



# First Aid Policy

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**Approved by:** Trust Board  
**Author:** Facilities and Health and Safety Manager  
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## 1 Introduction

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

The Regulations do not place a legal duty on employers to make first-aid provision for non-employees such as the public or students in schools. However, HSE strongly recommends that non-employees are included in an assessment of first-aid needs and that provision is made for them.

As part of our duty of care to employees, students and visitors, the trust expects its Academies provide a well-managed system of first aid provision for all who attend the premises.

### 1.1 Purpose

This purpose of the policy is to:

- To provide a clear process relating to the provision of first aid (equipment and personnel) within the Academies.
- Enable staff to understand their responsibilities
- Ensure first aid cover is available in the Academies and on external visits.

## 2 Requirements

### 2.1 Roles and Responsibilities

**The Appointed Person** in the Academy is responsible for maintaining the first aid equipment and calling for an ambulance where needed. Appointed persons do not necessarily need to have first aid training but should have the adequate skills, knowledge and attitude to carry out the duties.

## 2.2 Facility

All Academies must allocate a room for first aid/medical treatment; as an appropriate environment to render First Aid, or allow a person to rest for minor illnesses.

This environment should be private, allow access to hand washing facilities, drinking water within close proximity, access to toilet facilities and should enable a person to sit or lie down if needed.

Areas used as eye wash stations must be sited away from where there is a risk of dust particles, fibres, splashes from hazardous chemicals etc.

Each Academy's Appointed Person will oversee the management of the first aid/medical treatment room.

## 2.3 Adequate Cover

First Aid personnel should be balanced across departments and especially wherever higher risk of injury is considered present (e.g. Physical Education, Science, Food/Design and Technology, working at height etc.)

The names of all First Aiders employed by the Academy will be displayed throughout the site in prominent position. (e.g. Staff Room, Reception, Medical Room and Health and Safety Notice boards etc.)

<b>Category of Risk</b>	<b>Numbers</b>	<b>Recommended number of First Aid Personnel</b>
Low Risk	Fewer than 50	At least one Appointed Person
	50-100	At least one First Aider
	More than 100	One additional for every 100 persons
Medium Risk	Fewer than 20	At least one Appointed Person
	20-100	At least one First Aider for every 50 persons
	More than 100	One additional for every 100 persons
High Risk	Fewer than 5	At least one Appointed Person
	5-50	At least one First Aider
	More than 50	One additional for every 50 persons

## 2.4 Training and Competence

The First aid at work training course (3 days) provides the comprehensive set of practical skills needed by first aiders in most workplaces to become a confident first aider at work. Giving both the ability and knowledge to deal with first aid emergencies. It meets the standards required to help comply with Health and Safety (First aid) regulations.

A person with the First aid at work qualification will have covered:

- Head injuries
- Managing an emergency
- Health and safety (first aid) regulations
- Communication and casualty care

- Low blood sugar
- Asthma Poisoning
- Bleeding (minor and severe)
- Resuscitation (adult CPR)
- Bone, muscle and joint injuries
- Seizures
- Burns and scalds
- Severe allergic reaction
- Chest pains (including heart attack)
- Shock
- Choking
- Spinal injuries
- Eye injuries
- Stroke
- Fainting
- Unresponsive casualty
- Defibrillator pad placement, prompts and how to respond

The First Aid certificate is valid for three years from the date of issue.

## **2.5 Refresher course**

Staff approaching the expiry date of their First Aid at Work Certificate can attend a Refresher course; providing that their certificate is not out of date by more than 28 days. The refresher course takes 2 days for re-qualification.

## **3 Procedure**

### **3.1 The First Aider's and Appointed Person's role**

- The administration of First Aid up to, but not exceeding the level of his/her training.
- Ensuring that any incident and treatment given is recorded on the Accident form.
- Reporting immediately to the Head of School and the Facilities and Health & Safety Manager all incidents requiring the attendance of a student, member of staff or other person to hospital.
- Ensuring that all spillages of body fluids are cleared up and disposed of appropriately.
- Maintaining stocks in First Aid kit/boxes
- Ensuring her/his own recommended immunizations / injections are current (as appropriate)
- In First Aid cases where there is a suspected head injury, staff/students etc. should not be left unaccompanied. All other First Aid cases must be monitored sufficiently and appropriately in accordance with a risk assessment.

### **3.2 First Aid Kits / Boxes**

- The Rodillian Multi Academy Trust will provide sufficient and suitably stocked first aid kits at all sites and portable kits will be available for off-site events.
- The location of these kits will be clearly indicated with appropriate signs.

- First Aiders will monitor that there are sufficient supplies of first aid equipment and first aid kits/contents within their department.
- The content of the first aid kits will depend upon the location and the type of work being carried out in the relevant location

### **3.3 Trips and Visits**

- Before undertaking any off site activities an assessment must be made of the first aid provision required for the visit. This is depending on the risk level of the visit and numbers of attendees.
- It is recommended a travelling first aid kit is taken on all off-site activities which are away from access to the Academy's first aid provision.
- It is recommended that all drivers of vehicles used for such activities are competent to at least to an Appointed Person level.
- It is the duty of the attending first aider to check that the first aid kit is available and contents full.
- All accidents occurring during any trip and visit must be recorded as soon as practicable.

### **3.4 First Aid Provision Risk Assessment**

The Health and Safety (First-Aid) Regulations 1981 requires Academies to carry out an assessment of first-aid needs. This involves consideration of workplace hazards and risks, the size of the Academies and other relevant factors, to determine what first-aid equipment, facilities and personnel should be provided.

A RMAT First Aid Provision Risk Assessment is available for use at the Academies.