



DIOCESE OF
ST ALBANS
MULTI-ACADEMY TRUST

Trust Policy

First Aid Policy

Policy type	Trust Localised Policy
Author/Responsible Officer	Operations Officer
Reviewal timeframe	Every 3 years
Board to be ratified	LGB
Review Date	October 2023
Date ratified	October 2020 (UTS March 2023)
Approved by (chair)	DCEO
Date of next review *	Spring 2025 (reviewed and updated January 2023)

***unless changes are made to First Aiders or legislation ***

This policy is a mandatory policy for all DSA Multi Academy Trust Academies and must be implemented with the addition of Academy specific sections authorised by the CEO



Our mission, vision and values

The Trust has a clear **mission** at its core, ensuring that all pupils are enabled to flourish, rooted in God's Love - academically, socially, spiritually, physically and mentally.

We have a clear **vision** about creating successful schools for the benefit of their communities. We expect any academy in the Trust to continuously improve. All academies provide rich and diverse curriculums which evolve to meet the needs of their children and local communities, as well as delivering educational excellence to enable them to flourish in later life.

The way we work and deliver against our mission is critical to our Trust. We have shared, agreed **values** of Hope; Nurture; Equality; Respect; Collaboration.

The Trust's vision is underpinned by a Christian values framework which is adopted by all Academies. It provides clear expectations for all DSAMAT employees on how the Trust wishes its values to impact on all areas of academy life. This draws on, and is informed by, the National Church of England Vision for Education and the Diocesan Board of Education Vision.

Our community

The Trust is dedicated to delivering education that serves local communities. Our academies are inclusive, welcoming those from all and no faiths, from all abilities and backgrounds. We believe in providing a high-quality education, underpinned by Christian values, which enables every child to flourish.

Underpinning all of the Trust's work is a belief in educational excellence. The Trust serves all stakeholders by providing academies with the highest levels of academic rigour and pastoral care. Our academies are places where children and young people develop and thrive intellectually, socially, culturally and spiritually. All of the Trust's schools teach a broad and balanced curriculum within national guidelines focusing on core skills. This is designed to ensure that all pupils reach their academic potential and seek to enrich their experience along the way. Pupils will be enabled to succeed in an atmosphere of high expectation, aspiring to educational excellence with a firm foundation of values.

This policy forms part of our Trust governance and ensures that we are held to the highest standards as we carry out our duties.

Statement of Intent

The Diocese of St Albans Multi Academy Trust (DSAMAT) is committed to open and honest communication and ensuring the highest possible standards in integrity – we will always treat whistleblowing as a serious matter.



In line with the Trusts commitment to openness, probity and accountability, all members of staff are encouraged to report concerns. This policy will work to ensure that, if an employee sees or suspects that something is wrong, they will raise this with the Trust. This is known as “whistle blowing” – a phrase that is used throughout this policy and should be viewed as a positive action of speaking up.

This policy seeks to ensure that any person suspecting malpractice knows how to raise concerns and what procedures are in place to deal with the concern.

This policy will be implemented and adhered to from the first day of any other academy joining the Trust. This policy should be read in conjunction with the DSAMAT Data Protection Policy.

For the remainder of this document, the Diocese of St Albans Multi Academy Trust will be referred to as DSAMAT.

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1. Introduction

Effective and timely first aid can avert further suffering in the event of injury to a person.

First Aid has 2 functions :

- It provides initial treatment for the purposes of preserving life and minimising the consequences of injury and illness until qualified medical help can be obtained.
- It provides treatment for minor injuries which would otherwise receive no treatment. For first aid arrangements to work efficiently they must be suitable to the work and its environment, known, understood and accepted by everyone in the workplace. *The Health and Safety (First Aid) Regulations 1981* require an employer to provide equipment and facilities that are adequate and appropriate in the circumstances for administering first-aid to their employees. These regulations are supported by the HSE publication INDG214.

This policy does not cover giving tablets or medicines to treat illnesses (*see separate supporting pupils with medical needs policy*)

2. Legislative Requirements

Ursula Taylor C of E School has assessed the risks associated with both curriculum and non-curriculum activities in the building and put into place suitable first-aid provisions to ensure it meets the requirements of *The Health and Safety (First Aid) Regulations 1981*. 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 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

The first aid needs risk assessment will be reviewed annually of following a significant change.

3. Responsibility for First Aid



Trust responsibilities

- Trust First Aid Policy is reviewed regularly

Headteachers Responsibilities:

- Trust First aid policy adapted to local school arrangements
- Assessing first aid requirements in terms of equipment, facilities and personnel required
- Arranging suitable training for first aiders, keeping records of the training and ensuring trained first aiders attend refresher courses as detailed
- Ensuring that there are adequate and appropriate signs so that staff and pupils are aware of who and where the first aiders and equipment are sited
- Ensuring that staff report the use of equipment from the first aid box and that first aid boxes are periodically inspected; ensuring suitable first aid cover at all times e.g. holidays, out of hours' activities.
- Reporting specified incidents to the HSE when necessary

First Aid Responsibilities

- To provide First Aid for staff, pupils, contractors and visitors to the school
- Maintain confidentiality and the dignity of the casualty as far as is possible
- Ask for further assistance from the emergency services
- Keep a record of first aid treatment given
- Report incidents of first aid treatment to the headteacher
- Check and replenish the contents of the First Aid boxes whenever necessary
- Report deficiencies in the first aid arrangements and facilities to the headteacher
- Attend any first aid training that is provided by the school

4. First Aid Material & Equipment

HSE Leaflet: Basic Advice on First Aid <http://www.hse.gov.uk/pubns/indg347.pdf>

First aid kits should be positioned in key areas of the school for example school kitchen, school office, curriculum areas such as DT, Science and Food Tech and classrooms (primary). This can be determined through a first aid needs assessment.



Location of School first Aid boxes

Box No	Location
1.	Server Room opposite School Office. (Includes first aid supplies)
2.	Playground entrance near children’s toilets.
3.	Wall opposite kitchen hatch by changing rooms.
4.	New build ground floor, cupboard opposite Farah classroom
5.	New build first floor, PPA room.

It is recommended that First Aid Kits contain the following:

HSE Leaflet; Basic Advice on First Aid <http://www.hse.gov.uk/pubns/indg347.pdf>

- 20 individual wrapped, sterile adhesive dressings (assorted sizes). N.B Blue detectable dressings should be available in food preparation areas
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium-sized (approximately 12 x 12cm) individually wrapped sterile un-medicated wound dressings
- Two large (approximately 18 x 18cm) sterile individually wrapped un-medicated wound dressings
- Supply of disposable gloves
- Resuscitation aid to protect first aider from contamination when carrying out cardiopulmonary resuscitation
- Where no mains water is readily available a small supply of sterile water should be available for eye irrigation

Additional items can include:

- Scissors
- Adhesive tape
- Disposable apron
- Individually wrapped moist wipes (alcohol free)
- Sterile eye wash



Travel First Aid Kits (Located in the server room opposite the School office.)

If the assessment identifies the need for a travelling First Aid Kit, perhaps for an educational visit, minibus or lunchtime cover in the playground, then it should be issues, checked and re-stocked from the work base. Basic contents are:

- 1 x large, sterile, un-medicated dressing
- 2 x triangular bandages
- 2 safety pins
- Individually wrapped moist cleaning wipes
- 1 pair of disposable gloves

First Aiders should also have access to “Record of Treatment” forms, so that the materials and equipment used to treat casualties can be monitored and levels of stock altered accordingly.

Defibrillator

A defibrillator is located on the wall opposite the School Office.

This is checked on a monthly basis by Mrs Owen, Finance and Office Assistant.

Off-site procedures

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

- A school mobile phone
 - A portable first aid kit
 - Information about the specific medical needs of pupils
 - Parents’ contact details
- Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises and this will include reviewing First Aid provision for each trip. As a minimum there will always be a member designated as the point of contact for first aid on school trips and visits.

5. First Aid Rooms

There is no legal requirement to provide a First Aid room and a first aid room will be determined by first aid needs assessment.

At Ursula Taylor, we do not have a first aid room.

Where a **First Aid room is provided it must have the following requirements:** -

- Adequately equipped
- Easily accessible to stretchers and wheelchairs



- Clearly sign posted and identified
- If possible, reserved for giving First Aid
- Be large enough for a couch, with space either side in which people could treat a casualty
- Have washable surfaces
- Have adequate heating, ventilation and lighting
- Be kept clean, tidy and available for use at all times that employees are at work
- Be in a convenient position for emergency services access
- Have a display notice on the door with the names, location and phone extension numbers of available first aiders
- Sink with hot and cold running water
- Drinking water and disposable cups
- Soap dispenser and paper towels
- A storage area for First Aid supplies
- Foot-operated refuse containers, lined with disposable yellow clinical waste bags
- A couch with waterproof protection of clean pillows and blankets
- A chair
- A telephone
- A record for recording all first aid treatment
- A suitable WC should be close by

6. Recruitment and Selection of First Aiders and Appointed persons

The question of who to appoint as a first aider must be considered. The following criteria should be taken into account by headteachers:

- Reliability, disposition and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with **stressful** and **physically** demanding emergency procedures
- Ability to leave their place of work to go immediately and rapidly to an emergency

Selection of first aiders should take account of the importance of ensuring sufficient cover. Priority is therefore likely to be given to fulltime staff and those based within the school who would be more readily available in an emergency.

It is very important that the individual understands, before the expensive training is undertaken, the implications of the tasks they might be asked to perform. In addition, school management should undertake to support them appropriately in the event of a stressful episode such as a fatality. This should take the form of expert counselling. First aiders must also be prepared to maintain confidentiality, if it is appropriate and will not put other staff or pupils at risk.

Special additional training would have to be given if a hazard, such as the use of defibrillators, was identified within a risk assessment. This training would be in addition to the basic training and does not need HSE approval.



First Aiders

Insert list of First Aiders and level of qualification

Name	Qualification	Date of Certificate	Renewal date
Debbie Daley (Office Manager and Senior First Aider)	First Aid at Work Managing Medicines	March 2023	March 2026
Tracy Harte	First Aid at Work Managing Medicines	January 2023	January 2026
Susan Ghisi	Paediatric First Aid	February 2022	Feb 2025
Paula Hurley (EYFS)	Paediatric First Aid	October 2021	October 2024
Gary Beacon	Paediatric First Aid	October 2021	October 2024
Aga Witczak	Paediatric First Aid	March 2020	March 2023
Hayley Pearce	Paediatric First Aid	March 2023	March 2025
Charlotte Burnage	Paediatric First Aid	Due 20.3.23	

7.Administering First Aid

Obtaining Further Assistance

Each school will have their own school procedures for calling an ambulance or other First Aiders.

Ursula Taylor Information – Calling the Emergency Services.

When you dial 999 you are not calling the ambulance but alerting the emergency services to your incident. They will decide on the response that they will provide; this can range from verbal advice over the telephone to an emergency evacuation by air ambulance. Calling 999 should not be delayed – let the emergency services decide the appropriate course of action based on the information you give them.

At UTS the following staff have responsibility to telephone the emergency services: Headteacher, Deputy Headteacher, Office Manager, School Business Manager or Finance Assistant have the delegated responsibility for calling 999.



There may be times when a first aider cannot deal with a situation themselves and assistance from external bodies such as the ambulance service is required.

If anyone in the establishment is taken ill or is injured and it is felt that the illness/injury is sufficiently serious as to demand urgent medical treatment the Ambulance Service should be contacted without delay.

The first aider should always send someone outside to meet the emergency services and guide them to the injured party.

If the first aider is attending to a casualty then a bystander should be instructed to telephone for help, but they must return to confirm that the call has been made. Someone may also need to update the emergency services on route if the casualty's condition worsens.

Emergency procedure in the event of an accident, illness or injury

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aid administration.

In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:

Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.

Call an ambulance or a doctor, if this is appropriate – after receiving a parent's clear instruction, take the accident victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.

Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.

See to any children who may have witnessed the accident or its aftermath and who may be worried, or



traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene.

When the above action has been taken, the incident must be reported to:

- Insert name
- The parents/carer of the injured victim

Reporting to Parents

In the event of incident or injury to a pupil, at least one of the pupil's parents must be informed as soon as practicable.

In the event of serious injury, head injury or any incident requiring emergency medical treatment, the First aider will telephone or text by prior arrangement the pupil's parents as soon as possible.

An Accident form is to be completed fully.

A list of emergency contact details is kept in the School Office and on Arbor our MIS system.

Medical Alert Devices

In schools there may be pupils with known medical conditions who require specific medicines to be administered. This is covered in the separate Supporting Pupils with Medical Needs Policy.

8. Record Keeping

First Aid and Accident Record Book

- All first aid treatment will be recorded at the school.
- An accident form will be completed by the First Aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury (Reference Accident and near miss procedure)
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form
- A copy of the accident report form will also be added to the pupil's school educational record
- Records held in the First Aid and Accident Book will be retained by the school until the pupil turns 21, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.
- The DSL will monitor the First Aid log and accident record every half term.

Reporting to the HSE

The Business manager or designated person will keep a record of all accidents and first aid administered.



This person will report RIDDOR reportable accidents to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

[How to make a RIDDOR report, HSE](#)

Notifying Parents

The appropriate member of staff will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting to Ofsted and Child Protection Agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

9. Training

Since 1st October 2013, HSE no longer approves First Aid training and qualifications – and no longer approves First Aid training organisations. This means that businesses have more flexibility in how they manage their provision of first aid in the workplace.

This means that it is the employer's duty to ensure that any training provider that they select for the purposes of first aid training is competent to deliver that training.

HSE has produced guidance on selecting a first aid training provider that sets out the criteria that a competent training provider should be able to demonstrate.

These criteria include:

- The qualifications expected of trainers and assessors
- Monitoring and quality assurance systems a training company has in place
- Teaching and standards of first-aid practice
- Syllabus content; and
- The information included on a certificate

The school has made an assessment on the number of first aiders it requires and levels of qualification.

First Aid at Work

The 'First Aid at Work' course lasts a minimum of 3 days contact time and includes an examination at the end.



An approved refresher lasting at least 2 days will need to be completed within **three years and 28 days** to maintain the validity of their certificate. The refresher course can be taken up to three months before the expiry date.

Emergency First Aid at Work

All 'appointed persons' will complete, as a minimum, the 'Emergency First Aid at Work' (EFAW) course lasting at least one day. This course will need to be replaced at least every 3 years to remain valid.

Paediatric First Aid

Schools with Early Years provision have always had to always have at least one member of staff with paediatric first aid training in the Early Years and Foundation Stage provision. This includes lunchtimes and any school operated Breakfast and After school club that has children under 5 attending.

In the future the Government is looking to change the requirements so that all **newly qualified** staff with a childcare Level 2 and 3 qualification must have an emergency paediatric first aid or full paediatric full aid certificate in order to count in the EYFS ratios.

What training is required for using a defibrillator?

First aid at work (FAW) and Emergency First Aid courses now cover the use of defibrillators. If you decide to provide a defibrillator in your workplace, it is important that those who may use it are appropriately trained. HSE does not specify the content of this training. However, whoever you select to deliver this training must be competent. Information on training is available from the Resuscitation Council (UK).

Hygiene and Infection Control – refer to Trust Infection Control Policy

Several serious communication diseases can be contracted from infected blood and other body fluids, including HIV and Hepatitis B. First aiders will be aware of from their training of the basic hygiene and infection control measures. They should follow an infection control technique which avoids direct contact with body fluids of casualties at all times. This will involve covering any cuts or wounds they have on their hands with waterproof plasters, washing hands before and after tending a casualty and wearing disposable gloves when dealing with body fluids.

N.B Disposable gloves should be of the vinyl type and un-powdered. Latex allergy is a recognised and growing problem.

If a first aider is contaminated with the casualty's blood into an open wound, they must try to make the wound bleed, was the area immediately with soap and water, then dry thoroughly. The wound should then be covered with a suitable dressing. The accident should be reported, and the internal incident form should be completed by their manager. The first aider should then inform their GP of the incident as soon as possible to seek their advice.

For further information, contact the Health Protection Agency <http://www.hpa.org.uk/web/home>



10. Insurance

All First Aiders are covered by the school's liability insurance to treat the public etc. unless it is shown that they were deliberately negligent within the context of the school.

Employees carrying out First aid not in relation to school activities and in their own time are advised to provide their own insurance cover.

11. Useful Links

<http://www.hse.gov.uk/firstaid/legislation.htm> (legislation)

<http://www.hse.gov.uk/firstaid> (general information and links)

<http://www.hse.gov.uk/pubns/indg214.pdf> (First Aid at Work your questions answered)

<http://www.hse.gov.uk/pubns/books/174.htm> (Approved Code of Practice)

<http://www.hse.gov.uk/pubns/indg347.pdf> (basic advice on first aid at work)

Main legislation addressed –

Health and Safety (First Aid) Regulations 1981

12. Monitoring and Review

The Trust has delegated to the Chief Operating Officer the responsibility for reviewing the implementation and effectiveness of this policy. The Trust will approve all major changes to this policy. The policy will be promoted and published throughout the Trust.

The policy will be reviewed every three years or if there are changes to the relevant legislation.