



FIRST AID POLICY

VERSION 1

17/11/2021

1. Aims

Waveney Valley Academies Trust (WVAT) aims to ensure a safe environment for staff, pupils and visitors. We recognise our responsibilities to provide appropriate first aid when necessary. We intend this policy to set out our first aid arrangements across all our academies and head office.

2. Legislation and guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage and advice from the Department for Education on first aid in schools, health and safety in schools and actions for schools during the coronavirus outbreak, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils
- AED guide for schools Sept2019 v2 accessible.pdf, which advises on type and maintenance of AED (Automated External Defibrillator) devices

In Academies with Early Years Foundation Stage (EYFS) provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times.

Academies without EYFS provision will carry out an assessment of first aid needs which will be reviewed annually, or sooner if there are operational changes which necessitate an earlier review.

The First Aid Needs Assessment will include:

- number of trained first aiders
- first aid rota
- out of hours provision
- location of the Academy in relation to the nearest A&E dept
- whether an AED (Automated External Defibrillator) is likely to be available or required

In line with legal requirements, each Academy and the WVAT head office will have an 'appointed person' to take charge of first aid arrangements, the appointed person does not need to be a trained first aider.

The name of the "appointed person" will be prominently displayed.

A list of First Aid trained staff will be maintained at each site.

3. Roles and responsibilities

The Trust Board has responsibility for:

- ensuring there is a current first aid policy in place for the Trust
- ensuring budgets are available to support this policy
- delegating powers and responsibilities to the Premises, Health & Safety Committee to oversee first aid matters across the Trust.
- delegating powers and responsibilities to head teachers to ensure all academy personnel and stakeholders are aware of and comply with this policy
- delegating powers and responsibilities to head teachers for overseeing first aid provision throughout their academy

Premises, Health & Safety Committee (P, H&S) has responsibility for:

- ensuring effective monitoring is carried out to evaluate the first aid provision and performance of each academy
- monitoring accident/incident reports to highlight areas of concern regarding first aid provision
- to ensure the organisation and arrangements of each academy operate effectively and with-in Health & Safety law
- ensure that first aid needs assessments are carried out by head teachers annually

WVAT Operations Central Staff will:

- ensure first aid matters are discussed as an agenda item at local H&S group meetings
- report first aid matters to the P, H&S Committee
- work with Academies to ensure robust first aid and reporting systems are in place
- following a specified injury report, RIDDOR report to the HSE

The Head teacher will:

- carry out a first aid needs assessment each year, or earlier if necessary
- ensure budgets are available to support this policy
- be responsible for the implementation of this policy in their academy
- ensure that an appropriate number of trained first aid staff are available at all times
- ensure there are first aid trained staff available at offsite school activities
- ensure that an appointed person/s are always available, to manage first aid matters at their academy
- ensure that first aiders have an up to date, appropriate qualification, and remain competent to perform their role
- ensure all staff are aware of first aid procedures

- ensure that staff report first aid incidents/accidents or near misses on the Evolve Accident Book system
- ensure appropriate risk assessments are completed and appropriate measures are put in place to avoid accidents and minimize risk of injury
- undertake, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate mitigating measures are put in place
- ensure that adequate space is available for catering to the medical needs of pupils
- report significant first aid incidents to the CEO or COO
- ensure specified incidents are reported to the Operations Manager

The appointed person is responsible for:

- maintaining the list of first aiders
- keeping an up-to-date record of first aid training
- organizing/booking staff first aid training
- ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- liaising with first aiders and ensuring that an ambulance or other professional medical help is summoned when appropriate
- administration of Evolve Accident Book at their site
- where an AED is available onsite, management and weekly testing including recording of tests in line with manufacturers recommendations
- arranging replacement consumables for the AED as required

First aiders are responsible for:

- taking charge when someone is injured or becomes ill
- liaising with the Appointed Person to ensure that an ambulance or other professional medical help is summoned when appropriate
- acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate treatment, appropriate to their level of training
- sending pupils home to recover, where necessary
- filling in an accident report form on the Evolve Accident Book System on the same day, or as soon as is reasonably practicable, after an incident

All Academy staff and Central Staff will:

- follow first aid procedures
- know who the first aiders on site are
- informing the head teacher or their line manager of any specific health conditions or first aid needs
- notify the head teacher or line manager of any first aid concerns or issues with procedures as soon as possible

4. First aid 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 appropriate, who will provide the required first aid treatment
- the first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- the first aider will also decide whether the injured person should be moved or placed in a recovery position
- if the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- if the first aider judges that a staff member is too unwell to remain at work, arrangements will be made to take the staff member home and inform their next of kin.
- if emergency services are called, the Academy or Trust Office will contact parents or next of kin immediately
- the first aider who dealt with the incident will complete an accident report on the Evolve Accident Book system, the same day or as soon as is reasonably practical after an incident

During coronavirus: first aiders will follow Health and Safety Executive (HSE) guidance for first aid during coronavirus. They will try to assist at a safe distance from the casualty as much as possible and minimize the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

All staff to be made aware of the procedure to be followed in the event of an incident where blood or body fluid contamination is suspected. The phone number of NHS 111 and the PHE East of England Health Protection Team (0300 303 8537) is to be displayed on an appropriate staff noticeboard so that a risk assessment may be carried out in such cases.

Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- school mobile phone
- portable first aid kit
- information about the specific medical needs of pupils
- parents' contact details (residential trips)

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider on school trips and visits.

In the case of schools with early years provision, there will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

During coronavirus: we will take account of any government advice in relation to educational visits during the coronavirus pandemic.

5. First aid equipment

A typical first aid kit will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

Automated External Defibrillators (AED's)

An AED is a machine used to give an electric shock when a person is in cardiac arrest, i.e. when the heart stops beating normally. Cardiac arrest can affect people of any age and without warning. If this happens, swift action in the form of early cardiopulmonary resuscitation (CPR) and prompt defibrillation can help save a person's life.

An annual first aid needs assessment will dictate whether an AED is required on site. Where it is deemed necessary, regular maintenance procedures must be taken to ensure the equipment is not damaged or unusable.

6. Record-keeping

- academies and the Trust office will record all first aid administered to anyone whether on site or during an educational visit/sporting event using Evolve Accident Book
- academies and the Trust office will maintain a record of accidents/incidents/near misses using Evolve Accident Book
- accident reports will be completed by the member of staff, who dealt with the incident, on the same day or as soon as possible after an incident resulting in injury
- as much detail as possible should be supplied when reporting an accident/first aid provision

7. Training

All school staff can undertake first aid training if they would like to.

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

Staff are encouraged to renew their first aid training when it is no longer valid.

8. Monitoring arrangements

This policy will be reviewed by the Operations Manager annually.
At every review, the policy will be approved by the Trust Board.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions
- Incident reporting policy