



Ark St Alban's
Academy

FIRST AID POLICY

November 2017

Date of last review:	November 2017	Author:	Facilities Manager
Date of next review:	November 2019	Owner:	FRD
Type of policy:	<input type="checkbox"/> Network-wide <input checked="" type="checkbox"/> Set for school <input checked="" type="checkbox"/> Tailored by school	Approval:	Local Governing Body
School:	Ark St Alban's Academy	Key Contact Name:	Dave Powell
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POLICY INFORMATION

Named personnel with designated responsibility for

Academic Year	Designated Senior Person	Deputy Designated Senior Person	Nominated Governor	Chair of Governors
2017/18	Mark Dalton	Judith Hunt David Powell		Jo Dawson

Policy Review Dates

Review Date	Changes Made	By Whom
April 2017	Policy created	Head of Estates
November 2017	Policy reviewed	David Powell

Ratification by LGB

Academic Year	Date of Ratification	Chair of Governors
January 2018	23/1/18	Jo Dawson

Dates of staff training for this academic year (if applicable)

Academic Year 2017/187		
Date	Course Title	Staff
Various	See list of first aiders	Various

CONTENTS

1. Introduction	Page 4
2. Legislation	Page 4
3. Policy Statement	Page 4
4. ABA areas of responsibility	Page 4
5. Determining first aid needs	Page 5
6. Type and number of first aid staff	Page 5
7. Selection, qualifications and training	Page 6
8. Off-site first aid requirements	Page 7
9. First aid equipment and facilities	Page 7
10. Information for staff and pupils	Page 9
11. First aid treatment record keeping	Page 9
12. First aid treatment records, medications and additional treatment	
13. Appendix 1 – First Aid Risk Assessment	Page 10
14. Record of first aid provision	Page 16
15. Map of building	Page 17

1. INTRODUCTION

First Aid can save lives and prevent minor injuries becoming major ones. Under the Health and Safety Legislation, Ark St Albans Academy ensures that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

Although there is no requirement to take account of non- employees, the purpose of this policy is to ensure that there is appropriate first aid provision for employees, pupils and visitors at all times while people are on site and whilst on off site visits.

The academy promotes awareness of health and safety issues to prevent, where possible, potential hazards or accidents. However, if accidents do occur, there will be qualified staff following clearly defined procedures to treat injuries with the aim of reducing the impact of the accident and if necessary to save life.

This policy should be read in conjunction with the Health & Safety Policy and the following Ark guidance:

- Allergy Policy.
- Infection Control.
- Administration of Medicines.

2. LEGISLATION

- [Health and Safety \(First Aid\) Regulations 1981](#)
- [Statutory Framework for the Early Years Foundation Stage](#)
- [DfE First aid in schools](#)
- [Education \(School Premises\) Regulations 1999](#)

3. POLICY STATEMENT

Ark St Albans Academy ensures that it will:

- Undertake a first aid risk assessment (see Appendix 1 attached)
- Appoint an appropriate number of suitably trained personnel as first aiders (list attached).
- Ensure sufficient first aid facilities and resources are available (locations provided).
- A record of accidents is maintained (attached template).
- A report is made annually to the Local Governing Body and Ark Central.
- Ensure that suitable and sufficient information and training is provided to staff.
- Keep accident records and will report to the HSE as required under the Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.
- This policy will be reviewed every two years.

4. ARK ST ALBAN'S ACADEMY AREAS OF RESPONSIBILITY

- Determine through an assessment the first aid requirements for the school.
- Ensure sufficient first aid trained staff are available on-site.
- Ensure that suitable first aid arrangements are in place when off-site.
- Ensure that staff nominated to provide first aid receive recognised training.
- Ensure appropriate first aid material, equipment and facilities are provided.
- Inform staff and pupils of first aid arrangements.
- Ensure that all first aid equipment and facilities are well maintained.
- Ensure that suitable records of first aid treatments are kept.

5. DETERMINING FIRST AID NEEDS

The Health and Safety (First Aid) Regulations do not oblige schools to provide first aid for anyone other than their own staff, but guidance recommends that organisations, such as schools, which provide a service for others should include these other persons in their risk assessments and provide for them.

First-aid provision must be available at all times while people are on school premises, and also off the premises whilst on school visits.

In determining appropriate provision overall, Ark St Albans Academy has taken into account the following factors:

- The size and location of the establishment and the distribution of employees and pupils.
- Distance emergency services would need to travel to site.
- The establishments' history of accidents.
- Provision for absence of first aiders due to sickness, holiday cover etc.
- Staff accompanying a visit.
- Nature of the off-site activities e.g. off-site and sporting activities.
- Hazards and risks encountered in the workplace.
- Staff and pupils with special medical conditions or disabilities.
- Provision outside normal hours e.g. extended services.

6. TYPE AND NUMBER OF FIRST AID STAFF

The Health and Safety (First-Aid) Regulations 1981 require an employer to provide an adequate number of suitable persons who are able to render first-aid to employees if they are injured or become ill at work. There are two levels of provision:

- **Emergency First Aid at Work (EFAW):** This level will be relevant when qualified first aid person/s is required but the work environment is deemed to be lower risk (such as an office).
- **First Aid at Work (FAW):** This level will be relevant when qualified first aid person/s is required but where the work environment is deemed to be higher risk.

It is recommended that schools provide persons qualified to the higher level of 'first aid at work' (FAW).

The following chart has assisted the establishment in determining what level and how many first aid personnel are required:

Hazard Level	Number of employees and/or pupils	Level of first aid provision required
Low hazard (e.g. office, shops, libraries, schools)	Less than 25	At least one appointed person
	25-50	At least one person trained in EFAW
	More than 50	At least one person trained in FAW for every 100 persons (or part thereof)

7. APPOINTED PERSONS

Where an assessment of first aid needs identified that first aid personnel were not necessary, the minimum requirement would be to appoint a person to take charge of the first aid arrangements, including looking after the equipment and facilities, and calling emergency services when required.

Arrangements would be made for an appointed person to be available to undertake these duties at all times when people are at work.

To fulfil their role, appointed persons will not receive first aid training, though emergency first aid training courses are available. Appointed person's emergency first aid training courses do not need HSE approval.

Appointed persons with such training will not be deemed to be a qualified first aid person as defined in the regulations.

Therefore the academy with remember, any appointed persons are not first aiders and should not attempt to give first aid for which they have not been trained

8. SELECTION, QUALIFICATIONS AND TRAINING

The selection of staff to become first aid qualified personnel has taken into account a number of factors including:

- Reliability, disposition and communication skills.
- Aptitude and ability to absorb new knowledge and skills.
- Ability to cope with stressful and physically demanding emergency procedures.

In the event of difficulty in recruiting volunteers, willingness to serve as a first aider is made a selection criterion for staff appointed to any relevant post in the establishment.

A person is only 'suitably qualified' if they have undergone training and have qualifications from a provider that is approved by the Health and Safety Executive. Courses are as follows:

- The FAW is a full three-day course in first aid at work.
- The EFAW s one-day course in emergency first aid at work.

A three-year certificate will be issued to those who successfully complete an FAW or EFAW course.

Re-qualification training for both courses is required after the three-year period.

During any three-year certification period, HSE strongly recommend that first aid personnel undertake annual (3 hour) basic skills update training.

Ark St Alban's Academy's designated First Aiders are listed below:

List of First Aid Staff			
Name	Location	FAW or EFAW	Expiry date of certificate
Abdarahman Abdullahi	Student Support	EFAW	12/02/2019
Abdule Faatumo	Midday	EFAW	12/02/2019
Begg Aliya	Student Support	EFAW	12/02/2019
Forth Derek	Facilities	FAW	12/09/2020
Huxton Simon	Catering manager	EFAW	12/02/2019
Jordan Louis	Student Support	EFAW	12/02/2019
Kwabla Nana	Facilities	EFAW	12/09/2020
Lee Peter	Facilities	EFAW	12/09/2020
Mockbill Nasser	Student Support	EFAW	12/02/2019
Moffat Louise	PE & Leisure	FAW	12/02/2019
Nicholson Molly	Facilities	EFAW	12/09/2020
Powell David	Facilities	FAW	12/02/2019
Robinson Yvonne	Midday	FAW	12/02/2019
Solavick Mirsad	Facilities	EFAW	12/09/2020
Taylor Amy	PE & Leisure	FAW	12/09/2020
Uldin Kam	Catering Assistant	EFAW	12/02/2019

9. OFF-SITE FIRST AID REQUIREMENTS

Before undertaking any off-site activities, the principal or the group leader, in conjunction with the school Educational Visits coordinator, makes an assessment on what level of first aid might be needed.

Minimum first-aid provision comprises of a suitably stocked travel first-aid kit and a person appointed to be in charge of first-aid arrangements. The academy also takes into consideration the following, particularly for more complex activities:

- The numbers in the group and the nature of the activity.
- The risk and type of injury that might be incurred and how effective first aid would be in those circumstances.
- Provision of first aid at the accommodation/site being visited.
- The availability of an ambulance service, and the distance to a hospital with accident and emergency facilities.

10. FIRST AID EQUIPMENT AND FACILITIES

The academy has a suitable number of first aid boxes properly marked, kept in the following locations:

Locations

Site Office Back of building

Reception Front of building

Main Kitchen Ground floor /Dining room

D/T Ground floor front of building

Science Prep Ground floor

Student medication box

First Aid Room

Mini Bus LDV

There is no mandatory list of items that should be included in a first aid container although the Health and Safety Executive do make recommendations for contents the Academy may wish to refer to British Standard BS 8599 which provides further information on the contents of workplace first-aid kits.

It is recommended that we don't keep tablets and medicines in the first-aid box.

The Academy's first-aid procedures identify the person responsible for examining the contents of first-aid containers. These are checked frequently and restocked as soon as possible after use (Dave Powell, Facilities Manager).

Although there is no specified review timetable, many items, particularly sterile ones, are marked with expiry dates. They are replaced by the dates given and expired items disposed of safely. In cases where sterile items have no dates, it is advisable to check with the manufacturers to find out how long they can be kept. For non-sterile items without dates, it is a matter of judgement, based on whether they are fit for purpose.

The Education (School Premises) Regulations require the academy to have a suitable room that can be used for medical or dental treatment when required and for the care of pupils during school hours. Schools should consider using this room for first aid purposes.

Location- St Patrick's Student services and Treatment Room 1st Floor

11. INFORMATION FOR STAFF AND PUPILS

The academy is responsible to inform all staff of the first-aid arrangements. This should include the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the school's first-aid needs.

To keep all staff and pupils informed there are displays of first-aid notices all around stairwells and corridors in the academy. The information is clear and easily understood. Notices have been displayed in a prominent place, preferably at least one in each building if the school is on several sites.

First-aid information is included in all induction programs which helps ensure that new staff and pupils are told about the first-aid arrangements.

This information is also found in staff handbook.

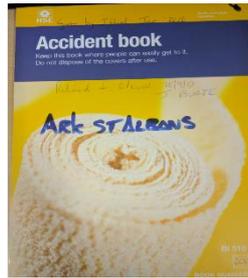
12. FIRST AID TREATMENT RECORD KEEPING

A record is kept of any first aid treatment given. The record should include:

- Date, time and place of the incident.
- Name and job of the injured or ill person.
- Details of the injury/illness and what first aid was given.
- What happened to the person immediately afterwards (for example went back to work, went home, went to hospital).
- Name and signature of the first-aider or person dealing with the incident.

Below is a template of the accident book which needs to be filled in.

13. FIRST AID TREATMENT RECORDS, MEDICATIONS AND ADDITIONAL TREATMENT



Located in:

1. Site Staff office
2. P.E
3. Student services
4. Finance Office

First aid at work does not include giving tablets or medicines to treat illness. The only exception to this is where aspirin is used when giving first aid to a casualty with a suspected heart attack in accordance with currently accepted first-aid practice. It is recommended that tablets and medicines should not be kept in the first-aid container.

If an individual need to take their own prescribed medication, the first-aider's role is generally limited to helping them do so and contacting the emergency services as appropriate. For further information on medication see Ark guidance "Administration of Medicines".

14. APPENDIX 1 – FIRST AID RISK ASSESSMENT

Academy	Ark St Albans		
Address	Conybere Street, Birmingham, B12 0YH		
Risk Assessment undertaken by	Signed	Print name	
	David Powell	David Powell	
Date	11/2017	Review By: (no later than 12 months)	11/2018

Baseline Assessment	
Do employees have easy access to suitably stocked and signed first aid boxes?	Yes
Has a person been appointed to take charge of first aid Arrangements?	Yes David Powell
Are suitably worded notices displayed within the premises detailing how to contact a first aider and where the first aid kit(s) are kept?	Yes
How many adults are there? (allow for visitors/contractors)	200
How many children over 8 are there?	800
Total:	1000
How many children under 8 are there?	0
HSE Guidelines:	
If there are children under 8 there needs to be a Paediatric first aider available at all times	
HSE guidelines for low risk:	
<25 at least 1 appointed person	
26-50 at least 1 first aider trained in Emergency First Aid at Work	
>50 at least 1 first aider trained in First Aid at Work for every 100 employed (or part thereof)	
Assuming that schools fall into the “low” risk category	
a. How many appointed persons are required?	1
b. How many EFAW first aiders are required?	12
c. How many FAW first aiders are required?	4
d. How many Paediatric first aiders are required?	1

Other aspects to consider	Notes	Impact on First Aid Provision	Action to be taken
What are the risks of injury and ill health arising from work as identified in your risk assessment?	Generally low risk.	If the risks are significant you may need to designate an additional first-aider/s.	None required.
Are there any specific Risks, E.g. working with: <ul style="list-style-type: none"> • Hazardous substances. • Dangerous tools. • Dangerous machinery. • Dangerous loads or animals. 	Yes: <ul style="list-style-type: none"> • Chemicals. • Wood machines. • Grounds maintenance equipment. • Access equipment. 	You will need to consider: <ul style="list-style-type: none"> • Specific training for first aiders. • Extra first aid equipment. • Precise arrangements of first aid equipment. 	None required
Are there parts of your establishment where different levels of risk can be identified?	Yes: <ul style="list-style-type: none"> • Science. • CDT. • Kitchens. • PE. • Premises. 	You will probably need to make different levels of provision in different parts of the establishment.	Trained EFAW in each department: Yes.
Do members of the public visit the site?	Yes.	You may need to designate a first aider to deal with the higher probability of an accident.	Included in baseline assessment.

Where is your record of accidents and cases of ill health? What type are they and where did they happen?	All accident books are kept in Room's 1.P.E St Patrick's 2.Student Services 3.Site Staff office 4. Finance Office All accidents occur on site or on trips.	You may need to: <ul style="list-style-type: none"> • Locate provision in certain high risk areas. • Review the contents of the first aid box. 	
Inexperience, disability, special educational needs.	Yes.	You will need to consider: <ul style="list-style-type: none"> • Special equipment. • Local positioning of equipment. 	
Are the premises spread out? E.g. spread out over several buildings or multi floor site.	Yes.	You will need to consider provision in each building or on several floors.	Minimum 1 per floor per building.
Is there shift work or out of hours working?	Cleaning staff and maintenance staff.	There needs to be provision of first aid cover at all times of work.	At least 1 FAW from premises/cleaning staff.
Is your workplace remote from the emergency services?	Queen Elizabeth Hospital Birmingham Mindelsohn Way Edgbaston, Birmingham B15 2GW Tel: 0121 627 200	You will need: <ul style="list-style-type: none"> • To inform the local medical services of your location. • Consider special arrangements with the emergency services. 	Good practice to let them know.

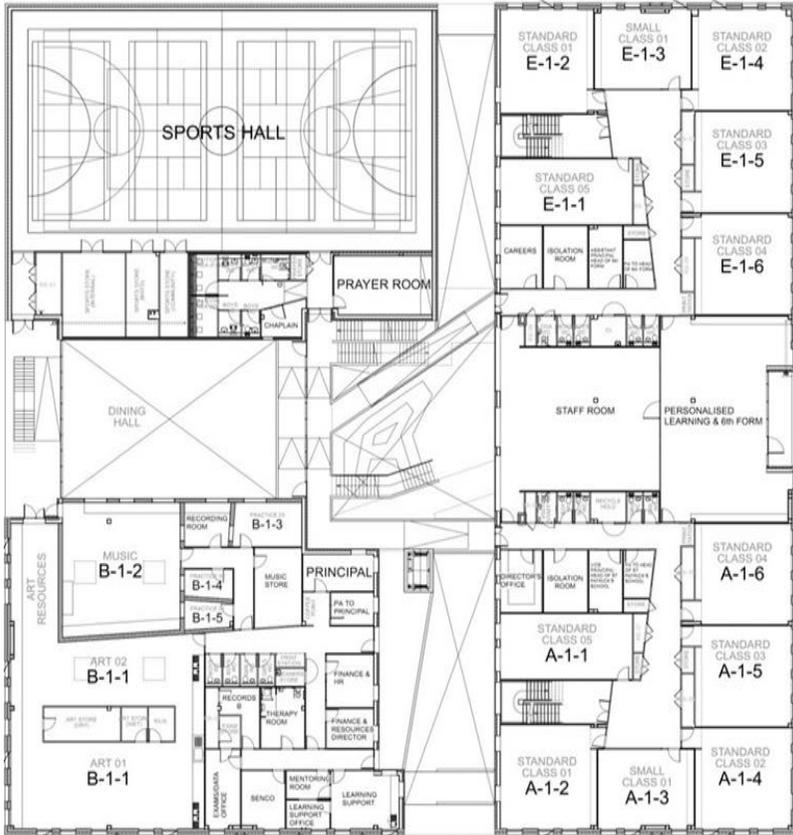
<p>Do you have any employees who travel regularly or work alone?</p>	<p>No one works alone except site staff and lone worker risk assessments and procedures adhered to.</p> <p>Yes to employees travelling regularly.</p>	<p>You will need to:</p> <ul style="list-style-type: none"> • Consider issuing personal first aid kits. • Conduct training for staff. • Issue personal communicators to staff. 	
<p>Do any of your employees work at sites occupied by other employers?</p>	<p>No.</p>	<p>You should make arrangements with other site occupiers to ensure adequate provision of first aid. A written agreement between employers is strongly recommended.</p>	
<p>Do you have sufficient provision to cover absence of first aiders or appointed persons?</p>	<p>Yes.</p>	<p>You should consider:</p> <ul style="list-style-type: none"> • What cover is needed for annual leave and other planned absences. • What cover is needed for unplanned, exceptional circumstances. 	
<p>Do you have any work experience trainees?</p> <p>Do you have employees (or clients) with reading or language difficulties?</p>	<p>No to work experience trainees.</p> <p>Yes, we have employees (or clients) with reading or language difficulties.</p>	<p>First aid provision must cover them.</p> <p>You will need to make special arrangements to give them first aid information.</p>	

<p>Do you undertake offsite trips?</p> <p>Does a particular department do regular offsite trips?</p>	<p>Yes.</p>	<p>First aid trained personnel should accompany offsite trips as per the DfE guidelines: www.teachernet.gov.uk/visits</p> <p>Consider provision of a first aider within the department.</p>	<p>Should be covered if staff are FAW trained as proposed above.</p>
<p>Do you have out of hours activities such as before and after school clubs, sports activities?</p>	<p>Yes.</p>	<p>There needs to be provision of first aid cover at all times.</p>	<ul style="list-style-type: none"> • Premises staff. • PE staff./Lets • Responsibility of group.
<p>Does the baseline assessment continue to meet your first aid needs?</p>	<p>Yes.</p>	<p>If not, what additional resource is required?</p>	

15. RECORD OF FIRST AID PROVISION

First Aid Personnel	Required (Y/N)	Number/Location
First Aid at Work	Yes	Student Services /Site Staff office/ P.E St Patrick's
Emergency First Aid at Work	Yes	Student Services /Site Staff office/ P.E St Patrick's
Appointed Person	Yes	Student Services /Site Staff office/ P.E St Patrick's
Paediatric First Aid	Yes	Student Services /Site Staff office/ P.E St Patrick's
Any other specific training	No	None
First Aid Equipment and Facilities	Required (Y/N)	Number/Location
First Aid Container	Yes	15 around the academy
Additional Equipment	No	None
Travelling First Aid Kit	Yes	Mini Bus
First Aid Room	Yes	Student Services
First Aid record book	Yes	Student Services /Site Staff office/ P.E St Patrick's/ Finance Office

First Floor Plan



Second Floor Plan

