



**FIRST AID
POLICY**

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Introduction

This policy is designed to promote the health, safety and welfare of pupils, staff and visitors to the KWEST Multi Academy Trust academies through the provision of first-aid equipment and trained personnel in accordance to the requirements of The Health and Safety (First Aid) Regulations 1981. The person responsible for assessing the first aid risks and requirements at each Trust academy is the Executive Headteacher/Head of School supported by the Trust's Health & Safety competent person who will:

- ensure that this policy is reviewed periodically, or when there are significant changes to circumstances within the KWEST
- ensure that a suitable and sufficient assessment of the first aid risks and requirements at each academy is carried out and reviewed as necessary
- liaise with the Senior Management Team and staff as appropriate
- ensure that all accidents and injuries are appropriately recorded in all Trust academies
- ensure that all notifiable accidents, incidents, diseases and occurrences are reported in accordance with the Reporting of Accidents Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- ensure that all members of staff are familiar with the academy's first-aid provision.

Each academy will appoint a First Aid Leader. The First Aid Leader will:

- line manage the team of first aiders, monitoring their training and competencies
- look after the first-aid equipment, restocking first-aid containers when required and replacing out of date materials
- ensure when possible that an ambulance or other professional medical help is summoned when appropriate

Aims of the Policy

The aim is to provide first aid is to save lives, that minor injuries and illnesses do not escalate into major ones, ensuring that:

- a person is appointed to take charge of first-aid arrangements
- staff nominated as "first aiders" receive up-to-date training on courses approved by the Health and Safety Executive (HSE)
- suitably stocked and marked first-aid containers are available at all appropriate locations throughout the academy
- all members of staff are fully informed with regard to the first-aid arrangements
- all staff are aware of hygiene and infection control procedures
- written records are maintained of any accidents, reportable injuries, diseases or dangerous occurrences
- first-aid arrangements are regularly reviewed.

Procedure

Adequate first-aid provision will be available at all times while people are on academy premises and also off the premises while on academy visits.

External groups using the academy facilities for non-academy activities (sports activities etc) are responsible for making adequate first aid provision for participants. This is clearly stated within the booking terms and conditions.

Risk Assessment

Each trust academy will conduct a first aid risk assessment, taking account of all applicable buildings and facilities, paying particular attention to:

- practical activities

- the use of machinery
- storage of hazardous substances
- the use of equipment for sports and physical education.

From this assessment a judgment will be made regarding how many trained first aiders are required to provide an effective and safe response to accidents and injuries.

First aider ratio will vary depending upon the relevant risks and other factors.

A judgment will also be made regarding how many fixed and portable first-aid containers should be available and where they are to be located by each academy.

Specific consideration will be given to staff or pupils who have special health needs or disabilities.

In determining the level of provision, the appointed person and the Executive Headteacher/Head of School with necessary advice will consider:

- the provision during lunch times and breaks
- the adequacy of the provision to account for staff absences
- the provision of first aid for off-site activities and academy trips
- the provision for practical lessons and activities, e.g. science, technology, food technology and physical education.

Qualifications and Training

All academy first aiders will hold a valid three year certificate of competence issued by an organisation whose training and qualifications are approved by the HSE.

First aiders will where possible be supported by first response staff, who have received Emergency First Aid at Work (EFAW) training.

Refresher training and retesting of competence will be arranged at least three months before certificates expire.

First-aid Materials, Equipment and Facilities

First-aid containers will be:

- marked with a white cross on a green background
- located throughout the academy in accordance with the first aid risk assessment
- stocked in accordance with BS 8599
- checked on a monthly basis and replenished as necessary

All academy minibuses will carry a first-aid container. A portable first-aid container will be used on all hired mini-buses

Portable first-aid containers will be carried on all academy trips and excursions.

Portable first-aid containers will be carried for all sporting and similar activities that take place on the academy site.

Where it is known that staff or pupils, engaged in an out of academy activity, have specific health needs or a disability, the contents of the first-aid container will include the resources to meet these specific needs, e.g. a supply of insulin or an epi-pen.

Information and Notices

First-aid notices giving the location of first-aid containers and the names of members of staff who are certificated first aiders will be prominently displayed in:

- staff rooms and other common rooms
- main corridors
- all locations where sports, physical activities or practical lessons involving machinery or similar equipment, take place.

The academies will make every effort to ensure that first-aid notices are clear and easily understood by all.

Information on each academy's first-aid provision will be included in the staff handbook

Information on each academy's first-aid provision will be provided in the induction pack given

to new and temporary staff.

Hygiene and Infection Control

All staff will:

- follow basic hygiene procedures
- be made aware as to how to take precautions to avoid infections, e.g. HIV and AIDS.

All staff will have access to single use disposable gloves and hand washing facilities.

Disposable gloves will be worn at all times when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment.

Instructions on the disposal of all used dressings or equipment will be included in the first-aid containers.

Recording Accidents and Injuries

All accidents and injuries will be recorded in a written or electronic form and such records will be kept for a minimum of three years.

The record of any first-aid treatment given by first aiders and other appointed persons will include:

- the date, time and place of the incident
- the name and class of the injured or ill person
- details of the injury or illness and what first aid was given
- what happened to the pupil or member of staff immediately afterwards (e.g. went home, resumed normal duties, went back to class or went to hospital)
- the name and signature of the first aider or person dealing with the incident.
- incidents will be reported to parents either by sending a note home with the pupil or by direct contact with the parent or carer.

In an emergency involving outside medical professionals or services the Executive Headteacher/Head of School or the appointed person will follow the academy's established procedures for contacting a parent/carer.

Reporting Accidents to the HSE

All notifiable accidents, incidents, diseases and occurrences will be reported in accordance with the Reporting of Accidents Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), including, but not limited to:

- accidents resulting in death of any person
- major injuries to employees
- accidents that prevent employees from carrying out their normal duties for more than seven consecutive days
- accidents which result in non-employees (including pupils) which result in the injured person being taken directly from the scene of the accident to hospital.
- certain dangerous occurrences and work-related diseases

First reported to the KWEST Executive

Review of First-aid Provision

The KWEST will ensure that this First-Aid Policy is reviewed two-yearly, or when there are significant changes to circumstances, and will inform the Trustees and Executive Headteachers/Heads of School accordingly.