



United Learning – Health and Safety Topic Policy

First Aid

**Swindon Cluster including Nova Hreod Academy
and Swindon Academy**



United Learning
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United Learning

Health and Safety Topic Policy – First Aid

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1. Scope

- 1.1 This Policy forms part of the health and safety arrangements detailed in the 'United Learning Group Health and Safety Management Policy'. It outlines the arrangements in place to achieve compliance with the duties contained within the Health and Safety at Work etc Act 1974 and specifically the Health and Safety (First Aid) Regulations 1981 and the Education (Independent School Standards) Regulations 2014.
- 1.2 This Policy does not cover administration of medicines, which is not an employer's duty under the Health and Safety at Work etc Act 1974. Sites are advised to obtain local specialist advice on matters relating to this topic.
- 1.3 It is applicable to all schools and central office locations, herein referred to as United Learning Sites.

2. Implementation

- 2.1 The requirements of this Policy must be implemented within 12 weeks of the date of publication.

3. Interpretation

- 3.1 The following definitions apply to this Policy:
- First Aid - In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and, treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.
 - First aider – an employee who has completed a recognised first-aid qualification e.g. First-aid at work, Paediatric first-aid.
 - Appointed Person – a person appointed to take charge of first-aid arrangements, including looking after equipment and facilities and calling emergency services, where it has been deemed that no designated first-aider is required. For clarity, it is unlikely that any United Learning Site will be able to operate solely on an appointed person system.

4. Responsibilities

- 4.1 All Sites have a legal duty to make arrangements to ensure their employees receive immediate attention if they are injured or taken ill at work. It doesn't matter whether the injury or illness is caused by the work they do, what is important is that they receive immediate attention and that an ambulance is called in serious cases.
- 4.2 To achieve this, each Site must ensure that sufficient facilities, equipment, and personnel are available at all times.
- 4.3 Whilst there is no explicit requirement in health and safety law for Sites to provide first aid to anyone other than their employees, United Learning expects, in line with DfE guidelines, that all Sites will include pupils, students, and other defined non-employees (e.g. parents attending a school event) in their calculations for first aid provision.
- 4.4 Schools with Boarding provision must include these students when determining first-aid requirements and ensure that Boarders have access to first-aid provision at all times.



5. Number of First aiders Required

- 5.1 Generally, the larger the workforce the greater the level of first-aid provision required. However, a greater level of provision may be required in locations where fewer people work but where they undertake higher-risk tasks, such as maintenance.
- 5.2 As a general rule, all Sites should ensure that there is a minimum of one First aid at Work trained member of staff to every 100 persons normally on site (staff, students and other members of public), however, the precise number arrived at, and the factors considered in determining first-aid provision, must be documented in a first-aid needs assessment and will constitute the risk assessment for this process. The following factors should be considered:
- The size of the school and whether it is on a split site and/or levels
 - The location of the school and its proximity to emergency services
 - Any specific hazards or risks on the site, e.g. some schools have complex grounds maintenance equipment or areas of rough terrain
 - Specific needs – are there staff or pupils with specific health needs or disabilities?
 - Accident statistics which can highlight areas to concentrate on
 - Work patterns and operational hours to ensure adequate firstaid arrangements are always maintained when the Site is operational, including weekends and holidays
 - A level of provision that is sufficient to ensure adequate first-aid cover is in place to cover for periods of absence including unplanned or exceptional absences.
- 5.3 In recognition of the time commitments, and financial impacts associated with the full ‘first aid at work’ qualification, United Learning accepts that, provided there are least two first aid at work trained members of staff available at all times (to ensure sufficient back-up provision), any it may be sufficient for any additional first aiders, required to meet the full complement of first aiders deemed necessary through the first-aid needs assessment, to only complete a course in emergency first aid.
- 5.4 While not covered under health and safety law, in EYFS settings, in line with the Statutory Framework for EYFS, there must be at least one paediatric first-aid trained member of staff on site at all times, including for planned and unplanned absences and on any educational visits that may take place.
- 5.5 Due to teaching commitments, it may not be suitable for teaching staff to be nominated as first-aiders, however, teaching staff are more likely to be first-aiders for educational visits and should be trained accordingly. Equally, all schools should ensure that the division of first-aid duties among staff is shared out in such a manner as to not adversely affect an individual’s ability to perform their main role.
- 5.6 To ensure that firstaiders’ time is used appropriately, teaching staff should monitor children who claim to be unwell and not immediately refer them to a first aider.

6. Training

- 6.1 The removal for first-aid training providers to be accredited by HSE was removed in 2013. Since then, the number of potential training providers has increased considerably. Unfortunately, not all of these courses are of a suitable standard. To assist Sites in ensuring their selected training provider is suitable, the first-aid lead should read HSE publication ‘GEIS3’ available on the

[A-Z section](#) of United Hub. There is a customisable training provider checklist available in the same section, which should be used when selecting a training provider. Records of these checks must be kept for 6 years.

- 6.2 Blended learning, i.e. that which is comprised of online and face to face training is an acceptable means of first-aid training delivery, however further checks on providers will be required. Refer to GEIS3 for further details.
- 6.3 HSE recommend annual refresher training, the content of which may include the following:
- Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency
 - Administer first-aid to a casualty who is unconscious (including seizure)
 - Administer cardiopulmonary resuscitation
 - Administer first-aid to a casualty who is wounded and bleeding
 - Administer first-aid to a casualty who is suffering from shock
- 6.4 Rather than procuring refresher training from an external provider, it may be possible to deliver this refresher training in-house, or across a cluster(where applicable), through a structured peer-review/collaborative learning session involving all of a Site's first-aiders, where they review the above and verify that their knowledge and practices remain correct.
- 6.5 For schools that have qualified medical staff on-site, e.g. school nurses, provided that they are able to demonstrate current knowledge and skills in first-aid e.g. through professional accreditation and CPD, they are exempt from these first-aid training requirements.
- 6.6 In the event of an emergency or incident arising when there is no first-aider immediately available, all staff should feel able to assist/provide first-aid to the best of their ability. In the unlikely event of a civil claim being made against such an individual (or indeed against a qualified first aider) the Group's insurers have confirmed cover is in place.

7. First-aid Container

- 7.1 Every Site must have a sufficient number of suitably stocked and properly identified first-aid containers. They must be readily available at all times in all locations, meaning that multiple containers will be necessary at all but the smallest of Sites. An inventory of first-aid containers should be maintained and their locations communicated to all staff.
- 7.2 First-aid containers must afford the contents protection from dust and damp and be identifiable by a white cross on a green background. They should be located near to hand washing facilities.
- 7.3 There is no mandatory list of items to be included in a first-aid container. As a guide, a minimum stock list of first-aid items might be:
- a leaflet giving general guidance on first-aid, e.g. HSE's leaflet Basic advice on first-aid at work. This is especially helpful should first aid need to be administered in an emergency by a non-trained staff member.
 - individually wrapped sterile plasters (assorted sizes), appropriate to the type of work
 - sterile eye pads
 - individually wrapped triangular bandages, preferably sterile
 - safety pins

- large and medium sterile individually wrapped un-medicated wound dressings
- disposable gloves

7.4 For school minibuses, a first-aid container is to be carried on-board that meets BS 8599-2 requirements.

7.5 First-aid containers must have their contents checked regularly to ensure they remain suitably stocked and any out of date materials must be disposed of and replaced.

8. First-aid Rooms

8.1 All schools must provide a room suitable for the administration of first aid, and for the short-term care of sick pupils.

8.2 Standalone nurseries are not required under the EYFS Statutory Framework to make such provision, however, they should ensure they identify a space that is private, with good access to a sink, which can be used for administering first aid if necessary. This space can also be used for staff members who require first-aid treatment.

8.3 First-aid rooms need to be easily accessible to stretchers and to any other equipment needed to convey patients to and from the room. The room must also have adequate signage. They should not be used for the storage of materials not related to first aid.

8.4 Where provided they need to meet the following requirements:

- Be large enough to hold an examination couch with enough space either side for people to work
- Have washable surfaces and adequate heating, ventilation and lighting
- Be kept clean, tidy and accessible at all times
- Display on the door the names, locations and contact details for first aiders and how to contact them
- A sink with hot and cold running water
- Drinking water supply with disposable cups if necessary
- Soap and paper towels
- Foot operated waste containers
- Chair
- Telephone or other communication equipment
- A computer is advisable to enable ease of access to ARMS for the uploading of data.

9. Automatic External Defibrillators (AED)

9.1 It is a United Learning expectation that all Sites possess at least one automatic external defibrillator (AED). Multi-site schools will require one for each location. DfE has negotiated an arrangement with NHS Supply Chain to enable the purchase of AEDs which meet a certain minimum specification at a discounted price.

9.2 Full details on the selection, procurement, installation, training and use of AEDs is contained in the DfE publication *'Automatic External Defibrillators: A Guide for Schools'* available on the [A-Z section](#) of United Hub.

10. First-aid on Educational Visits

- 10.1 In line with [OEAP National Guidance](#), first-aid provision for educational visits is to be determined on a case-by-case basis and the decision recorded in the visit planning documentation. The following needs to be considered,
- The nature of the activity/visit
 - The composition of the group
 - The likely injuries associated with the activity
 - The extent to which the group will be isolated from the support of the emergency services
- 10.2 For children in the Early Years Foundation Stage (EYFS), there is a statutory requirement that at least one person who has a current paediatric first-aid certificate accompanies the visit.
- 10.3 Further details on first aid on educational visits can be found in the [OEAP National Guidance](#).

11. First-aid and Lone Working

- 11.1 Each Site's lead for first aid must determine the arrangements required for the provision of first aid for lone workers. For those carrying out low-risk activities e.g. central office finance business partner, this may be as simple as the provision of a mobile phone to call for medical assistance if required. For those who may carry out higher-risk activities e.g. facilities team it may be beneficial to issue personal first-aid kits. Whichever approach is taken must be detailed in the Site's First aid Local Management Arrangements.

12. Information for Employees

- 12.1 Details of each Site's first-aid arrangements must be communicated to employees. This can be achieved by a variety of means and will typically include, first-aid notices displayed in prominent locations and inclusion of the arrangements in the employee induction process and at inset days.

13. First-Aid Records

- 13.1 Any incident requiring first-aid must be recorded. Depending on the severity of the incident it may be necessary to record the incident on the Group Accident Reporting and Management System (ARMS). Further details on qualifying events can be found in the [Group Accident and Incident Management Policy](#).

14. Summary of Requirements

- At least one first aid at work trained first-aider per 100 staff and students; the rationale for which must be documented in a first aid needs assessment
- Paediatric first-aid trained staff in EYFS settings to cover all operational conditions
- Provider checklists to be completed for all training providers
- First-aid containers to be suitably stocked, sufficient in number, and appropriately located
- First-aid rooms to be provided meeting the relevant requirements
- Automatic external defibrillators at all Sites
- First-aid provision to be included as part of Educational Visits planning
- First-aid arrangements communicated effectively to all employees



15. Local Management Arrangements

At **Nova Hreod Academy**, **Lorraine Read** is the lead for first aid, at **Swindon Academy** **Barbara Spence** is the lead for first aid.

There is/are first-aid rooms located as follows:

Nova Hreod Academy – C Wind, The Hub

Swindon Academy Beech Avenue – Primary Phase and Secondary Phase each have a first aid room situated next to the respective reception areas

Swindon Academy Alton Close – Nursery admin corridor, Alton Close end of the school

The following members of staff hold a first-aid qualification

Lists are maintained by the First Aid leads at each Academy

To contact a first aider,

Swindon Academy – use a radio to request a first aider, clearly identifying location within the building, repeat if you have not heard confirmation that someone is on their way.

Nova Hreod Academy – use the phone to call the First Aid lead on extension 117 or via main reception.

Accident Reporting

At each site all an accident report form should be completed when a student, member of staff or visitor has incurred an injury of any kind. This also applies when out of the academy on trips or visits. The report forms are retained by student services in the relevant phase.

Where an accident is deemed to be more than a simple bump or scrape and the individual needs further attention then the accident should be recorded in the United Learning on line Accident and Reporting Management System (ARMS) by the individual that witnessed the accident, or the Lead First Aider.

Where further investigation is required this will be carried out by Sam Jadeja, Executive Business Director, or a nominated representative and recorded in the ARMS system.

First Aid Kits

A list of locations for First Aid kits within each academy will be held by the Lead First Aider.

999 Emergency Calls

In the event of an emergency the following protocol will take place:

1. The First Aider on the scene will call from a mobile phone dialling 999 and remain on the phone as they will need to give information regarding the patient to the ambulance service. Put the phone on speaker to allow hands free ability. If a mobile is not available at the scene then the call will be made from the Admin office with messages relayed via radio to the first aider.
2. Provide the operator with the post code of the site and ensure a second person requested to attend the accident area, via a phone or radio, this person will replay information to the main office to location of the

patient to direct the ambulance/paramedics. This will be co-ordinated by The Site Head, Office Manager, Business Manager or Estates In their absence the HR or Finance Manager.

3. The Site Head, Office Manager, Business Manager or Estates Manager will contact the Premises Team If access to the school playing fields are required so that the gates can be unlocked.
4. The Site Head, Office Manager, Business Manager or Estates Manager will ensure that the students' sims details are printed off and taken to the accident site for the first aider to pass to the medical team on arrival.
5. The Site Head, Office Manager, Business Manager or Estates Manager (or deputy), will call the parents/guardians, or direct another member of staff to do so.
6. The Site Head, Office Manager, Business Manager or Estates Manager (or deputy) will direct a member of staff to greet the ambulance/paramedics by waiting at the front of the Academy Building and escort them to the patient.

The Executive Business Director, Executive Principal and Site Head are to be advised of any serious incidents and they will be the sole instigators of the Business Continuity Plan in the case of a major incident.

16. Declaration of Adoption

This Policy has been reviewed by the senior leadership team and has been formally adopted.

**Head
Teacher**

Ruth Robinson



1st September
2021

**Governor for
Health and Safety**

Helen Thorne

.....Signature.....

1st September
2021



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■ Ambition ■ Confidence ■ Creativity ■ Respect ■ Enthusiasm ■ Determination