ST TERESA of CALCUTTA
Catholic Academy Trust

FIRST AID POLICY

Policy Control Summary

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1.0 Statement of Intent

1.1 St Teresa's of Catholic Academy Trust (STOCCAT) and the schools in the trust are committed to providing suitable emergency first aid provision to deal with accidents, ill health and incidents affecting staff, pupils and others on their premises. The arrangements within this policy sit alongside the Assessment of First Aid Needs and First Aid risk assessment which are attached as appendices.

1.2 This policy aims to ensure:

- That the central team, and schools have an adequate, safe and effective first aid provision. Sufficient first aid trained staff and suitably stocked first aid containers.
- That staff and pupils are aware of the procedures to take in the event of any illness, accident or injury.

2.0 Roles and Responsibilities

2.1 The Trust governing board is responsible for:

- Championing health and safety in STOCCAT and across all schools in the Trust.
- Ensuring this policy is in place. It is ratified and communicated to all schools.
- Confirming there are sufficient resources for first aid provision and training.
- The Central Team is responsible for:
- Seeking assurance (during health and safety audits) that first aid provision is managed adequately in each Trust school and sufficient first aiders are always on site the schools are open.
- Confirming that appropriate and sufficient first aid training is available for staff.
- Ensuring that insurance arrangements provide cover for those providing first aid within the scope of their training.
- Ensuring that adequate equipment and facilities are held on each school site.

2.2 The headteacher with the business manager is responsible for:

- Ensuring that this policy is amended to suit the needs of the school, that it is ratified by governors and communicated to, and followed by staff.
- Identifying a first aid lead, normally, but not exclusively someone with 3-day first aid at work training. In this school the first aid lead is Samantha Benbow (School Business Manager).
- Ensuring that the first aid lead develops, a first aid needs assessment and risk assessment, alongside (where needed) the Trust Health and Safety Manager.
- Checking the first aid needs assessment and deciding if it meets the needs of the school.
- Ensuring school has sufficient first aiders who are offered appropriate training and refresher training as required.
- Ensuring that all staff and visitors are, as needed, made aware of the school's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aiders and first aid equipment and how it can be accessed, particularly in the case of an emergency.

2.3 The schools nominated health and safety lead Samantha Benbow (School Business Manager) is responsible for:

- Monitoring the school's first-aid arrangements, raising any concerns regarding the process, equipment or support in place.
- Completing a first aid needs assessment and risk assessment alongside (where needed) the Trust Health and Safety Manager.
- Checking and restocking the first aid boxes formally each term, or more frequently as needed. Keeping a record of each box's location and the details of the checks completed. **See appendix 4.**
- Ensuring defibrillator checks are completed. Signs in place, and battery power, pad and battery expiry dates are noted and acting on any findings.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate. Confirming the school's location and arranging for paramedics to be met on site.
- Ensuring accident incident forms, and, or minor injury logs for students are correctly completed, and maintained.

2.4 First aid staff are responsible for:

- Completing and renewing first aid training within adequate timescales and before the expiry date of current certificates.
- Ensuring that they are comfortable and confident in administering first aid, raising any concerns to Samantha Benbow (School Business Manager).
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Ensuring local first aid boxes remain stocked and requesting additional resources from Nina Jones (Administration Assistant).

2.5 All school staff are responsible for:

- Ensuring that they read and follow these procedures, as this will guarantee timely first aid support for all those on the school site.
- Confirming that they know who to approach in the event of any illness, accident or injury.
- Supporting (where required) first aid staff when they are dealing with an incident. This could mean for example, moving others away from an unwell or injured person, redirecting students away from an incident etc.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

3.0 How Many First Aiders do Schools Need?

Determining first aid needs. The first aid needs assessment.

3.1 The Health and Safety (First Aid) Regulations do not legally oblige schools to provide first aid for anyone other than their own staff, but they expect organisations, such as schools, which provide a service for others to include these other persons in their risk assessments and offer support for them. The Trust expects schools to meet that standard. The law expects each school to assess what equipment, facilities and staff are appropriate to help them ensure access to first aid support.

3.2 How many first aiders a school needs will depend on the specific circumstances of that school, there is no legal minimum numbers, only guidance, unless Early Years children are on site. Then at least one person who has a current paediatric first aid (PFA) certificate must always be on the premises and available when children are present and must accompany children on outings.

3.3 Many schools would normally be classed as a lower risk place of work, where there should be at least one First Aid at Work (FAW) first aider per 100 people. But may sometimes be classed as medium risk which requires one FAW first aider per 50 people. This would include schools with higher risk departments or activities completed on or off site. Headteachers/Responsible Managers are required to develop and formalise arrangements for dealing with first aid; this is based on a simple and proportionate first aid needs assessment. **See appendix 2**

3.4 The assessment takes staff though a series of questions based on risk. The assessment then requires the person completing the assessment to consider the suggested minimum requirements for adult first aid, based on the table **appendix 1.**

3.5 The person who completes the assessment must then ensure they have enough first aiders to always support pupils and students when the school is open. There should also be provision for first aid on school trips.

3.6 The first aid risk assessment must be sent to the Headteacher so they can confirm they are content with the assessment and any actions needed. They should ensure actions are completed within a timely manner.

3.7 The First Aid Needs Assessment should be reviewed at least annually, or more frequently if there are any significant changes, to ensure that the provision is adequate. Changes may include the number of pupils and staff on site, the capability of pupils, or staffing ratios.

4.0 Additional Expectations for First Aid Cover (Off Site Visits)

4.1 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

4.2 Qualified first aiders may not be necessary for all off-site activities and visits. However, a basic level of first aid support should always be available. This will require that one or more of the staff leading the activity:

- Has a working knowledge of simple first aid and is competent to use the first aid materials carried with the group.
- Knows how to access, and can access, qualified first aid support.
- Has considered (when deciding on first aid cover for a trip or visit); The nature of the activity; The nature of the group; The likely injuries associated with the activity; The extent to which the group will be isolated from the support of the emergency services (both in terms of distance and response time).
- EVOLVE must have first aid information/cover recorded for each offsite trip.

4.3 For children in the **Early Years Foundation Stage**, there is a statutory requirement that at least one person who has a current paediatric first aid certificate must accompany children on outings. Most **National Governing Bodies** of sport and recreation activities require their qualified leaders to hold a current relevant first aid certificate. The minimum standards vary from activity to activity.

4.4 This can be an important consideration during sports events.

- **Duke of Edinburgh** expeditions and practices must identify first aid support relevant to the activity. Often certain types of specialists first aid provision will be needed to meet the needs of the expedition.
- It is also a legal requirement that all public service vehicles, including minibuses, must carry a first aid kit.

In summary:

1. Essentially all schools should have an educational visits policy which identifies the levels of cover for different types of offsite trips. Where possible first aid staff should accompany all off site trips. This is especially important for those further away from base, of an adventurous nature, overseas or residential.

2. The Trust would expect first aid provision to be considered and a priority for trips and visits. Schools should follow the Outdoor Education Advisors Panel (OEAP) guidance when developing trips 4.4b-First-aid.pdf. this is seen by the Health and Safety Executive as good practice.

5.0 First Aid Boxes and Supplies

5.1 A list of standard first aid box contents are listed in **Appendix 3.**

6.0 First Aiders Skillset

6.1 To qualify as a first aider an individual should undergo appropriate training delivered by a competent training provider and hold a valid first aid certificate.

- When selecting a first aider, the HSE advises us to consider the following factors:
- reliability and communication skills
- aptitude and ability to absorb new knowledge and learn new skills
- ability to cope with stressful and physically demanding emergency procedures
- availability to respond to an emergency immediately

7.0 First Aid Training

7.1 It is the responsibility of each school to ensure that their first aid staff have received the appropriate first aid training delivered by a competent first aid training provider.

7.2 First aid certificates are usually valid for 3 years. Schools should have a process to arrange retraining before certificates expire. Once a certificate expires, the individual would have to undertake another full course to be reinstated as a first aider. It is strongly recommended, by the HSE, that first aiders undertake annual refresher training to maintain their basic skills and keep up to date with any changes in procedures.

7.3 HSE provides guidance for employers to assist in the selection of a competent first aid training provider, including information on first aid course content. HSE does not recommend training providers. Selection of a provider is the responsibility of the school/Trust.

7.4 The EYFS requires that at least one person who has a current paediatric first aid (PFA) certificate should be on the premises and available at all times when children are present and should accompany children on outings. The certificate must be for a full course consistent with the DFE publication First Aid in Schools, Colleges and Early Years. It is important that the school confirms the training meets the requirements of the EYFS statutory framework.

All staff who obtained a level 2 or level 3 qualification on or after 30 June 2016 must also have either a full PFA or an emergency PFA certificate within 3 months of starting work in order to be included in the required staff to child ratios at level 2 or level 3 in an early year setting.

8.0 Additional Fixed Tariff

8.1 Staff who have competed 3-day First Aid at Work training may be entitled to an additional fixed tariff. These staff should speak to their line manager in the first instance who will liaise with the Trust Human resources Team.

9.0 Appointed Persons

Rarely (outside main school hours or on a very low risk and trip) there might be times when the headteacher identifies that a designated first aider is not required. For example, during school holidays when only a couple of staff are on site and there are no pupils/students in school. On these occasions the headteacher must ensure there is a process to ensure there is an appointed person to take charge of basic first aid arrangements.

Appointed persons do not need to have a first aid qualification although they may benefit from training such as completing at least an emergency first aid at work course. Their role is to:

- Take charge when someone is injured or becomes ill. But not to provide first aid treatment.
- Ensure there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits.
- Ensure that an ambulance or other professional medical help is summoned when appropriate and arrange for someone to accompany the individual to A&E if needed.
- To liaise with the headteacher or the individual's personal emergency contacts so they can be supported or escorted home safely.

10.0 Automated External Defibrillators (AEDS)

10.1 Many schools have AEDs on site. Where this is the case there must be a process to ensure;

- Staff know where the AEDs are located. In this school they are available: in the school office.
- Relevant staff have received a general awareness briefing session; to promote the use of AEDs (or the lead first aider must confirm AED training is covered in the first aid training sessions).
- That a member of staff is nominated to check the charge indicator is lit, and monthly checks are completed to confirm the battery, and pads have not expired.

11.0 Example First Aid Procedures are as Follows

11.1 The following procedures can be adapted and used by schools in the Trust.

Alert staff
If an incident, illness or injury occurs, the member of staff in charge of the class or work area 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.
Get first aid support
The staff member should then contact a first aider. The school's first aiders and contact details are located in the school office. They are: Samantha Benbow (School Business Manager), Pauline Worsley (Lunchtime Organiser); Renata Pawlowska (HLTA); Donna Hughes (TA3) and Annette Yerby (Reception Class Teacher) The staff member must give as much detail as possible about the suspected injury or illness, the persons location, and any other key information. The staff member might need to alert other staff if the issue is serious. For example, the headteacher.
Assess the situation
If called, a first aider will assess the situation, confirm that the area is safe, and where they feel it is necessary provide first aid support. If the area is not classed as safe, they should contact Nicole Hadfield (Headteacher) for immediate support. Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, the first aider with support from the class teacher or person managing the work area will call 999 immediately. The headteacher or SLT and caretaker/premises manager should be made aware that an ambulance has been called. They can then arrange for its safe access and egress from site.
Next steps where the person is taken straight to hospital from school
Where an ambulance is required, a staff member should accompany the pupil/student and staff in the ambulance. They should call the pupil/students/individuals parent or next of kin as soon as possible to inform them of the course of action taken. The staff member should remain with the individual at the hospital until the person contacted arrives.
Reporting and contact with parents/carers
Headteachers should have procedures in place to contact parents/carers in emergencies. It is also relevant to report all significant incidents (including any head injuries) to parents/carers by telephone, or by letter or email if they are not available by phone.
Providing first aid
Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.
Communication with parents/guardians
In some cases, parents must still be notified about first aid incidents in school. For example, head bumps, falls and grazes. In this school the first aider in school will do this by providing parents with an accident slip.
Report of first aid treatment

The first aider, if needed with support from other staff, will follow the accident reporting procedure and complete an accident report on the same day or as soon as is reasonably practical after an incident resulting in an injury. This must be passed immediately to Samantha Benbow (School Business Manager) so they can start to complete an investigation and speak to witnesses.

Accident recording and closure

The school must ensure the area of any incident is safe and clean on closure.

Certain accidents must be sent to the Health and Safety Manager. All staff and visitor accidents, accidents where pupils/students have been taken to hospital or those with more significant injuries. Samantha Benbow (School Business Manager)/ Nicole Hadfield (Headteacher) would make this decision and send the accident form to the Trust. Further information is provided in the **Trust/Schools accident reporting and investigation policy.**

The first aider and any staff that arrive on site become "first responders". Once they are content the area is safe, and the individual who is ill or injured is supported, they should review and remind themselves of any information that might help school identify how the incident occurred. For example, are there any slip/trip hazards, what is the weather like, and could that contribute to the incident, what shoes/clothes were being worn at the time of the accident. This information and any information provided by the injured person can help ensure similar accidents do not occur again. This information should be provided to the person completing the accident investigation. Further information is provided in the ***Trust/Schools accident reporting and investigation policy.***

The Trust Health and Safety Manager will decide if any other further action should be taken to lower the risk of future occurrence and/or prevention and will communicate actions to school to complete.
The Trust Health and Safety Manager, will, in line with the accident reporting guidance, complete RIDDOR reports. They will provide schools with copies of the report.
Accident forms and pupil minor injury logs must be retained following the instruction in the accident reporting guidance.

12.0 Lettings / Clubs

12.1 Some schools purchase the service of a club to run activities for them on the school site before, or after school. For example, breakfast clubs, sport activities etc. Schools should confirm if those clubs have someone first aid trained on site during those sessions and confirm what provision they have to provide first aid. This will identify any gaps that need acting upon.

12.2 The club should ensure the school is notified of accidents, incidents or near miss events that occur during lettings / clubs. The club must share their process for recording and investigating accidents as well as reporting RIDDORs.

12.3 First aid arrangements must also be considered where school premises are used outside of 'normal' hours, e.g., for lettings by external groups. The lettings contract should note any first aid provision offered to the groups. This might mean simply ensuring a first aid kit / telephone is available to persons who may require its use.

13.0 Eye Wash Stations (Mainly Secondary Schools)

13.1 In some schools with higher risk activities there can be a real risk of eye contamination or splashes of chemicals. Where this risk is present the Consortium of Local Education Authorities for the

Provision of Science Services (CLEAPSS) advises that schools should purchase simple length of tubing which would fit on a tap. For example, bunson burner tubing. That tubing can then be kept clean and, uncontaminated in a separate first aid bag in the area of risk, ready for use. All staff at risk should be told where the tubing is. CLEAPSS advise this process is more effective that bottles of sterile water as many chemicals require eye flushing of at least 10/15 minutes.

13.2 Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300ml and should not be re-used once the sterile seal is broken. At least 900ml should be provided. Eye baths/eye cups/refillable containers should not be used for eye irrigation.

14.0 First Aid Rooms and Infection Control

14.1 The School Premises (England) Regulations 2012 require that every school identify a suitable room that can be used for medical treatment / the short-term care of sick and injured pupils when required. This area should be equipped with a sink, and where possible reasonably near a WC. The room can be used for other purposes, except teaching, so long as it is clean and readily available for medical use when needed.

14.2 Where a school caters for pupils with complex needs, additional medical accommodation must be provided which caters for those needs. The SENDco or medical professionals should advise on requirements so the school can discuss this with the Trust if needed.

14.3 First aiders should follow their training and schools' infection control /personal care policies to ensure rooms and first aid treatments are provided in a safe and hygienic way. If needed specialist advice should be sought from the school nurses service or by following government guidelines. Preventing and controlling infections - GOV.UK

15.0 Recording and Reporting

15.1 Schools must keep a record of all incidents involving staff, pupils, students and visitors, which require first aid staff to be in attendance. This will help identify trends in accidents and areas for improvement as well as when to review first aid needs assessments.

15.2 The record should be readily accessible, and details recorded should include:

- date, time and place of incident
- name of injured or ill person
- details of the injury or illness
- details of what first aid was given
- what happened immediately after the incident (for example, went home, went back to class, went to hospital)
- name and signature of first aider or person dealing with the incident
- The Trust accident form and, for minor injuries to pupils the first aid log must be used for this purpose.

16.0 Reporting to the HSE

16.1 Certain accidents must be reported to the Health and Safety Manager and the Chief Finance Operations Officer. All staff and visitor accidents, accidents where pupils/students have been taken to hospital or those with more significant injuries. [insert job title) would make this decision and send the accident form to the Trust. Further information is provided in the Trust/Schools accident reporting and investigation policy.

16.2 The Trust Health and Safety Manager, will, in line with the accident reporting guidance, complete RIDDOR reports. They will provide schools with copies of the report. Accident forms and pupil minor injury logs must be retained following the instruction in the accident reporting guidance.

17.0 Monitoring

17.1 This policy will be reviewed every 3 years, should a significant incident occur or following a change in legislation that impacts upon the content.