

**Wellspring Academy Trust  
Example First Aid Policy for Academies  
May 2015**

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**Date Approved by Board: 20 May 2015**

**Who this policy applies to:**

**Date of Review: May 2018**

**Responsible Department: Wellspring Head Office**

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### **Section 1 Statement of First Aid Organisation**

The Academy's arrangements for carrying out the policy extends to the Governing Body, the employer and the employees and are detailed below:

#### **1. The Employer**

- 1.1. Health and Safety legislation places duties on employers for the Health and Safety of their employees and anyone else on their premises. In Academies this includes responsibility for the Principal and teachers, non-teaching staff, pupils and visitors (including contractors).
- 1.2. The employer is responsible, under the Health and Safety at Work Act 1974 (HSWA), for making sure that there is a Health and Safety Policy. This should include arrangements for First Aid and should cover:
  - 1.2.1. Number of First Aiders/Appointed Persons.
  - 1.2.2. Numbers and locations of First Aid containers.
  - 1.2.3. Arrangements for off-site activities/trips.
  - 1.2.4. Out of hours arrangements e.g. sports matches, parents evening.
- 1.3. Additionally the Academy should ensure that:
  - 1.3.1. All accidents are reported, recorded and where appropriate investigated.
  - 1.3.2. All occasions when First Aid is administered to employees, pupils and visitors are recorded.
  - 1.3.3. The Academy premises and vehicles are equipped with apparatus and materials to carry out First Aid treatment.
  - 1.3.4. Arrangements are made to provide training to employees; records are maintained of that training and reviewed annually.
  - 1.3.5. A procedure for managing accidents which require First Aid treatment is established.
  - 1.3.6. Employees are provided with information regarding the arrangements for First Aid.
  - 1.3.7. A Risk Assessment of the First Aid requirements of the Academy is undertaken.
- 1.4. If the Academy lets the hall to third parties out of hours, the letting agreement should state whether or not any First Aid provision will be made.

#### **2. The Academy Governing Body**

- 2.1. The Governing Body of the Academy are required to:
  - 2.1.1. Have a First Aid Policy.
  - 2.1.2. Review the policy annually.
  - 2.1.3. Ensure that the Principal has the resources to implement the policy.
  - 2.1.4. Monitor the implementation of the policy.
- 2.2. Additionally, the Academy Governing Body accepts their responsibilities towards non-employees. In order to provide First Aid for pupils and visitors, the Governing Body will

undertake a Risk Assessment to determine, in addition to the Appointed Person, how many persons with a First Aid at Work certificate of competence are required.

### 3. Employees

- 3.1. All employees are required to:
  - 3.1.1. Comply with arrangements for First Aid.
  - 3.1.2. Report any adverse events which could give rise to or have resulted in an accident.
- 3.2. Teachers' conditions of employment do not include giving First Aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the Academy in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

## Section 2 Arrangements for First Aid

The Academy will provide materials, equipment and facilities as set out below.

### 4. First Aid Boxes/Kits

- 4.1. Every Academy must provide at least one full stocked First Aid container for each site. Additional First Aid containers will be needed for split-sites/levels; remote sports fields or playgrounds, any other high-risk areas and any off-site activities. First Aid boxes/kits should contain the following items in quantities that are appropriate to the setting:

ITEM	FIRST AID BOXES	TRAVELLING FIRST AID KITS
Guidance card/leaflet on First Aid		
Individually wrapped sterile adhesive dressings (assorted sizes)		
Sterile eye pads, with attachment		
Individually wrapped triangular bandages		
Safety Pins		
Medium sized individually wrapped sterile un-medicated wound dressings (approx. 12cm x 12cm)		
Large sterile individually wrapped un-medicated wound dressings (approx. 18cm x 18cm)		
Individually wrapped moist cleaning wipes		
Disposable gloves for wear by any personnel handling blood, vomit, excreta, etc.		

- 4.2. This First Aid container shall be:
  - 4.2.1. Maintained in a good condition.
  - 4.2.2. Regularly monitored and re-stocked.
  - 4.2.3. Suitable for the purpose of keeping the items referred to above in good condition.
  - 4.2.4. Readily available for use.
  - 4.2.5. Prominently marked as a First Aid container.
- 4.3. The availability and contents of the First Aid Box(es) and other medical supplies will be checked on a regular basis by a designated First Aider/Appointed Person. They will also be responsible for all record keeping including:
  - 4.3.1. Keeping First Aid signage up to date.
  - 4.3.2. Maintaining an inventory of the location of First Aid Boxes/supplies.
  - 4.3.3. Recording when First Aid Boxes were checked for sufficient and in-date supplies.

- 4.3.4. Ensuring that First Aiders are still qualified to carry out their duties and certificates are in-date.

## **5. Medical Room**

- 5.1. In compliance with The Education (School Premises) Regulations 1996 the Academy Governing Body will ensure that a room will be made available for medical treatment. This facility should be readily available for use and feature the following:
  - 5.1.1. Sink with running hot and cold water.
  - 5.1.2. Drinking water.
  - 5.1.3. Paper towels.
  - 5.1.4. Smooth-topped working surfaces.
  - 5.1.5. A range of First Aid equipment.
  - 5.1.6. Chair.
  - 5.1.7. Somewhere to lay down.
  - 5.1.8. Soap.
  - 5.1.9. Protective garments for First Aiders.
  - 5.1.10. Suitable refuse container.
  - 5.1.11. An appropriate record-keeping facility.
  - 5.1.12. A means of communication, e.g. telephone.

## **6. Appointment of First Aid Personnel**

- 6.1. The appointment of First Aiders within the Academy will be calculated in accordance with the First Aid Risk Assessment provided at appendix 1.
- 6.2. Unless First Aid cover is part of a staff member's contract of employment, those who agree to become First Aiders do so on a voluntary basis.
- 6.3. In determining who should be trained in First Aid the Principal will consider each individual against the following criteria:
  - 6.3.1. Reliability and communication skills.
  - 6.3.2. Aptitude and ability to absorb new knowledge and learn new skills.
  - 6.3.3. Ability to cope with stressful and demanding emergency procedures.
  - 6.3.4. Ability to leave normal duties to go immediately to an emergency.

## **7. Appointed Persons**

- 7.1. The Principal will appoint a member of staff to be the Appointed Person. The duties of the Appointed Person are to:
  - 7.1.1. Take charge when someone is injured or becomes ill.
  - 7.1.2. Look after the First Aid equipment e.g. restocking the First Aid container.
  - 7.1.3. Ensure that professional medical help is summoned when appropriate.
- 7.2. Appointed Persons are not always First Aiders. They should not give First Aid treatment for which they have not been trained. However it is good practice to ensure that Appointed Persons have emergency First Aid training/refresher training as appropriate.

## **8. Duties of a First Aider**

- 8.1. The main duties of a First Aider are to:
  - 8.1.1. Give immediate help to casualties with common injuries or illness and those arising from specific hazards.
  - 8.1.2. Ensure that an ambulance or other professional medical help is called if it is deemed necessary.
- 8.2. The role of the qualified First Aider includes the treatment of any person on the Academy site/premises.

## **9. Paediatric First Aid**

- 9.1. In addition to the First Aid personnel requirements identified above, services and organisation's which care for 0 to 5 year olds must have at least one First Aider on the premises who has completed a specific course in paediatric First Aid.
- 9.2. It is recommended that there is a minimum of two paediatric First Aiders.

## **10. General First Aid Points**

- 10.1. First Aid at Work certificates are valid for three years. If a certificate expires, the individual will have to undertake another full course of training to become a First Aider.
- 10.2. Records of First Aiders certification dates and dates of additional specific or refresher training should be kept in a file within the Academy.

## **11. Information on First Aid arrangements**

- 11.1. All employees at the Academy must be aware of:
  - 11.1.1. The arrangements for recording and reporting accidents.
  - 11.1.2. The arrangements for First Aid.
  - 11.1.3. Those employees with qualifications in First Aid.
  - 11.1.4. The location of First Aid Boxes.
- 11.2. Signs should be displayed throughout the Academy providing the following information:
  - 11.2.1. Names of employees with First Aid qualifications.
  - 11.2.2. Location of First Aid Boxes.
- 11.3. All members of staff will be made aware of the Academy's First Aid Policy.

## **12. Assessment of First Aid Requirements**

- 12.1. The minimum number or basic level of First Aid provision is calculated using a Risk Assessment (see appendix 1), taking into account factors such as:
  - 12.1.1. Staff and/or pupils with disabilities or special health needs.
  - 12.1.2. Age range of the pupils.
  - 12.1.3. Activities undertaken during Academy session times.
  - 12.1.4. Materials and equipment to which children have access.
  - 12.1.5. Number of pupils on site.
  - 12.1.6. The number of buildings on the Academy site.
- 12.2. Consideration must be given to the following factors when determining the level of provision:
  - 12.2.1. The arrangements when a qualified First Aider is not on site due to absence/training.
  - 12.2.2. The design/layout of the site/premises is such that staff that are trained in emergency First Aid should be readily available.
  - 12.2.3. First Aid requirements for visits and journeys, break and lunchtimes

## **13. Payment for First Aiders**

- 13.1. Academies are able to make their own arrangements re: additional payment for undertaking First Aid duties. Staff being considered for additional payment should, as a minimum:
  - 13.1.1. Hold a current/valid First Aid at Work certificate.
  - 13.1.2. Be one of the designated First Aiders/Appointed Persons detailed on the First Aid Risk Assessment for your premises.
  - 13.1.3. Be designated as a First Aider/Appointed Person on SAP/ your payroll providers payment system (subjects to points 1 and 2, your manager will need to submit a variation to contract to BSS to achieve this.)

## **14. Record Keeping**

- 14.1. Records of all First Aid training, the qualifications held by named individuals and their First Aid roles in school must be maintained.

## **15. Accident Reporting**

- 15.1. The Academy Governing Body will report to the Trust:
  - 15.1.1. All accidents to employees.
  - 15.1.2. All incidents of violence and aggression.

- 15.2. The Governing Body should be aware of its statutory duty under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) in respect of reporting to the Health and Safety Executive as it applies to employees.

#### **16. Pupil accidents involving Head Trauma**

- 16.1. Accidents involving the pupil's head can be problematic because the injury may not be evident (e.g. internal) and the effects only become noticeable after a period of time.
- 16.2. Where a pupil receives a blow to the head, accident Form RH1 will be completed.
- 16.3. Where emergency treatment is not required, the Form RH1 will be sent to parents informing them of the accident.

#### **17. Transport to Hospital or Home**

- 17.1. Where the Principal makes arrangements for transporting an injured pupil the following points will be observed:
  - 17.1.1. Only staff cars insured to cover such transportation will be used.
  - 17.1.2. No individual member of staff should be alone with a pupil in a vehicle.
  - 17.1.3. Where reasonably practicable, efforts are made to obtain the appropriate car seat for the pupils height/weight.

### **Section 3 Associated Advice**

#### **18. Emergency First Aid following trauma to the teeth**

- 18.1. Dentists advise that following trauma to the mouth it is important that the child is assessed by a dentist as soon as possible, even if there is no apparent damage to the teeth.
- 18.2. When one or more of the permanent front teeth are completely knocked out immediate First aid is essential for successful treatment. The advice does not apply to teeth with broken roots or baby teeth, neither of which should be re-implanted.
  - 18.2.1. Pick the tooth up carefully by the crown – the shiny part which is usually visible in the mouth.
  - 18.2.2. If the tooth looks quite clean do not worry about further cleaning, but if it has been badly contaminated with dirt or mud, GENTLY wash under warm tap water or milk. Do not scrub, or apply any form of disinfectant.
  - 18.2.3. Next, push the tooth gently back into the socket, still holding the crown only. If this is done quickly it is not usually painful. Get the child to bite on a clean handkerchief to hold the tooth in place and accompany the child to the dentist immediately.
  - 18.2.4. Do not store the tooth in water, or disinfectants such as Savlon or Milton. Store the tooth in milk.
  - 18.2.5. Do not wrap the tooth in a wet or dry handkerchief.
  - 18.2.6. Get to the dentist as soon as possible
- 18.3. If the tooth has been stored in milk it may be possible to implant up to twelve hours after the accident. However, chances of success are greatest within thirty minutes and are still high up to two hours later

#### **19. Blood spillages and bodily fluids (including vomit)**

- 19.1. A COSHH assessment should be obtained and displayed with the supplies for dealing with body fluids and clinical waste. The Academy should establish a procedure for dealing with bodily fluids.

#### **20. Clinical Waste and Contamination Injuries**

- 20.1. The Academy should establish a procedure for dealing with Clinical Waste and contamination injuries.

- 20.2. Clinical waste is disposed of in yellow bags as this colour identifies the contents as bodily fluids or waste.
- 20.3. Injuries include:
  - 20.3.1. Human bites.
  - 20.3.2. Scratches by humans.
  - 20.3.3. Injuries caused by an object contaminated with visible blood.
  - 20.3.4. Needlestick injury/injury with a needle.
  - 20.3.5. Exposure to blood borne viruses (e.g. hepatitis B, hepatitis C, Human Immunodeficiency Virus (HIV)).

## **21. Off-Site Activity**

- 21.1. The provision of adequate First Aid cover should form part of the essential risk assessment involved in organising any off-site activity.
- 21.2. Where the trip is extended or remote in nature, or the likelihood of injury is higher, a qualified First Aider should accompany the group.
- 21.3. The planning for such journeys will include what to do in case of accident and emergency.

## **22. Hospital Consent Forms**

- 22.1. It is unlikely that Academy staff who take pupils to hospital after accidents will be asked by the hospital to sign consent forms but if asked they must decline.
- 22.2. The hospital will have procedures for obtaining consent from other sources if the parents are not available.

## **23. Religious Considerations**

- 23.1. Due to religious convictions, some families choose to decline certain medical procedures or treatments. If this is made known to the Academy, pupils' record cards should have an appropriate entry regarding this, and this should be known to the First Aider or teacher who may have the duty of taking the child to hospital in emergency if the parent is not available.

## **24. Other users of the premises**

- 24.1. Principals should encourage mutual co-operation and assistance between the other users of the premises (for example DSO Catering, Caretaking and Cleaning Services) and the Academy in First Aid matters.
- 24.2. Contractors may have their own First Aiders or Appointed Persons. The Academy and the contractors should co-operate and exchange information about First Aiders, etc. in case there is a need for help and assistance in an emergency.
- 24.3. Principals should inform those hiring the premises where the First Aid facilities are.

## **25. Children with medical conditions**

- 25.1. There are children who may have particular medical conditions where the administering of First Aid may require variation. Such children should be subject to an Individual Care Plan and may require special procedures in the event of an accident.
- 25.2. The Academy should have a separate Policy to deal with specific responses to emergencies such as anaphylaxis and asthma attack.

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The Academy Governing Body approved this policy on date:

The Academy Governing Body adopted this policy on date:

Signed:

Chair of Governors

Signed:

Principal

Date:

Review Date:

**Appendix 1  
First Aid Risk Assessment Form**

Site/location:		Date:	
Assessors name:		Assessor's signature:	

This form is to assist Principals/Managers in determining the number of Appointed Persons/First Aiders required by The Health and Safety (First Aid) Regulations 1981 and the Approved Code of Practice. The form allocates weightings to possible replies to the questions. These weightings are shown in brackets.

- Complete Parts 1-13 of the Assessment by writing the weighting for the reply in the appropriate box. Unless otherwise stated, choose only one reply for each question.
- Calculate the overall total for Parts 1-13 using the space provided on page 5 of the form. Once you have calculated your overall total refer to the table on page 6 to determine your First Aid requirement.
- Consider whether it is necessary to have an additional provision of paediatric First Aiders.

**PART 1**

What types of injury have been recorded in the past?  
(Choose one reply only)

**Injury**

- |   |  |     |
|---|--|-----|
| a) Minor cuts and bruises; eye irritation.                                  |  | (1) |
| b) Lacerations; burns; concussion; serious sprains; minor fractures.        |  | (2) |
| c) Amputations; poisonings; major fractures; multiple injuries; fatalities. |  | (3) |

**PART 2**

What are the risks of injury arising from the work as identified in your Risk Assessments?  
(Choose one reply only)

**Category of Risk**

- |                              |  |     |
|------------------------------|--|-----|
| a) Trivial/Tolerable Risk    |  | (1) |
| b) Moderate/Substantial Risk |  | (2) |
| c) Intolerable Risk          |  | (3) |

**PART 3**

Does the work area contain any of the specific hazards listed below?  
(Choose appropriate reply/replies)

- |                            |  |     |
|----------------------------|--|-----|
| a) Hazardous substances    |  | (3) |
| b) Dangerous tools         |  | (3) |
| c) Dangerous machinery     |  | (3) |
| d) Dangerous loads/animals |  | (3) |

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**PART 4**

Are there areas where different levels of risk can be identified?  
(Choose one reply only)

- a) Yes 

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 (2)
- b) No 

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 (1)

**PART 5**

**Type of work being undertaken**  
(Choose one reply only)

- a) Education, Offices, libraries etc. 

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 (1)
- b) Light engineering, warehousing etc. 

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 (2)
- c) Construction, work with dangerous machinery, sharp instruments, etc. 

--

 (3)

Are there hazards for which additional First Aid skills are necessary?  
(Choose one reply only)

- a) Yes 

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 (2)
- b) No 

--

 (1)

**PART 6**

Are there several buildings on site or multi-floor buildings?  
(Choose one reply only)

- a) Yes 

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 (2)
- b) No 

--

 (1)

**PART 7**

Is there out-of-hours activity?  
(Choose one reply only)

- a) Yes 

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 (2)
- b) No 

--

 (1)

**PART 8**

Is the area remote from emergency medical services?  
(Choose one reply only)

- a) Yes 

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 (2)
- b) No 

--

 (1)

**PART 9**

Do you have any work experience trainees?  
(Chose one reply only)

- a) Yes 


 (2)
- b) No 

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 (1)

**PART 10**

Do members of the public visit your premises?  
(Choose one reply only)

- a) Yes 


 (2)
- (b) No 

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 (1)

**PART 11**

Do you have students/employees with reading or language difficulty?  
(Choose one reply only)

- a) Yes 


 (2)
- b) No 

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 (1)

**PART 12**

Do you have pupils with disabilities or special health care needs?  
(Choose one reply only)

- a) Yes 


 (2)
- b) No 

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 (1)

**PART 13**

What is the age range of your pupils?

- a) 11-18 


 (3)
- b) 11-16 

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 (2)
- c) 3-11/5-11/3-7/7-11 

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 (1)

**PART 14**

What is the Net Capacity of the Academy?

- a) Under 100 places 


 (1)
- b) 101-210 places 

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 (2)
- c) 211-420 places 

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 (3)
- d) 421-500 places 

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 (4)

- e) 501-1000 places
- f) Above 1000 places

	(5)
	(6)

**TABLE A**

Now that you have completed the risk assessment, enter the totals for Each Part in the boxes below and calculate the Overall Total.

PART 1	
PART 2	
PART 3	
PART 4	
PART 5	
PART 6	
PART 7	
PART 8	
PART 9	
PART 10	
PART 11	
PART 12	
PART 13	
PART 14	
PART 15	
PART 16	
OVERALL TOTAL	

Having obtained the overall total refer to Table B to determine the recommended level of first aid personnel.

**TABLE B**

**Recommended First Aid Personnel**

<b>LOW RISK</b>	
	Overall Total 16 to 33
<b>A</b> Fewer than 50 employees and up to 210 pupil places:	
	<ul style="list-style-type: none"><li>• One Appointed Person;</li><li>• One emergency First Aider.</li></ul>
OR	
<b>B</b> Fewer than 50 employees and more than 210 pupil places:	
	<ul style="list-style-type: none"><li>• One Appointed Person</li><li>• One qualified First Aider at Work.</li></ul>
Where no member of staff will volunteer for the First Aid at Work qualification, then the Academy should substitute with employees who have been trained in emergency First Aid.	
<b>MEDIUM TO HIGH RISK</b>	
	Overall Total 34 to 51
<b>A</b>	<ul style="list-style-type: none"><li>• One Appointed Person</li><li>• Two qualified First Aiders at Work</li></ul>
Where the net capacity of the Academy is above 1000 places then an additional qualified First Aider at work.	
<b>B</b>	<ul style="list-style-type: none"><li>• Consideration should be given to having additional emergency First Aider at Work</li></ul>

The above table is a recommended minimum level of provision.

Academies must give additional consideration to the following factors when determining the level of provision:

- a) The arrangements when a qualified first aider is not on site due to absence/training.
- b) The design/layout of the site/premises is such that staff that are trained in emergency First Aid should be available.