



# Castle Phoenix Trust

## First Aid Policy

### *Trust Level Policy*

<b>Date effective</b>	01 September 2018
<b>Review Cycle</b>	2018 -2021
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<b>Committee approved by</b>	HRG/Board of Trustees
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<b>Date</b>	<b>Notes</b>

## Introduction

The Health and Safety (First Aid) Regulations 1981 state the requirements relating to employees. Responsibility for health and safety in schools, including the administration of first aid, lies with the employer and in this case Castle Phoenix Trust.

Teachers are not required to give first aid under their conditions of employment, but any employee can volunteer to be a first aider. The Trust Directors are responsible for ensuring that there are sufficient trained persons to meet the statutory requirements and identified needs at all times at each of the schools in the trust.

All first aiders throughout the trust must receive HSE approved training.

Daily first aid situations may be dealt with by first aiders at each school in the trust. However, any employee or any person volunteering to administer first aid will be covered and indemnified under each school's individual public liability insurance policy.

This first aid policy does not include administration of medication. Please refer to each individual school's policy on the administration of medication for such arrangements.

## **Background**

First aid delivered quickly and effectively can preserve life, prevent the condition from worsening and promote recovery.

## **Objectives and targets**

Castle Phoenix Trust aims to ensure that:

- All legal requirements for first aid are fulfilled.
- Each school in the Trust has sufficient members of staff trained and available to support the legal requirements for first aid coverage. In order to support pupils appropriately, each of the schools in the Trust must ensure that there is always a first aider on rota to support the needs of pupils during the whole school day. Staff will receive requalification training as appropriate on expiry of their certificate ie within their third year.
- First aid facilities at each school are fit for purpose.
- First aid boxes are located throughout each of the schools buildings and are fully stocked at all times through planned audits (see appendix 1 for the location in schools)

## **Action plan**

In discharging its duty of care, the Trust Directors delegates the Multi Academy Trust Estates and Facilities Manager to liaise with each headteacher who has operational responsibility for ensuring that first aid procedures are carried out to comply with any legal requirements. This responsibility will include 'first aid assessment of need' for the following:

- The size of the school and its layout
- Specific hazards or risks on the site
- Specific needs of each site

- Selection of first aiders and number (minimum provision) required (see appendix 2)
- Contacting first aid personnel (first aiders will be listed in school documentation eg telephone lists, handbooks, reception)
- To ensure that first aid provision is adequate and meeting legal requirements

The responsibility of the headteacher, in liaison with the Multi Academy Trust Estates and Facilities Manager will also include:

- Ensuring that first aid provision is available at all times while people are on the school premises and also off premises whilst on school visits.
- Re-assessment of first aid provision.
- Providing information as required.

The Multi Academy Trust Estates and Facilities Manager will ensure analysis of accident statistics is undertaken appropriately and that insurance cover is appropriate.

**On a day-to-day basis, first aiders have the responsibility to:**

- Complete a training course approved by the Health and Safety Executive (HSE).
- First aiders work to the agreed weekly rota.
- Ensure that all first aid boxes are re-stocked as required.
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- Ensure that an ambulance is called for if required.
- Take precautions to avoid infection and follow basic hygiene procedures. Staff will have access to single-use disposable gloves and hand washing facilities and must take care when dealing with blood or other body fluids, disposing of clinical waste in bins provided by the school.
- Ensure that another first aider or adult witness is present where required
- Report to the Headteacher or MAT Estates and Facilities Manager any time that first aid is given under circumstances which need to be later reported to HSE under the 'Reporting of injuries, diseases and dangerous occurrences regulations 1995 (RIDDOR)'.
- Complete and keep copies of the accident report form for any incident.

**On a weekly basis, first aiders will check the following and arrange for stocks to be replenished where necessary:**

- The contents of first aid containers in accordance with the section below.
- That there are sufficient first aid containers.
- Travelling first-aid containers.
- First aid containers in school minibus (if applicable).
- First aid accommodation.

**Contents of first aid containers**

Following HSE recommendations, where no special risk is present, the following items will be in the first aid containers at each school in the Trust.

- First aid guidance leaflet.
- Medium sterile dressings.
- Large sterile dressings.

- Conforming bandages.
- Finger sterile dressings.
- Hydrogel burn dressings.
- Sterile adhesive dressings (Plasters).
- Triangular bandages.
- Eye pad sterile dressings.
- Saline solution (Eye washing and cleaning of wounds).
- Saline cleansing wipes.
- Resuscitation face shield.
- Emergency foil blankets.
- Tough cut shears.
- Nitrile disposable gloves.
- Adhesive tape (Securing dressings).
- Safety pins.

Equivalent or additional items are acceptable.

First aid kits must be taken on all off-site activities. Where possible a first aider will accompany off-site visits.

### **Procedure for sick pupils**

Pupils who feel unwell should be sent to reception or the medical room (as applicable) to explain the nature of their illness. First aiders will guide/provide recommendations to designated leaders whether sick pupils should be sent home. Designated leaders will ultimately make the decision to send sick pupils home, completing the appropriate pass for them to leave school. First aiders will instruct reception to contact parents to make arrangements for the pupil to go home. Unwell pupils must be signed out when leaving school for medical reasons by reception. It may be appropriate for first aiders who have dealt with an incident contact parents themselves where there is a need to recommend further treatment / seek medical advice.

### **Procedure for pupils with medical needs**

A register of pupils with medical conditions should be available to all first aiders / staff and regularly updated. All information should be treated as confidential.

### **Accident procedures**

Outside of class time pupils should be dealt with in the first instance by a member of staff on duty. However if the injury requires first aid treatment the pupil will be sent to a qualified first aid person (either directly or via reception / the medical room in some schools in the Trust). During lunchtime in primary settings there are qualified first aid staff outside with the children.

During lesson times if members of staff in the relative department are unable to deal with the injury then the pupil should be sent to reception / medical room, if necessary accompanied by another pupil.

All accidents / injuries must be recorded by the first aider who is dealing with the incident. Accident forms / report books are available from the school office/reception. Where appropriate parents / carers will be contacted by the school regarding the incident. Pupils will be given a note to take home with a brief description of the incident / injury and treatment given to the pupil.

**If the first aider believes that the injured pupil requires medical treatment, they will**

- Arrange for the emergency services (999) to be called if necessary.
- Arrange for parents to be informed.
- Arrange for and accompany if necessary the injured pupil to be transported to A&E by ambulance.

**Monitoring and evaluation**

In order to monitor and evaluate this policy injury forms / accident books will be monitored by the Multi Academy Trust Estates and Facilities Manager to identify recurring incidents which could be prevented if appropriate actions are taken.

**Reviewing**

The trust will review regularly this First Aid Policy and ensure that the necessary legal standards are being met and that, where improvements to the policy can be made in the light of monitoring accident reports, such improvements will be made.

## Appendix 1

Maps currently being devised – to follow

## Appendix 2

### Number of First Aiders – Recommended Minimum Provision

<b>Number of staff</b>	<b>Recommended minimum provision</b>
<b>&lt;25</b>	First aid administrator
<b>25 – 50</b>	First aider (EFAW)
<b>&gt;50</b>	A first aider (FAW), plus one more for every 100 employed

For higher risk activities the recommended numbers of first aiders will need to be increased.

This figure is based on members of staff and does not take into consideration students or members of the public. Although there is no legal requirement to provide first aiders for non-employees, it is Trust policy that provision is made. The number of additional first aiders will depend on what activities the students are undertaking. For school based activities the current number of first aiders for staff may be sufficient. Where students are undertaking higher risk activities; for example laboratory work, there may be a need to increase the number of first aiders and primary schools have staff trained in paediatric first aid as required. (Details are attached the First Aid Assessment of Need.)