Notification) Regulations 2010.

- 6.2.4** The Trust will monitor the expiration date of each first aider and seek to arrange refresher training prior to this date. If this is not possible the first aider will be able to administer first aid for a reasonable period until the refresher training is complete and a new certificate administered.
- 6.2.5** All volunteer first aiders must report to the Health and Safety representative / Headteacher with any questions or concerns in relation to their post.
- 6.2.6** The list of qualified first aiders will be displayed in the main reception of the school and other appropriate areas and updated when necessary.
- 6.2.7** The roles and responsibilities for first aiders are as follows:
- acting as first responder to incidents that require first aid.
 - administering immediate and appropriate treatment.
 - contacting the emergency services when the situation requires.
 - ensuring that the first aid boxes are adequately supplied.
 - ensuring their first aid qualifications are up to date.
 - keeping their contact details up to date.
 - filing an accident report as soon as possible after the incident.
 - reporting the incident to the HSE if required (see section 10 below).
 - consenting to having their names displayed around the school on the first aid list.

7. Equipment

- 7.1.1** The Trust will have at least one fully stocked first aid container which will be marked with a white cross on a green background. The location of first aid equipment will be displayed around the school.
- 7.1.2** Each first aid container will contain, as a minimum, the following:
- leaflet giving general advice on first aid (see HSE website).
 - 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.

7.1.3 A travel first aid container must be taken on any off site visits or trips. This includes sporting events, school trips and site visits. A travel first aid container must include the following as a minimum:

- leaflet giving general advice on first aid (see HSE website).
- six individually wrapped sterile adhesive dressings (assorted sizes).
- two individually wrapped triangular bandages (preferably sterile).
- two safety pin.
- one large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings.
- individually wrapped moist cleansing wipes.
- one pair of disposable gloves.

7.1.4 All public service vehicles used by schools e.g. minibuses must have on board a first aid container with the following items contained:

- ten antiseptic wipes, foil packaged.
- one conforming disposable bandage (not less than 7.5 cm wide).
- two triangular bandages.
- one packet of 24 assorted adhesive dressings.
- three large sterile unmedicated ambulance dressings (not less than 15 cm x 20 cm).
- two sterile eye pads, with attachments.
- twelve assorted safety pins.
- one pair of rustless blunt-ended scissors.

8. Facilities

8.1.1 The Trust will ensure that there is a suitable room that may be used for medical or dental treatment when required, and for the care of pupils during school hours. The area must contain a wash basin and be reasonably near to a WC, it need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.

8.1.2 Infection control and hygiene are of paramount importance and all staff and pupils will be reminded to follow basic hygiene procedures at all times.

8.1.3 Disposable gloves and handwashing facilities will be made available.

9. Reporting an incident

9.1.1 A first aid and accident record book will be completed by a first aider or other relevant member of staff without delay after an incident. Not all incidents or accidents will be reportable and first aiders will be trained to identify when a statutory report is required. In most cases a statutory report will be made by the Health and Safety Representative of the Board of Trustees or the Headteacher.

9.1.2 When an incident is reported the following information must be included:

- the date.
- method of reporting e.g. via HSE website for RIDDOR.
- time and place of the event.
- personal details of those involved.
- a brief description of the nature of the event or disease (factual account only).

9.1.3 This record can be combined with other accident records.

9.1.4 The records will be kept for a minimum of 3 years.

10. HSE notification

10.1.1 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools. Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR.

10.1.2 Incidents involving contractors working on school premises are normally reportable by their employers. Contractors could be, e.g. builders, maintenance staff, cleaners or catering staff. If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury, the person in control of the premises Headteacher will be the responsible person.

10.1.3 The following work-related accidents must be reported to the HSE:

- accidents which result in death or a specified injury must be reported without delay.
- accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.

10.1.4 Reportable specified injuries include:

- 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:
 - cover more than 10% of the body.
 - cause 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.

10.1.5 Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence. Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

10.1.6 Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an 'accident' arising out of or in connection with work. In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress-related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event.

11. On-site Procedures

In the event of an accident or incident the following procedure should be followed:

- The closest member of staff will seek the assistance of a qualified first aider.
- The first aider will assess the injury and undertake the appropriate first aid treatment.
- If appropriate, the first aider will contact the emergency services and remain with the injured person until assistance arrives.
- If deemed appropriate the first aider will contact the injured person's emergency contact or next of kin.
- The first aider or relevant member of staff will fill out the first aid and accident record book and include the required details.
- If it is judged that a pupil is too unwell to remain at school but does not require the assistance of the emergency services the first aider will contact the pupil's parents or next of kin and recommend next steps to them.

12. Off-site procedures

When staff take pupils off the school premises, they should ensure they have the following:

- a first aid container consistent with section 7.
- a mobile, on which they can contact the school and the school can contact the staff member.

- a list of the specific medical needs of the pupils and any required equipment.
- emergency contact details for the pupils.

13. Bodily Fluids

Blood and body fluid precautions involve the use of protective barriers such as gloves, gowns, masks, and eye protection. These reduce the risk of exposing the skin or mucous membranes to potentially infectious fluids. Health care workers should always use protective barriers to protect themselves from exposure to another person's blood or body fluids. Gloves protect you whenever you touch blood; body fluids; mucous membranes; or broken, burned, or scraped skin. The use of gloves also decreases the risk of disease transmission if you are pricked with a needle.

- Always wear gloves for handling items or surfaces soiled with blood or body fluids.
- Wear gloves if you have scraped, cut, or chapped skin on your hands.
- Change your gloves after each use.
- Wash your hands immediately after removing your gloves.
- Wash your hands and other skin surfaces immediately after they come in contact with blood or body fluids.

14. Use and disposal of needles

Discarded sharps can present a risk of needle stick injury. The extent of infection from such an injury is largely dependent on how the needle has been used and by whom.

Any staff whose job involves site maintenance/cleaning activities are most likely to be at risk. Litter picking, emptying litter bins and general grounds maintenance work are all tasks where discarded syringes may be discovered. Staff should take precautions to reduce the risk of accidentally coming into contact with discarded sharps.

Occasionally, pupils or other members of the public may find a needle that has been discarded on or off school site.

If a needle or syringe is discovered:

- Do not touch it with your bare hands
- Use a dustpan and brush or other suitable implement to place it in a suitable container.
- Children must be kept away from the affected area until the sharp has been removed.
- Pupils must be told to report any such findings to a member of staff and discouraged from interfering with the item.


Used syringes and needles must be stored in an approved sharps box. Suitable sharps containers are manufactured from a puncture proof material and have the appropriate hazard warning. Keep the sharps box in an area which is only accessible to staff.

When a sharps box needs to be disposed, the school should make arrangements for the box to be collected. The supplier of sharps boxes will dispose of the same for a small fee. Alternatively, your local district council's waste management department may have a collection facility.

Boxes are designed for incineration. Under no circumstances must they be emptied and returned for reuse in school.

The Trust will review this Policy every year to ensure the health, safety and welfare of pupils, staff and visitors is always of paramount importance. A full review would be triggered immediately following any serious accident or event.

15. Monitoring and review

Monitoring and review:	CEO Trust Board
Links:	Health and Safety Policy Staff Code of Conduct Policy Medical Conditions Policy Risk Management Policy Safeguarding Policy Accident and Violent Incident Procedure
Staff responsible:	Director of Estates Trust Office Manager Headteachers
Committee responsible:	Trust Board
Reviewed:	March 2023
Next review:	March 2024
Sign off by Chair of Trust:	 <div style="text-align: right;">March 2023</div>

- Please note that should there be any changes/further national guidance issued relevant to this Policy, it will be updated accordingly prior to the review date shown above and referred to the next Trust Board meeting.

16. Change Management

Issue No:	Change date:	Change description:
1.0	Nov 2016	Initial release
2.0	Nov 2018	Rebranded, updated, and signed off for release
3.0	Nov 2019	Checked, minor content changes, signed off and published
4.0	Feb 2020	Updated policy to reflect changes in legislative references and inclusion of the trust accident and incident reporting process
5.0	Apr 2022	Bi-annual review – minor formatting changes.
6.0	Mar 2023	Browne Jacobson Policy adopted

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