



L.E.A.D. Academy Trust

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FIRST AID POLICY

1. Changes From Last Issue:

None.

2. Objective:

To provide appropriate first aid support for employees, pupils, visitors and contractors. Ensuring that schools have an adequate number of trained staff on site and suitable equipment with which to treat them.

3. Procedure Detail:

3.1. The Health and Safety (First Aid) Regulations 1981

- 3.1.1. The Regulations require all sites to provide such equipment and facilities as are adequate and appropriate in the circumstances for enabling first-aid to be rendered to employees and others if they are injured or become ill at work.
- 3.1.2. Each site should have an 'Appointed Person' This person will be detailed and known to all school staff and they will have the responsibility of ensuring that on site first aid provision is adequate and falls within the scope of this policy at all times.
- 3.1.3. Different facilities will need different provision, and the organisation prepares for reasonably foreseeable accidents and incidents that may occur on site through the completion of a first aid risk assessment. This should be regularly updated as risks change with a particular focus on the needs of individuals.

3.2. First Aid Provision.

- 3.2.1. We have a duty of care to pupils and visitors in addition to the statutory first aid provision for staff.
- 3.2.2. When the school is open the number of qualified first aiders will never fall below the minimum standard listed in [appendix 1], or 1 person on duty. Whichever is greater.
- 3.2.3. When no pupils or visitors are present and there are more than 2 staff members working on site, a qualified first aider, or at a minimum, an appointed person should be supplied. See the on-site Lone Working policy for more details.
- 3.2.4. Guidance on specific numbers of first aid trained personnel are provided in [appendix 1].
- 3.2.5. For the purposes of this document, first aid equipment includes all first aid kits and boxes, their contents, and general equipment provided for the treatment of individuals. On a regular basis.
- 3.2.6. First Aid rooms, where provided, should be clearly marked as such by a white cross on a green background. (Health and Safety – Safety signs and Signals Regulations 1996).

- 3.2.7. Contents of first aid boxes will be determined by the sites own risk assessment. Guidelines on minimum standards are available in [appendix 2].
- 3.2.8. The senior first aider on site must be suitably trained and hold a full 3 day First Aid at Work (FAW) qualification as a minimum standard.
- 3.2.9. Specific approved qualifications for pupil and staff treatment are recognised as equivalent or alternatives to the FAW qualification, such as HCP registered qualifications, NPLQ and National Rescue Test based qualifications. If in doubt, advice and guidance is available from the L.E.A.D. Health and Safety Team.
- 3.2.10. Where an academy determines the need for Paediatric First Aid (PFA) or Emergency Paediatric First Aid (EPFA) training, it will be conducted with regard to the DfE EYFS Statutory Framework and will as a minimum contain all training elements referenced in this document.
- 3.2.11. A list of all on site first aiders, where possible with pictures, should be published as appropriate around school. This list should as a minimum be displayed in public in the main school reception.

3.3. Auto-Injectors.

- 3.3.1. If an individual is known to require the use of an auto-injector, the following must be in place:
 - Training in the use and storage of the auto-injector must have been undertaken by a competent individual.
 - The injector must be kept on site in a container to prevent accidental activation, and clearly marked with the users name, class and picture.
 - A suitable treatment plan must be in place and stored in a central location. Staff directly involved with the user should have read this and signed to ensure understanding.
 - A system will be in place to ensure that all auto-injectors kept on site are in date. Any out of date injectors will be disposed of appropriately.
- 3.3.2. L.E.A.D. Supports the Department of Health guidance on the use of auto-injectors in schools and will support schools that wish to implement the procedure and store a general use auto-injector on site.
- 3.3.3. A copy of the complete Department of Health guidance, and assistance in completing it can be obtained from the L.E.A.D. Health and Safety SharePoint site.
- 3.3.4. L.E.A.D.'s current position is that a student should not be excluded from an activity on the basis that a member of staff with specialist training in auto-injectors is not immediately available, on the grounds that all FAW trained staff are trained in the administration of auto-injectors at a basic level.

3.4. Asthma

- 3.4.1. If an individual is known to have asthma and to require the use of an inhaler, either regularly or intermittently the following must be in place:
- Training in the use and storage of the individual's inhaler(s) must have been undertaken by a competent individual.
 - The inhaler(s) must be kept in a central location known to staff in a container to prevent accidental activation, and clearly marked with the user's name, class and picture.
 - A suitable treatment plan must be in place and stored in a central location. Staff directly involved with the user should have read this and signed to ensure understanding.
 - A system will be in place to ensure that all inhalers kept on site are in date. Any out of date injectors will be disposed of appropriately.
- 3.4.2. L.E.A.D. supports the Department of Health guidance on the use of inhalers in schools and will support schools that wish to implement the procedure and store a general use inhaler on site.
- 3.4.3. A copy of the complete Department of Health guidance, and assistance in completing it can be obtained from the L.E.A.D. Health and Safety SharePoint site.
- 3.4.4. L.E.A.D.'s current position is that a student should not be excluded from an activity on the basis that a member of staff with specialist training in the administration of an inhaler is not immediately available, on the grounds that all FAW trained staff are trained in the administration of inhalers at a basic level.

3.5. First Aid Procedures.

- 3.5.1. Staff must deal with any accident or incident promptly and effectively. Consideration should be given to the urgency of the situation, the nature of the injury and condition of the casualty in deciding where and how to treat them.
- 3.5.2. Precautions should be taken where possible and practical to protect staff and casualties from the risk of infection, following the site decontamination procedure.
- 3.5.3. When dealing with a casualty, First Aiders must take care to not overstep their training. It is important that staff utilise the training they have been given and only the training they have been given. It is understood that staff will need to utilise their initiative on occasion to deal with an incident, but they should only utilise skills and techniques they have been taught on official training courses.
- 3.5.4. L.E.A.D. do not support the use of holistic or alternative therapies, and the use of any alternative treatment technique, must be approved by the L.E.A.D. Health and Safety team prior to implementation on site.

3.6. Accident and Incident Reporting.

- 3.6.1. All accidents and details of any treatment must be recorded on an approved accident form that complies with guidance listed in the Health and Safety (First Aid) Regulations 1981, and current GDPR guidelines.
- 3.6.2. All accident forms should be filled in appropriately and in full.
- 3.6.3. If a serious injury has occurred, a member of the L.E.A.D. Health and Safety team should contact the individual, or in the case of a student, the family, within 48 hours to check on their condition. The L.E.A.D. Health and Safety Team will determine when this is necessary and will record the outcome of the call on the appropriate form.
- 3.6.4. In the event of a major incident a copy of the accident form and any supporting documents will be sent to L.E.A.D. Head Office, and a copy is kept on site for analysis.
- 3.6.5. More information and specific guidance is available in the accident reporting and incident Safety Policy and Arrangements document (SPA) on SharePoint.

3.7. RIDDOR Reporting.

- 3.7.1. Reportable injuries, diseases and dangerous occurrences shall be reported promptly by the school to the enforcing authority, using the F2508 form.
- 3.7.2. More detail can be found in the accident reporting and investigation SPA on SharePoint.

3.8. Incidents.

- 3.8.1. Incidents and near misses within the organisation shall be recorded on the incident report form.
- 3.8.2. RIDDOR reportable incidents are reported as per 3.6 and investigated as per the SPA.

3.9. First Aid Boxes and Kits.

- 3.9.1. First Aid Boxes should be made of a suitable material and so designed to protect the contents. All boxes should be clearly marked with a white cross on a green background. (Health and Safety – Safety Signs and Signals) Regulations 1996).
- 3.9.2. First aid boxes and travelling first aid kits should contain sufficient quantities of suitable first aid materials and nothing else. Minimum quantities for a low -risk site and more information may be considered as per [appendix 2].
- 3.9.3. In situations where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline solution (0.9%) in sealed disposable containers should be provided. Once opened these must not be re-used. The use of eye baths or cups is not permitted.

- 3.9.4. The contents of the first aid boxes should be replenished as soon as possible after use to ensure a continued sufficient supply of materials. The contents of first aid boxes must be listed and checked as per the site policy as part of Health and Safety checks.
- 3.9.5. Supplementary equipment may include suitable means for the transportation of casualties, blankets, aprons and other suitable protective equipment. Where such equipment is deemed necessary it should be stored in or with the first aid boxes and added to the contents list.
- 3.9.6. A method of disposal of soiled dressings must be available on site. Where necessary suitable biohazard containers or bags should be provided which can be disposed of by a suitable authority.
- 3.9.7. A method of disposing sharp items such as needles should be available on site in the form of a sharps box. Used / full containers must be disposed of by NHS or local authority by dropping used containers off at a local health centre.
- 3.10. First Aid Rooms (Site Specific)
- 3.10.1. L.E.A.D. considers the provision of a first aid room is appropriate where the site assessment identifies this as being necessary.
- 3.10.2. The room and its contents should be managed by a site appointed person at all times. The room itself should be positioned in such a way as to be the best point of access for transport to hospital and be convenient for access, toilets etc. within the establishment itself. Ideally first aid rooms should be used solely for the purpose of providing first aid treatment.
- 3.10.3. The room should be large enough to hold a couch and the door to the room should be wide enough to accommodate stretchers, wheelchairs etc. All surfaces should be easy to clean and the room cleaned daily, and after use. It should be effectively ventilated, heated, lit and maintained. A notice giving details of first aiders and contact procedures should be displayed.
- 3.10.4. The facilities and equipment which should be provided as a minimum in first aid rooms are :
- Sink with running hot and cold water and a mixer tap.
 - Drinking water (If not available on mains tap) and disposable cups.
 - Soap and paper towels.
 - Smooth topped working surfaces.
 - A range of first aid equipment (at least to minimum standards required from first aid boxes) and proper storage.
 - A treatment couch with waterproof cover, pillow and blankets. Also, a chair
 - Clean protective garments for first aiders.
 - Suitable refuse container (foot pedal operated) lined with appropriate disposable yellow plastic bags i.e. for clinical waste.
 - An appropriate record keeping facility.
 - A means of communication e.g.: telephone.

- 3.10.5. The room should be clearly marked as a first aid room by means of a sign complying with the Health and Safety (Signs and Signals) regulations 1996.
- 3.10.6. As with first aid boxes and travelling first aid kits a nominated first aider or appointed person must maintain the first aid room stock to the required levels.
- 3.10.7. The first aid room must always be ready for immediate use.
- 3.10.8. Where a dedicated first aid room is not deemed necessary another suitably equipped room should be on hand to be used in the event of an incident.

3.11. School Trips and Taking Students Off-Site.

- 3.11.1. When classes are taken off site for school trips they must always be accompanied by at least 1 suitably trained first aider determined through the risk assessment process.
- 3.11.2. Where students are walking off site, at least 1 member of staff should hold an Emergency First Aid at Work (EFAW) certification or greater and they must carry with them a suitably stocked first aid kit. (See appendix 2). Staff will bring along all necessary allergy information for attending students /staff on the trip, along with a copy of the completed risk assessment.
- 3.11.3. Where students are being taken off site in a taxi or minibus, the member of staff accompanying the student should hold a suitable first aid certification. Generally, a EFAW certificate will be adequate, unless the children or activity they are attending is deemed to be high risk, as per the risk assessment.
- 3.11.4. Where students are being transported by coach, there should be at least 1 member of staff with a full FAW certification. The first aider should assume responsibility for ensuring that a suitably packed first aid kit is available, along with all allergy information for all participants and the completed risk assessments.
- 3.11.5. The school must ensure it has provided adequate first aid cover for pupils, taking into account the type of injuries that may be sustained in an incident. The school holds the ultimate responsibility for the safety of pupils and staff, especially in transportation stages before arriving at a venue and on the way back.

3.12. Transport to Hospital.

- 3.12.1. If the attending first aider or a member of the senior leadership team considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an appropriate accompanying adult will be designated in situations where the parents cannot be contacted.
- 3.12.2. Where parents have been contacted, but arrival is delayed, transport via ambulance should not be delayed as a result.

4. Automated External Defibrillators (AED)

4.1. It is the trust's position that all sites should consider the purchasing of an AED.

- 4.1.1. The use of an AED on site can increase a casualty's chance of survival by over 70%.
- 4.1.2. L.E.A.D. recommends an AED that offers real-time CPR feedback to increase the quality of CPR being delivered.
- 4.1.3. The purchase of AED equipment is currently undertaken by each academy and not coordinated centrally. Purchasing advice is available by contacting the First Aid Training Officer.

5. Distribution.

- 5.1.1. This document can be found within the L.E.A.D. Health and Safety SharePoint site and any other appropriate portals.

Relevant staff on all sites will be expected to be familiar with the policy.

6. Access to Further advice.

- 6.1.1. In the first instance, the Health and Safety SharePoint site should contain all relevant information and should always be the first port of call for further advice.
- 6.1.2. The SharePoint site contains copies of relevant legislation as well as a range of other L.E.A.D. policies and signposting to external information providers.
- 6.1.3. Where information cannot be found elsewhere, enquiries can be directed to the L.E.A.D. Health and Safety Team:

David Mikelsons	Health and Safety Business Partner.	0115 8225448
Joe Galiszewski	First Aid Training Officer.	01332 861956 Ext: 9525

Review frequency: Annually

Appendix 1

1. Objective

To provide guidance for schools on the required number of first aiders required for normal operations.

2. Scope.

This document applies to all education establishments under the LEAD umbrella, and provides specific guidance on required qualifications for Nursery, Infant, Junior and Secondary schools.

3. Basic All site Provision.

4.1 All sites with over 2 employees must have an appointed person to deal with first aid on site at all times.

4.2.1 LEAD's policy is that "an appointed person" does not meet the requirements for first aiders in an education environment. The following guidance shall be followed at all times.

4.2.2 When there are more than 2 employees on site, one of them should hold an EFAW qualification or higher. This qualification must include basic life support for an adult casualty and where an AED is available on site it MUST include an AED qualification.

4.2.3 Where it is not feasible to have an EFAW trained member of staff on site the school MUST have a suitable lone working policy and risk assessment. There must also be an Appointed Person on site who is responsible for calling the emergency services in the event of an incident.

4.3 Over and above this level, sites should refer to the below tables for required first aid personnel.

4. Complete site Provision

4.1 First Aid At Work Trained Staff. (FAW)

Number of Staff on site.	0-25	25-50	50-75	75-100	100+
Students		1	1	2	3
0-100	1	1	2	2	3
100-300	2	3	4	4	5
300-500	3	4	4	5	6
500-700	4	5	5	6	7
700-1000	5	6	6	7	8
1000-1200	6	7	7	8	9
1200+	Further guidance required.	Further guidance required.	Further guidance required.	Further guidance required.	Further guidance required.

5.2 Emergency First Aid At Work Trained Staff. (EFAW)

Number of Staff on site.	0-25	25-50	50-75	75-100	100+
Students	1	2	3	3	4
0-100	4	4	5	5	5
100-300	5	6	6	6	7
300-500	7	7	7	7	8
500-700	8	8	8	9	9
700-1000	10	10	10	11	11
1000-1200	12	12	12	12	12
1200+	Further guidance required.	Further guidance required.	Further guidance required.	Further guidance required.	Further guidance required.

5.3 Paediatric First Aid Provision.

All FAW and EFAW staff should be trained in Paediatric first aid if any students or staff can be classed as children for the purposes of first aid. (For first aid purposes a child is anyone who has not yet reached puberty, or is roughly under 5ft tall.)

5.4 Automatic External Defibrillator Training Provision.

Where a site has an AED (Automated External Defibrillator) on site, all FAW staff should have completed an additional AED course on the maintenance and upkeep.

5.4.1 EFaW Staff and Defibrillator Training.

It is recommended that all EFaW staff and all paediatric first aid staff are trained in the safe operation of an on-site AED to ensure there is no delay in it's usage.

5.5 Adjustments for sites with multiple buildings.

Using the tables in point 5.1 and 5.2 find your recommended levels and add 1 FaW for each additional building and 2 EFaW for each additional building.

*Example: If we have 25-50 staff on site and 300-500 pupils, the table recommends **4 FaW** and **7 EFaW**. But if the site is spread across 3 buildings then we add **2** additional **FaW** bringing the total to **6**, and we add **4 EFaW** bringing our total to **11**.*

Appendix 2

1. Changes from Last Issue

None (Issue 1)

2. Objective

To provide staff with guidance regarding what supplies should be contained in all on site first aid kits. Whether for treatment on site or for use on trips.

3 First Aid Box Guidelines.

3.1.1. All First Aid Boxes should be clearly marked and in a green waterproof, dustproof container marked with a white cross and ideally the word 'FIRST AID' printed in white block capitals.

3.1.2. Travel first aid kits or kits to be taken whilst walking or taking students on a trip should, in addition have a reflective band around them aiding in low light visibility, and where possible should use a hard case.

3.2 First Aid Kit Base Guidelines.

3.2.1 All First aid kits must comply as a minimum to British Standard (BS) 8599-1, travel or vehicle first aid kits must comply to BS 8599-2. These are minimum standards and wherever possible LEAD's policy is to exceed these standards.

3.3 Medicines in First Aid Kits

3.3.1 There should be no medication for students or staff contained in any first aid kits. These should be contained in a separate, lockable case where possible.

3.3.2 Medications for individual students should be in a sealed ziplock bag with the students name written clearly. The bag should also contain a copy of their treatment plan / dosage details.

3.3.3 In addition to point 4.4.1 first aid kits will contain no medication of any kind, including but not limited to: pills/ tablets, gels/ creams, medicated dressings etc. If in doubt please seek advice from LEAD Head Office.

3.4 Storing Additional Equipment in first aid Kits.

3.4.1 The lists above comprise the LEAD standards for first aid supplies, where staff are qualified to use additional equipment this can be considered for inclusion in first aid kits on site. However, any additional equipment must be approved by LEAD head office and a written copy of that permission should be kept with this policy.

3.4.2 Additional equipment for consideration can include, but is not limited to:
Disposable BVM (Bag Valve Mask) kits
Defibrillator
Emergency Oxygen
Epipen / Adrenaline Autoinjector
Major Bleed / Trauma Kit

3.5 Main Site First Aid Kit Supplies.

Contents	Small	Medium	Large	Personal
Contents List	1	1	1	1
F/A guidance leaflet	1	1	2	1
Medium sterile dressing	4	6	8	1
Large sterile dressing	1	2	4	1
Triangular dressing	2	4	6	2
Safety pins	12	12	24	12
Eye dressing	2	4	6	1
Plasters (Various Sizes)	30	40	80	20
Blue Plasters (Various Sizes)	10	20	20	0
Self-Adhesive Wound Dressing	3	6	12	2
Small Non-Adherent Dressing	2	4	8	2
Large Non-Adherent Dressing	2	3	6	2
Sterile wet wipe	20	40	60	10
Microporous tape	1	1	2	1
Nitrile gloves - pair	6	10	15	2
Face shield	1	2	3	1
Paediatric Pocket Mask	1	1	1	1
Adult Pocket Mask	1	1	1	1
Foil blanket	2	4	6	1
Burn dressing 10 x 10cm	1	2	4	1
Clothing shears	1	1	2	1
Conforming bandage	1	2	4	1
Finger dressing	2	4	6	1
Sterile eyewash 250ml	3	5	10	2
Pre-Packed Bleeding Control Kit	0	0	1	1
Penlight	1	1	1	1
Splinter Forceps	1	1	1	1
Single-Use Instant Ice Pack	2	4	8	2

3.6 First Aid Boxes

3.6.1 Please consult the below tables for the required numbers of each type of first aid kit needed for your site.

3.6.2

Total Numbers Staff and Students	Small Kits	Medium Kits	Large Kits
0-200	2	1	1
200-500	3	2	1
500-700	3	2	2
700-900	4	2	2
900-1000	5	2	2
1000-1200	5	3	3
1200+	6	4	4

3.6.3 All First Aid Kits should be stored to provide easy access when needed, their locations should be well known and clearly signposted around the school. Where a site contains multiple buildings, staff must ensure there is adequate provision of kits in all buildings.