

FIRST AID POLICY



Summary	First Aid Policy	
Responsible Person/Author:	Facilities and H&S Manager	
Applies to: (please check as appropriate)	Staff <input checked="" type="checkbox"/>	Student <input checked="" type="checkbox"/> Community <input checked="" type="checkbox"/>
Ratifying Committee(s)	Finance & Resources Committee	
Available On:	Compliance Library <input checked="" type="checkbox"/>	Website <input checked="" type="checkbox"/>
Date of Approval		
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Review Period	1 Year	
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Owner	The Rodillian Multi Academy Trust	
Version:	3.0	

Document Control

Date	Version	Action	Amendments
May 2021	1.0	Policy amended	Policy reviewed and reformatted
January 2023	2.0	Policy Reviewed	Updated appointed responsible persons, titles and procedures
March 2024	3.0	Policy Reviewed	Updated appointed responsible persons, added details for UTC Leeds.

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Introduction

1. 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. Furthermore, in accordance with The Health and Safety (First-Aid) Regulations 1981 employers are required to provide adequate and appropriate equipment, facilities and personnel to ensure immediate First Aid attention can be provided when required.
2. 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.

Policies statement

3. This purpose of the policy is to:
4. To provide a clear process relating to the provision of first aid (equipment and personnel) within the academies.
5. Enable staff to understand their responsibilities
6. Ensure first aid cover is available both in the academies and on external visits.

Scope of this policy and Who this policy applies to

7. This Policy applies to all stakeholders across The RMA and outlines the training required to become a First Aid provider, what The RMA is required to offer and what facilities and support must be in place in each academy.
8. There are designated members of staff in each academy who have received the required level of training. A list of names can be found in each academy. This policy also applies to all stakeholders who may require First Aid attention.

Dissemination and implementation

9. This policy is accessible via the website.

Roles and responsibilities

10. *The Appointed Person* in the academy is responsible for maintaining the first aid equipment, calling for an ambulance where needed and ensuring that there is an adequate number of first aiders trained on site. 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.

Academy	Appointed Person
Rodillian Academy	<i>Janine Ruckledge Leah Weaver</i>

BBG Academy	<i>Briony Berry</i> <i>Joanne Johnstone</i>
Brayton Academy	<i>Damian Kinsley</i> <i>Sophie Addison</i>
Featherstone Academy	<i>Clare Thompson</i>
Southway	<i>Dahna Millar</i>
UTC Leeds	<i>George Lindley</i>

11. The named first aiders should be shared with all staff in academies.

First Aid

Facility

12. 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.
13. 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.
14. 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.
15. Each academy's Appointed Person will oversee the management of the first aid/medical treatment room.

Adequate Cover

16. 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.)
17. 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.)
18. In all trust academies, 1 first aider to every 100 building/site users is the recommended ratio. For trips/visits or activities away from the site, the level of risk must be considered to define the required number of first aiders.
19. E.g. 1 first aider to 10 attendees for high level risk activities. This can include provision of first aiders who are employed by the external venue but it is strongly recommended that at least 1 first aider from the academy attends.

Procedure - The First Aider's and Appointed Person's role

20. The administration of First Aid up to, but not exceeding the level of his/her training.
21. Ensuring that any incident and treatment given is recorded on the Trust Accident form and uploaded to the Academy's first aid shared drive.
22. Reporting immediately to the Principal and the Facilities and Health & Safety Manager all incidents requiring the attendance of a student, member of staff or other person to hospital.
23. Ensuring that all spillages of body fluids are cleared up and disposed of appropriately.
24. Maintaining stocks in First Aid kit/boxes
25. Ensuring her/his own recommended immunizations / injections are current (as appropriate)
26. 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.

First Aid Kits / Boxes

27. 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.
28. The location of these kits will be clearly indicated with appropriate signs.
29. First Aiders will monitor that there are sufficient supplies of first aid equipment and first aid kits/contents within their department.
30. Contents of first aid kits should be based on a risk assessment, which will depend on the type of work being carried out in the relevant location.

Trips and Visits

31. Before undertaking any off site activities an assessment must be made of the first aid provision required for the visit. This must be done via a Risk Assessment which is then logged on the trusts external visits system; Evolve. This is depending on the risk level of the visit and numbers of attendees.
32. 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.
33. It is recommended that all drivers of vehicles used for such activities are competent to at least to an Appointed Person level.
34. It is the duty of the attending first aider to check that the first aid kit is available and contents full.

35. All accidents occurring during any trip and visit must be recorded as soon as practicable.

First Aid Provision Risk Assessment

36. 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.
37. A RMAT First Aid Provision Risk Assessment is available for use at the Academies.

Epipens in Academies

38. Epipens should be used in conjunction with the Managing Medicines Policy
39. For Department of Health guidance on the use of epipens (adrenaline auto-injectors) please refer to the below link:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf

Inhalers in Academies

40. For Department of Health guidance on the use of inhalers please refer to the below link:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/416468/emergency_inhalers_in_schools.pdf

Training

41. 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.
42. 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 (See Managing Medicines Policy)

- 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.

Refresher course

43. 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.

Automated External Defibrillator (AED)

44. All academies have at least one Automated External Defibrillator (AED) in place. An AED is used to help those experiencing sudden cardiac arrest. It's an easy-to-use, medical device that can analyse the heart's rhythm and, if necessary, deliver an electrical shock, or defibrillation, to help the heart re-establish an effective rhythm.

45. In an emergency, an AED can be used by staff or students in an emergency and without prior training. Use of AEDs is also covered in further detail in First Aid at Work training as per the above.

46. Locations of the Academy's AEDs are:

Academy	Location(s)	Model	Pads Expiry
Rodillian Academy (2 AEDs)	PE Corridor Admin Corridor	Fully Automatic HeartSine Defibrillator	June 2026 (x2)
The Featherstone Academy	Main Reception	Fully Automatic HeartSine Defibrillator	June 2026
Brayton Academy	Sports Hall entrance (external cabinet) Main Reception 1 st floor Maths Corridor	Heartsine Samaritan PAD EAD SAM 500 Mediana HeartOn A15 Mediana HeartOn A15	February 2024 February 2026 February 2026
BBG Academy	Main Reception	CardiAid CT0207RS	May 2024
Southway	Main Reception (Security cabinet)	Fully Automatic HeartSine Defibrillator	June 2026

UTC Leeds	Main Reception (Security cabinet)	Mediana HeartOn A15	February 2026
	First floor KS4 Pastoral Office	Mediana HeartOn A15	February 2026
	Second floor staff workroom	Zoll AED Plus	April 2027

47. AEDs undertake continuous automatic self-tests and if a problem is detected, will indicate this by means of a warning light on the device and an audible 'beep'.

48. The AEDs are kept with a number of accessories/consumables such as a razor and pads, to ensure they are always ready for use. Where necessary, these will be replaced after every incident.

References

49. This policy should be read in conjunction with the managing Medicines Policy

Monitoring

50. The Director of HR will monitor the implementation and effectiveness of the policy by monitoring reports made under the policy.

Diversity

51. The Rodillian Multi Academy Trust is committed to a policy of celebrating diversity, promoting equality of opportunity, providing an inclusive workplace, and eliminating any unfair treatment or unlawful discrimination. This overriding objective applies to all policies and procedures relating to staff and students. The Trust will always comply with the requirements of the Equalities Act 2010 and associated guidance produced by the Department for Education.

Appendix 1: Equality Impact Assessment

Equality, Diversity, Cohesion, and Integration Screening.

As a public authority, the Rodillian Multi Academy Trust needs to ensure that all our strategies, policies, service, and functions, both current and proposed have had proper consideration of equality, diversity, cohesion, and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services, and functions. Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion, and integration.
- whether or not equality, diversity, cohesion, and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Organisation: The Rodillian Multi- Academy Trust	Department responsible for the Policy: HR / Facilities and Health & Safety
Lead Person: Facilities and H&S Manager	Contact Number: 07557552728

1. Title: First Aid Policy

2. Please provide a brief description of what you are screening

The Policy

3. Relevance to equality, diversity, cohesion, and integration		
Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?		x
Have there been or likely to be any public concerns about the Policy or proposal?		x
Could the proposal affect how services are organised, provided, located and by whom?		x
Could the proposal affect our workforce or employment practices?	x	
Does the proposal involve or will it have an impact on: -?		
<ul style="list-style-type: none"> • Eliminating unlawful discrimination, victimisation, and harassment • Advancing equality of opportunity • Fostering good relations 	x	X X

4. Considering the impact on equality, diversity, cohesion, and integration

- **Scope of the proposal:** Students and staff.
- **Who is likely to be affected?** Students and staff.

<ul style="list-style-type: none"> • Consultation and engagement activities with those likely to be affected? The Policy is available through the Trust and Academies websites and a written copy can be provided on request.
<ul style="list-style-type: none"> • Key findings We have considered the potential positive and negative impact on different equality characteristics in relation to the Policy and do not believe that any groups will be adversely affected. The Trust is vigilant in adhering to the appropriate legislation in relation to protected characteristics and to preventing discrimination. Managers are supported and trained in relation to these areas. The Policy has considered religious, racial and gender-specific clothing requirements and those of staff with disabilities in line with the Equality Act. We have considered the perception that the proposal could benefit one group at the expense of another and we do not believe that the Policy could be perceived to be discriminatory with regards to its wording or format.
<ul style="list-style-type: none"> • Actions The Trust will continue to promote positive impact and remove/reduce negative impact through the application of this Policy within the organisation.

5. Governance, ownership, and approval		
Please state here who has approved the actions and outcomes of the screening		
Name	Job title	Date
Adam Marham	HGC	25.01.23

6. Publishing	
This screening document will act as evidence that due regard to equality and diversity has been given.	
Date screening completed	25.01.23
Date agreed at Trust Board	30.01.23