



**CARLTON**  
ACADEMY TRUST

## **First Aid Policy**

**Approved on behalf of Trustees:**

**Gareth Logan**

**Date:**

**September 2021**

**Next review date:**

**September 2022**



## **Section One: Policy Statement, Aims and Responsibilities**

### **Policy Statement**

The Trust aims to act in a pro-active manner to prevent the occurrence of incidents and accidents. This is in accordance with Trust philosophies to protect staff, students, and all others visiting Trust sites. Reducing accidents also constitutes sound financial and operational logic, as it increases business efficiency, as well as reducing operational and legal costs.

### **Policy Aims**

- Outline procedures to enhance the health and safety of staff, students, contractors, and visitors to schools.
- Ensure that staff and Trustees are aware of their responsibilities in relation to first aid.
- Outline Trust systems for responding to an incident, recording, and reporting outcomes.

### **Legal Requirements**

The Health and Safety (First Aid) Regulations 1981, specifies that employers need to provide adequate and appropriate equipment, facilities, and qualified first-aid personnel.

Legislation does not oblige employers to provide first-aid for anyone other than their own staff. However, as employers (Trustees) have health and safety responsibilities towards non-employees, all Trust policies, procedures, and provision will consider and encompass the needs of students, contractors, Trustees/governors, parents/carers, and any other visitors to schools and achieving compliance with the required legislation and standards.

### **Responsibilities**

#### **Trustees**

Health and safety legislation places duties on the Trustees for the health and safety of staff, students, and anyone else on Trust premises, including:

- Ensuring adequate insurance arrangements are in place to provide full cover for claims arising from the actions of staff acting within their employment.
- Statutory requirements for the provision of first aid are met, appropriate training is provided, and correct procedures are followed. The employer should be satisfied that any training has provided staff with sufficient understanding, confidence, and expertise.

#### **Chief Executive Officer (CEO)**

Trustees delegate their responsibilities to the CEO, who in turn delegates first-aid responsibilities to the Director of Facilities and Compliance.

#### **Director of Facilities and Compliance**

Are responsible for:



- Ensuring that appropriate first-aid risk assessments are completed for each school, with appropriate measures put in place in respect of each.
- Ensuring that each school has the required number of properly trained first-aid personnel. This must include someone trained in paediatric first aid for Early Years Foundation stage provision and training to resuscitate children.
- Ensuring that first-aiders have an appropriate qualification, keep training up-to-date and remain competent to perform their role.
- Reporting incidents to the HSE, where necessary.
- Ensuring Heads of School are aware of first-aid procedures.
- Providing advice and support to Heads of Schools in order to fulfil their first-aid responsibilities.

### **Heads of School**

Are responsible for:

- Implementing Trust first-aid policy and procedures.
- Informing school staff of first-aid arrangements, including the location of equipment, facilities, and first-aid personnel.
- Informing parents/carers of first-aid arrangements (where appropriate).
- Ensuring that an appropriate number of trained first-aid personnel are always present in the school.
- Ensuring that adequate space is made available to manage the medical needs of students.
- Informing the Director of Facilities and Compliance of any HSE reportable accidents as soon as practicable.
- Devise systems for effectively contacting parents/carers in emergency situations.
- Review first-aid needs and provision at the school on an at least annual basis, making changes as necessary.

Heads of School may delegate these responsibilities to other staff within school.

### **Appointed Persons**

Each school has an 'Appointed Person' with overall responsibility for first aid. They do not have to be first aid trained, but it is usual and good practice for them to be qualified.

Duties include:

- Taking charge when someone is injured or becomes ill.
- Conducting weekly checks of the contents of first-aid kits, ensuring there are adequate supplies of medical materials, as specified in section two of this policy. They should also ensure that there is extra stock readily available in school to appropriately replenish kits.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Informing the Head of School and/or Director of Facilities and Compliance of any HSE reportable accidents as soon as reasonably practicable.
- Reviewing and maintaining students' medical records and sharing with relevant staff to ensure their health and welfare whilst at school.

### **First-Aiders**



The school must arrange adequate and appropriate training through a Health and Safety Executive (HSE) approved course for all staff taking up this role.

Responsibilities include:

- Acting as first responders to any incidents, assessing the circumstances, and providing immediate and appropriate treatment.
- Send students home to recover, where necessary. This will require the permission of/delegated authority of the Head of School.
- Filling in an accident report as soon as is reasonably practicable after an incident, informing the Appointed Person and Head of School of any incidents that may need reporting to HSE.

### **Other Staff**

All staff are expected to use their best endeavours, particularly in emergencies, to secure the welfare of students in the same way that parents/carers might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than when assisting in an emergency.

They must:

- Follow the Trust first-aid policy and procedures.
- Ensure they are aware of the identity of school first aiders.
- Complete accident reports for all incidents where a first-aider or appointed person does not attend.



## **Section Two: First-Aid Procedures, Equipment, Provision and Training**

### **In-School Procedures**

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider - if deemed necessary. When there is doubt, a first aider should be called.
- When called, the first aider will assess the injury and decide if further assistance is needed from a colleague and/or emergency services. They will remain with the casualty until help arrives.
- The first aider will decide whether the injured person should be moved and/or placed in a recovery position.
- If the first-aider judges that a student is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps in their treatment/recovery.
- If emergency services are called, the Appointed Person will immediately contact parents/carers. If they are not available, another suitable member of staff will do this.
- The first aider/person attending the incident will complete an accident report form as soon as is reasonably practicable.

### **Off-Site Procedures**

There must be at least one first aider accompanying students during off-site trips, visits, sporting fixtures, extra-curricular events, or similar. If they include EYFS students, they must be accompanied by a first aider with a Paediatric First-Aid qualification. The visit leader must also ensure that they take the following:

- School mobile phone – for use in emergencies.
- Portable first-aid kit.
- Information about the specific medical needs of students.
- Parent/carer contact details.

### **First Aid Equipment**

All first-aid kits must be maintained in good condition and contain the required items. They should be prominently marked as first-aid kits with a white cross on a green background, and readily available to use. There are different legal requirements for their content's dependent on their usage. However, extra items may be added at the discretion of schools according to local need.

#### **Kits Kept in Schools**

Must contain:

- A leaflet providing general first-aid advice.
- 20 plasters of assorted sizes
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile).
- Six safety pins
- Disposable gloves



- Six media sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings.
- Two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings.
- Antiseptic wipes
- Scissors
- Cold compresses
- Burns dressings

### **Off-Site Activities**

A first-aid kit must be taken on all off-site activities. It must contain:

- A leaflet giving general advice on first aid.
- Six individually wrapped sterile adhesive dressings.
- One large sterile unmedicated wound dressing approximately 18cm x 18cm
- Two triangular bandages
- Two safety pins.
- Individually wrapped moist cleansing wipes.
- One pair of disposable gloves.

### **Minibuses/Public Service Vehicles**

All school minibus first-aid kits must contain:

- Ten foil-packaged antiseptic wipes.
- One disposable bandage, (not less than 7.5 cms wide).
- Two triangular bandages
- One packet of 24 assorted adhesive dressings.
- Three large sterile unmedicated ambulance dressings (not less than 15 cm x 20 cm).
- Two sterile eye pads, with attachments
- Twelve assorted safety pins.
- One pair of blunt-ended scissors (blades showing no rusting).

### **Provision of First-Aid Kits**

First-aid kits must be kept in the following areas, and wherever possible close to hand-washing facilities:

- Medical room.
- Reception.
- School hall.
- All Science labs.
- All Design and Technology classrooms.
- School kitchens.
- School minibus/vehicles.
- Sports/PE areas and facilities



## **How Many First Aiders Do Schools Need?**

The number of first aiders required differs according to the individual needs of each school and is detailed in the first-aid risk assessment. Schools would normally be classed as a lower risk place of work, where there should be at least one first aider per 100 people but may sometimes be classed as medium risk which requires one first aider per 50 people. On trips/visits there should be at least one first aider. On larger trips there should be at least 1 first aider per 100 students and at least one first aider per coach.

Provision should also consider factors such as staff absence; cover at break and lunchtimes; needs of specialist subject needs; and off-site activities; after-school activities.

## **First-Aid Accommodation**

Each school must provide a suitable room that can be used for medical treatment and the care of students during school hours. The room must contain a washbasin and be reasonably close to toilets. It does not need to be used exclusively for medical purposes but should be fit for purpose and readily available when needed.

## **Recruitment and Selection of First Aiders**

When selecting first-aiders, schools should ideally look for certain attributes. They should be reliable people with good attendance records, who have good communication skills and an ability to work in stressful situations. They should also have the potential to develop new knowledge and skills, and ideally work in a role which they may easily leave to attend in an emergency.

## **Qualifications and Training**

All first aiders must hold a valid qualification from an HSE-approved training provider. Standard First-Aid at work training courses do not include procedures for the resuscitation of children, so individual schools must make provision for this within the training of their staff. There must be at least one member of staff with a current Paediatric First Aid (PFA) certificate if there are EYFS students.

Qualifications are only valid for three years, so schools must keep a register of all trained first aiders, detailing what training they have received and expiry dates. If the qualification expires staff will need to undertake another full course, but only need to take a shorter 'refresher' course before that time. Therefore, it is recommended and prudent for schools to send staff on 'refresher' course up to three months before their qualification expires.

Each school should regularly review their first aid needs to ensure they are adequate. This should be completed at least annually, or when changes are made. Reviews should compare the provision at the school against statutory requirements and their ongoing first-aid needs.



## **Providing Information**

Each school must provide staff with information relating to first-aid provision. This should include:

- How to contact first-aiders.
- The location of equipment and facilities.
- Emergency procedures.
- Systems for contacting first-aiders in an emergency.

This may be achieved through notices in staff rooms, messages in staff briefings, staff training, email bulletins, inclusion in staff handbooks. The language used should be simple and easy to understand by all.



### **Section Three: Reporting and Recording**

The Trust acts in a pro-active way to prevent accidents. When they do occur, we ensure that thorough investigations take place, with full reporting in accordance with our statutory responsibilities. This ensures:

- That a process of learning takes place which reduces the chances of recurrence through identifying immediate and/or underlying causes.
- Can be used for reference in future first-aid needs assessments.
- Assist insurance investigations or similar.

Therefore, we encourage all staff to contact the school appointed person to report accidents, which can then be promptly and fully investigated and reported.

#### **First Aid and Accident Record Book**

An accident form must be completed for all accidents by the first-aider or member of staff attending an incident. This must be completed on the same day or as soon as practicable thereafter. As a minimum, reports must contain details of:

- Date, time, and location of incident.
- Name and details of person/s involved in the incident, including address (contractors and visitors).
- Details of the injury/illness and what first-aid was given.
- What happened to the person immediately afterwards (went home/hospital/back to class/resumed normal duties).
- Immediate actions to prevent recurrence.
- Name and signature of the person dealing with the incident/making the report.

Accident records help the school identify trends which should be used to inform first-aid risk assessments and control measures. They also assist investigations, insurance claims and making successful defences to legal actions. Records are retained for a minimum of three years, whilst details must also be noted on student records held on school management information systems.

#### **Investigations**

Heads of School, in consultation with the Trust Director of Facilities and Compliance, will decide whether an incident requires formal investigation. All investigations will be overseen by the Director of Facilities and Compliance, and will have the following four steps:

##### **Step 1: Establish Facts**

- Where, when, and how did the incident occur?
- Who was involved?
- What happened?
- Events leading up to the incident.
- Take details of and statements from witnesses (where relevant), including sketches and photographs
- What was happening when the incident occurred?
- Any unsafe conditions that may have contributed to the accident.
- Any short-term actions or control measures required to eliminate causes and prevent recurrence.



## **Step 2: Identify Immediate Causes**

Were there any unsafe acts or conditions that led to the accident.

## **Step 3: Identify Underlying Causes**

- Did staff have the appropriate skills and/or knowledge?
- Was there adequate supervision?
- Had equipment been adequately maintained?
- Was the person properly trained to use the equipment/machinery?
- Were suitable instructions and information given to complete the activity or task?

## **Step 4: Identify Action Required**

- Do staff need to be retrained?
- Does the equipment need to be removed for use and if so when should this occur?
- Does the work environment need to be changed or re-organised?
- Do work procedures need to be reviewed?

## **Reporting to the Health and Safety Executive (HSE)**

The following categories of accident must be reported to HSE if they injure either the school's employees during an activity connected with work, or contractors working on school sites:

- a) Accidents resulting in death or major injury (including physical violence).
- b) Accidents which prevent the injured person from doing their normal work for more than three days.

Examples of major injuries include:

- Significant head injuries.
- Fitting, unconsciousness, or concussion.
- Difficulty in breathing or chest pains.
- Exhaustion, collapse, or signs of an asthma attack.
- Severe allergic reactions.
- Severe loss of blood.
- Severe burns or scalds.
- Severe fracture/possibility of severe fracture.
- Fractures, other than to fingers and toes.
- Amputations.
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Any crush injury to the head or torso causing damage to the brain or internal organs.
- Serious burns or scalding which covers more than 10% of the body or causes significant damage to the eyes, respiratory system, or other vital organs.
- Any scalping requiring hospital treatment.
- Loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days, not including the day of the incident.



- Where an accident leads to someone being taken to hospital.
- Near-miss events that do not result in an injury but may have done. Examples include the collapse or failure of load-bearing parts of lifts/lifting equipment; accidental release of a substance likely to cause severe human illness; electrical short circuit/overload/fire/explosion.

The Director of Facilities and Compliance makes and retains records of all HSE reports. Death or major injury reports must be made without delay, whilst all other reportable accidents should be reported within ten working days.

### **Students/Others**

An accident involving students or visitors must be reported to the HSE if the person was killed or suffered a major injury whilst on a school site or involved in a school/Trust activity. Death or fatal injuries must be reported to the HSE without delay.

### **Reporting to Parents**

Each Head of School should have procedures in place to contact parents/carers in emergencies. It is also good practice to report all serious or significant incidents (including any head injuries) to parents/carers by telephone, or by letter or email if they are not available by phone.



## **Section Four: Miscellaneous**

### **Automated External Defibrillator (AED's)**

AEDs should only be used where a person is in cardiac arrest. They should not be used where a person is conscious, breathing or their heart is still beating.

The first person responding should:

- Call emergency services or send someone to call emergency services.
- Clear the area round the casualty.
- Commence CPR using the instructions with the AED.
- Stay with the casualty until further assistance/emergency services arrive.

### **Consent**

Students aged 16 and above are deemed to have sufficient capacity to provide consent for their own medical treatment unless there is significant evidence to suggest otherwise.

Parent/carer consent will be sought for the treatment of all other students younger than 16.

### **Head Injuries, Concussion and Return to Play Policy**

Any incident which involves a blow to the head should be carefully monitored as symptoms may not immediately appear. This includes monitoring throughout the rest of the school day and informing parents/carers, so they are aware and monitor of school. Students suffering a concussion should refrain from physical activity for 14 days, with a gradual return to physical activity (non-contact) over the next 8 days if remaining symptom free.

### **Hygiene and Infection Control**

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, take care when dealing with blood or other body fluids, and disposing of dressings or equipment. Further guidance is available in the Trust Health and Safety policy.

### **Pre-Existing Medical Conditions**

Schools must keep up-to-date records of all students with relevant pre-existing medical conditions and need to take medicine, take injections, use asthma inhalers, epi-pens, or similar at school. Details will be circulated to relevant staff. Some students may be given responsibility for keeping and administering their own medicines, which is reviewed on an ongoing basis. Where this isn't deemed appropriate, medication will be appropriately labelled and stored by the Appointed Person.

### **Risk Assessments**

All schools must have a first-aid risk assessment, which considers the provision of adequate first-aid provision across all buildings and sites. Common factors to consider in risk assessments include:

- **Hazards:** Hazardous substances, dangerous tools, machinery, as well as short-term hazards such as building or maintenance work.



- **Specific Needs:** Students, staff, and visitors.
- **Accident Statistics:** Showing the most common injuries, time and location of occurrence, type of activity.

Risk assessments are completed and reviewed on an at least annual basis by the Director of Facilities and Compliance.



**Appendix 1: Appointed Person and List of School First Aiders**

Staff member's name	Role	Contact details



**Appendix 2: School First Aid Training Record**

<b>Name/type of training</b>	<b>Staff Name</b>	<b>Date attended</b>	<b>Date for training to be updated (where applicable)</b>

