



First Aid Policy

Approved by:	Finance & Resources	Date: December 2018
Last reviewed on:	December 2018	
Next review due by:	December 2020	
Monitoring & Review	Finance & Resources Committee	
Links	Health and Safety Policy, Staff Code of Conduct, Policy, Medical Needs Policy, Risk Management Policy	
Staff responsible	Principals,(Principals may delegate the responsibility to Business Mangers/Operations Managers)	

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1. Rationale

1.1 The Health and Safety (First – Aid) Regulations 1981 set out the essential aspects of first aid that employers have to address.

1.1.2 First Aid can save lives and prevent minor injuries becoming major ones.

1.2. Summit Learning Trust will ensure that there is provided adequate and appropriate provision for first aid in our Academy's.

1.3. Although there is no requirement to take account of non-employees the purpose of this policy is to ensure there is appropriate provision for all employees, pupils and visitors at all times.

1.4 All our Academies will promote awareness of health and safety issues to prevent, where possible potential hazards or accidents.

1.5 All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

2. The Duties of Summit Learning Trust

2.1 In the discharge of its duty Summit Learning Trust's Estates and Facilities Director in consultation with the Principals, or its delegated Senior Managers, will ensure each academy:

2.1.1. Undertake a first aid risk assessment. Then in accordance with the outcomes of the risk assessment

2.1.2 Appoint an appropriate number of suitably trained personnel as first aiders.

2.1.3 Provide sufficient first aid facilities and resources.

2.1.4 Keep accident records and report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations(RIDDOR) 1995.

3. The Duties of Principals

3.1. Principals will ensure a first aid risk assessment is undertaken annually (see Appendix 1)

3.2 Principals will ensure a suitable number of first aiders are appointed in accordance with the risk assessment outcomes.

3.3 The Principals will offer first aid training for staff.

3.4 Principals will employ members of the support staff who will take responsibility for emergency first aid.

3.5 Principals will ensure adequate and appropriate first aid provision will be provided in accordance with the risk assessment.

3.6 Principals will ensure adequate and appropriate first aid provision will form part of the arrangements for all out of school activities.

3.7 Principals will appoint a person to provide and maintain supplies of first aid materials in accordance with the risk assessment.

3.8 Where an automated external defibrillator is in place training will be provided to those who may need to use it.

3.9 Principals will ensure a record of accidents will be made relating to each occasion any member of staff, student or other person reports an accident or receives first aid treatment either on the school premises or as part of a school related activity.

3.10 Principals will ensure a copy of all serious accident reports requiring an individual to receive treatment from the emergency services or result in an absence for 3 days or more, will be sent to the Summit Learning Trust Estates & Facilities Directors for review and reporting to the HSE as required under the Reporting of injuries, Diseases and Dangerous Occurrences Regulations(RIDDOR)1995.

3.11 A report is made annually (as a minimum) to the Finance and Resources Committee

4. Review

4.1 The Estates and Facilities Director, will review this policy statement and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils and visitors. This review will be a minimum of every two years or after any significant change.

First Aid Risk Assessment Part 1

Academy:		
Address:		
Risk Assessment Undertaken by	Signed	Print name
Date		Review by: (no later than 12 months)

Baseline Assessment	
Do employees have easy access to suitably stocked and signed first aid boxes?	
Has a person been appointed to take charge of first aid arrangements?	
Are suitably worded notices displayed within the premises detailing how to contact a first aider and where the first aid kit(s) are kept?	
<p>How many adults are there? (allow for visitors/contractors)</p> <p>How many children over 8 are there?</p> <p>Total:</p> <p>How many children under 8 are there?</p>	
<p>Guidelines:</p> <p>If there are children under 8 there needs to be a paediatric first aider available at all times</p> <p>HSE guidelines for low risk</p> <p><25 at least 1 appointed person</p> <p>26-50 at least 1 first aider trained in Emergency First Aid at Work</p> <p>>50 at least 1 first aider trained in First Aid at Work for every 100 (or part thereof)</p> <p>HSE guidelines for higher risk</p>	

<p>5-50 at least 1EFAW or FAW required</p> <ul style="list-style-type: none"> ➤ At least 1 FAW for every 50 or part thereof 	
<p>Type and number of First Aiders required?</p> <p>a. How many appointed persons are required?</p> <p>b. How many EFAW first aiders are required?</p> <p>c. How many FAW first aiders are required?</p> <p>d. How many Paediatric first aiders are required?</p>	

First Aid Risk assessment part 2

	Notes	Impact on First aid Provision	Actions required
What are the risks of injury and ill health arising from general activities undertaken at the Academy as identified in your risk assessments?	<p>General Low Risk</p> <p>High Risk</p>	Appropriate risk assessments in place. E.g. slips, trips and falls, pupil movement across site, struck by moving vehicle, manual handling and working at height etc.	
<p>Are there any specific risks to consider?</p> <p>1.Hazardous substances</p> <p>2.Machinery</p> <p>3.Vehicles, equipment.</p>	<p>Yes - Science & DT more hazardous materials, processes and machinery</p> <p>Maintenance/site/ Grounds staff</p> <p>No</p>	<p>Appropriate risk assessments of these activities in place.</p> <p>Range and quantity of first equipment and first aid trained staff in these areas.</p>	
Are there parts of your Academy where different levels of risk can be identified?	<p>Yes -See – above</p> <p>Plus, external contractors</p> <p>In-house Cleaning and Catering</p> <p>PE</p> <p>No</p>	Appropriate trained staff required for these areas and RAs in place for activities.	
Parents and visitors on site	Numbers	Appropriate numbers of trained staff.	
Accident recording ,reporting and reviewing	Yes - All accidents are recorded	Review of numbers and types of accidents, locations, Departments and amend provision if required.	

	No		
Inexperience, disability, special educational needs	Yes -New staff and students Specific needs for certain students No	Staff aware of special needs, requirement or allergies. Induction undertaken for new staff and students.	
Do you have out of hours activities such as before and school clubs, sports activities or Lettings?	Yes/No Type	First aid provision is required. How is it provided?	
Do you undertake offsite trips?	Yes	First aid provision is provided. Separate RA actioned.	•
Does a particular department undertake regular trips?	Yes/No	Staff are offered first aid training to facility trips e.g. PE staff.	
Are the premises spread out? E.g. spread out over several buildings or multi-floor site?	Yes/No	Provision in each building or on several floors.	
Is there shift work or out of hours working?	Yes -Cleaning staff, maintenance staff. No	There needs to be provision of first aid cover at all times of work.	
Is your workplace remote from the emergency services?	Yes-nearest A&E is ___ miles away No	You will need to: <ul style="list-style-type: none"> - To inform the local medical +services of your location - consider special arrangements with the emergency services. 	
Do you have any employees who travel regularly or work alone	Yes/No	You will need to: <ul style="list-style-type: none"> - Consider personal first aid kits/communicators/training. 	
Do any of your employees work at sites occupied by other employers?	Yes/No	You should make arrangements with other site occupiers to ensure adequate provision of first aid. A written agreement between employers is strongly recommended.	
Do you have sufficient provision to cover absences	Yes/No	You should consider: What cover is needed for annual leave and other planned absences;	

of first aiders or appointed persons?		What cover is needed for unplanned, exceptional circumstances.	
Do you have any work experience trainees? Do you have employees (or clients) with reading or language difficulties?	Yes/No	First aid provision must cover them. You will need to make special arrangements to give them First aid information.	
Is a First Aid room required?	Yes – High Risk assessment No = Low risk	A suitable first – aid room should be provided if the assessment identifies the site as high risk.	
Is First aid training delivered by an accredited provider	Yes/No	Provider can deliver -First aid at work , emergency first aid at work and paediatric training and provide certificates.	
First aid signage is in place and reviewed	Yes – No	In place and current>	
Do all employees know how to access first aid?	Yes/No	Induction training? Staff handbook.	
Is there sufficient first aid kits and additional equipment available?	Yes /No	Consider multiple buildings/floors/trips/external activities. Are foil blankets, eye wash stations etc. required. List of First aid kit locations available.	
Does the baseline Risk assessment meet the first aid needs ?	Yes/No		