First Aid at Work Policy

Education is for improving lives and for leaving your community and world better than you found it

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Policy Statement

This policy has been produced in accordance with Community Academies Trust's (CAT's) Health & Safety Policy to ensure that all health and safety issues relating to the provision of First Aid at Work are adequately managed and controlled, as first aid can save lives and prevent minor injuries becoming major ones.

CAT is committed to protecting the health, safety, welfare and wellbeing of its employees, students and others affected by CAT undertakings. It is essential therefore that everyone who works for or undertakes work on behalf of CAT and its schools adheres to the requirements in this policy.

It is the Community Academies Trust First Aid at Work Policy to ensure:

a) The effects of injury or illness suffered at work, whether caused by the work itself or not, are reduced as far as possible;
b) The provision of adequate and appropriate first aid equipment, facilities and competent people:
    i. To give immediate assistance to employees, pupils or others with injuries or illness;
    ii. To summon an ambulance when required

c) Non-employees (such as pupils, visitors and contractors) are considered as part of our first aid needs assessment and provision, whereby we offer a service to them and thus meet our duty of care;
d) Compliance with Health & Safety (First Aid) regulations and the management of Health & Safety at Work regulations; and
e) All relevant statutory requirements and, where reasonably practicable, best practise guidance is adhered to.

Scope

The information, guidance and instruction within this policy provide the basis for the identification and implementation of first aid provision within CAT schools. The policy is applicable in all areas of CAT schools. It is essential that everyone involved in CAT activities assesses and provide the required first aid provision, as identified in the first aid needs assessments. The policy provides a standardised approach for all persons who are responsible for managing the school premises, facilities and work activities, ensuring consistency across the CAT.

Although the Health & Safety (First Aid) regulations do not require employers to provide first aid for anyone other than employees, it is CAT policy to consider non-employees on our premises, or those people affected by our work activities, in the assessment of first aid needs and make provision for them. For this reason, paediatric first aid and community first aid requirements are also included within this policy.

Definitions

The following specifies the key terms used within the policy:

First Aid at Work

Is the application of treatment for the purpose of preserving life and minimising the consequences of injury and illness, until medical help/treatment is obtained, where necessary?

People at work suffer injuries or can be taken ill. It does not matter whether the injury or illness is caused by work they do or not, it is important to give immediate attention and call an ambulance in serious cases. First aid at work covers the arrangements we need to make to ensure this happens. It can save lives and prevent minor injuries becoming major ones.

It is important to remember that accidents and illness can happen at any time. First aid provision needs to be available at all times that people are at work, as far possible, unless other assessments cover the fact that no first aid provision is in place (for example lone working arrangements).

First aid at work does not include giving tablets or medicines to treat illness. A separate policy document covers Administration of Medicines within schools.

Emergency First Aider

A person holding a valid certificate in Emergency First Aid at Work (EFAW), issued by an organisation whose training and qualifications are approved by the Health & Safety Executive (HSE), can perform first aid. A certificate will be issued with details of the level of competence and will be valid for 3 years. This will involve attendance on a 1 day (6 hour) Emergency First Aid at Work training course, which includes ongoing assessment throughout the day, but no practical assessment.

First Aider

A person holding a valid certificate in First Aid at Work (FAW), issued by an organisation whose training and qualifications are approved by the HSE, can perform first aid. This will involve attendance on a 3 day (18 hour) training course which includes practical assessment. A certificate will be issued with details of level of competence and will be valid for 3 years. A 2 day (12 hour) requalification course including a practical assessment must be taken before the certificate expiry date to demonstrate continued competence.

The FAW training includes EFAW and also equips the first aider to apply first aid to a range of specific injuries and illness.

Paediatric First Aider

A paediatric first aider is required under the Early Years Framework for employees working with children who are aged 5 and under. In order to be deemed competent, employees must attend and pass the full 12 hour course. The number of paediatric first aiders is based on an assessment of first aid needs.

Community First Aid

There are courses available of 2-4 hours duration for which a certificate is issued, valid for 3 years. This training is not approved by HSE but can be delivered by an organisation that is approved by HSE to deliver first aid at work or emergency first aid at work training. This may be appropriate for employees who care/support visitors in the community.

Role and Responsibilities

The following specific roles and responsibilities apply to this policy and are in addition to the general roles and responsibilities placed on all managers and employees within the CAT Health & Safety policy:

Headteachers, for ensuring needs assessment of the school site is completed by a competent person and reviewed on an annual basis or sooner if significant changes occur taking into consideration:

- The number of buildings and their location on site
- The number of employees, pupils, visitors and contractors
- The needs of the people who may require treatment
- First aid arrangements are adequate and appropriate
- First aiders and emergency first aiders have received appropriate training to carry out their duties
- Ensure there are adequate first aid notices indicating the names and locations of first aiders, emergency first aiders and first aid boxes
- Ensure contractors and others working temporarily on site are familiar with first aid arrangements
- Report all accident/incidents and illness reportable under RIDDOR to the HSE

First Aiders must:

- Attend 3 day HSE approved first aid at work training (FAW) and 2 day requalification training prior to 3 year expiry date
- In accordance with training, treat any minor injuries, preserve life in an emergency and prevent an injury from becoming worse
- Call the emergency services to summon an ambulance or other professional help when necessary
- Be responsible for any restocking of the first aid boxes within the area as required
- Ensure that a record of first aid treatment is recorded, following the Trust policy on incident and accident recording
- Only provide first aid in accordance with training received.

Emergency First Aiders must:

- Attend the 1 day HSE emergency first aid at work (EFAW) training that is delivered by HSE approved training provider
- Be responsible for any restocking of first aid boxes within the area of responsibility
- Call emergency services to summon an ambulance or other professional help when necessary
- Provide emergency first aid.

Paediatric First Aiders must:

- Attend a Paediatric First Aid Course delivered by HSE approved trainer
- Be responsible for any restocking of first aid boxes within the area of responsibility
- Call emergency services to summon an ambulance or other professional help when necessary
- Provide paediatric first aid.

First Aid Box

The minimum level of first aid equipment should be suitably stocked and properly identified in a first aid box. The locations of permanent first aid boxes should be added to procedures. All first aid boxes must be checked weekly and re-stocked as soon as possible after use. This is the responsibility of the first aider. The following stock should be included in a standard first aid box:

- A leaflet giving general guidance on first aid
- 20 individually wrapped sterile plasters in assorted sizes appropriate to the type of work (for example food handlers will need ones easily seen and hypoallergenic plasters should be provided)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- Mouth guard
- 2 large sterile individually wrapped unmedicated wound dressings
- 6 medium sized individually wrapped unmedicated wound dressings
- A pair of disposable gloves.

A travelling first aid box should include:

- A leaflet giving general advice on first aid
- 6 individually wrapped sterile plasters
- 2 triangular bandages
- 2 safety pins
- Mouth guard
- 1 large sterile un-medicated dressing
- Individually wrapped moist cleanings wipes
- A pair of disposable gloves.

Tablets and Medication

The schools' Administration of Medicines Policy should be followed at all times.

First Aid Procedures

Please refer to the individual schools' First Aid Needs Assessment Document.

The First Aid Needs Assessment gives details of the number of First Aid at Work (FAW) qualified first aiders available on site and specific areas of responsibility for departments at higher risk. It also has details of availability and how to contact a first aider when needed and the location of first aid boxes. The first aid procedure is to be displayed next to all first aid boxes.

Monitoring and Review

To ensure the effective application of this policy, CAT are required to have in place arrangements for monitoring and reviewing its implementation at regular intervals.
The policy review needs to promote a cycle of continuous improvement; therefore any actions identified to ensure this should be considered and implemented where reasonably practicable. This policy will be subject to a 3 year review unless significant changes occur the policy will be monitored on an annual basis as part of the Estate/Health and Safety Governor Audit.

Further Guidance

www.gov.uk/government/publications/first-aid-in-schools
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf