



**BRIGSHAW**  
LEARNING PARTNERSHIP

# First Aid Policy

## ***Monitoring and Review of this Document:***

The Trust shall be responsible for reviewing this document from time to time to ensure that it meets legal requirements and reflects best practice.



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Providing a cradle to career education that allows our children to enjoy lives of **choice** and **opportunity**



## Document Controls

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## 1. Aims

The Aim of this Policy is to set out the roles and responsibilities for the management of First Aid within the School.

## 2. Roles & Responsibilities

### **BLP Trust Board.**

The BLP Trust Board is responsible for the health and safety of all BLP employees and anyone else on the premises.

This includes responsibility in all BLP schools for the Headteacher and teachers, non-teaching staff, pupils, and visitors (including contractors).

The BLP Trust Board are responsible, under [the Health and Safety at Work etc Act 1974 \(HSWA\)](#), for making sure that all BLP schools have a Health and Safety Policy. This includes arrangements for first-aid, based on a risk assessment of each academy including:

- numbers of first-aiders/appointed persons;
- numbers and locations of first-aid containers;
- arrangements for off-site activities/trips;
- out of school hours arrangements e.g. lettings, parents evenings.

The BLP Trust Board will make sure that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

In the event of a claim alleging negligence by a member of the school staff, action is likely to be taken against the BLP rather than the employee. BLP will make sure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

[The Education \(School Premises\) Regulations 1996](#) require every school to have a suitable room that can be used for medical or dental treatment when required, and for the care of pupils during school hours. The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed. Schools should consider using this room for first aid. BLP will provide suitable and sufficient accommodation for first aid according to the assessment of first aid needs identified.



### ***The Trust Executive Team***

The Trust Executive Team should regularly review the school's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate and ensure that a suitable and sufficient risk assessment is overseen by the Headteacher.

The day to day functions of managing health and safety are delegated to the Headteacher.

It is the responsibility of the Trust to make sure that the statutory requirements for provision of first-aiders are met, that appropriate training is provided and that correct procedures are followed.

### ***The Headteacher***

The Headteacher will work with the Trust Executive Team to ensure that first-aid needs are proportionate for the school, taking pupil age range, pupil specific health needs, and disabilities into account, based on a full risk assessment of the school site and off-site activities.

The Headteacher will oversee a full risk assessment of first-aid needs at the school. This will include staff, pupils and visitors in context of the full school site, all levels of all school buildings, and off-site activities.

The Headteacher will develop detailed procedures including identifying, monitoring and the review of first aid and report this to the Trust Executive Team on a regular basis.

In an emergency, the Headteacher will have procedures for contacting the pupil's parent/guardian/named contact as soon as possible. All serious or significant incidents will be reported to the parents by sending a letter home with the child, or by telephoning the parents.

The Headteacher will ensure that all accidents are recorded ([appendix 1](#)) and that accident statistics will be analysed to indicate the most common injuries, times, locations and activities at a particular academy location; this analysis will be used as part of risk assessment, highlighting areas to concentrate on and tailor first-aid provision to. These records must be kept for a minimum of 6 years.

The Headteacher will arrange adequate and appropriate training and guidance for staff who volunteer to be first-aiders and appointed persons.

The Headteacher must be satisfied that any training has given staff sufficient understanding, confidence and expertise.

The Headteacher will ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site. This will be a consideration of the Headteacher when authorising off-site visits on the Evolve system.

The Headteacher is not obliged to ensure first-aid is provided for anyone other than their own staff, but the Headteacher does have health and safety responsibilities towards non-employees.

The Health and Safety Commission (HSC) guidance recommends that organisations, such as schools, which provide a service for others should include them in their risk assessments and provide for them. In the light of these legal



responsibilities for those in their care, the Headteacher will consider carefully the likely risks to pupils and visitors, and make allowance for them when deciding on the numbers of first-aid personnel.

The Headteacher will provide adequate and appropriate equipment ([appendix 2](#)), facilities and qualified first-aid personnel for the school site.

The Headteacher will provide adequate and appropriate equipment ([appendix 3](#)), facilities and qualified first-aid personnel for off-site activities.

The Headteacher will provide adequate and appropriate equipment ([appendix 4](#)), facilities and qualified first-aid personnel for approved vehicle travel e.g. minibus.

The Headteacher will ensure availability of suitable and sufficient accommodation for first-aid according to the assessment of first-aid needs identified.

**Where first-aid is provided for staff and pupils, the Headteacher will ensure that:**

- Provision for employees does not fall below the required standard;
- Provision for pupils and others complies with other relevant legislation and guidance.

The Headteacher will ensure that, where minimum numbers of trained first-aiders are set, these will be monitored to ensure that these standards are being met.

The Headteacher will ensure that appointed persons have emergency first-aid training/refresher training, as appropriate. These courses do not require HSE approval. The training should cover the following topics:

- what to do in an emergency;
- cardiopulmonary resuscitation;
- first-aid for the unconscious casualty;
- first-aid for the wounded or bleeding.

The Headteacher will ensure that the appointed person's emergency first-aid training will help an appointed person cope with an emergency and improve their competence and confidence.

The Management of Health and Safety at Work Regulations 1992 require the Headteacher to oversee a suitable and sufficient assessment of the risks to the health and safety of their employees at work, and others who may be affected by their undertaking, to identify what measures they need to take to prevent or control these risks.

**The Headteacher will inform all staff (including those with reading and language difficulties) of the first-aid arrangements. This will include:**

- the location of equipment, facilities and first-aid personnel;
- the procedures for monitoring and reviewing the school's first-aid needs;
- how to contact a first-aider;
- the procedures for an isolated area e.g. sports field;
- location of the Automated External Defibrillator (AED);
- reporting procedures for accidents.



The Headteacher will ensure that first-aid notices with clear and easily understood information are displayed in staff/common rooms staff and pupils informed. The notices will be displayed in a prominent place, one in each school building.

The Headteacher will include first-aid information applicable to the school in the staff handbook.

### ***Teachers and Support Staff***

Teachers' conditions of employment do not include giving first-aid, although any member of staff may volunteer to undertake these tasks.

Teachers and support staff are required to familiarise themselves with the location of equipment, facilities and first-aid personnel.

Teachers should be familiar with any particular hazards in the subjects that they teach or the activities that they supervise and should ensure they have appropriate training and access to first-aid kits.

The issuing of medication should be done so in line with the BLP Supporting Pupils with Medical Needs Policy – 7. Managing medicines.

Teachers and other staff in charge of pupils will use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.

All staff will record any accident or ensure a first-aider records any accident, where first-aid is administered.

### ***First Aiders***

First-aiders will complete a training course approved by the Health and Safety Executive (HSE).

When administering first-aid, trained staff must ensure they wear the appropriate PPE.

**The main duties of a first-aider are to:**

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- when necessary, ensure that an ambulance or other professional medical help is called.

First-Aiders are responsible for ensuring hygiene procedures in case of spillage of blood or bodily fluids are followed ([Appendix 5](#))

All first-aiders will record any accident, whether first-aid is administered or not.



### **An ambulance should be called if a pupil is:**

- unconscious,
- not breathing, or suffering from:
  - anaphylaxis (and after the use of EpiPen),
  - breakage of bones,
  - eye injuries,
  - excess blood loss,
  - gunshot wounds,
  - seizures,
  - asthma attack (not controlled even after the use of an inhaler),
  - choking and;
  - any other injuries of such nature that require further medical assistance.

### ***Appointed Person***

#### **The appointed person will:**

- Look after the on-site first-aid equipment ([appendix 1](#)) including restocking the first-aid container, ensure it is maintained in a good condition, ensure it is suitable for the purpose of keeping the items, and ensure it is prominently marked as a first-aid container.
- Look after the travelling first-aid equipment ([appendix 2](#)) including restocking the first-aid container, ensure it is maintained in a good condition, ensure it is suitable for the purpose of keeping the items, and ensure it is prominently marked as a first-aid container.
- Look after the transport vehicle e.g. minibus first-aid equipment maintained in a good condition; including restocking the first-aid container, ensure it is suitable for the purpose of keeping the items, and ensure it is prominently marked as a first-aid container.
- Ensure that an ambulance or other professional medical help is summoned when appropriate.
- Ensuring availability of spare asthma inhalers for use in an emergency.

### ***Automated External Defibrillator (AED)***

An AED is a device that delivers a shock to the heart to re-establish regular heart rhythm after it has become unstable resulting in arrest.

The use of AEDs in cases of sudden cardiac arrest does not replace the need for Cardiopulmonary Resuscitation (CPR), it complements it, and CPR will still be required between shocks to enable blood to continue to be pumped around the body.

Research into community schemes to install defibrillators across the world show a success rate of between 12% and 39% compared to a rate of about 7% when using CPR alone.

DfE is to provide an AED device to all schools during the 2022/2023 academic year.





### **3. Complaints**

An individual wishing to make a complaint about anything relating to this policy should refer to the BLP Complaint Policy published on the BLP Website.

### **4. Links With Other Policies and Documents**

**This SEND Policy is linked to the following policies and documents:**

- Accessibility plan
- Public Sector Equality Duty: Equality information and objectives statement for publication
- Supporting pupils with medical needs policy
- Supporting Pupils with Medical Needs Who Cannot Attend School Policy
- Behaviour policy
- Safeguarding / child protection policy
- Risk Assessment Policy
- Health and Safety Policy
- Complaint's policy



## **Appendix 1**

### **Academy First-Aid Records**

**1. The academy will keep a record of any first-aid treatment given by first-aiders and appointed persons. This should include:**

- the date, time and place of incident;
- the name (and class) of the injured or ill person;
- details of the injury/illness and what first-aid was given;
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- name and signature of the first-aider or person dealing with the incident.

## **Appendix 2**

### **Contents of first-aid containers**

**1. All first-aid containers must be marked with a white cross on a green background.**

**2. All first-aid containers must contain:**

- a leaflet giving general advice on first-aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- two sterile eye pads
- four individually wrapped triangular bandages (preferably sterile)
- six safety pins
- six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings
- one pair of disposable gloves
- equivalent or additional items are acceptable



## **Appendix 3**

### **Contents of travelling first aid kit.**

#### **1. All travelling first-aid kits must contain:**

- a leaflet giving general advice on first aid. See list of publications in Annex A;
- six individually wrapped sterile adhesive dressings
- one large sterile unmedicated wound dressing approximately 18cm x 18cm
- two triangular bandages
- two safety pins
- individually wrapped moist cleansing wipes
- one pair of disposable gloves
- equivalent or additional items are acceptable
- additional items may be necessary for specialised activities

#### **Note:**

Emergency spare salbutamol is available for use on school trips where parents have given their consent for it to be used (on overnight trips).

## **Appendix 4**

### **Contents of minibus first aid kit.**

#### **1. Transport Regulations require that all minibuses and public service vehicles used either as an express carriage or contract carriage have on board a first-aid container with the following items:**

- ten antiseptic wipes, foil packaged
- one conforming disposable bandage (not less than 7.5 cm wide)
- two triangular bandages
- one packet of 24 assorted adhesive dressings
- three large sterile unmedicated ambulance dressings (not less than 15 cm x 20 cm)
- two sterile eye pads, with attachments
- twelve assorted safety pins
- one pair of rustless blunt-ended scissors



## **Appendix 5**

### **Procedures for dealing with the spillage of blood/bodily fluids.**

#### **Introduction**

Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself and others from the risk of cross infection. In order to minimise the risk of transmission of infection both staff and pupils should practise good personal hygiene and be aware of the procedure for dealing with body spillages.

#### **Staff Contact**

Site Manager to be contacted initially so that he can arrange for a member of his team to clean the area appropriately.

The initial clean-up of the situation should be carried out by the person(s) who is at the scene of the incident and follow the Initial Clean up Procedure below.

#### **Initial Clean Up Procedure**

1. Get some disposable gloves from the nearest First Aid kit.
2. Place absorbent towels over the affected area and allow the spill to absorb. Wipe up the spill using these and then place in a bin (which has a bin liner).
3. Put more absorbent towels over the affected area and then contact the Site Manager for further help.
4. The bin that has had the soiled paper towels put in then needs to be tied up and ideally placed in the yellow bin or double bagged and put in an outside bin.
5. The area then needs to be cordoned off until cleaned.
6. If the spillage has been quite extensive then the area may need to be closed off until the area can be cleaned correctly.
7. A 'Wet Floor Hazard' sign then needs to be put by the affected area.

#### **Procedure for Blood and Other Body fluid Spillage**

1. Gloves to be worn at all times
2. Any soiled wipes, tissues, plasters, dressings etc. must ideally be disposed of in the clinical waste bin (Yellow bag). If not available then the glove being used needs to be taken off inside out so that the soiled item is contained within, double bagged and placed in a bin which is regularly emptied.
3. When dealing with a spillage, absorbent paper hand towels need to be placed on the affected area so absorbing the spill.
4. If a disposable spillage kit is available then the instructions for use should be followed.
5. If not then contaminated paper towels need to be placed in a bin with a bin liner, tied up and ideally put in a yellow bin or put in another bin liner and put in an outside bin.
6. The area must be cleaned with disinfectant following the manufacturer's instructions.
7. A 'Wet Floor Hazard' sign then needs to be put by the affected area.
8. The area should then be ventilated well and left to dry.



9. All reusable cleaning up equipment then needs to be appropriately disinfected according to the manufacturers' instructions.
10. Wash hands.
11. All yellow bags to be disposed of in Yellow bins as the school could potentially be fined if not adhered to.

### ***Management of Accidental Exposure to Blood***

#### **Accidental exposure to blood and other body fluids can occur by:**

- Percutaneous injury e.g. from needles, significant bites that break the skin.
- Exposure to broken skin e.g. abrasions and grazes.
- Exposure of mucous membranes, including the eyes and mouth.

#### **Action to take:**

1. If broken skin encourages bleeding of the wound by applying pressure
2. Wash the wound thoroughly under running water.
3. Dry and apply a waterproof dressing.
4. If blood and body fluids splash into your mouth.
5. Rinse out mouth several times.
6. If blood and body fluids splash into your eyes rinse thoroughly and use an eye wash solution from the nearest First Aid kit if available.
7. Report the incident to the Appointed Person and Senior Management.
8. If necessary take further advice from NHS Direct.
9. An accident form will need to be completed and it may need to be reported to RIDDOR.