



Leodis
Academies
Trust

FIRST AID POLICY

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1. INTRODUCTION

- 1.1 Leodis Academies Trust (the Trust) has overall responsibility for the provision of First Aid to their staff: teachers, non-teaching staff, pupils and visitors (including contractors). The Trust understands that decisions about First Aid are of paramount importance and will endeavour to ensure that any first aid incidents are dealt with appropriately and in accordance with this policy.

2. AIMS

- 2.1 Leodis Academies Trust is committed to achieving the following objectives:
- To provide an accessible First Aid policy.
 - To ensure that all First Aid policies and procedures are based on an up-to-date risk assessment.
 - To ensure all First Aid equipment and facilities are suitable for purpose.
- 2.2 We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies as laid down in the Equality Act (2010). This will include but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/maternity.
- 2.3 We will use an appropriate Equality Impact Assessment to monitor the impact of all our policies, and the policy may be amended as a result of this assessment.

3. STATUTORY INFORMATION

- 3.1 This Policy has been drawn up to comply with the following legislation and guidance, as well as all regulations made there-under:
- The Management of Health and Safety at Work Regulations 1999
 - Health and Safety at Work Act 1974
 - HSE Guidance HSG65: Managing for Health and Safety
 - The Children and Families Act 2014
 - The Equality Act 2010
 - DfE Guidance in relation to [Supporting pupils with medical conditions at school - GOV.UK](#)
- 3.2 Should any legislation or Statutory Guidance be updated prior to this Policy being updated, the legislation/Statutory Guidance would supersede any areas in the Policy covered by the update.

4. LINKS TO OTHER ACADEMY/ TRUST POLICIES

- 4.1 A number of other Academy/ Trust policies make reference to expectations, and these include the following policies:

- Health & Safety Policy
- Safeguarding & Child Protection Policy
- Attendance Policy
- Supporting Children with Medical Conditions
- Safer Working Practice
- Staff Code of Conduct

4.2 This list of policies is not exhaustive and does not replace the general requirements of all Trust and Academy policies and procedures.

5. ROLES AND RESPONSIBILITIES

5.1 The Trust Board

5.1.1 The Trustees of Leodis Academies Trust have overall responsibility to ensure compliance with all legal and DfE guidance across all Academies which form part of the Trust including Health & Safety including the assessment, recording and implementation of the correct First Aid procedures.

5.1.2 To enable the Trust to meet this requirement, the Executive Team, Academy Principals and Local Committees, along with various appointed roles, will manage day to day matters and ensure the health, safety and welfare of staff, students/pupils, visitors and contractors.

5.1.3 The Trust Board must:

- Ensure that adequate arrangements are in place to for the provision of First Aid
- Ensure adequate resources are available to allow for the implementation of this policy.

5.2 The Trust Central Team

5.2.1 The CEO Principal

- Is responsible to the Trust Board for ensuring all aspects of this policy are in place and reviewed regularly.
- Is accountable for ensuring that all relevant duties under this Policy are effectively delegated Academy Principals for the settings they are responsible for and to the COO and Trust Compliance Lead for monitoring and review.
- Is responsible for dedicating budget to the Academies' First Aid provision (including appropriate training).
- Is responsible for the promotion of this policy within the Trust.
- Must lead by example on all Health and Safety matters including First Aid.

5.2.2 The Chief Operating Officer (COO)/ Competent Person must:

- Provide overall strategic and operational leadership and management of Health and Safety practices across the Trust. They are responsible for providing a suitable Health and Safety management system for the Trust and providing advice and guidance to the Trust Board, CEO, Principals and Trust employees on all aspects of Health and Safety.
- Lead by example on all Health and Safety matters including First Aid.
- Ensure appropriate insurance is in place.
- Develop, review and monitor, including this policy and ensure all staff have access to it.
- Report to the CEO Principal and Trust Board as required.
- Ensure First Aid is an agenda item at the Academy Health & Safety review meetings.

5.2.3 Trust Compliance Lead (TCL) must:

- Assist the COO in ensuring the above duties are met.
- Lead by example on all Health and Safety matters including First Aid.
- Implement statutory training and refresher training as required.
- Ensure full and accurate medical training records are maintained at Academy level.
- Ensure that the required First Aid risk assessment is carried out at each site.
- Investigate any incidents, accidents or near misses, where required.

5.2.4 Trust HR Manager and Trust HR Team

The Trust HR Manager is the Trust senior mental health lead, supported by the Trust HR Team. This role will have strategic oversight of the whole Trust approach, to make the best use of existing resources to help improve the wellbeing and mental health of pupils, students and staff. In doing so, the Trust will follow the guidance provided by the Department for Education to create a positive mental health culture. Academies may appoint their own mental health First Aiders in line with section 6.3 of this policy.

[Mental health and behaviour in schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools)

[Promoting and supporting mental health and wellbeing in schools and colleges - GOV.UK](https://www.gov.uk/government/publications/promoting-and-supporting-mental-health-and-wellbeing-in-schools-and-colleges)

5.3 Appointed Health and Safety Advisor:

- 5.3.1 The Trust currently appoint an external consultant via a Service Level Agreement to act as Health and Safety Advisors and their role in relation to this policy is to:

- Provide regular Health and Safety updates including sample policies and documents to be adopted.
- Offer advice and guidance when sought, particularly in relation to legislation and statutory guidance.
- Provide relevant training.

5.4 The Local Committee (LC)

5.4.1 LCs must ensure that a positive Health and Safety culture is established, developed and maintained. They have responsibility for ensuring that Principals and Health and Safety representatives are effectively discharging their responsibilities as outlined within the Policy.

5.4.2 Each LC must ensure that:

- Lead by example on all Health and Safety matters including First Aid.
- The Principal implements and enforces this Policy at their Academy.
- Reports any concerns to the Trust Compliance Lead, COO, CEO Principal or Trust Board as appropriate.

5.5 The Principal

5.5.1 Has overall responsibility for the successful administration, communication and implementation of this policy in line with their Health & Safety responsibilities.

5.5.2 Must Lead by example on all Health and Safety matters including First Aid.

5.5.3 Each Principal has overall responsibility for:

- Ensuring that all new employees are given the appropriate First Aid induction training, relating to both whole-school and any specific provision relating to their role in the school.
- Ensuring that any school activity, either on- or off-site, is risk assessed, and consideration has been given to First Aid in terms of the wider school policy.
- Keeping up to date with any changes to arrangements surrounding activities and the implications of these on First Aid.
- Ensuring that all the relevant checks are done on relevant equipment.
- Ensuring the competency of contractors that come into the school.
- Ensuring that all staff and pupils are aware of their First Aid responsibilities, including what to do in case of a fire, emergency, or medical emergency, and that all those taking part in any given activity are given proper training.
- Managing their particular budgets to cover First Aid maintenance, checks and provision for activities under their department.

5.6 All staff (including support staff, trainees, apprentices, teachers, volunteers, Trustees and Local Committee Governors)

5.6.1 All staff are responsible for:

- Ensuring that they are familiar and up to date with the Trust/Academy's First Aid policy and standard procedures.
- Keeping their managers are informed of any developments or changes that may impact on the First Aid of those undertaking any activity, or any incidents that have already occurred.
- Ensuring that all the correct provisions are assessed and in place before the start of any activity.
- Making sure that the pupils taking part in the activity are sure of their own First Aid responsibilities.
- Cooperating fully with the senior leadership team to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for First Aid purposes are never abused and that equipment is only used in line with manufacturers' guidance.
- Cooperating in the implementation of the requirements of all relevant legislation, related codes of practice, and safety procedures/instructions.

5.7 Volunteer First Aiders

5.7.1 If a member of staff volunteers to be undertake the duties of a First Aider as outlined in section 6.2 of this policy. The roles and responsibilities are as follows:

- 5.7.1.1 Acting as first responder to incidents that require First Aid.
- 5.7.1.2 Administering immediate and appropriate treatment.
- 5.7.1.3 Contacting the emergency services when the situation requires.
- 5.7.1.4 Ensuring that the First Aid boxes are adequately supplied.
- 5.7.1.5 Ensuring their First Aid qualifications are up to date.
- 5.7.1.6 Keeping their contact details up to date.
- 5.7.1.7 Filing an accident report as soon as possible after the incident.
- 5.7.1.8 Reporting the incident to the HSE if required (see paragraph 3.6 below).
- 5.7.1.9 Consenting to having their names displayed around the school on the first aid list.

5.7.2 If a volunteer First Aider is trained as a Paediatric First Aider (PFA), then they (or another PFA) should be on the premises and available at all times when children are present.

5.8 Pupils

- 5.8.1 While school staff carry the main responsibility for the First Aid provision and the correct implementation of school policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to the whole-school and themselves, in order for staff to be able to carry out their roles effectively.
- 5.8.2 As members of the school community, and allowing for their age and aptitude, pupils are expected to:
- Take personal responsibility for themselves and others.
 - Observe all the First Aid rules of the school, and particularly the instructions of staff given in an emergency.
 - Use and not wilfully misuse, neglect or interfere with things provided for their First Aid.
 - Behave sensibly around the school site and when using any equipment.
 - Report First Aid concerns or incidents to a member of staff immediately.
 - Act in line with the school behaviour policy 5.9

5.9 Contractors

All Contractors working on Trust premises or elsewhere on their behalf are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on Trust premises or elsewhere on the Trust's behalf, the safety of their workforce, and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

6 SPECIFIC HEALTH & SAFETY ARRANGEMENTS FOR FIRST AID

6.1 Risk assessment

- 6.1.1 An appropriate and effective risk assessment needs to be undertaken to assess what procedures need to be in place. The Trust will take steps to ensure that a risk assessment is carried out by a competent person or persons, and that the risks are recorded and communicated.
- 6.1.2 Risk assessments are stored in the Academy SharePoint and will be reviewed:
- At regular intervals.
 - After serious accidents, incidents and/or near misses.
 - After any significant changes to workplace, working practices or staffing.
 - Following any identified trends or accident statistics.

- 6.1.3 Risk assessments will be based on the size and location of the school, any specific hazards or risks on site, specific needs, and accident statistics.
- 6.1.4 Specific needs include hazardous substances, dangerous machinery, and staff or pupils with special health needs or disabilities.
- 6.1.5 Temporary hazards, such as building or maintenance work, should also be considered, and suitable short-term measures put in place.

6.2 First Aiders

- 6.2.1 The risk assessment will determine the minimum number of trained First Aiders required and the Trustees or Principal will monitor this to ensure that these standards are being met.
- 6.2.2 Where an Academy has an Early Years Foundation Stage (EYFS), the number of First Aiders will include at least one person who has a Paediatric First Aid certificate (PFA). The Trust must take into account the number of children, staff and layout of the premises to ensure that the PFA is able to respond to emergencies quickly.
- 6.2.3 First Aiders will be recruited on a voluntary basis. The Trust will seek to advertise the position of First Aiders to members of staff.
- 6.2.4 The Trust will ensure that all voluntary First Aiders have undertaken the appropriate training with an organisation approved by the HSE and have the necessary qualifications (i.e. First Aid at Work certificate or PFA).
- 6.2.5 If required, training will also include resuscitation procedures for children. First Aiders will also be required to have an understanding of the reporting requirements set out in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and in the guidance for notifiable diseases in the Public Health (Control of Disease) Act 1984 and the Health Protection (Notification) Regulations 2010.
- 6.2.6 The Trust will monitor the expiration date of each First Aider's training and seek to arrange refresher training prior to this date. If this is not possible, the First Aider will be able to administer First Aid for a reasonable period until the refresher training is complete, and a new certificate administered.
- 6.2.7 Paediatric First Aid training will be renewed every 3 years and will be relevant for workers caring for young children and, where applicable, babies. Staff who obtain a Level 2 or 3 qualification on or after 30 June 2016 must also have a full PFA or an emergency PFA certificate within 3 months of starting work, in order to be included in the required staff to children ratios.

- 6.2.8 All volunteer First Aiders must report to the Health and Safety representative/Principal with any questions or concerns in relation to their post.
- 6.2.9 A list of the number of volunteer First Aiders for each Academy is included in Appendix 1.
- 6.2.10 A list of named staff who volunteer at each Academy will be displayed in the main reception of the school and other appropriate areas and updated when necessary.

6.3 Mental health, wellbeing and work-related stress

- 6.3.1 The Trust recognises that it has a responsibility to help employees and pupils who may be suffering from mental ill health. The Trust has a mental health at work plan that promotes good mental health, outlines support available and encourages open conversations.
- 6.3.2 The Trust has determined that it already has First Aiders trained in either Emergency First Aid at Work or First Aid at Work who have the appropriate training and skills to provide support to an employee who is experiencing mental health issues. The Trust recognises that such First Aiders are not trained mental health specialists, but they know how to access professional help and can act promptly, safely and effectively until that help is available. The Trust has considered whether any further training is required.
- 6.3.4 The Trust has appointed Mental Health trained First Aiders who have been trained to recognise warning signs of mental ill health and have the skills and confidence necessary to approach and support someone while keeping themselves safe.
- 6.3.5 The Trust has implemented an Employee Assistance programme. Details are shared with staff on a regular basis and can found on the Trust SharePoint or via the HR Team.
- 6.3.6 Where pupils experience more serious mental health problems, support will be accessed from children and young people's mental health services, voluntary organisations and local GP practices.

6.4 Equipment

- 6.4.1 At each of its premises, the Trust will ensure there is at least one fully stocked First Aid container or at least one on each floor of the premises where there is more than one floor of the premises, which will be marked with a white cross on a green background. The location of First Aid equipment will be displayed around each school.

- 6.4.2 The contents of the First Aid kit will be checked at regular intervals to ensure it is fully stocked and any expired or damaged supplies are discarded and replaced.
- 6.4.3 Each first aid container will contain, as a minimum, the following:
 - 6.4.3.1 Leaflet giving general advice on first aid (see HSE website).
 - 6.4.3.2 Twenty individually wrapped sterile adhesive dressings (assorted sizes).
 - 6.4.3.3 Two sterile eye pads.
 - 6.4.3.4 Four individually wrapped triangular bandages (preferably sterile).
 - 6.4.3.5 Six safety pins.
 - 6.4.3.6 Six medium sized (approximately 12 cm x 12 cm) individually wrapped sterile unmedicated wound dressings.
 - 6.4.3.7 Two large (approximately 18 cm x 18 cm) sterile individually wrapped unmedicated wound dressings.
 - 6.4.3.8 One pair of disposable gloves.
- 6.4.4 A travel First Aid container must be taken on any offsite visits or trips. This includes sporting events, school trips and site visits. A travel First Aid container must include the following as a minimum:
 - 6.4.4.1 Leaflet giving general advice on First Aid (see HSE website).
 - 6.4.4.2 Six individually wrapped sterile adhesive dressings (assorted sizes).
 - 6.4.4.3 Two individually wrapped triangular bandages (preferably sterile).
 - 6.4.4.4 Two safety pins.
 - 6.4.4.5 One large (approximately 18 cm x 18 cm) sterile individually wrapped unmedicated wound dressing.
 - 6.4.4.6 Individually wrapped moist cleansing wipes.
 - 6.4.4.7 One pair of disposable gloves.
- 6.4.5 All public service vehicles used by schools, e.g., minibuses, must have on board a First Aid container with the following items contained:
 - 6.4.5.1 Ten antiseptic wipes, foil packaged.
 - 6.4.5.2 One conforming disposable bandage (not less than 7.5 cm wide).
 - 6.4.5.3 Two triangular bandages.

- 6.4.5.4 One packet of two assorted adhesive dressings.
- 6.4.5.5 Three large sterile unmedicated ambulance dressings (not less than 15 cm x 20 cm).
- 6.4.5.6 Two sterile eye pads with attachments.
- 6.4.5.7 Twelve assorted safety pins.
- 6.4.5.8 One pair of rust-free, blunt-ended scissors.

6.5 Facilities

- 6.5.1 The Trust will ensure that there is a suitable room that may be used for medical or dental treatment, when required, and for the care of pupils during school hours. The area must contain a washbasin and be reasonably near to a WC; it need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.
- 6.5.2 Infection control and hygiene are of paramount importance and all staff and pupils will be reminded to follow basic hygiene procedures at all times.
- 6.5.3 Disposable gloves and handwashing facilities will be made available.

6.6 Reporting an incident

- 6.6.1 A First Aid log book and online accident record book will be completed by a First Aider or other relevant member of staff without delay after an incident. Not all incidents or accidents will be reportable, and First Aiders will be trained to identify when a statutory (RIDDOR) report is required. In most cases, a statutory report will be made by the Principal or Central Team Health and Safety representative.
- 6.6.2 When an incident is reported the following information must be included:
 - The date.
 - Method of reporting e.g. via HSE website for RIDDOR.
 - Time and place of the event.
 - Personal details of those involved.
- 7..1 A brief description of the nature of the event or disease and the actions taken. (factual account only).
- 6.6.3 This record can be combined with other accident records.
- 6.6.4 The records will be kept for a minimum of 3 years.

- 6.6.5 Parents/carers will be notified of any accident/injury the same day or as soon as reasonably practical afterwards, along with notification of any first aid treatment given.
- 6.6.6 Where there is a EYFS provision, where pupils are registered with a child protection agency/agencies, the agency will be notified of any serious accident, injury or death of any child, and action will be taken to follow any advice from the agency/agencies.
- 6.6.7 If there is on onsite provision for children under the age of 2, with a separate Ofsted registration, Ofsted will be notified of any serious accident, illness or injury to or death of any child whilst in their care, and of the action taken. Notification will be made as soon as is reasonably practicable but, in any event, within 14 days of the incident occurring.

6.7 HSE notification

- 6.7.1 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools. Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR. Please refer to the Trust Central Team for advice in the first instance.
- 6.7.2 Incidents involving contractors working on school premises are normally reportable by their employers. Contractors could be, e.g., builders, maintenance staff, cleaners or catering staff. If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury, the person in control of the premises (usually the Principal) will be the responsible person.
- 6.7.3 The following work-related accidents must be reported to the HSE:
- Accidents which result in death, or a specified injury must be reported without delay.
 - Accidents which prevent the injured person from continuing their normal work for more than 7 days (not counting the day of the accident but including weekends and other rest days) must be reported within 15 days of the accident.
- 6.7.4 Reportable specified injuries include:
- Fractures, other than to fingers, thumbs and toes.
 - Amputations.
 - Any injury likely to lead to permanent loss of sight or reduction in sight.

- Any crush injury to the head or torso causing damage to the brain or internal organs.
- Serious burns (including scalding), which:
 - Cover more than 10% of the body.
 - Cause significant damage to the eyes, respiratory system or other vital organs.
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any injury resulting from working in an enclosed space, where this leads to hypothermia or a heat induced illness, requires resuscitation or means the person is admitted to hospital for more than 24 hours.

6.7.5 Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over 7 days are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence. Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable because it arises out of or in connection with work.

6.7.6 Work-related stress and stress-related illnesses (including posttraumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an “accident” arising out of or in connection with work. In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress-related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event.

7.0 PROCEDURES

7.1 On-site procedures

In the event of an accident or incident the following procedure should be followed:

- 7.1.1 The closest member of staff will seek the assistance of a qualified First Aider.
- 7.1.2 The First Aider will assess the injury and undertake the appropriate First Aid treatment.
- 7.1.3 If appropriate, the First Aider will contact the emergency services and remain with the injured person until assistance arrives.
- 7.1.4 If deemed appropriate, the First Aider will contact the injured person’s emergency contact or next of kin.
- 7.1.5 The First Aider or relevant member of staff will complete the First Aid and accident record book and include the required details.

- 7.1.6 If it is judged that a pupil is too unwell to remain at school but does not require the assistance of the emergency services, the First Aider will contact the pupil's parents or next of kin and recommend next steps to them.
- 7.1.7 If it is judged that a member of staff is too unwell to remain at school but does not require the assistance of the emergency services, the First Aider will contact the member of staff's next of kin and recommend next steps to them.

7.2 Off-site procedures

- 7.2.1 Where appointed, a Paediatric First Aider must always accompany children on off-site visits.
- 7.2.2 When staff take pupils off the school premises, they should ensure they have the following:
- A First Aid container consistent with paragraph 6.4.4
 - A mobile phone, on which they can contact the school, and the school can contact the staff member.
 - A list of the specific medical needs of the pupils and any required equipment.
 - Emergency contact details for the pupils.

APPENDIX 1

Academy Named Person(s) and First Aiders

Location	Named Person(s)	Paediatric First Aid Trained 2-days	3-day First Aid Trained	1-day First Aid Trained
Blackgates Primary Academy	Emma Elston Amy Hartigan	Teachers x 4 Support staff x 14	0	0
East Ardsley Primary Academy	Clair Coley Linda Oyston	Teachers x 4 Support staff x 10	Support staff x 1	0
Hill Top Primary Academy	Jo Colquhoun	Teachers x 2 Support staff x 3	Teachers x 1 Support staff x 1	Support staff x 9
Westerton Primary Academy	Lorna Goddard	Teachers x 3 Support staff x 29	Teachers x 0 Support staff x1	0
Woodkirk Academy	Leona Bird	N/A	Teachers x 3 Support staff x 7	Teachers x 5 Support staff x 1
Leodis Central Office	N/A	N/A	N/A	Support staff x 2

APPENDIX 2

ACTION IN EMERGENCIES

In the event of an emergency which requires paramedic/ ambulance assistance, dial 999 and be ready with the information below. Speak slowly and clearly and be ready to repeat information if asked.

- The Academy's telephone number/your telephone number if using a mobile phone
- Your name
- Your location
- Provide the exact location of the patient within the Academy
- Provide the name of the student and a brief description of their symptoms
- Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient
- Ask office staff to contact premises to open relevant gates for entry as required
- Contact the parents to inform them of the situation
- A member of staff should stay with the student until the parent arrives. If a parent does not arrive before the student is transported to hospital, a member of staff should accompany the student in the ambulance

A copy of this information will be displayed in the school office, staff room and on reception.