



# **Kingsbridge Educational Trust**

**First Aid Policy**

# Kingsbridge Educational Trust First Aid Policy



## **ADOPTION AND AMENDMENTS TO FIRST AID POLICY**

**Written April 2021**

<b>Section</b>	<b>Board of Directors Meeting or Committee</b>	<b>Page and Year of Minute</b>
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# Kingsbridge Educational Trust First Aid Policy

## 1. STATEMENT OF INTENT

1.1 Kingsbridge Educational Trust (the Trust) is committed to providing through its Academies emergency first aid provision in order to deal with incidents and accidents which may affect employees, pupils and visitors.

1.2 The Trust believes that ensuring the health and welfare of employees, pupils and visitors is essential in the success of its academies.

1.3 The Trust and its Academies are committed to:

- Providing adequate first aid provision for employees, pupils and visitors
- Ensuring the needs of the individuals are considered
- Providing specialist training for employees
- Ensuring pupils and parents are confident in the Trust and its Academies ability to provide effective support to them or their child
- Ensuring procedures for providing first aid are in place and reviewed at least annually

1.4 The Trust and its Academies will:

- Ensure all employees are aware of this policy and that sufficient trained employees are available to implement the policy
- Ensure that each Academy has its own operational level first aid policy
- Ensure that every Academy is appropriately insured and employees are aware that they are insured to provide first aid and other medical support

## 2. ARRANGEMENTS FOR IMPLEMENTATION OF THE POLICY

2.1 As the trust operates on a maximum devolution model, the implementation of the policy has been delegated to the individual academy through the Headteacher.

2.2 Headteacher- The Headteacher of each academy must nominate a member of staff to lead on the first aid provision within the academy, to ensure there are sufficient personnel and equipment available to provide adequate first aid provision and care to employees, pupils and visitors.

2.3 Health and Safety Lead-The Health and Safety Lead is responsible for:

- Preparing accident reporting procedures and sharing these with all the academy employees. Accident reporting procedures should be held in all year/department folders and form part of the academy new employee induction
- Ensuring the First Aid Lead (if not the same individual) can meet all their responsibilities by monitoring the first aid provision within the academy, including training, accident and incident monitoring
- Where an online medical tracking system is used, it is the responsibility of the Health and Safety Lead- in conjunction with the First Aid Lead (if not the same individual), that all academy employees are aware how to use any online tracking medical system that is provided to report accidents and any first aid treatment administered
- Submitting a report to the Health & Safety Executive (HSE) for any RIDDOR reportable incidents

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- Ensuring the Trust Chief Financial Officer is notified of any RIDDOR reportable incidents on a timely basis

2.4 First Aid Lead- The academy appointed First Aid Lead is responsible for:

- Organising suitable and sufficient training to enable academy employees to administer first aid as required
- Ensuring, in conjunction with the Health and Safety Lead, that all academy employees are trained on the medical tracking system, if used
- Tracking the first aid records and system to ensure they meet the requirements of this policy
- Maintaining the list of first aiders for the academy
- Keeping records of the first aid qualification held by first aiders and expiry dates
- Ensuring that lists of first aiders are kept up to date and displayed at a minimum in the main administration office, staff room, by the receptionist and in any common areas
- Keeping a sufficient record of all first aid treatments provided
- Keeping the accident record up to date
- Ensuring that the academy has adequate first aid boxes to meet the need of the academy and its functions
- Ensuring that first aid boxes are kept fully stocked, regularly replenished as required and that supplies are in date
- Notifying the Health and Safety Lead of any potential RIDDOR reportable incidents that may require reporting to the HSE

2.5 In instances where an academy employs a school nurse or equivalent and they are NOT the First Aid Lead, the two roles must work in tandem to ensure the first aid and medical needs of employees, pupils and visitors are met.

2.6 The Trust Chief Financial Officer is responsible for the submission of all RIDDOR reportable incidents to the Health and Safety Executive (HSE).

### **3. NUMBER AND TRAINING REQUIREMENTS OF FIRST AID PERSONNEL WITHIN THE TRUST AND ITS ACADEMIES**

3.1 Each academy has to make a judgement on the number of trained first aid personnel that it requires, is based on their own circumstances and through carrying out a suitable and sufficient risk assessment. There is no overall statutory minimum requirement for anyone other than employees. The Local Governing body and the Headteacher should consider the likely risks to pupils and visitors, as well as number of employees, when deciding on the numbers of first-aid personnel. At a minimum it must meet the number recommended by the HSE through their guidance on numbers of first-aid personnel based on employee numbers. The process should be documented and provided to the Trust Chief Financial Officer for review to ensure that the Trust overall is compliant with the HSE guidance which will be confirmed to the Trust Board of Directors via the Health & Safety Reporting.

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3.2 The HSE provide guidance on numbers of first-aid personnel based on employee numbers. As a general guide, they currently recommend that:

Degree of Hazard	Number of employees	What first aid personnel do you need?
Low Hazard e.g. offices, libraries	Fewer than 25	At least one appointed person
	25-50	At least one first aider trained in emergency first aid at work (EFAW)
	More than 50	At least one first aider trained in first aid at work (FAW) for every 100 employed (or part thereof)
Higher Hazard e.g. light engineering and assembly work, food processing	Fewer than 5	At least one appointed person
	5-50	At least one EFAW or FAW depending on the type of injuries that might occur
	More than 50	At least one first aider trained in FAW for every 50 employed (or part thereof)

Up to date guidance: <https://www.hse.gov.uk/pubns/indg214.htm>

3.3 Academies will generally fall into the lower risk category, but some academies or areas of activity may fall into the higher risk category. Academies should base their provision on the results of their risk assessment. If there are parts of the academy where different levels of risk can be identified, the academy should consider the need to make different levels of provision in different areas/departments.

When considering how many first-aid personnel are required, the local governing body and Headteacher should also consider:

- adequate provision for lunchtimes and breaks. It is good practice to encourage lunchtime supervisors to have first aid training;
- adequate provision for leave and in case of absences;
- first aid provision for off-site activities i.e. school trips. If a first aider accompanies pupils off-site, will there be adequate first-aid provision in the academy?
- adequate provision for practical departments, such as science, technology, home economics, physical education;
- adequate provision for out of hours activities e.g. sports activities, clubs;
- any agreements with contractors (e.g. school meals) on joint provision for first aid for their employees; and
- adequate provision for trainees working on site. They have the same status as employees for the purposes of health and safety legislation.

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3.4 At least one member of the Central Team within the Trust will be trained in First Aid at Work (FAW).

## 4. FIRST AID EQUIPMENT

**4.1 First Aid Boxes-** Each Academy must provide and keep fully stocked the minimum number of first aid boxes required by statute legislation. Academies should consider providing additional first aid boxes in practical departments, for off-site activities, including educational visits and sporting fixtures. First aid kits must be carried on academy minibuses. Guidance can be found on the following link: <https://www.hse.gov.uk/pubns/priced/l74.pdf>

**4.2 Automatic External Defibrillators (AEDs)-** AEDs are now considered part of the academy's first aid kit and should be easily accessible and available in the 'ready' position at all times.

Academies must register their AED with the local ambulance service in order to assist 999 operators and ambulance crews. Further information can be found on the following link:

<https://www.londonambulance.nhs.uk/calling-us/emergency-heart-care/cardiac-arrest/shockingly-easy-campaign/>

AEDs should be strategically located to ensure they can be accessed in an emergency. Academies with only one AED should site their device no more than a two minute brisk walk from the location where they are most likely needed.

Regular recorded checks should be carried out to ensure the AED is working properly, to include:

- Battery checks
- Expiry dates on adult and junior electrode pads
- Expiry dates on emergency supplies stored with the AED

For additional information on the use of AEDs in academies, follow this link to the DFE guidance published in 2019:

<https://www.gov.uk/government/publications/automated-external-defibrillators-aeds-in-schools>

## 5. FIRST AID/MEDICAL ACCOMODATION

5.1 It is a legal requirement under The Schools Premises (England) Regulations 2012 for schools to provide suitable accommodation in order to cater for the medical and therapy needs of pupils, including accommodation for:

- The medical examination of pupils, and
- The short-term care of sick and injured pupils, which includes:
  - A washing facility with hot and cold running water, and
  - Is reasonably near a toilet facility

In addition to these requirements, the following should also be available:

- Access to soap and paper towels
- Be fitted with vinyl floor (or similar) for easy hygienic cleaning
- Sufficiently accessible to the emergency personnel (paramedics)
- Provides sufficient privacy

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The medical accommodation does not need to be used solely for medical purposes but needs to be available and ready when needed.

### 6. FIRST AID TRAINING

**6.1 Assessing the competency of trainers.** The First Aid Lead is responsible for arranging all first aid training. To ensuring organisations identify and select competent first aid trainers, the Health and Safety Executive have produced a guidance document which can be found by following this link:

<https://www.hse.gov.uk/pubns/geis3.pdf>

**6.2 Evidence of first aid training completed.** All first aiders should hold a valid certificate issued by the training organisation. Training is valid for three years, but where possible refresher training should be taken on an annual basis. Individuals with an expired certificate will be required to complete the training again in full.

All first aid certificates should be held by the Academy Health and Safety Lead, with copies also retained on personnel files.

### 7. FIRST AID PROVISION FOR THE EARLY YEARS FOUNDATION STAGE (EYFS)

7.1 It is a legal requirement when looking after children in EYFS, for at least one person who has a current full paediatric first aid (PFA) certificate to be on the premises and available at all times when children under 24 months are present, and on school trips and outings.

7.2 All newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after the 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 3 in an early years setting. The Academy should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate.

### 8. AED TRAINING

8.1 Due to AED's being incredibly simple and easy to use, training is not required. It is recommended however, that Academies circulate the manufacturer's instructions of their AED to all employees and to provide a short general awareness briefing session. The London Ambulance Services 'shockingly easy' campaign video on how to use a defibrillator is available via the following link and is an effective way to train employees. Records of training should be held and retained as evidence.

<https://www.londonambulance.nhs.uk/calling-us/emergency-heart-care/cardiac-arrest/video-use-defibrillator/>

### 9. ADMINISTRATION OF FIRST AID IN THE ACADEMY, ON EDUCATIONAL VISITS AND HOSPITAL TREATMENT

9.1 The Trust recognises that each individual Academy will have their own internal processes for the administration of First Aid in-house, on educational visits and hospital treatment. As such, each Academy will have its own operational level first aid policy that is inclusive of the administration of First Aid which is to be reviewed at least annually and provided to the Trust Health and Safety Lead (being the Chief Financial Officer). The Trust Health and Safety Lead is available to provide support and guidance as required by the individual Academy.

## 10. ADRENALINE AUTO-INJECTORS (AAI)

10.1 The Trust requires a sufficient number of First Aiders at each Academy to have undertaken specific training on the administration of AAI's. The sufficient number should be determined by the current Academy need (number of known pupils prescribed AAI's) and adequate cover so that one individual is available onsite to administer if required.

10.2 Each Academy should hold a "spare" AAI which can be obtained without prescription for use in emergencies but only to a pupil at risk of anaphylaxis where both medical authorisation (where a doctor has provided a written plan recommending AAI(s) to be used in the event of anaphylaxis) and parental consent for the use of the spare AAI has been provided to the Academy.

10.3 If someone appears to be having a severe allergic reaction (anaphylaxis), the Academy MUST call Emergency Services (999) without delay, even if their individual or the spare AAI device has been used.

10.4 In the event of a possible severe allergic reaction in a pupil who does not meet these criteria, Emergency Services (999) should be contacted and advice sought from them as to whether administration of the spare emergency AAI is appropriate.

10.4 Full Government guidance on the use of AAI's in schools can be found using the following link and must be followed:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/645476/Adrenaline\\_auto\\_injectors\\_in\\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf)

## 11. TRUST HYGIENE CONTROL

11.1 The Trust requires all employees to take precautions to avoid infection and to follow basic hygiene principles at all times.

11.2 All employees of the Trust and its Academies must have access to single use disposable gloves and hand washing facilities.

## 12. ACADEMY INSURANCE ARRANGEMENTS

12.1 All Academies within the Trust are covered by public liability insurance, which will indemnify staff against any claims against them arising from the administration of first aid or medicine in accordance with this policy or the Academy's individual operational level first aid policy.

## 13. REPORTING ACCIDENTS AND RECORD-KEEPING

13.1 Academies are required to keep records of all first aid treatment given. All accidents should be recorded online using Medical Tracker, but, where this is unavailable or not used by an Academy a manual record on a Letter Headed Accident form inclusive of the Trust Logo should be filled out. Academies must complete an Accident Investigation to establish any underlying causes or factors which may have contributed to the incident and to help prevent reoccurrence.



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## 14. RETENTION OF ACCIDENT RECORDS

14.1 Accident records should be retained for the following periods:

- Adults – date of the incident +6 years
- Children- Date of Birth of the Child +25 years

## 15. FIRST AID MANAGEMENT THROUGH COVID-19

15.1 See the Addendum to the first aid policy for the latest guidance on supporting employees, pupils and visitors during the Covid-19 Pandemic. Due to the evolving nature of the pandemic the guidance will be updated as required.

Kingsbridge Educational Trust  
May 2021



ADDENDUM: FIRST AID POLICY  
COVID 19 REQUIREMENTS

**1. FIRST AIDERS**

- 1.1. First aiders who are immunocompromised or have an underlying health condition should not provide first aid assistance.

**2. PROVISION OF FIRST AID**

**2.1. Before providing assistance to another person**

Ask the individual (if an adult or a Secondary School Student) if they have travelled within the past 14 days and/or have experienced any of the following symptoms:

- Cough
- Fever
- Flu like symptoms
- Shortness of breath

If they confirm they have done so, follow the guidance below for assisting someone who is suspected of having COVID-19.

**2.2. What to do if you are required to assist someone who is unwell and suspected of having COVID-19**

When assisting someone with suspected COVID-19:

- Ensure you are wearing disposable gloves.
- Wash your hands thoroughly with soap and water or use alcohol gel if hand wash facilities are not nearby, before putting on and removing all PPE.
- Direct the person to an area away from others. This should be in a separate room, or if this is not possible, ask others who are not involved in providing assistance to stay at least 2 metres away from the individual.
- Avoid close or physical contact with the individual.
- Ensure the individual has tissues to cover their mouth and nose if coughing and sneezing.

After assisting the individual, wash your hands thoroughly with soap and water at the earliest opportunity. Alcohol hand gel is recommended if soap and water is not available.

Avoid touching your mouth, eyes or nose, unless you have cleaned your hands.

**2.3. Assisting with all minor first aid incidents**

- For all first aid during the COVID-19 pandemic:
- Direct the person to an area away from others and ensure other people in the area remain at least 2 metres away from the individual.
- You should also keep 2 metres distance from the individual as much as possible and avoid close or physical contact with them.
- Ensure you are wearing disposable gloves.
- Wash your hands thoroughly with soap and water or use alcohol gel if hand wash facilities are not nearby, before putting on and removing all PPE.



## ADDENDUM: FIRST AID POLICY COVID 19 REQUIREMENTS

- If the nature of the injury can be dealt with by the individual themselves, eg minor cuts, then provide instructions on the actions they should take and provide any relevant first aid materials for them to self-administer, such as plasters, ice packs, eye wash, etc.

After assisting the individual, wash your hands thoroughly with soap and water at the earliest opportunity. Alcohol hand gel is recommended if soap and water is not available.

Avoid touching your mouth, eyes or nose, unless you have recently cleaned your hands.

### 3. PAEDIATRIC FIRST AID (PFA)

- 2.4. The requirement for at least one person who has a full PFA certificate to be on the premises at all times when children are present remains in place at all times where there are children below the age of 24 months.
- 2.5. During any period of intervention relating to coronavirus (COVID-19), if children are aged 2 to 5 within a setting, providers must use their 'best endeavours' to ensure one person with a full PFA certificate is on site when children are present. If after using best endeavours they are still unable to secure a member of staff with full PFA to be on site then they must carry out a written risk assessment and ensure that someone with a current first aid at work or emergency PFA certification is on site at all times children are on premises.
- 2.6. 'Best endeavours' means to identify and take all the steps possible within your power, which could, if successful, ensure there is a paediatric first aider on site when a setting is open, as per the usual Early Years Foundation Stage requirement on PFA.
- 2.7. New entrants (levels 2 and 3) will not need to hold a PFA certificate within their first 3 months in order to be counted in staff: child ratios, during any period of intervention related to coronavirus (COVID-19).