



Endeavour
Multi-Academy Trust



First Aid Policy

Endeavour Multi Academy Trust – All Schools

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Endeavour Multi Academy Trust's

Local Governing Boards have adopted the Staffordshire County Council's First Aid Policy as below

Health, Safety and Wellbeing Management Arrangements

Core | Consider | Complex

First Aid

Health, Safety and Wellbeing Service

1

Supporting you in managing Health, Safety & Wellbeing



1. Success Indicators

The following indicators will demonstrate success:

- a. Premises Managers have complete assessments of first aid provision for all workplaces.
- b. Managers of teams who work in the community have assessed employee's first aid requirements.
- c. First aid training is provided to the required level and frequency.
- d. First aid materials are provided and regularly checked.
- e. Appointed persons designated and aware of their responsibilities.

2. Overview

First aid is the immediate treatment necessary for the purpose of preserving life, prevent conditions from getting worse until expert medical assistance can be obtained and to promote recovery. First aid also includes the treatment of minor injuries which would otherwise receive no treatment, or which will not need treatment by a medical practitioner.

It is a legal requirement to provide adequate and appropriate first aid arrangements at individual workplaces and during off-site activities. The first aid equipment, facilities and people needed will depend on the work carried out and where the work is done.

Mental ill health is common and alongside physical first aid having trained mental health first aiders in our teams and services can support anyone who may be experiencing symptoms, whether diagnosed or not.

First Aid Management Arrangements

These arrangements to employees and workplaces.

3.1 First Aid Provision

The first aid provision at each workplace will be decided based on an assessment of need. Premises Managers and Team Managers must use the Assessment of First Aid Provision Form (HSF16) to assess their first aid requirements. This assessment needs to be reviewed annually and where changes occur. The individual workplace or team arrangements must be communicated to employees and visitors informing them how to access first aid.

In low risk environments the assessment may require minimal first aid provision (e.g. suitably stocked first aid box and an appointed person). In larger and/or higher risk workplaces, first aid needs will be greater, and managers may need to increase the

number of first aiders so that someone is always available to give first aid immediately following an incident.

First aid provision must be adequate during all working hours, when assessing first aid needs the following should be considered:

- the type of work carried out.
- hazards and the likely risk of them causing harm.
- the number of employees in your team or workplace.
- work patterns of employees including smart working arrangements.
- holiday and other absences of those who will be first aiders and appointed persons.
- accident history and trends.
- the needs of travelling, remote and lone workers.
- how close the workplace is to emergency medical services.
- whether employees work on shared or multi-occupancy sites.
- first aid for non-employees including members of the public, pupils, volunteers etc.
- support for someone who might be experiencing a mental health issue.

Smart Working

If the work is low risk, such as desk-based work and employees work in their own home first aid equipment will not be needed.

Where employees are based in a shared workplace, joint arrangements with other occupiers can be made or an agreement made for one employer to take responsibility for all workers on the premises. Where the shared workplace is a Staffordshire County Council site the premises managers must co-ordinate the approach to first aid arrangements.

3.2 Types of First Aid Personnel

A First Aider (FAW) is someone trained in First Aid at Work and holds a current First Aid at Work Certificate. Their role involves:

- undertaking first aid treatment in accordance with their training,
- summoning an ambulance or other external medical services,
- liaising with the premises manager to ensure first aid kits are fully stocked and refilled after use,
- keeping suitable records of all treatment administered.

An Appointed Person. Where the first aid needs assessment identifies that a designated first aider is not required an appointed person must be available when people are at work. An appointed person does not require formal training but can take on certain duties regarding first aid. There can be more than one appointed person. Their role includes:

- taking charge when someone is injured or falls ill,
- keeping up to date first aid records,
- calling the emergency services when required, and
- maintaining first aid facilities and equipment e.g. re-stocking the first aid box.

Appointed persons should not attempt to give first aid for which they have not been trained.

An Emergency First Aider (EFAW) is someone trained in Emergency First Aid at Work and holds a current Emergency First Aid at Work Certificate. They are normally used in low hazard locations where most people that may need first aid are members of the public and not employees. Their role involves:

- undertaking basic emergency first aid in accordance with their training,
- summoning the assistance of a First Aider where available,
- summoning an ambulance or other medical services
- liaising with the premises manager to ensure first aid kits are fully stocked and refilled after use,
- keeping suitable records of all treatment administered

Additional First Aid Requirements in Schools

Where first aid provision covers pupils, first aiders may need additional training for example in paediatric first aid (standard first aid at work training does not include resuscitation procedures for children).

Early Years

The Statutory Framework for the Early Years Foundation Stage requires that at least one person who has a current Paediatric First Aid (PFA) Certificate should be on the premises at all times when children are present. In addition, there must be at least one person on outings who has a current paediatric first aid certificate.

The Department of Education provides guidance for [First Aid in schools, early years and colleges.](#)

Passenger Assistants/Drivers and Attendants

Passenger assistants, drivers and attendants are required to undertake Emergency First Aid training to enable them to respond to an emergency medical situation until skilled help arrives.

3.3 First-Aid Materials and Equipment

Once the assessment of first aid provision has been completed, the necessary materials, equipment and facilities must be provided and maintained in accordance with the determined need. This will involve ensuring that first-aid equipment is suitably marked, easily accessible and available in all places identified by the assessment.

Each workplace should have at least one first aid box supplied with a sufficient quantity of first-aid materials suitable for the particular circumstances, and a body spills kit. Large and or higher risk sites will require more than one first-aid box, and suitable quantities of body spills kits.

The decision on what to include in a first aid kit will be based on the first-aid needs assessment. As a guide, where work activities are low risk a minimum first aid kit may contain:

- a leaflet giving general guidance on first aid (for example, HSE's leaflet Basic advice on first aid at work).
- antiseptic wipes.
- individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary).
- sterile eye pads.
- individually wrapped triangular bandages, preferably sterile.
- safety pins.
- rustless blunt-ended scissors.
- large and medium sterile individually wrapped un-medicated wound dressings.
- Disposable gloves.

First Aiders, Emergency First Aiders and Appointed Persons must regularly inspect the contents of first-aid containers and the contents must be restocked as soon as possible after use. Sufficient supplies should be held on site. Discard items after the expiry date has passed.

3.3.1 Medicines

First aid at work does not include giving tablets or medicines. The only exception is when aspirin is used as first aid to a casualty with a suspected heart attack for those over 16 (usually under the instruction of the emergency services). Aspirin should never be given to a child younger than 16 unless it has been prescribed by a doctor. Medication should not be kept in a first aid container.

3.3.2 Specialist First Aid Kit – Trauma or Major Incident First Aid Kits

A trauma kit is designed to treat major injuries or control bleeding until professional medical attention can be received. Trauma first aid kits include specialist items such as tourniquets and are more effective at controlling catastrophic bleeding than the standard wound dressings. Major Incident First Aid Kits provide equipment to help deal with major trauma in workplaces with high volumes of employees or visitors. Specialist first aid kits may be needed where there is a risk of an incident resulting in multiple casualties or injuries within or close to the workplace.

As part of the council's emergency planning duties the Health, Safety and Wellbeing Service will assess council corporate sites to determine where specialist first aid kits are required and arrange provision as needed.

3.3.3 Automated External Defibrillators (AEDs)

Having a defibrillator is not a legal requirement but can help save the life of someone having a cardiac arrest.

It is not compulsory for employers to purchase AEDs to comply with the Health and Safety (First-Aid) regulations 1981. However, if your first aid needs assessment identifies an AED need then it is recommended that employees should be trained in its use.

The Government encourages schools to have an automated external defibrillator (AED) on their premises as part of their first aid equipment. AEDs are currently available for schools and other education providers in the UK to purchase through the NHS Supply Chain at a reduced cost. These arrangements are available to all UK schools, including academies and independent schools, sixth-form colleges, FE institutions and early years settings (including holiday and out-of-school providers).

[Automated External Defibrillators \(AEDs\) guidance for schools
\(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672222/automated-external-defibrillators-aeds-guidance-for-schools.pdf)

Where an Automated External Defibrillators (AEDs) is present ensure, it is always accessible, and employees are aware of its location. Defibrillators should be registered on The Circuit, the national defibrillator network. This will ensure they are visible to local ambulance services and means someone can be directed to the defibrillator location.

[The Circuit - the national defibrillator network](#)

Modern AEDs undertake self tests and indicate if there is a problem with a warning light or sign. A process should be in place to regularly (at least weekly) check the equipment and appropriate action taken if there is an issue. The manufacturer's instructions regarding maintenance and servicing must be followed.

3.4 Training

Employees who volunteer or are selected to carry out first aid should be suitable for the task.

All employees who undertake first aid duties must be competent to carry out their role. The content and duration of training necessary will depend on the role of an individual.

Course	Intended For	Duration of Course	Recommended Refresher training	When revalidation is required	Revalidation Training
First Aid at Work Certificate * (FAW)	First Aiders	3 days	Annual basic skills update 3 hours	Before expires (3 years from date of certificate)	2 day revalidation
Emergency First Aid at Work Certificate (EFAW)	Emergency First Aiders and Appointed Persons if deemed necessary	1 day	Annual basic skills update 3 hours	Before certificate expires (3 years from date of certificate)	Repeat of original 1 day course.

Paediatric First Aid Training (PFA)	Employees working with and caring for young children.	2 days	Annual Refresher to maintain basic skills	Before certificate expires (3 years from date of certificate)	Repeat of original 12 hour course
AEDs	Training in the use of automated external defibrillators (AEDs) is not currently part of either the Emergency First Aid at Work or First Aid at Work courses. However, some training providers include awareness training in these courses as it instils greater confidence in the use of AEDs. Half day training in the use of defibrillators is available from First Aid Training providers.				

In certain cases, where activities might expose individuals to unusual risks e.g. remote outdoor activities, additional specifically focused training might be necessary according to the circumstances.

3.5 Mental ill health and first aid

To raise awareness of mental health and to help challenge the stigma which can surround it, it is beneficial to have arrangements in place to be able to support someone who might be experiencing symptoms of poor mental health.

You should consider appropriate information, instruction and training for employees which might include all or some of the following:

- Mental health awareness information and training.
- Promotion of support services such as ThinkWell and Mental Health First Aiders.
- Providing information and links to external resources such as the NHS and Mind websites.
- Providing Mental Health First Aid training which teaches delegates how to recognise warning signs of mental ill health and what they can do to help while keeping themselves safe.
- Schools are encouraged to identify a Senior Mental Health Lead.

3.6 Liability

The employer's liability insurance policy will provide indemnity for employees acting as first aiders or emergency aiders as defined above. First Aiders and Emergency First Aiders must ensure that any treatment they give is administered in accordance with the training they have received. So long as treatment is administered with good intent and in accordance with current good practice, the County Council and its insurers will support the actions of its employees in the event of a legal case relating to first aid treatment.

Schools should check they have adequate insurance or that their risk protection arrangement (RPA) membership as an alternative to commercial insurance covers all the activities of first aiders.

3.7 Infection Control

To minimise risk of infection whilst administering first aid, employees must cover all exposed cuts/abrasions on their own bodies with a waterproof dressing before administering treatment. They must also wash their hands before and after applying dressings. Disposable nitrile/vinyl gloves and aprons must be worn whenever blood, or other body fluids are handled, and disposable materials, such as paper towels and sanitising powder, must be used to mop up any substances. All disposable items must be disposed of in plastic bags in line with the Infection Control Management Arrangements. Contaminated work areas must be suitably disinfected and soiled clothing should be washed on a hot cycle or advice given to this effect if washing sent home.

If contact is made with any other person's body fluids the area should be washed immediately and medical advice sought from Occupational Health Provider or other health practitioner.

3.8 Parental Notification

The school will ensure that parents/carers are informed as soon as reasonably practicable when a pupil has received first aid for an injury or illness sustained during the school day.

The method and urgency of communication will be proportionate to the nature of the incident.

In circumstances where it is not possible to contact a parent/carer, the school will use the emergency contact details provided. Accurate and up-to-date contact information must be maintained by parents/carers.

Each school within the Trust will maintain procedures for recording first aid incidents and notifying parents/carers. The Headteacher is responsible for ensuring that these procedures are implemented consistently and in accordance with this policy.

4. Record keeping

All records of first aid administered must be recorded on the Record of First Aid Treatment HSF26. Assessment of First Aid Provision and records of first aid administration must be kept in accordance with the organisation's retention schedule. Training records must be kept in line with the organisation's retention schedule.

Where Meditrack is used, this system must be kept updated and in line with the school's local procedures.

5. Monitoring and reviewing these arrangements

First Aid provision must be reviewed by managers regularly and when they believe the assessment to be no longer valid.

6. Health Safety and Wellbeing Supporting Information

- Infection Control Management Arrangements
- Wellbeing Strategy 'WellMe' Links to
- MindKind [Mindkind - Home \(sharepoint.com\)](#) SLN = [MindKind - Staffordshire County Council](#)

7. Forms

HSF 16 Assessment of First Aid Provision
HSF 26 Record of First Aid Treatment
Contents of First Aid Boxes

Appendix 1 HSF 16

FIRST AID NEEDS ASSESSMENT

Persons who carry out a First Aid Needs Assessment must have a level of competence and knowledge of the buildings/premises/team, staff demographic, likely hazards, and working arrangements within their workplace/team. Where employees are based in more than one building a separate assessment should be conducted for each location.

SECTION 1.

1.1 Workplace or Team	
Workplace/Team:	
Location:	
Additional notes:	

1.2 PERSON(S) CONDUCTING THIS ASSESSMENT			
Name(s):		Signature(s):	
Date assessment carried out:			

1.3 ASSESSMENT REVIEW HISTORY				
This assessment should be reviewed immediately if there is any reason to suppose that the original assessment is no longer valid. Otherwise, the assessment should be reviewed, at least every 3 years. The responsible competent person must ensure that this assessment remains valid.				
	Review 1	Review 2	Review 3	Review 4
Due date:				
Date conducted:				
Conducted by:				

SECTION 2A. DETERMINATION OF FIRST AID PROVISIONS

FACTORS TO CONSIDER	NOTES	FIRST AID PROVISIONS
HAZARDS: Use your workplace/team general risk assessments (activities/hazards) to inform the First Aid requirements.		
Workplace: Consider layout, work activities and location		
Does the workplace have low level hazards e.g., those found in an office?	Yes / No	Minimum provisions: An Appointed Person A First Aid box
Does the workplace have any specific higher-level hazards such as hazardous substances, machinery?	Yes / No	Consider providing: First Aiders Additional specialist First Aid training A First Aid box Additional First Aid equipment A First Aid room
Are there parts of the workplace with different levels of risk such as workshops?	Yes/No	You may need to make different levels of provision in different parts of the workplace.
Does the workplace occupy more than one building or operate on multiple floors?	Yes/No	Consider First Aid provisions in each building or on several floors.

Is the workplace shared with other employers or partner organisations?	Yes/No	You will need to make arrangements with the other site occupants.
Do members of the public, visitors, contractors, pupils attend your site?	Yes/No	It is strongly advised that First Aid provisions are made for non-employees that are on site
What is the proximity to a hospital? Does the location of the workplace affect emergency response times?		Consider providing: Specialist First Aid kits Additional specialist First Aid training Automated External Defibrillator.
<i>Include any additional factors you need to consider:</i>		
Employees: Consider the number of employees and those employees that may be higher at risk		
How many people work in the workplace/team?		See Section 3
Do large numbers of people (employees, visitors) pass through or near to the workplace? What is the age profile of these people?	Yes/No	Consider local community safety by providing: Automated External Defibrillator (AED) and/or Trauma Kit
Are there employees on site that may be at higher risk? Consider inexperienced workers, those with existing health problems, young persons, new and expectant mothers, disability etc.	Yes/No	Consider providing: Additional specialist First Aid training Additional First Aid equipment Siting of equipment
<i>Include any additional factors you need to consider:</i>		

ACCIDENT HISTORY/RECORDS:		
What types of accidents, injuries or cases of ill-health have previously occurred?		Ensure that First Aid provisions will cover the type of injuries that have occurred in the past in addition to those that are foreseeable.
<i>Include any additional factors you need to consider:</i>		
WORKING ARRANGEMENTS:		
Do employees work alone?	Yes / No	Ensure access to First Aid kit Ensure communications to summon help are accessible e.g. mobile phone
Do any employees work shifts or out of hours?	Yes / No	Ensure there is sufficient First Aid cover when people are at work.
Are there times when the First Aider might be on holiday/absent?	Yes / No	Ensure sufficient First Aid provisions during holiday periods/unexpected employee absences.
Do any employees travel i.e., drive as part of work commitments?	Yes/No	Consider providing mobile First Aid kits.
Do any employees conduct work off site, e.g., highways, rivers, countryside, working with animals where specialist First Aid may be required?	Yes/No	Consider providing: Specialist First Aid kits Additional specialist First Aid training Mobile first aid kits.
Have risk assessments identified significant risks of injury and/or ill health?	Yes/No	Consider providing: First Aiders
<i>Include any additional factors you need to consider:</i>		

SECTION 2B. MENTAL**HEALTH FIRST AID PROVISIONS**

FACTORS TO CONSIDER	NOTES	FIRST AID PROVISIONS
	Mental ill health is common and alongside physical first aid having trained mental health first aiders in our teams and services can support anyone who may be experiencing symptoms, whether diagnosed or not.	Consider: Appointing a Mental Health First Aider
<i>Include any additional factors you need to consider:</i>		

SECTION 3. Suggested number of First Aid personnel to be available at all times people are at work.

LEVEL OF RISK (Informed by general risk assessments)	NUMBER OF PERSONNEL*	NUMBER OF FIRST AIDERS REQUIRED (as suggested by the HSE)
Low risk	<25	At least 1 Appointed person
	25-50	At least 1 EFAW trained First Aider
	>50	At least 1 FAW trained First Aider for every 100 (or part thereof)
High risk	<5	At least 1 Appointed person
	5-50	At least 1 EFAW trained First Aider (consider the type of injuries that may occur)
	>50	At least 1 FAW trained First Aider for every 50 (or part thereof)

*The HSE strongly advise that arrangements for First Aid provisions also take into account non-employees that may be on site.

SECTION 4. Use the guidance in Section 2 and the table in Section 3 to determine your First Aid requirements in the workplace/team.

Where a building/floor is shared with other teams with similar hazards consideration should be given to sharing First Aid resources.

FIRST AID PERSONNEL	REQUIRED YES/NO	NUMBER REQUIRED
Appointed person	Yes / No	
EFAW First Aider	Yes / No	
FAW First Aider	Yes / No	
Additional training (please specify e.g AED)	Yes / No	

FIRST AID EQUIPMENT AND FACILITIES	REQUIRED	NUMBER REQUIRED
First Aid box	Yes / No	
Contents of First Aid Box		
Additional equipment	<i>Detail</i>	
Travelling First Aid kit	<i>Detail</i>	
First Aid room	Yes / No	<i>Detail location, type of room, sole use or can the room be vacated easily and quickly</i>
MENTAL HEALTH FIRST AID PERSONNEL	REQUIRED YES/NO	NUMBER REQUIRED
Mental Health First Aider	Yes / No	

Record of First Aid Treatment

Record **ALL** treatments on this form. Blank forms should be kept alongside first aid equipment and in first aid rooms.

Site:

Name of Person Treated:	Address of Person Treated:
Employee/Visitor/Contractor/Pupil/Other (please state)	
Date and time of injury/illness:	
Details of Injury/Illness:	
Where did incident happen (be specific where possible give exact location):	
Details of treatment provided:	
Follow up action: Emergency Services Called/Hospital/Own GP/other (please state)	
Outcome: Continued work/study/visit, Taken to hospital, Unknown:	
Accidents only: accident report completed? Yes/No	
Print name of First Aider(s):	
Signature of First Aider(s):	Date:
Form completed by:	
Name:	
Signature:	Date:

Where no special risk arises in the workplace, a minimum stock of first aid items is indicated in the table below.

Where activities are undertaken away from a recognised base, it will usually be appropriate to take a suitable first aid kit. As with first aid boxes, the contents of traveling kits should be kept stocked from the back-up stock at the home site.

Where the first aid assessment identifies additional equipment is required due to the circumstances of an activity, this may also be carried.

Item	First Aid Box	Travelling First Aid Box
Leaflet or card giving general guidance on first aid at work.	8	
Individually wrapped sterile adhesive dressings (plasters) of assorted sizes appropriate to the type of work (dressings may be of a detectable type for food handlers)	70	49
Sterile eye pads.	2	2
Individually wrapped triangular bandages (preferably sterile).	2	1
Safety pins	12	6
Medium sized (12cm x12cm) individually wrapped sterile unmedicated wound dressings.	1	1
Large (18cm x 18cm) sterile individually wrapped unmedicated wound dressings.	1	1
Individually wrapped moist cleaning wipes	30	20
Disposable gloves (non-latex powder free)	4 Pairs	4 pairs

Where additional equipment such as scissors, adhesive tape, disposable aprons, individually wrapped moist wipes, blankets, or protective equipment such as resuscitators, these may be kept in the first aid box or stored separately as long as they are available for immediate use if required.

Where mains tap water is not readily available for eye irrigation, at least one litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be provided. Once the seal has been broken, the containers should not be kept for re-use.