



First Aid Policy

Written by	Adopted by Governing Body	Review Date
Baysgarth School	Autumn 2022	Autumn 2023

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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 also has an appointed person to be in charge of organising the first aid provision within the school. The Head Teacher should ensure that the appointed person is trained in dealing with emergencies such as:

- cardiopulmonary resuscitation;
- first aid for the unconscious casualty; and
- first aid for the wounded or bleeding.

5. Appointed Persons

At Baysgarth School, the appointed person in charge of first aid provision is:

Tracey Kirby

The responsibilities of the appointed person are:

- to ensure that the first aid provision is adequate and appropriate;
- to carry out appropriate risk assessments in liaison with the Head Teacher;
- to ensure that the number of first aiders / appointed persons meets the assessed need;
- to provide cover for First Aid situations in the event that another First Aider is not available
- to contact and liaise with emergency services
- to ensure that the equipment and facilities are fit for purpose through regular maintenance checks and stock audit
- to ensure regular audit and re-ordering of stock
- regularly keeps the head informed of the implementation of the Policy.

First Aiders

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.

6. 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 sought

First aiders must be in possession of a radio at all times in case of an accident or injury requiring their attention. The radio must be on at all times at a volume suitable for the environment in which they are in.

In the event of a first aid request, all non-teaching first aiders will be required to respond stating if they can or cannot attend.

In the event of any treatment being administered this must be logged onto SIMs.

Contacting Emergency Services

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.

The appointed person will assess the situation and decide if an Ambulance is required.

7. Number of First Aiders / Appointed Persons

Guidance on the numbers is given in Appendix A.

8. Number and location of first aid containers

The minimum first aid provision is:

- a suitably stocked first aid container; (*see Appendix B for number and location of these containers*);
- 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 appointed person must make suitable and sufficient risk assessments in the School to determine any extra provision required over and above the minimum provision. This will include for students with short term medical issues and long term complex medical needs. The appointed person should work collaboratively with the SENCO in supporting these students.

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 appointed person should ensure through discussion with the Headteacher:

- All First Aiders training is maintained up to date
- First Aiders receive regular training and guidance on specific issues and conditions

- First Aiders are provided access to specialists such as epilepsy and diabetic nurses for guidance, support and training.

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.

<p>Signed:</p> <p>_____</p> <p style="text-align: center;">Chair of Governors</p> <p>Date: _____</p>	<p>Signed:</p> <p>_____</p> <p style="text-align: center;">Head Teacher</p> <p>Date: _____</p>
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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 we have approximately 1100 staff and students on site so will always maintain a minimum of 12 staff trained in first aid
- 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
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
Sharp	Amy			
Gibson	Shaunna			
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
Sale	Ray	23/06/2017	QA Level 2 Award in Emergency First Aid at Work (QCF)	24/06/2020
Stuart	Olivia			
Snell	Steven	10/07/2019	QA Level 3 - Emergency First Aid at Work (RQF)	11/07/2022

Fell-Bowers	Shelley			
Empson	Beth	10/07/2019	QA Level 3 Award in Emergency First Aid at Work (RQF)	11/07/2022
Mosey	Tim			
Adams	Jessica			

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.