

## First Aid Guidelines for Trust Schools and Offices

### Version 1

|                              |   |
|------------------------------|---|
| Author:                      | Charlene Hadfield, Director of Facilities and Estates   |
| Implementation Date:         | May 2020  |
| Review Date:                 | October 2022  |
| Next Review Date:            | October 2024  |
| Target Audience:             | All Staff, Students, Volunteers and Visitors  |
| Related Documents/References | <a href="https://www.hse.gov.uk/">https://www.hse.gov.uk/</a><br>The Health and Safety (First-Aid) Regulations 1981 |

## Contents

| SECTION                       | PAGE |
|-------------------------------|------|
| Policy Statement              | 3    |
| 1. Purpose and Scope          | 3    |
| 2. Roles and Responsibilities | 3    |
| 3. Legislation                | 3    |
| 4. Requirements               | 4    |
| 5. Review                     | 5    |

## Policy Statement

We are here to make great schools and happier, stronger communities so that people have better lives. We do this by:

- Always doing what is right
- Trusting in each other and standing shoulder to shoulder
- Doing what we know makes the difference

Doing what is right means always acting with integrity, in the interests of others and being honest, open and transparent.

### 1. Purpose and Scope

The First Aid Guidelines for Trust Schools and Offices forms part of The Education Alliance's commitment to the Health and Safety arrangements for staff, students, volunteers and visitors and defines the Trust's underlying approach to First Aid provision.

The Risk Management Policy aims to:

- Ensure The Education Alliance complies with the requirements of The Health and Safety (First-Aid) Regulations 1981
- Ensure The Education Alliance follows best practice according with the Health and Safety Executive (HSE) guidelines.
- Outline the roles and responsibilities for First Aid within Schools and offices.
- Ensure appropriate levels of awareness throughout the Trust and provide assurance to the School Leadership Teams, Trust Executive Team, Board of Trustees and Local Governing Bodies that the Trust is meeting its legal obligations in respect of First Aid.

### 2. Roles and Responsibilities

**The Board of Trustees** has ultimate responsibility for all Health and Safety matters within the Education Alliance, however, will delegate day-to-day responsibility to **Chief Executive Officer**.

**The Head of Business and Operations** has lead responsibility for ensuring Health and Safety Compliance across the Trust.

**Headteachers** are responsible for Health and Safety within the respective schools, to include First Aid provision, however, will delegate day-to-day operational responsibility to the **Premises Manager**.

**First Aiders** are responsible for ensuring their qualifications remain in date and that any stock or supplies they are responsible for are maintained appropriately.

### 3. Legislation

The principal legislation that the Trust is required to adhere to is **The Health and Safety (First-Aid) Regulations 1981**, this legislation is supported by **The HSE's Guidance (L74) on First Aid Legislation**.

#### 4. Requirements

Employers have a legal duty to make arrangements to ensure their employees receive immediate attention if they are injured or taken ill at work. It doesn't matter whether the injury or illness is caused by the work they do, what is important is that they receive immediate attention and that an ambulance is called in serious cases.

First aid can save lives and prevent minor injuries becoming major ones. First-aid provision in the workplace covers the arrangements that need to be made to manage injuries or illness suffered at work. The Regulations do not prevent staff who are specially trained from taking action beyond the initial management stage

The following table sets out The Trusts Minimum Requirements for First Aid provision within Schools and other Trust Offices, however it is the responsibility of The Headteacher and/or Premises Manger to assess the appropriate levels according to the size of their establishment.

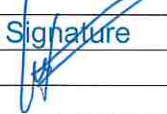
| Regulation/Provision                         | Trust Minimum Requirement  |
|--|--|
| Needs Assessment                             | The Premises Manager will carry out a Needs Assessment for the sites they hold responsibility for, in accordance with HSE L74 guidelines and taking into account the minimum provision contained within these Trust guidelines.  |
| Appointed Person (AP)                        | The Site should have an appointed person, who will take a lead on ensuring adequate provision of Trained First Aiders, First Aid Kits and Informing staff of the First Aid provision on site.  |
| First Aider (FAW – 3 Day*)                   | Each Site will have at least 3 FAW Qualified staff member's (can include the AP) with additional provision being made at larger establishments, with at least 1 FAW qualified person for every 50 members of staff on site (Student Numbers should also play a role in the needs assessment but there is no defined ratio for this provision)  |
| Paediatric First Aider (PFA)                 | Each site, which has provision for 0-8 year olds must have at least two members of staff who have undertaken the PFA qualification, The legal requirement is for one person to be present on site at all times and on any field trip where 0-8 year olds are present.  |
| Emergency First Aid at Work (EFAaW – 1 Day*) | Schools should ensure they have adequate EFAaW qualified staff to ensure that each School/Trip and Visit has at least one EFAaW present, to ensure Emergency, Life Saving First Aid can be administered if required. It would also be prudent to include some additional EFAaW qualified staff within key buildings on site, so that efficient support can be provided should such an emergency arise. |
| Concussion Awareness                         | Schools should ensure that all Staff who teach or supervise contact sports either on or off site have undertaken the relevant concussion awareness training for the sport and follow the relevant bodies guidelines on Graduated Return To Play (GRTP).  |
| First Aid Equipment                          | There is no mandatory list of items to put in a first-aid box. It depends on what you assess your needs to be.<br><br>As a guide, a minimum stock of first-aid items per 50 staff members would be: <ul style="list-style-type: none"> <li>• a leaflet giving general guidance on first aid (eg HSE's leaflet Basic advice on first aid at work – see Q10).</li> </ul>                                 |

|                                   |  |
|-----------------------------------|--|
|                                   | <ul style="list-style-type: none"> <li>• 20 individually wrapped sterile plasters (of assorted sizes), appropriate to the type of work (you can provide hypoallergenic plasters if necessary).</li> <li>• two sterile eye pads.</li> <li>• four individually wrapped triangular bandages, preferably sterile.</li> <li>• six safety pins.</li> <li>• two large, individually wrapped, sterile, non-medicated wound dressings.</li> <li>• six medium-sized, individually wrapped, sterile, non-medicated wound dressings.</li> <li>• at least three pairs of disposable gloves (you can find more advice at <a href="http://www.hse.gov.uk/skin/employ/gloves.htm">www.hse.gov.uk/skin/employ/gloves.htm</a>).</li> </ul> |
| Refresher Training                | The majority of First Aid courses last for three years, and need to be renewed formally before the end of that periods to qualify for the shorter 'refresher' courses. The First Aid Essentials course on Educare is only appropriate for annual refreshers, for those staff who are formally qualified in First Aid, but may not have conducted any First Aid treatment in the previous 12 months.  |
| Provision of Information to Staff | <p>All Schools must ensure they have a process in place to inform your employees of the arrangements you have put in place for first aid.</p> <p>Putting up notices telling staff who and where the first-aiders or appointed persons are, and where the first-aid box is, will usually be enough, however you will need to make special arrangements to give first-aid information to employees with reading or language difficulties.</p>  |

\*Some providers, may offer more flexible training solutions covering shorter evening sessions, covering more days etc.

## 5. Review

These Guidelines will be reviewed every two years or sooner should the legislation be amended.

| Review Date                  | Name / Title                      | Signature   |
|------------------------------|-----------------------------------|---|
| 5 <sup>th</sup> October 2022 | Luc Perquin / Director of Estates |  |
|                              |                                   |   |
|                              |                                   |   |

