



First Aid Policy

Written by	Adopted by Governing Body	Review Date
Jade Driscoll – Autumn Term 2020	January 2021	January 2022

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1. Introduction

Baysgarth School is required, under the *Health and Safety at Work Act 1974*, to have a First Aid Policy. This policy is in line with the Local Authority's generic policy, and contains the policies and procedures to be used in this school.

2. Aim

The aim of the First Aid Policy is:

- to ensure that the School has adequate and appropriate equipment, facilities and procedures to provide appropriate first aid; and
- to ensure that the first aid arrangements are based on a risk assessment of the School.

3. Responsibilities

The Local Authority is responsible for the overall provision in community schools.

The Governing Body in all types of school has the general responsibility for all school policies, even when it is not the employer. The Governing Body must have regard to the Local Authority Policy.

4. Internal Management

The internal management responsibility for first aid is delegated to the Head Teacher.

The Head Teacher is responsible for developing detailed procedures.

The Head Teacher must ensure that parents are aware of the school health and safety and first aid policies.

The School will appoint a person to be in charge of first aid provision, who will:

- ensure that the first aid provision is adequate and appropriate;
- carries out appropriate risk assessments in liaison with the Head Teacher;
- ensures that the number of first aiders / appointed persons meets the assessed need;
- ensures that the equipment and facilities are fit for purpose; and
- regularly keeps the Head Teacher informed of the implementation of the Policy.

At Baysgarth School, the person appointed to be in charge of first aid provision is the Duty Patrol Officer (Leanne Smith).

Teachers' conditions of employment do not include giving first aid. Staff may, however, volunteer to undertake first aid tasks. However, all staff in charge of pupils (including volunteer staff) must use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils in the same way that parents would be expected to act towards children.

Trained staff may take action beyond the initial management stage. Other staff must provide aid only to the level of qualification or competence they possess.

5. Duties of a First Aider

They must:

- complete an approved HSE training course;
- give immediate help to casualties; and
- ensure that when necessary an ambulance or other professional medical help is called.

Ambulance Service advice on when to call an ambulance will be followed. This is that:

- if parents can attend in reasonable time, then they should take the child to hospital
- if parents cannot get to school **or** the pupils cannot be moved **or** the injury is very serious, then an ambulance should be called
- instinct and common sense should be used to make a judgement call applying the thinking “if this happened to my child at home – would I call an ambulance or take them myself?”

Both first aiders and appointed persons will be expected to follow any Local Authority or Government guidance.

6. Number of First Aiders/Appointed Persons

Guidance on the numbers is given in Appendix A.

7. Appointed Persons

They are not first aiders; they:

- take charge when someone is ill or injured;
- look after the first aid equipment; and
- ensure that medical help is called when necessary.

They should **NOT** give first aid treatment.

The School will, however, ensure that they are trained in coping with emergencies.

The training will include:

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

8. Number and Location of First Aid Containers

The minimum first aid provision is:

- a suitably stocked first aid container; (*see Appendix B*);
- an appointed person in charge of first aid;
- information for employees on first aid arrangements;
- arrangements for off-site activities; and
- out-of-school hours provision e.g. lettings.

9. Risk Assessments

The person responsible for first aid must make suitable and sufficient risk assessments in the School to determine any extra provision required over and above the minimum provision.

The risk assessments must also cover the risks to employees and also any non-employees who may come into the school.

10. Insurance

The employer (Local Authority or School Governors) must ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

11. Training

The School will provide adequate and appropriate training for first aid staff and appropriate information for all staff to enable them to carry out their duty of care.

The Governors will ensure that there are sufficient trained staff to meet statutory requirements and the assessed needs, allowing for staff who are absent or off-site.

12. Guidance

National guidance is provided in the Government's document *First Aid in Schools*.

13. Equal Opportunities

The School will take particular care with the first aid provision for its disabled staff and pupils. Appropriate risk assessments will be done by the person in charge of first aid, and suitable provision will be made in liaison with the Head Teacher.

14. Monitoring and Review

The Head Teacher will review the first aid needs and arrangements annually, and will ensure that the appropriate level of first aiders / appointed persons are in post, and that the appropriate standard are met.

The Governing Body will receive an annual report from the Head Teacher and will review the policy every two years.

Signed: _____ **[Chair of Governors]**

Date: _____

Signed: _____ **[Head Teacher]**

Date: _____

APPENDIX A

Number of first aid personnel

There are no rules on exact numbers. The School will make a judgement based on local circumstances, having considered likely risks to staff, pupils and visitors.

The school will have regard to any advice from the Local Authority.

The Health and Safety Commission (HSC) recommends:

- in low risk places, including normally schools – one first aider to every 50 to 100 employees. In this school the ratio is 1 to every 200 pupils.
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- in a medium risk place, which might include some special needs and specialist engineering schools/colleges - one first aider for every 50 employees.

Staff trained in first aid are:

Surname	Forename	Date of Qualification	Qualification Title	Renewal Date
Breeton	Jessica	10/1/2020	AoFAQ Level 3 - Emergency First Aid at Work (RQF)	9/1/2023
Brown	David	15/03/2018	AoFAQ Level 3 - Emergency First Aid at Work (RQF)	14/03/2021
Burnett	Laura	15/03/2018	AoFAQ Level 3 - Emergency First Aid at Work (RQF)	14/03/2021
Cruikshank	Becky	10/03/2020	AoFAQ Level 3 - Emergency First Aid at Work (RQF)	10/03/2023
East	Ashleigh	20/03/2019	STA Level 3 Award in Emergency First Aid at Work	19/03/2022
Frobisher	Lauren	20/03/2019	STA Level 3 Award in Emergency First Aid at Work	20/03/2022
Fearnley	Helen	10/03/2020	AoFAQ Level 3 - Emergency First Aid at Work (RQF)	11/03/2023
Hamilton	Susan	15/03/2018	AoFAQ Level 3 - Emergency First Aid at Work (RQF)	14/03/2021
Kirby	Tracey	10/07/2019	First Aid for Teachers	09/07/2022
Marlow	Mikyla	19/10/2018	AoFAQ Level 3 - Emergency First Aid at Work (RQF)	18/10/2021
Roberts	David	15/03/2018	AoFAQ Level 3 - Emergency First Aid at Work (RQF)	14/03/2021

Smith	Kira	10/01/2020	AoFAQ Level 3 - Emergency First Aid at Work (RQF)	09/01/2023
Snell	Steven	10/07/2019	QA Level 3 - Emergency First Aid at Work (RQF)	11/07/2022
Still	Nina	04/12/2019	AoFAQ Level 3 - Emergency First Aid at Work (RQF)	03/12/2022
Ward	Simon	27/03/2019	First Aid at Work	28/03/2022
Welburn	Beth	10/07/2019	QA Level 3 Award in Emergency First Aid at Work (RQF)	11/07/2022
Wilson-Walsh	Mark	17/06/2018	AoFAQ Level 3 - Emergency First Aid at Work (RQF)	17/06/2021

The School will also take into account the need for adequate cover at breaks and lunchtimes, during practical lessons and PE and games activities, and on off-site activities.

Wherever practicable the School will train lunchtime supervisors in first aid.

APPENDIX B

First aid boxes

The first aid boxes will be located as agreed by the Head Teacher.

All staff should know where the first aid boxes are kept. They are kept in the following places:

- Main Reception
- Student Support - Including portable Defibrillator
- Science Prep - Including Eyewash and Chemical spills kit
- Sports Hall Office
- Sports Village Office
- Headway Office
- Site Office - Inc Body fluid spills kit

The boxes must contain a 'sufficient quantity' of first aid material and nothing else.

The School requires the following items to be in the box as a minimum:

	Minimum for 51-100 employees
Guidance card	1
Individually wrapped sterile adhesive dressings	40
Sterile eye pads, with attachment	6
Triangular bandages	6
Sterile coverings for serious wounds (where applicable)	6
Safety pins	12
Medium size, sterile unmedicated dressings	10
Large, sterile unmedicated dressings	6
Extra large, sterile unmedicated dressings	6

The person in charge of first aid will determine whether there should be more than the minimum items.