



GREENWOOD ACADEMIES TRUST

First Aid Policy

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1. Policy Overview

This policy has been prepared to provide guidance on the procedures for dealing with First Aid at the Academy (see 'Health and Safety on Educational Visits' for First Aid off-site). The requirements for the statutory provision of First Aid have been taken into account. Unless otherwise stated any reference to the academy also includes other Greenwood Academy Trust (GAT) sites and any reference to the Principal also includes senior leaders in the GAT Central Team.

NB: Administration of Medicines

For details of the Academy's policy on administering medicines to pupils and more general medical support, please refer to the separate Medical Support for Pupils policy.

2. Background

The Trust is committed to ensuring that all employees, pupils and visitors are safe and healthy. As part of this aim the Trust ensures that First Aid is available at all times for all of its activities on or off site.

3. Principles

The Health and Safety (First Aid) Regulations 1981 require employers to provide trained persons, equipment and facilities if employees become ill or injured whilst under the jurisdiction of the Academy on or off site. Whilst the Regulations do not specifically cover non-employees the 'HSE (Health & Safety Executive) strongly recommends that non-employees are included in an assessment of first-aid needs and that provision is made for them'. The Academy recognises this requirement and ensures that suitable provision is made available for non-employees including pupils, visitors and contractors.

First Aid is provided to:

- preserve life
- limit the effects of the condition
- promote recovery.

First Aid means the following:

- cases where a person will need help from a medical practitioner or nurse and requires treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained
- treatment of minor injuries which would otherwise receive no treatment or do not require treatment by a medical practitioner or nurse.

If a medical emergency is potentially life threatening e.g. loss of consciousness, serious physical injury the first person on the scene **must call 999 immediately.**

NB - Off-site visits must include a trained first aider. Where pupils under eight years of age are present on a visit, this must include a Paediatric First Aider.

It should be noted that the treatment of minor illnesses by the administration of tablets or medicines does not fall within the definition of First Aid.

4. Responsibilities of the Employer

The responsibility of the employer (GAT/Academy) is to:

- establish the First Aid need by risk assessment
- ensure that there is an appointed person or people in place to take charge of first aid arrangements (looking after the equipment and facilities and calling the emergency services)
- identify suitable employees who are willing to undertake First Aid training and/or refresher training (*see Appendix A*)
- provide adequate First Aid equipment and facilities (*see Appendix B*)
- inform all staff of the First Aid arrangements including the location of First Aid personnel and the equipment available
- ensure that First Aiders maintain their First Aid status by attending refresher training where required (*see Appendix A*)
- ensure all accidents are recorded

The employer regularly reminds all staff that, even if they do not hold a first aid qualification, they have a general responsibility to provide care 'in loco parentis' (reassurance for example) whilst waiting for a first aider to arrive. Any member of staff (qualified or not) doing their best to help an injured person will not be liable for any action they take in good faith and will be covered by the Trust's insurance.

5. Role and Responsibilities of First Aiders

The First Aider's role includes:

- the administration of First Aid up to but not exceeding the level of their training
- ensuring that any support and treatment given relating to that incident is recorded
- reporting immediately to the Principal or designated senior leader all incidents which require a person to attend hospital
- ensuring that all spillages of body fluids are cleaned up promptly
- maintaining First Aid resources; including restocking First Aid boxes/kits, replacing AED consumables etc
- ensuring, in liaison with SLT, that appropriate documentation is completed and that reportable accidents are reported to the Principal as soon as possible after dealing with the immediate effects.

Guidance for dealing with bodily fluids can be found in the Health and Safety Manual.

The First Aider is responsible for:

- ensuring that their own recommended immunisations are up to date
- reporting any illnesses or injuries which would preclude their ability to administer First Aid
- carrying out the duties detailed in Paragraph 6

The Principal will:

- ensure that any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) are reported to the HSE
- arrange for investigation of accidents as appropriate
- review accident reports and take appropriate action to reduce the likelihood of re-occurrence.

6. Trained and Qualified First Aiders

A list of current qualified First Aiders within the Academy can be found in the Academy office and at locations around the site, along with the location of First Aid boxes/kits. NB - the number and types (qualification) of First Aiders onsite must be sufficient at all times (including out side of normal business hours) to comply with statutory and operational requirements. Where pupils under 8 are present, sufficient paediatric trained First Aiders **must** be available.

Trained and qualified First Aiders are those members of staff who have attended a course of training on First Aid (Appendix A) and who have a valid current First Aid certificate issued by an organisation selected using the Health and Safety Executive guidance GEIS3.

The First Aid certificate is valid for three (3) years and has to be renewed/updated before expiry.

The duties of the trained and qualified First Aiders are:

- to assess the situation where there is an injured or ill person
- to give immediate, appropriate treatment, bearing in mind that a casualty may have more than one injury
- to notify the Principal if urgent action is needed
- to arrange without delay for the casualty to be transported to a doctor, hospital or their home, according to the seriousness of the condition. The First Aider's responsibility ends when the casualty is transferred to the care of a doctor, nurse or other appropriate person. The First Aider should not leave the incident scene until they have reported to whoever takes charge and ascertained whether they can be of any further help
- to ensure that there is an adequate supply of all of the materials in the First Aid boxes/kits (see Appendix B)
- to complete the Accident form on Smartlog(for staff accidents and pupils where the accident is serious) / Pupil Minor Accident Record (PMAR) if required. **NB** - the Accident form/PMAR should be completed by the person who was injured and/or witnessed the accident (for pupil accidents this should be a member of staff). Where a PMAR is required, then First Aiders should complete the First Aid section of the PMAR.

7. Code of Practice

- All sick and injured persons are to be treated immediately at the scene of the accident if urgent treatment is required; or referred to the appropriate Academy office if less urgent. The decision regarding the urgency of treatment is the First Aider's
- If a child requires urgent emergency treatment the Academy will arrange for an ambulance. **Refer to paragraph 3.** The parent will be informed by phone
- If a child requires non-urgent emergency medical treatment or is sick and unable to continue for the rest of the day the Academy will inform the parent by phone. It is the parent's responsibility to arrange collection of the child and any further medical intervention

- If a child receives First Aid treatment from a First Aider in the Academy, which does not require the child's removal from the premises, the parent will be notified of the actions taken
- If a child in a primary/early years setting suffers an injury to their head (however mild) or a minor injury a bump head/minor injury letter (Appendix C) **must** be issued to the parents/carers when they collect their child
- **All** treatment of accidents must be recorded on an electronic accident form (Smartlog) (this is a statutory requirement in respect of employees) or PMAR
- The Principal to be informed immediately of serious incidents
- Each First Aider is responsible for reporting any accidents they deal with
- All staff and non-pupil e.g. visitor accidents, regardless of whether they require immediate treatment, must be recorded on an electronic accident form (on Smartlog). Pupil accidents, regardless of whether they require immediate treatment, must be recorded on either a PMAR or electronic accident form (on Smartlog) as appropriate
- Materials stored in First Aid boxes/kits are for the sole use of First Aiders
- First Aiders are responsible for keeping boxes/kits replenished.

8. Indemnity and Insurance

Where an employee acting in the course of their employment administers First Aid assistance to another employee or other person in the charge of the Academy, such as a pupil, they will be indemnified by GAT's liability insurance for a claim of negligence relating to injury or loss caused by their actions provided that:

- they are an officially designated First Aider with a current valid three (3) day First Aid at Work certificate or one day Emergency First Aid at Work Course. NB - for those providing first aid to children under eight (8) years of age, a Paediatric First Aid certificate is required
- the relevant personal protective equipment is used
- the First Aider is adhering to protocols and acting within the limitations of their training and
- the First Aider is acting in good faith
- or in the absence of a First Aider they acted in good faith in loco parentis

NB - in the absence of a Paediatric First Aider, any qualified First Aider can provide immediate assistance whilst waiting for the Paediatric First Aider to attend.

9. Use of the 'Epi Pen'

Members of staff who have been trained in the use of the Epi Pen, whether by a parent user or medical staff will also be covered provide that:

- they are adhering to protocols
- acting within the limitations of the training; and
- they are acting in good faith.

10. Automatic External Defibrillators (AEDs)

All Trust sites are required to have sufficient AEDs on site. A risk assessment must be completed to identify the number required and their location. As AEDs are designed to be used by any person without training there is no requirement for staff to be First Aid trained to use them. All

staff should be made aware of the location of the AED/s. If necessary awareness sessions using a YouTube video e.g. https://www.youtube.com/watch?v=QZR_3U5iESE or through a First Aid provider should be arranged. A Guidance and Information sheet (GI73) provides more details on arrangements.

11. Statutory Requirements on Reporting Accidents

Under the Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 some accidents must be reported to the HSE.

The employer must keep a record of any reportable injury, disease or dangerous occurrence. This must include; the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

If an accident as detailed below injures either an Academy employee during an activity connected with work (on or off-site), or self-employed people whilst working on the premises it must be reported to the HSE if it:

- results in death or major injury (including as a result of physical violence)
- prevents the injured person from doing their normal work for more than seven days (including weekends or public/bank holidays). NB - over three day injuries must still be recorded as such in the accident summary to the Trust People Committee.

An accident that happens to pupils or visitors must be reported to the HSE if:

- the person involved is killed or is taken from the site of the accident to hospital; and
- the accident arises out of or in connection with the work activity.

Reportable accidents and incidents must be notified without delay using the HSE on line reporting procedure and must be reported within 10 days. Fatal/specified, and major incidents should be reported **immediately** by phone to the HSE Incident Contact Centre on 0345 300 9923:

Fatalities and serious accidents must also be reported immediately to the Health & Safety Team by phone.

The Academy must keep a record of any First Aid treatment given by First Aiders. This should include:

- the date, time and place of the incident
- the name of the injured person and the site where they are based/attend
- details of the injury/illness and the First Aid given
- what happened to the person immediately afterwards (eg went home, resumed normal duties, went back to class, went to hospital)
- name and signature of the First Aider or person dealing with the incident
- a summary of all accidents (including any which result in an over three day absence). This summary must be sent to the Trust Health & Safety Team at intervals specified by the Trust. The summary will be included in a report to the Trust People Committee

There are additional requirements under Social Security legislation regarding keeping records of accidents

12. Out of School Hours / Holiday / Sick Leave Arrangements

The Academy Principal is responsible for ensuring adequate first aid cover as necessary is provided for all offsite and out of normal school time activities. The Principal is also responsible for ensuring any sick leave or other leave affecting First Aid provision is covered as appropriate. For non-academy employees during out of school hours/ holidays, this responsibility will fall to the Regional Estates Managers.

13. Monitoring and Review

This policy will be reviewed on a regular basis, and at least annually, to confirm that the arrangements are still appropriate.

A review will also take place if there are any significant changes in the arrangements and also after any significant incident to ensure that the policy was sound in content.

14. References

- Health and Safety the First Aid at Work Regulations 1981
- HSE General Information Sheet 3 – Selecting a first-aid training provider (A guide for employers)
- First Aid at Work – Health and Safety (First Aid) Regulations 1981 and Approved Code of Practice (ACOP) and guidance L74
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Guidance on First Aid for Schools (a Good Practice Guide) – DfEE

The following guidance is available on the Trust Health and Safety hub (SharePoint)

- Guidance Sheet 33 – First Aid Provision
- Guidance Sheet 73 – Automatic External Defibrillator (AED)
- Risk Assessment – First Aid Provision
- Risk Assessment – AED



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First Aid Training

Any First Aid training must be carried out in line with Health and Safety requirements and by competent providers. If in doubt, contact the Health and Safety Team.

The role of the training provider is to:

- provide advice and training relating to First Aid at Work, including any changes in regulations or employer requirements
- provide First Aid training in line with the Health and Safety (The First Aid at Work) Regulations 1981
- provide refresher training; and
- assess and certify as competent to approved standards.

NB - Staff who may need to administer First Aid to children under eight years of age, must undertake a Paediatric First Aid course or for those with the three (3) day First Aid at Work qualification, an appropriate paediatric resuscitation module.

First Aid at Work

This is the principal First Aid course which covers a wide range of situations from low to high risk. On successfully undertaking training and passing a written and practical assessment, a First Aid at Work (FAW) certificate valid for three (3) years is issued.

The course takes place over three days.

First Aid at Work Refresher

This training re-qualifies holders of a First Aid at Work Certificate providing their certificate has not expired and they pass a written and practical assessment. NB if the certificate has expired the full First Aid at work course must be taken.

This course takes place over two days.

Emergency First Aid at Work

This is the basic First Aid course suitable for the majority of accidents in an Academy environment. On successful completion a certificate is issued, which is valid for three (3) years. Once expired, a further EFAW course will need to be taken to remain qualified.

This course takes place over one day.

Paediatric First Aid

This course is for staff who may be required to provide First Aid to children under 8 years of age. The certificate is valid for three (3) years.

The course takes place over two days.

Records

A record must be kept of First Aiders and their certification dates. These details should be entered on the Smartlog system.



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First Aid Equipment and Facilities

First Aid Facilities

An appropriate environment on each site to render first aid or allow the person to rest (minor illnesses) must be provided. The environment should be private, allow access to hand washing facilities, drinking water and toilet facilities and should allow the casualty to sit or lie down as needed.

First Aid Equipment

All First Aid boxes/kits should be identified by a white cross on a green background. They should be located at convenient points around the site to ensure that First Aid can be administered quickly. Personal issue kits should be available for sports taking place away from the main building but still on site e.g. sports field or multi-use games area. They should contain the following items as detailed in BS8599-1 (quantities should be increased where numbers on site or the volume of accidents requires this):

Contents	First aid box	Personal issue kit
1 x guidance leaflet	✓	✓
1 x contents list	✓	✓
4 x medium sterile dressings	✓	
1 x large sterile dressing	✓	✓
2 x triangular bandages	✓	✓ x 1
6 x safety pins	✓	
2 x eye pad sterile dressings	✓	
40 x sterile adhesive dressings (plasters)	✓	✓ x 10
20 x sterile cleansing wipes	✓	✓ x 4
1 x adhesive tape	✓	
6 x nitrile disposable gloves (pairs)	✓	✓ x 2 pairs
2 x finger sterile dressings	✓	
1 x resuscitation face shield	✓	✓
1 x foil blanket	✓	✓
1 x hydrogel burn dressing	✓	
1 x shears	✓	✓
1 x conforming bandage	✓	

NB - there must be no medication within the First Aid box/kit and administration of medication in a First Aid situation is not part of the First Aider's role.



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Head Bump and Minor Injury Notification Form

Dear Parent / Guardian

Name of Child:..... Class:

Date: Time:.....

Your child sustained a head bump/minor injury at school today whilst

.....

Details:.....

.....

Action Taken:

.....

Following a head bump you should monitor your child for a minimum of 48 hours (or longer if advised by a medical specialist). If any of the following symptoms are present, particularly loss of consciousness (even for a short period of time), you should call an emergency ambulance:

- Lasting headache that gets worse or is still present over six hours after the injury;
- Extreme difficulty in staying awake, or still being sleepy several hours after the injury. It is fine to let children go to sleep after a slight bump to the head, but you should check on them regularly and make sure you are able to wake them.
- Nausea and vomiting several hours after the injury;
- Unconsciousness or coma;
- Unequal pupil size;
- Confusion, feeling lost or dizzy, or difficulty making sense when talking;
- Pale yellow fluid or watery blood, coming from the ears or nose (this suggests a skull fracture);
- Bleeding from the scalp that cannot be quickly stopped;
- Not being able to use part of the body, such as weakness in an arm or leg;
- Difficulty seeing or double vision;
- Slurred speech;
- Having a seizure or fit.

Please note: If your child has suffered another type of injury e.g. cut or graze you should consult your GP if they display any adverse symptoms or if they have not had appropriate injections to reduce the risk of infection e.g. Tetanus

Staff Name: