



L.E.A.D. Academy Trust

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FIRST AID POLICY

Review frequency: Annually

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Objective:

To provide appropriate first aid support for employees, pupils, visitors and contractors. Ensuring that the Teaching School Hub has an adequate number of trained staff on site and suitable equipment with which to treat them.

Procedure Detail:

3.1. The Health and Safety (First Aid) Regulations 1981

- 3.1.1. The Regulations require all sites to provide such equipment and facilities as are adequate and appropriate in the circumstances for enabling first-aid to be rendered to employees and others if they are injured or become ill at work.
- 3.1.2. Each site should have an 'Appointed Person' This person will be detailed and known to all site staff and they will have the responsibility of ensuring that on site first aid provision is adequate and falls within the scope of this policy at all times.
- 3.1.3. Different facilities will need different provision, and the organisation prepares for reasonably foreseeable accidents and incidents that may occur on site through the completion of a first aid risk assessment. This should be regularly updated as risks change with a particular focus on the needs of individuals.

3.2. First Aid Provision

- 3.2.1. We have a duty of care to pupils and visitors in addition to the statutory first aid provision for staff.
- 3.2.2. When the Teaching School Hub is open, the number of qualified first aiders will never fall below the minimum standard listed in [appendix 1]
- 3.2.3. When no pupils or visitors are present and there are more than 2 staff members working on site, a qualified first aider, or at a minimum, an appointed person must be present. See the on-site Lone Working risk assessment for more details.
- 3.2.4. Guidance on specific numbers of first aid trained personnel are provided in [appendix 1].
- 3.2.5. For the purposes of this document, first aid equipment includes all first aid kits and boxes, their contents, and equipment provided for the treatment of individuals. On a regular basis.
- 3.2.6. First Aid rooms, where provided, should be clearly marked as such by a white cross on a green background. (Health and Safety – Safety signs and Signals Regulations 1996).
- 3.2.7. Contents of first aid boxes will be determined by the sites own risk assessment. Guidelines on minimum standards are available in [appendix 2].

3.2.8. The senior first aider on site must be suitably trained

3.2.9. Specific approved qualifications for pupil and staff treatment are recognised as equivalent or alternatives to the FAW qualification, such as HCP registered qualifications, NPLQ and National Rescue Test based qualifications. If in doubt, advice and guidance is available from the L.E.A.D. Health and Safety Team.

3.2.10. A list of all on site first aiders, where possible with pictures, should be published as appropriate around site. This list should as a minimum be displayed in public in the main reception.

3.3. Auto-Injectors.

3.3.1. If an individual staff member is known to require the use of an auto-injector, the following must be in place:

- Training in the use and storage of the auto-injector must have been undertaken by a competent individual.
- The injector must be kept on site in a container to prevent accidental activation, and clearly marked with the users name, class and picture.
- A suitable treatment plan must be in place and stored in a central location. Staff directly involved with the user must have read this and signed to ensure understanding.
- A system will be in place to ensure that all auto-injectors kept on site are in date. Any out of date injectors will be disposed of appropriately.

It will be the responsibility of all visitors to store, use their own auto-injectors as necessary. Allergies are declared at the booking stage with staff being made aware of the participants needs and any potential risk.

3.4. Asthma

3.4.1. If an individual is known have asthma and to require the use of an inhaler, either regularly or intermittently the following must be in place.

- A risk assessment for the individual staff member which outlines the medical need and the storage of the inhaler.

It will be the responsibility of all asthmatic visitors to store, use their own inhalers as necessary.

3.4.2. All FAW trained staff are trained in the administration of inhalers at a basic level.

3.5. First Aid Procedures.

3.5.1. Staff must deal with any accident or incident promptly and effectively. Consideration should be given to the urgency of the situation, the nature of the injury and condition of the casualty in deciding where and how to treat them.

3.5.2. Precautions should be taken where possible and practical to protect staff and casualties from the risk of infection, following the site decontamination procedure.

3.5.3. When dealing with a casualty, First Aiders must take care to not overstep their training. It is important that staff utilise the training they have been given and only the training they have been given. It is understood that staff will need to utilise their initiative on occasion to deal with an incident, but they should only utilise skills and techniques they have been taught on official training courses.

3.5.4. L.E.A.D. do not support the use of holistic or alternative therapies, and the use of any alternative treatment techniques must be approved by the L.E.A.D. Health and Safety team prior to implementation on site.

3.6. Accident and Incident Reporting.

3.6.1. All accidents and details of any treatment must be recorded on an approved accident form that complies with guidance listed in the Health and Safety (First Aid) Regulations 1981, and current GDPR guidelines.

3.6.2. All accident forms should be filled in appropriately and in full.

3.6.3. If a serious injury has occurred, a member of the L.E.A.D. Health and Safety team should contact the individual, within 48 hours to check on their condition. The L.E.A.D. Health and Safety Team will determine when this is necessary and will record the outcome of the call on the appropriate form.

3.6.4. In the event of a major incident a copy of the accident form and any supporting documents will be sent to L.E.A.D. Head Office, and a copy is kept on site for analysis.

3.7. RIDDOR Reporting.

3.7.1. Reportable injuries, diseases and dangerous occurrences shall be reported promptly by the academy to the enforcing authority, using the appropriate on-line reporting form (see link <https://www.hse.gov.uk/riddor/reportable-incidents.htm>)

3.8. Incidents.

3.8.1. Incidents and near misses within the organisation shall be recorded on the incident report forms.

3.8.2. RIDDOR reportable incidents are reported as per 3.7 and investigated.

3.9. First Aid Boxes and Kits.

3.9.1. First Aid Boxes should be made of a suitable material and so designed to protect the contents. All boxes and locations should be clearly marked with a white cross on a green background. The Health and Safety (Safety Signs and Signals) Regulations 1996

- 3.9.2. First aid boxes and travelling first aid kits should contain sufficient quantities of suitable first aid materials and nothing else. Minimum quantities for a low-risk site and more information may be considered as per [appendix 2].
- 3.9.3. In situations where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline solution (0.9%) in sealed disposable containers should be provided. Once opened these must not be re-used. The use of eye baths or cups is not permitted.
- 3.9.4. The contents of the first aid boxes should be replenished as soon as possible after use to ensure a continued sufficient supply of materials. The contents of first aid boxes must be listed and checked as per the site policy as part of Health and Safety checks.
- 3.9.5. Supplementary equipment may include suitable means for the transportation of casualties, blankets, aprons and other suitable protective equipment. Where such equipment is deemed necessary it should be stored in or with the first aid boxes and added to the contents list.
- 3.9.6. A method of disposal of soiled dressings must be available on site and with first aid kits in the form of suitable biohazard containers or bags which can be disposed of by a suitable authority.
- 3.9.7. A method of disposing sharp items such as needles should be available on site in the form of a sharps box. Used / full containers must be disposed of by NHS or local authority by dropping used containers off at a local health centre or through contracts with sanitary suppliers such as PHS.

3.10. First Aid Rooms (Site Specific)

- 3.10.1. The Education (School Premises) Regulations 1996 state that every school must provide a suitable room that can be used for medical and dental treatment when required. The first aid room doesn't need to be used solely for first aid purposes but must be readily available when needed. Ideally, it should be situated near a WC.
- 3.10.2. Additionally, L.E.A.D. Considers the provision of a dedicated first aid room where the site assessment identifies this as being necessary. L.E.A.D. Teaching School Hub and the Pavilion do not have these facilities however, the space with the First Aid kit would become the treatment space if necessary. This includes the items in 3.10.3
- 3.10.3. The facilities and equipment which should be provided as a minimum in first aid rooms are as follows:
- Sink with running hot and cold water and a mixer tap.
 - Drinking water (If not available on mains tap) and disposable cups.
 - Paper towels.
 - Smooth topped working surfaces.
 - A range of first aid equipment (at least to minimum standards required from first aid boxes) and proper storage.
 - Chair
 - A treatment couch with waterproof cover, pillow and blankets.
 - Soap
 - Clean protective garments for first aiders.

- Suitable refuse container (foot pedal operated) lined with appropriate disposable yellow plastic bags i.e. for clinical waste.
- An appropriate record keeping facility.
- A means of communication e.g.: telephone.

3.10.4. The room should be clearly marked as a first aid room by means of a sign complying with the Health and Safety (Signs and Signals) Regulations 1996.

3.10.5. As with first aid boxes and travelling first aid kits a nominated first aider or appointed person must maintain the first aid room stock to the required levels.

3.10.6. The first aid room must always be ready for immediate use.

3.11. Transport to Hospital.

3.11.1. If the attending first aider or senior leader considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an appropriate accompanying adult will be designated when the parents cannot be contacted.

3.11.2. Where family or friends been contacted but arrival is delayed, transport via ambulance should not be delayed as a result.

3.11.3. Where it may be necessary to transport a visitor or staff member to hospital, but an ambulance can be considered excessive, employees should be advised to take them and a written record of this recommendation kept by the Teaching School Hub.

3.11.4. Where it may be necessary to transport a staff member or visitor to hospital, but an ambulance can be considered excessive and the family or friends are either unable (Due to no vehicle access) or unavailable it may be suitable for a member of staff to transport that person. In such cases the following must be adhered to:

- The driver must hold appropriate insurance for transporting the injured person (Business insurance usually covers this)
- The vehicle to be used must be deemed safe by the academy – MOT records checked and up to date, tax etc.
- The injured person must travel in the rear of the vehicle and a suitably qualified first aider must accompany the pupil in the rear of the vehicle to be on hand to treat any changes in the pupils condition.
- The driver must be aware that they are not an emergency vehicle and must continue to adhere to all applicable road laws .

Automated External Defibrillators (AED)

4.1.1. The use of an AED on site can increase a casualty's chance of survival by over 70% in some cases.

4.1.2. L.E.A.D. recommends an AED that offers real-time CPR feedback to increase the quality of CPR being delivered.

4.1.3. The closest AED to the training venues are:

L.E.A.D. Teaching School Hub:

Address: 100 Sadler Road, Lincoln, LN6 3FE
Postcode: LN6 3FE

Or

Address: Keyline Civils, Exchange Rd, Lincoln
Postcode: LN6 3JZ

Pavillion Venue

Address: Hogarth Academy, L.E.A.D. Academy Trust School
Postcode: NG3 6JG

Distribution.

5.1.1. Relevant staff will be expected to be familiar with the policy.

Access to Further advice.

6.1.1. In the first instance, the Health and Safety SharePoint site should contain all relevant information and should always be the first port of call for further advice.

6.1.2. Where information cannot be found elsewhere, enquiries can be directed to the L.E.A.D. Health and Safety Team:

David Mikelsons	Health and Safety Business Partner.	0115 8225448
Joe Galiszewski	First Aid Training Officer.	01332 861956 Ext: 9525

Appendix 1

1. Objective

To provide guidance for schools on the required number of first aiders required for normal operations.

2. Scope.

This document applies to all education establishments under the L.E.A.D. umbrella, and provides specific guidance on required qualifications for Nursery, Infant, Junior and Secondary schools.

3. Basic All site Provision.

- 3.1 All sites with over 2 employees must have an appointed person to deal with first aid on site at all times.
- 3.2 L.E.A.D.'s policy is that "an appointed person" does not meet the requirements for first aiders in an education environment. The following guidance shall be followed at all times.
- 3.3 When there are more than 2 employees on site, one of them should hold an EFAW qualification or higher. This qualification must include basic life support for an adult casualty and where an AED is available on site it MUST include an AED qualification.
- 3.3.1 Where it is not feasible to have an EFAW trained member of staff on site the school MUST have a suitable lone working policy and risk assessment. There must also be an Appointed Person on site who is responsible for calling the emergency services in the event of an incident.
- 3.4 Over and above this level, sites should refer to the below tables for required first aid personnel.

4. Automatic External Defibrillator Training Provision.

It is expected that where a site has an AED, all first aid trained staff will be competent in its use and familiar with storage and handling procedures. As well as a basic set of checks to ensure it remains operational.

4.1.1 EFaW Staff and Defibrillator Training.

Training in the usage of an Automated External Defibrillator is a core module of all L.E.A.D. trust first aid courses. Academies should ensure this is still the case when utilising outside organisations for training.

5. Adjustments for sites with multiple buildings.

Using the tables in point 5.1 and 5.2 find your recommended levels and add 1 FaW for each additional building and 2 EFaW for each additional building.

Appendix 2

1. Changes from Last Issue

None (Issue 1)

2. Objective

Giving staff guidance on what supplies can be contained in all on site first aid kits. Whether for treatment on site or for use on trips.

3 First Aid Box Guidelines.

- 3.1.1. All First Aid Boxes should be clearly marked and in a green waterproof, dustproof container marked with a white cross and ideally the word 'FIRST AID' printed in white block capitals.
- 3.1.2. Travel first aid kits or kits to be taken whilst walking or taking students on a trip should, in addition have a reflective band around them aiding in low light visibility, and where possible should use a hard case.

3.2 First Aid Kit Base Guidelines

- 3.2.1 All First aid kits must comply as a minimum to British Standard (BS) 8599-1, travel or vehicle first aid kits must comply to BS 8599-2. These are minimum standards and wherever possible LEAD's policy is to exceed these standards.
- 3.2.2 All First Aid Kits should be stored to provide easy access when needed, their locations should be well known and clearly signposted around the school. Where a site contains multiple buildings, staff must ensure there is adequate provision of kits in all buildings.
- 3.2.3 The lists below are not comprehensive but are recommendations based on current industry best practise.
- 3.2.4 Academies may choose to add items not listed provided the items are in keeping with first aid guidelines, this is at the discretion of the school.

3.3 Main Site First Aid Kit Supplies.

Contents	<u>Small</u>	Medium	Large	Personal
Contents List	1	1	1	1
F/A guidance leaflet	1	1	2	1
Medium sterile dressing	4	6	8	1
Large sterile dressing	1	2	4	1
Triangular dressing	2	4	6	2
Safety pins	12	12	24	12
Eye dressing	2	4	6	1
Plasters (Various Sizes)	30	40	80	20
Blue Plasters (Various Sizes)	10	20	20	0
Self-Adhesive Wound Dressing	3	6	12	2
Small Non-Adherent Dressing	2	4	8	2
Large Non-Adherent Dressing	2	3	6	2
Sterile wet wipe	20	40	60	10
Adhesive tape	1	1	2	1
Nitrile gloves - pair	6	10	15	2
Face shield /Pocket Mask	1	2	3	1
Foil blanket	2	4	6	1
Burn dressing 10 x 10cm	1	2	4	1
Clothing shears	1	1	2	1
Conforming bandage	1	2	4	1
Finger dressing	2	4	6	1
Sterile eyewash 15ml	3	5	10	2
Penlight	1	1	1	1
Splinter Forceps	1	1	1	1
Single-Use Instant Ice Pack	2	4	8	2

3.4 Medicines in First Aid Kits

- 3.4.1 There should be no medication for students or staff contained in any first aid kits. These should be contained in a separate, lockable case where possible.
- 3.4.2 Medications for individual students should be in a sealed ziplock bag with the students name written clearly. The bag should also contain a copy of their treatment plan / dosage details.

3.5 Storing Additional Equipment in first aid Kits.

- 3.5.1 The lists above comprise the LEAD standards for first aid supplies, where staff are qualified to use additional equipment this can be considered for inclusion in first aid kits on site

3.5.2 **Additional equipment for consideration can include, but is not limited to:**

- Disposable BVM (Bag Valve Mask) kits
- Defibrillator
- Emergency Oxygen
- EpiPen / Adrenaline Autoinjector
- Major Bleed / Trauma Kit

3.5.3 **Foil blankets:**

It is the recommendation of the trust that sites should ensure they have sufficient stock of foil blankets on site to adequately protect staff and students in the event of a evacuation in poor weather.

3.6 First Aid Boxes

- 3.6.1 Please consult the below tables for the suggested numbers of each type of first aid kit for your site.

Total Numbers Staff and Students	Small Kits	Medium Kits	Large Kits
0-200	2	1	1
200-500	3	2	1
500-700	3	2	2
700-900	4	2	2
900-1000	5	2	2
1000-1200	5	3	3
1200+	6	4	4