

Title	First Aid Policy
Associated Policies	<ul style="list-style-type: none"> • Health and Safety Policy (TPO/HS/03) • Safeguarding and Child Protection (TPO/HS/05) • Single Equality Policy (TPO/EO/01) • Special Educational Needs & Disability (TPO/STU/05) • Supporting Students with Medical Needs (TPO/STU/09)

REVIEWED: NOVEMBER 2024

NEXT REVIEW: NOVEMBER 2025

1. Statement of Intent:

Brooke Weston Trust (“the Trust”) has overall responsibility for the provision of first aid to the Principal(s), teachers, non-teaching staff, pupils and visitors (including contractors). The Trust understands that decisions about first aid are of paramount importance and will endeavour to ensure that any first aid incidents are dealt with appropriately and in accordance with this policy.

Together, we are committed to achieving the following objectives:

- to provide an accessible first aid policy;
- to ensure all first aid policies and procedures are based on an up-to-date risk assessment;
- to ensure all first aid equipment and facilities are suitable for purpose.

2. Legal Framework:

At Brooke Weston Trust we believe this policy should be a working document that is fit for purpose, represents the trust ethos, enables consistency and quality across the academies and is related to the following legislation:

- Health and Safety (First Aid) Regulations 1981
- Occupiers’ Liability Acts 1957 and 1984
- Health and Safety at Work, etc Act 1974
- Workplace (Health Safety and Welfare) Regulations 1992
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Education Act 2002
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Equality Act 2010
- School Premises (England) Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)
- First Aid in Schools, Early Years and Further Education (DfE)

3. Responsibilities for Health and Safety:**3.1. Overall and final responsibility for health and safety**

The Board of Directors and CEO carry the key responsibilities for assessing, recording and implementing the correct first aid procedures. They will do this by:

- leading by example on all matters relating to First Aid,
- promoting and following this First Aid Policy,
- dedicating budget to the academies First Aid provision (including appropriate training),
- communicating effectively with parents, staff and pupils,
- monitoring and reviewing First Aid procedures and practice.
- ensuring that each academy has nominated a member of staff to take charge of first aid arrangements.
- delegating powers and responsibilities to the Principal(s) to ensure the academies comply with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- delegating powers and responsibilities to the Principal(s) to ensure all academy personnel and visitors to the school are aware of and comply with this policy.
- ensuring that all academies comply with all equality's legislation.
- ensuring that funding is in place to support this policy.
- ensuring that this policy and all policies are maintained and updated regularly.
- ensuring that all policies are made available to parents.

3.2 Responsibility for ensuring this policy is put into practice

The Board of Directors and CEO have assigned health and safety responsibilities as follows:

Senior Leadership Team and Principals have the following responsibilities:

- to lead by example
- ensuring that all new employees are given the appropriate first aid induction training, relating to both whole-school and any specific provision relating to their role in the school
- ensuring that any school activity, either on- or off-site, is risk assessed and consideration has been given to first aid in terms of the wider school policy
- keeping up to date with any changes to arrangements surrounding activities and the implications of these on first aid
- ensuring that all the relevant checks are done on relevant equipment
- ensuring the competency of contractors that come into the school
- ensuring that all staff and pupils are aware of their first aid responsibilities, including what to do in case of a fire, emergency, or medical emergency, and that all those taking part in any given activity are given proper training
- managing their particular budgets to cover first aid maintenance, checks and provision for activities under their department

All other members of staff have the following responsibilities:

- ensuring that they are familiar and up to date with the school's first policy and standard procedures
- keeping their managers informed of any developments or changes that may impact on the first aid of those undertaking any activity, or any incidents that have already occurred
- ensuring that all the correct provisions are assessed and in place before the start of any activity
- making sure that the pupils taking part in the activity are sure of their own first aid responsibilities
- co-operate fully with the Senior Leadership Team to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for first aid purposes are never abused and that equipment is only used in line with manufacturers' guidance
- co-operate in the implementation of the requirements of all relevant legislation, related codes of practice and safety procedures /instructions

Pupils

While school staff carry the main responsibility for the first aid provision, and the correct implementation of school policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to the whole-school and themselves in order for staff to be able to carry out their roles effectively. As members of the school community, and allowing for their age and aptitude, pupils are expected to:

- take personal responsibility for themselves and others
- observe all the first aid rules of the school and in particular the instructions of staff given in an emergency
- use and not wilfully misuse, neglect or interfere with things provided for their first aid
- behave sensibly around the school site and when using any equipment
- report first aid concerns or incidents to a member of staff immediately
- act in line with the school code of conduct / school behaviour policy

Contractors

All Contractors working on Trust premises, or elsewhere on their behalf, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on Trust premises or elsewhere on the Trust's behalf, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others. However, the occupier also has a duty of care under the Occupiers Liability Act (1957) and, as such, each academy also holds a level of responsibility for contractors on their site. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement. Contractors' risk assessments will also be reviewed to ensure that they will be operating safely.

4. Definitions:

4.1 Risk assessment

A suitable and sufficient risk assessment needs to be undertaken to assess what provisions need to be in place. The Trust will take steps to ensure that a risk assessment is carried out by a competent person or persons, and that the risks are recorded and communicated.

Risk assessments are stored in the school office and will be reviewed:

- at regular intervals

- after serious accidents, incidents and/ or near misses
- after any significant changes to workplace, working practices or staffing
- following any identified trends or accident statistics

Risk assessment will be based on the size and location of the school, any specific hazards or risks on site, specific needs and accident statistics.

Specific needs include hazardous substances, dangerous machinery, staff or pupils with special health needs or disabilities

Temporary hazards, such as building or maintenance work, should also be considered and suitable short term measures put in place.

4.2 First aiders and appointed persons

The risk assessment will determine the minimum number of trained first aiders required and the Trust will monitor this to ensure that these standards are being met. Where references are made to first aiders, this also includes appointed persons.

First aiders will be recruited on a voluntary basis. The Trust will seek to advertise the position of first aiders to members of staff. Principals should ensure schools have enough volunteers to cover the minimum requirements of the assessment.

The Trust will ensure that all voluntary first aiders have undertaken the appropriate training with an appropriate organisation (i.e. First Aid at work certificate). If required training will also include resuscitation procedures for children. First Aiders will also be required to have an understanding of the reporting requirements set out in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and in the guidance for notifiable diseases in the Public Health (Control of Disease) Act 1984 and the Health Protection (Notification) Regulations 2010.

The Trust will monitor the expiration date of each first aider qualifications and seek to arrange refresher training prior to this date.

All volunteer first aiders must report to a school Health and Safety representative / Principal with any questions or concerns in relation to their post.

This list will be displayed in the main reception of the school and other appropriate areas (i.e. near a first aid box) and updated when necessary. The roles and responsibilities for first aiders are as follows:

- a) acting as first responder to incidents that require first aid;
- b) administering immediate and appropriate treatment;
- c) ensure the emergency services have been contacted when the situation requires;
- d) the lead first aider on each school site will be responsible for ensuring that the first aid boxes are adequately supplied with in date components;
- e) ensuring their first aid qualifications are up to date;
- f) keeping their contact details up to date;
- g) ensure an accident report is completed as soon as possible after the incident they have attended;
- h) make sure the incident is reported to the HSE if required (see paragraph 3.6 below);
- i) consenting to having their names displayed around the school on the first aid list.

4.3 Equipment

The Trust should ensure that all BWT sites, based in their individual needs' assessment, have at least one fully stocked first aid container, which will be marked with a white cross on a green background.

The location of first aid equipment will be clearly displayed around the site.

The first aid box will contain a contents list which will mandate what should be in it.

If the schools have an [automated external defibrillator \(AED\)](#) teachers and staff working in the school should be trained in its use and its location should be clearly displayed.

4.4 Facilities

The Trust will ensure that there is a suitable room that may be used for medical or dental treatment when required, and for the care of pupils during school hours. The area must contain a wash basin and be reasonably near to a WC, it need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.

Infection control and hygiene are of paramount importance and all staff and pupils will be reminded to always follow basic hygiene procedures. Disposable gloves and handwashing facilities will be made available.

4.5 Reporting an incident

A first aid and accident record book will be completed by a first aider or other relevant member of staff without delay after an incident (this may be through online software). Not all incidents or accidents will be reportable and first aiders will be trained to identify when a statutory report is required. In most cases a statutory report will be made by a Health and Safety Representative of the Board or the Principal.

When an incident is reported the following information must be included:-

- the date;
- method of reporting (if required) e.g. via HSE website for RIDDOR;
- time and place of the event;
- personal details of those involved; and
- a brief description of the nature of the event or disease (factual account only).

This record can be combined with other accident records.

The records will be kept for a minimum of 3 years.

4.6 RIDDOR notifications

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools. Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR. Please see [Incident reporting in schools](#)

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

Incidents involving contractors working on school premises are normally reportable by their employers. Contractors could be, e.g. builders, maintenance staff, cleaners or catering staff. If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury, the person in control of the premises (Principal/Head teacher) will be the responsible person.

The following work-related accidents must be reported to the HSE:

- accidents which result in death or a specified injury must be reported without delay;
- accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.

Reportable specified injuries include:

- fractures, other than to fingers, thumbs and toes;
- amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding), which:
 - cover more than 10% of the body; or
 - cause significant damage to the eyes, respiratory system or other vital organs;
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia.

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence. Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;

Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an 'accident' arising out of or in connection with work. In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress-related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event.

5. Procedures:

5.1 On-site procedures

In the event of an accident or incident the following procedure should be followed:

1. The closest member of staff will seek the assistance of a qualified first aider.
2. The first aider will assess the injury and undertake the appropriate first aid treatment.
3. If appropriate, the first aider will make sure the emergency services are contacted and remain with the injured person until assistance arrives.
4. If deemed appropriate the first aider will contact the injured person’s emergency contact or next of kin.
5. The first aider or relevant member of staff will fill out the first aid and accident record book and include the required details.
6. If it is judged that a pupil is too unwell to remain at school but does not require the assistance of the emergency services the first aider will contact the pupil’s parents or next of kin and recommend next steps to them.

5.2 Off-site procedures

When staff take pupils off the school premises, they should ensure they have the following:

1. a first aid container consistent with paragraph 3.2;
2. a mobile, on which they can contact the school and the school can contact the staff member;
3. a list of the specific medical needs of the pupils and any required equipment;
4. emergency contact details for the pupils.

6. Monitoring the implementation and effectiveness of the policy:

The practical application of this policy will be reviewed annually or when the need arises by the Strategic Delivery Group, in consultation with the Principals.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Local Governing Board and Board of Directors for further discussion and endorsement.

Document Control

Date of last review:	November 2024	Author:	(reviewed by) JDO
Date of next review:	November 2025	Version:	3
Approved by:	Strategic Delivery Group	Status:	Ratified

Summary of Main Changes

- V1. First Aid Policy created and issued to schools.
- V2. No changes from previous version

V3. Inserted reference to First Aid in Early Years, Schools and Further Education guidance (Section 2), and added clarity to the responsibilities of contractors (Section 3).