



THE ACADEMY OF  
**ST FRANCIS  
OF ASSISI**

# First Aid Policy

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|---------------------------------------|--------------------------|
| Review Period:                        | Annually                 |
| Date Policy Last Reviewed:            | March 2023               |
| Person Responsible for Policy:        | Desinated Safeguard Lead |
| Governing Committee:                  | SGB                      |
| Date of Governing Committee Approval: | March 2023               |
| Date for Review:                      | March 2024               |

## **1 Introduction**

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation the Academy has to ensure that there are adequate and appropriate equipment and facilities for providing first aid to employees, students, visitors and contractors.

- 1.1 The Health & Safety at Work Act 1974 imposes a general duty on employers to ensure, as far as is reasonably practicable, the health, safety and welfare of all their employees. In the case of a school this extends to the students and visitors if they are injured or taken ill while at school.

Further legislation such as the Health and Safety (First Aid) Regulations 1981 and DfE Guidance on First Aid for Schools set out the basic requirements for this provision.

- 1.2 This policy reflects the advice given in the DfE publication 'Guidance on First aid for Schools'. It is important that all Academy employees adhere to the policy and to associated procedures.
- 1.3 Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. However, teachers and other staff in charge of students are expected to always use their best endeavours, particularly in emergencies, to secure the welfare of the students. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

## **2 Appointed Person**

- 2.1 The Academy will nominate an appointed person who will:

- take charge when someone is injured or becomes ill;
- oversee the first aid equipment e.g. reordering and restocking the first aid containers on a regular basis;
- ensure that an ambulance or other professional medical help is summoned when appropriate.

## **3 First Aiders**

3.1 There are qualified First Aiders in each of the following areas:

|                    |                       |
|--------------------|-----------------------|
| Physical Education | Catering              |
| Technology         | Science               |
| SEN area           | Main office/reception |

#### **4 Main Duties of First Aiders**

4.1 The main duties of a First Aider are to:

- ▣ give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the Academy;
- ▣ when necessary, ensure that an ambulance or other professional medical help is summoned.

#### **5 Qualifications of First Aiders**

5.1 Valid certificates of competence, issued by an organisation approved by the Health and Safety Executive (HSE) will be held by all first aiders. Certificates will be valid for three years.

#### **6 First Aid Kits**

6.1 Containers will be sited in the following areas:

|                       |             |
|-----------------------|-------------|
| Science Department    | Main Office |
| Technology Department | SEN         |
| PE Department         | Kitchen     |

#### **7 First Aid Equipment**

7.1 Each kit will have:

- ▣ a first aid leaflet providing general advice
- ▣ 20 individually wrapped sterile adhesive dressings (assorted sizes)
- ▣ 4 individually wrapped triangular bandages (sterile)
- ▣ 2 sterile eye pads

- ▣ 6 safety pins
  - ▣ 6 medium sized (12 cm x 12 cm) individually wrapped sterile unmedicated wound dressings
  - ▣ 2 large (18 cm x 18 cm) sterile individually wrapped sterile unmedicated wound dressings
  - ▣ 6 pairs of disposable gloves
- 7.2 Defibrillators are located in Main Office, PE, and the Exam Office
- 7.3 The 'bleed out' pack is located in the Main Office

## **8 Off-Site Activities**

- 8.1 A first aid container will be stocked with equipment required for off site activities such as PE matches or curriculum activities. This container will be sited in the Main Office. One first aid container should accompany each off site activity.

## **9 Academy Minibus**

- 9.1 In adherence to Transport Regulations, the Academy minibus will carry a first aid container with the following items:
- ▣ a first aid leaflet providing general advice
  - ▣ 10 antiseptic wipes, foil packaged
  - ▣ 1 conforming disposable bandage (7.5 cm wide)
  - ▣ 2 triangular bandages
  - ▣ 24 assorted adhesive dressings
  - ▣ 3 large sterile unmedicated ambulance dressings (at least 15 cm x 20 cm)
  - ▣ 2 sterile eye pads, with attachments
  - ▣ 1 pair of rustless blunt ended scissors

The first aid container will be in a good condition, of appropriate size to accommodate equipment.

## **10 Hygiene/Infection Control**

- 10.1 All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should use the available disposable gloves and hand washing facilities. Care should be taken when dealing with blood or other body fluids and when disposing of dressings or equipment.

## **11 Reporting Accidents and Record Keeping**

11.1 First aiders must keep a record of all incidents dealt with. This must include: the date and place of the incident, personal details of those involved and a brief description of the nature of the event or disease. The following accidents must be reported to the HSE if they injure:

- ☐ an Academy employee during an activity connected with work or;
- ☐ contractors' employees while working on the Academy site;
- ☐ accidents resulting in death or a major injury (including as a result of physical violence);
- ☐ accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).

11.2 Fatal and major injuries and dangerous occurrences must be notified to HSE without delay (available online). A full written report must then be submitted within ten days to the HSE using Form 2508 (available in Main Office). Other reportable accidents do not need immediate notification but they must be reported to HSE within ten days using Form 2508 (RIDDOR).

11.3 Accidents that happen to students or visitors must also be reported to the HSE on Form 2508 if:

- ☐ the person involved is killed or is taken from the site of the accident to hospital.

11.4 In HSE's view such accidents must be reported if they relate to:

- ☐ any school activity, both on or off the premises;
- ☐ the way a school activity has been organised and managed (e.g. supervision of a field trip);
- ☐ equipment, machinery or substances;
- ☐ the design or condition of the premises.

## **12 Statutory Accident Records**

- 12.1 All accident records must be readily accessible and kept for a minimum of three years.

### **13 Academy's Central Record**

- 13.1 This record is not the same as the Department of Social Security B1510 statutory accident book or the Report of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. Personnel administering first aid would keep a record which includes:

- ▣ date, time and place of incident;
- ▣ name and class of the injured or ill person;
- ▣ details of injury/illness and what first aid was given;
- ▣ what happened to the person immediately afterward e.g. went home, resumed duties, went back to class, went to hospital;
- ▣ name and signature of first aider or person dealing with the incident.

- 13.2 The information in the record book will help us to:

- ▣ identify accident trends and possible areas for improvement in the control of health and safety risks;
- ▣ be used for reference in future first aid needs assessments;
- ▣ be helpful for insurance and investigative purposes.

- 13.3 In an emergency the Main Office should be informed so that the students' parent/guardian can be contacted as soon as possible. All serious or significant incidents must be reported to the students' parents/guardian by telephone or letter.

### **14 Useful Information, Guidance and Contacts**

- 14.1 Annexes A and B provide further information and guidance together with a list of important contacts.

### **15 Monitoring and Evaluation**

This policy will be monitored and reviewed annually by Governors in the light of implementation of procedures and experience of dealing with incidents.

**Department for Education & Employment (DfEE)**

Circular 10/96 - The Education (School Premises) Regulations 1999—(for England only) section 77 of the School Standards and Framework Act 1998 and DfE Circular 3/99, *The Protection of School Playing Fields*

Supporting Students with Medical Needs – DfE – Department of Health and Good Practice Guide

Supporting Students with Medical Needs - Good Practice Guide\*

School Governors - A Guide to the Law  
<http://www.education.gov.uk/schools/leadership/governance/guidetothelaw/b0065507/gttl/>

**All these publications are available free of charge from:**

**Online**

DfE Publications Centre  
PO Box 5050  
Sudbury  
Suffolk CO10 6ZQ

**Tel: 0845 6022260**

**Fax: 0845 6033360**

*\* Joint publication with the Department of Health.*

**Health & Safety Executive (HSE)**

Basic advice on first aid at work – IND347(REV 1)  
free leaflet  
<http://www.hse.gov.uk/pubns/indg347.pdf>

First aid at work - your questions answered (1997) IND(G)214  
- free leaflet or available in priced packs  
<http://www.hse.gov.uk/pubns/indg214.pdf>

ISBN 0 7176 1074 8

First-aid training and qualifications for the purposes of the Health and Safety (First Aid) Regulations 1981

<http://www.hse.gov.uk/pubns/web41.pdf>

First aid at work - The Health and Safety (First Aid) Regulations 1981 - Approved Code of Practice and Guidance L74

<http://www.hse.gov.uk/pubns/priced/174.pdf>

Managing Health and Safety - Five steps to success

<http://hse.gov.uk/pubns/indg275.pdf>

Incident reporting in schools (accidents, diseases and dangerous occurrences)

<http://www.hse.gov.uk/pubns/edis1.pdf>

EDIS 1 - free information sheet

Workplace Health, Safety & Welfare – a short guide for managers

<http://www.hse.gov.uk/pubns/indg244.pdf>

free leaflet

INDG244

Essentials of health & safety at work (fourth edition)

ISBN9780717661794 £10.95

Signpost to The Health and Safety (safety signs and signals) Regulations (1996)

<http://www.hse.gov.uk/pubns/indg184.htm>

IND(G)184 - free leaflet



## **ANNEX B**

## **USEFUL CONTACTS**

### **Association of Colleges**

7/8 Rathbone Place  
LONDON W1P 1DE **Tel:**  
**0171-637 3919**

### **British Red Cross**

9 Grosvenor Crescent  
London SW1X 7EJ **Tel:**  
**0171-235 5454**

### **Child Accident Prevention Trust Clerks**

Court 18-20 Farringdon Lane London EC1R  
3AU

**Tel: 0171-608 3828**

### **CLEAPPS School Science Service**

Brunel University  
Uxbridge  
UB8 3PH

**Tel: 01895 251496**

### **Royal Society for the Prevention of Accidents**

(ROSPA)

Edgbaston Park  
353 Bristol Road  
Birmingham B5 7ST

**Tel: 0121-248 2000**

### **Department of Health**

Wellington House  
133-155 Waterloo Road  
London SE1 8UG

**Tel: 0171-972 2000**

### **Health and Safety Executive**

HSE First Aid Applications and Monitoring Section Quay  
House Quay

Street Manchester M3  
3JB **Tel: 0161-952 8276**

**HSE Infoline Tel:**

**0541 545500**

or write to:

HSE Information Centre

Broad Lane

Sheffield S3 7HQ

**Department for Education and Employment**

Sanctuary Buildings

Great Smith Street

Westminster

London SW1P 3BT

**Tel: 0171-925 5000**

**St John Ambulance 1**

Grosvenor Crescent

London SW1X 7EF

**Tel: 0171-235 5231**

**Department of the Environment, Transport and the Regions**

Great Minster House

76 Marsham Street

London SW1P 4DR **Tel:**

**0171-271 4800**