



# First Aid Policy

Key document details			
<b>Author:</b>	Health and Safety Manager	<b>Approver:</b>	CEO
<b>Owner:</b>	Commercial and Compliance Director	<b>Version no.:</b>	3.0
<b>Date:</b>	Jun 2020	<b>Next review:</b>	Jun 2022
<b>Ratified:</b>	Jul 2020		

# First Aid Policy

## Contents

1. Statement of Intent.....	2
2. Arrangements for Implementation of Policy.....	2
3. First Aid Equipment.....	3
4. First Aid/ Medical Accommodation.....	3
5. First Aid Training.....	4
6. First aid provision for the early years foundation stage (EYFS).....	4
7. AED Training.....	4
8. Administration of First Aid in the Academy.....	4
9. Hospital Treatment.....	5
10. Administration of First Aid on Educational Visits.....	5
11. Hygiene Control.....	6
12. Academy Insurance Arrangements.....	6
13. Reporting Accidents and Record-Keeping.....	6
14. Retention of Accidents Records.....	6
15. Managing first aid during the coronavirus pandemic.....	7

Annexes to this policy are available for download in Word format on the health and safety SharePoint site

Annex A – Harris Federation Accident Form.....	A-1
Annex B – First Aiders.....	B-1
Annex C – First Aid posts, kits and locations.....	C-1
Annex D – Defibrillator checklist and trained personnel.....	D-1
Addendum to First Aid Policy.....	Addendum-1

## 1. Statement of Intent

- 1.1. Harris Federation is committed to providing emergency first aid provision in order to deal with accident and incidents which may affect employees, students and visitors.
- 1.2. The Federation believes that ensuring the health and welfare of staff, students and visitors is essential to the success of its academies.
- 1.3. We are committed to:
  - Providing adequate first aid provision for students, staff and visitors
  - Ensuring the needs of the individuals are considered
  - Providing specialist training for staff
  - Ensuring students and parents are confident in the schools' ability to provide effective support to their child
  - Ensuring procedures for providing first aid are in place and reviewed at least annually
- 1.4. We will:
  - Ensure all staff are aware of this policy and that sufficient trained staff are available to implement the policy
  - Ensure that every academy is appropriately insured and staff are aware that they are insured to provide first aid and other medical support to students

## 2. Arrangements for Implementation of Policy

- 2.1. **Principal.** The Principal of each academy must nominate a member of staff to Lead on the first aid provision within the academy, to ensure there are sufficient personnel and equipment available to provide adequate first aid provision and care to students, staff and visitors.
- 2.2. **Health and Safety Lead.** The Health and Safety lead is responsible for preparing accident reporting procedures and sharing these with all staff. Accident reporting procedures should be held in all department folders and form part of the academy new staff induction.
- 2.3. The Academy Health and Safety Lead is responsible for ensuring the First Aid Lead can meet all their responsibilities by monitoring the first aid provision within the school, including training, accident and incident monitoring. Where an online medical tracking systems is used, it is the responsibility of the Health and Safety Lead - in conjunction with the First Aid Lead, to ensure that all staff are aware how to use the system when reporting accidents and when recording any first aid treatment administered.
- 2.4. **First Aid Lead.** The academy appointed First Aid Lead is responsible for:
  - organising suitable and sufficient training to enable staff to administer first aid as required
  - ensuring all staff are trained on the medical tracking system, if used
  - tracking the first aid records and system to ensure they meet the requirements of the policy
  - maintaining the list of qualified first aiders (Annex B)
  - keeping records of qualifications held and expiry dates
  - ensuring that lists of first aiders are kept up to date and displayed
  - keeping a sufficient record of all first treatment provided to students
  - keeping the academy accident record up to date
  - ensuring that the academy has adequate first aid boxes to meet the need of the academy and its functions
  - ensuring that first aid boxes are kept fully stocked and regularly replenished as required
- 2.5. Lists of first aiders and their contact details must be displayed in the academy office, staff room, by the receptionist and in any common areas.

- 2.6. First aid leads and academy medical leads, if not the same person, are required to work in tandem to ensure the first aid and medical needs of staff, students and visitors are met.
- 2.7. **The First Aid team.** Each academy must appoint qualified first aiders to comply with the statutory minimum. Additional first aiders should be appointed and trained where possible. Academies should consider staff sickness, educational visits and out of hours cover when considering the amount of first aiders required, over the minimum.

### 3. First Aid Equipment

- 3.1. **First Aid Boxes.** Each Academy must provide and keep fully stocked the minimum number of first aid boxes required by statute and regulation. Academies should consider providing additional first aid boxes in practical departments, for off-site activities, including educational visits and sports fixtures. First aid kits should also be carried on academy minibuses. (Annex C- First aid posts, kits and locations)
- 3.2. **Automatic External Defibrillators (AEDs).** AEDs are now considered part of the academy's first aid kit and should be easily accessible and available in the 'ready' position at all times.
- 3.3. Academies must register their AED with the local ambulance service in order to assist 999 operators and ambulance crews. Further information can be found by following this link:  
<https://www.londonambulance.nhs.uk/calling-999/emergency-heart-care/cardiac-arrest/shockingly-easy-campaign/>
- 3.4. AEDs should be strategically located to ensure they can be accessed quickly in an emergency. Schools with only one defibrillator should site their device no more than two minutes brisk walk from the location where they are most likely needed.
- 3.5. Regular recorded checks (Annex D) should be carried out to ensure the defibrillator is working properly, to include:
  - Battery checks
  - Expiry dates on adult and junior electrode pads
  - Expiry dates on emergency supplies stored with the defibrillator
- 3.6. For additional information on the use of automated defibrillators in schools, follow this link to the DFE guidance published in 2019:<https://www.gov.uk/government/publications/automated-external-defibrillators-aeds-in-schools>

### 4. First Aid/ Medical Accommodation

- 4.1. It is a legal requirement under The School Premises (England) Regulations 2012 for schools to provide suitable accommodation in order to cater for the medical and therapy needs of students, including accommodation for:
  - The medical examination of students, and
  - The short-term care of sick and injured students, which includes:
    - a washing facility with hot and cold running water, and
    - is reasonably near a toilet facility
- 4.2. In addition to these requirements, the following should also be available:
  - Access to soap and paper towels
  - Be fitted with vinyl flooring (for easy hygienic cleaning)
  - Sufficiently accessible to the emergency personnel (paramedics)
  - Provides sufficient privacy

- 4.3. The medical accommodation does not need to be used solely for medical purposes but needs to be available and ready when needed.

## 5. First Aid Training

- 5.1. **Assessing the competency of trainers.** The first aid lead is responsible for arranging all first aid training. To ensure organisations identify and select competent first aid trainers, the Health and Safety Executive have produced a guidance document which can be found by following this link:  
<http://www.hse.gov.uk/pubns/geis3.pdf>
- 5.2. **Evidence of first aid training completed.** All first aiders should hold a valid certificate issued by the training organisation. Training is valid for 3 years, but where possible refresher training should be completed on an annual basis. Individuals with expired certificates will be required to complete the training again in full.
- 5.3. All first aid certificates should be held by the school health and safety Lead, with copies also retained on personnel files.

## 6. First aid provision for the early years foundation stage (EYFS)

- 6.1. It is a legal requirement when looking after children in EYFS, for at least one person who has a current full paediatric first aid certificate to be on the premises and available at all times when children are present, and on school trips and outings.
- 6.2. All newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff : child ratios at level 2 or level 3 in an early years setting. Providers should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate.

## 7. AED Training

- 7.1. Due to AEDs being incredibly simple and easy to use, training is not required. It is recommended however, that schools circulate the manufacturer's instructions of their AED to all staff and provide a short general awareness briefing session. The London Ambulance Services 'Shockingly Easy' campaign video on how to use a defibrillator is available via the following link and is an easy way to train staff. Records of training completed should be held as evidence.  
<https://www.londonambulance.nhs.uk/calling-us/emergency-heart-care/cardiac-arrest/video-use-defibrillator/>

## 8. Administration of First Aid in the Academy

- 8.1. In the case of a student accident, medical emergency, or a student with a medical condition requiring assistance, the following procedures must be followed:
- If it is safe for the student to walk, the first aider on duty must take him/her to a designated first aid post or medical room. Students unable to walk should remain where they are until it is safe to move them.
  - First aider will assess the situation and administer first aid as required
  - First aider must record the incident and any treatment administered on a Harris Federation accident form (Annex A), if using the Federation paper based system or online using Medical Tracker.
  - If the student has had a bump on the head parents must be notified either by phone, letter or online via Medical Tracker. In all cases, a record must be kept of when and how parents were notified.

- If the student requires hospital treatment the incident must be reported to the Academy Student Services or Student Welfare Officer or online via Medical Tracker. The Principal and academy Health and Safety Lead should also be notified.
  - The academy nominated Health & Safety Lead must decide if the incident is reportable under RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013), if required should be reported in accordance with HSE requirements. All RIDDOR reports must be forwarded to the Federation Health and Safety Manager for retention.
  - If the first aider has been called because the student has been injured in an accident, or incident, full details must be reported to the academy nominated Health & Safety Lead immediately so the area can be cordoned off and any presenting hazards dealt with.
  - Full details of the accident and the situation surrounding the accident should be recorded on the Federation accident form or on Medical Tracker.
  - Where considered appropriate an accident investigation should be conducted by the Academy Health and Safety Lead.
- 8.2. The First Aid Lead is responsible for ensuring that all First Aiders are aware of these procedures and for checking they are complied with.
- 8.3. Please refer to the Medical Needs and Medicines Policy for guidance on supporting students with medical needs.

## 9. Hospital Treatment

- 9.1. If a student has an accident or becomes ill and may require hospital treatment, the academy first aid staff will undertake an assessment to determine if additional medical assistance is required. Where considered necessary they will:
- Call an ambulance
  - Take the student to an Accident and Emergency or Minor Injuries Department, or
  - Request parents take their child to Accident and Emergency or Minor Injuries Department
- 9.2. In any event the student's parents/carers should be contacted immediately.
- 9.3. Where a student has to be taken to hospital by a member of staff they should be taken in a taxi, not in staffs' personal vehicles.
- 9.4. When an ambulance has been called, a first aider will stay with the student until the parent arrives, or accompany the student to hospital by ambulance if required and remain with them until the parent/carer or a responsible adult arrives.

## 10. Administration of First Aid on Educational Visits

- 10.1. The requirement for first aid cover is subject to the findings of the risk assessment. Where there are students or staff present with pre-existing medical conditions, or where there may be a need for emergency medication to be administered, or the destination is far removed from any emergency medical care a first aider should be in attendance. First aiders must also be in attendance on residential study trips, overseas trips and trips where large numbers are travelling.
- 10.2. An Emergency First Aid qualification is generally suitable for routine urban visits, however the nature of the visit may indicate that a higher level qualification is appropriate, especially in circumstances where it is likely that access by the emergency services may be delayed or a students' medical condition warrants a higher qualified first aider.

- 10.3. Travel first aid kits should be carried by the first aiders, as well as spare medication for students, along with details of the students medical care requirements.
- 10.4. A fully qualified paediatric first aider must be in attendance on all Early Years Foundation trips.
- 10.5. **Residential Visits.** If first aid is required at the residential centre/accommodation the resident first aider (where present) will administer first aid and complete reports in accordance with relevant legal requirements for the residential centre/accommodation. If first aid is required away from the residential centre, first aid will be administered by the Academy first aider accompanying the trip.
- 10.6. Wherever first aid is required, the Group Leader must record details of the incident and ensure that the Academy accident record is updated either online via Medical Tracker immediately, or on return. If the student has suffered a bump on the head, a bump on the head note must be given to the student to take to their parents/carers on return or parents notified electronically via Medical Tracker.
- 10.7. **Day Visits.** If first aid is required on a day trip, first aid will be administered by the first aider accompanying the trip.
- 10.8. The Group Leader must record details of the incident and ensure that the Academy Accident record is updated either on line via Medical Tracker immediately, or on return to the Academy. If the student has suffered a bump on the head, a bump on the head note must be given to the student to take to their parents/carers on return or parents notified electronically via Medical Tracker.
- 10.9. This policy applies to all off-site visits and must be read in conjunction with the Educational Visits Policy.
- 10.10. **EYFS.** A fully qualified paediatric first aider must be in attendance on all Early Years Foundation trips.

## 11. Hygiene Control

- 11.1. All staff should take precautions to avoid infection and must always follow basic hygiene principles.
- 11.2. Staff must have access to single use disposable gloves and hand washing facilities. Further guidance on hygiene control can be found on the Federation Control of Infections Policy.

## 12. Academy Insurance Arrangements

- 12.1. All Academies are covered by public liability insurance, which will indemnify staff against any claims against them arising from the administration of first aid or medicine in accordance with this policy.

## 13. Reporting Accidents and Record-Keeping

- 13.1. Schools are required to keep records of all first aid treatment given. All accidents should be recorded using the Harris Federation Accident Form (Annex A) or on line if using Medical Tracker Where it is deemed appropriate/necessary, Academies should complete an Accident Investigation Form to establish any underlying causes or factors which may have contributed to the incident and to help prevent reoccurrence.
- 13.2. Accidents and incident data should be routinely monitored by the Health and Safety Lead for patterns and trends and to identify any problem areas. All such data should be shared with the Academy Senior Leadership Team.

## 14. Retention of Accidents Records

14.1. Accident records should be retained for the following periods:

- Adults – date of the incident + 6 years
- Children – DOB of the child + 25 years

## 15. Managing first aid during the coronavirus pandemic

15.1. See the **Addendum** to the first aid policy for the latest guidance on supporting, staff students and visitors during the coronavirus pandemic. Due to the evolving nature of the pandemic the guidance will be updated as required.

## Annex A: Harris Federation - Accident Form

Academy Name *:		Date of Accident*:	
First Aider attending: (full name)*:		Accident Form No*:	
Details of injured party			
Full Name*:		D.O.B:	
Class Group*:		If not student: Visitor/ Contractor/ Staff member ( <i>circle</i> )	
About the accident			
Location of accident*:		Time of accident*:	
Description of accident and cause*:			
Description of injury*:			
Details of treatment given			
Treatment given? (circle as appropriate)*:		YES	NO
If yes, provide details of first aid/care given* ( <i>complete on separate sheet, or reverse if required</i> )			
<b>Details of what happened next must be completed as part of this accident form*</b>			
Parent/carer contacted		Advised to go to hospital	
Unable to contact parent/carer		Well enough to stay in school following first aid	
Collected from school		Ambulance called	
Care / support given		Other (if other please give details in care given)	
Monitored by first aider (duration)			
Accident form completed by*:			
Follow up			
Detail any follow up action taken ( <i>complete on separate sheet, or reverse if required</i> ):			
Is this accident reportable under RIDDOR? <a href="http://www.hse.gov.uk/riddor/">http://www.hse.gov.uk/riddor/</a>			YES / NO
Notification No:	RIDDOR completed by:	Date:	
Is a further investigation required? YES / NO ( <i>If yes, complete accident/ incident investigation</i> )			
Accident details added to Bromcom / Medical Tracker/ Accident log		MT	Accident log BC

### First aid policy Version 3 – Annex A

\*all fields marked with an asterisk **must** be completed







## Addendum to First Aid Policy

### Introduction

This addendum provides information on the temporary adjustments to the first aid policy, in line with government and industry guidance during the coronavirus pandemic. This addendum is under constant review and will be completely reviewed in September 2020.

### Changes to first aid requirements

Due to coronavirus it is likely that academies will struggle to meet the required first aid provision, due to reduced staff levels. Academies are therefore required to reconsider their first aid provision by conducting a risk assessment. Academies will be required to assess the medical needs of staff and students on site, so that at all times first aid assistance can be provided.

### EYFS Disapplication

The requirement for at least one person who has a full Paediatric First Aid (PFA) certificate to be on the premises at all times when children are present, remains in place where there are children below the age of 24 months.

The requirement is modified for children on site aged 2 to 4 (with no children on site below 24 months). Academies must use their best endeavours to ensure one person with a full PFA certificate is on site when children are present. If despite their efforts, they cannot meet this requirement then they must ensure that someone with a current First Aid at Work (3 day certificate) or Emergency Paediatric First aiders (1 day certificate) must be on site at all times.

New entrants (level 2 and 3) will not need to have completed a full PFA course within their first 3 months in order to be counted in staff to child ratios.

[Early years foundation stage: coronavirus disapplication](#)

### Risk Assessment of first aid provision during the coronavirus pandemic

First aid needs assessments need to be refreshed and or updated, taking into account the medical needs of the school community during the pandemic. As a minimum should consider the following points:

- The type of activities being conducted on site
- Amount of students and staff on site
- Work place hazards and risks
- nature and size of your workforce
- Current first aiders
- Vulnerable workers with first aid responsibilities
- Anyone with medical conditions

First aid response must be available at all times, whilst the site is occupied.

### Cardiopulmonary Resuscitation (CPR)

#### Adult CPR

In adults, it is recommended that you **do not** perform rescue breaths, or mouth- to mouth resuscitation, but to perform chest compressions only.

First responders should try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.

- Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- Ask someone to get the defibrillator if you do not have it with you
- Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient’s mouth and nose, while still permitting breathing to restart following successful resuscitation
- If available, use:
  - a fluid-repellent surgical mask
  - disposable gloves
  - eye protection
  - apron or other suitable covering

### **Paediatric CPR**

Unlike adults, paediatric cardiac arrest is unlikely to be caused by a cardiac problem and is more likely to be a respiratory one, ventilation is therefore crucial to the child’s chances of survival. Consequently, first responders may be faced with giving CPR to a child during the coronavirus pandemic, which will undoubtedly raise concerns about the transference of the virus when giving rescue breaths. To assess the risk of transmission, before rescue breaths are given, staff attending the child should perform a dynamic risk assessment (a mental observation and assessment of the situation) to establish factors such as:

- the history of the child’s collapse
- any known medical history
- the presence or otherwise of COVID–19 signs/symptoms
- medical history of the rescuer/ first responder

As CPR requires close contact, staff attending should be wearing PPE. Anti-bacterial barrier masks are available to schools to use in the event rescue breaths are required on a child.

### **What to do if I have given rescue breaths**

If you have given mouth-to-mouth ventilation, there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the following 14 days. Should you develop such symptoms you should follow the latest guidance.

### **Providing First aid assistance during the coronavirus pandemic**

Harris Academies must continue to provide first aid and manage students’ medical conditions. These functions need to be carried out in a safe way to minimise the risk of cross contamination from not only COVID-19 but all infectious diseases.

Full PPE (gloves, mask, aprons and visors), must now be included in all first aid kits. All PPE except for the visor- which is reusable once disinfected, should be disposed of after each use. Visors should not be shared with other staff.

In order to decide if full PPE is required, first aiders should conduct a dynamic risk assessment (mentally observing, assessing and analysing the situation and environment) to determine the level of PPE required.

All staff using any PPE within the academy are required to watch the Harris Federation training video produced by the registered nurse at Harris Academy Greenwich:

[Harris Training Video for First Aid, PPE and CPR](#)

H&S leads are required to keep a note of staff who have watched the video as evidence that training has been undertaken.

If first aiders would prefer to don full PPE when dealing with **any** first aid incident, they are free to do so. It is not acceptable at any point however for first aiders to not wear any PPE. At the very least gloves and face masks **must** be worn.

### Renewing First aid Certificates

People holding a First Aid at Work, Emergency First Aid at Work, Paediatric First Aid at work or Emergency Paediatric First Aid at Work qualifications nearing expiry date might experience disruption to access to requalification as a result of Covid-19 outbreak. The first aid training industry in England is confident that enough courses will now be available for all required requalification training to take place. The HSE has therefore agreed a final deadline for requalification for these qualifications of **30 September 2020**.

Anyone taking advantage of this extension should be able to clearly describe their reasons for delaying requalification training and demonstrate steps they have taken to undertake the training.

### Return to classroom based first aid training

From 15 June non-essential first aid training will begin as long as all Government restrictions and the strict classroom requirements/guidelines are followed.

Risk Assessment should be conducted of venues looking to host first aid training sessions, ensuring the following requirements are met:

- Access to the toilets
- Limiting numbers depending on access routes, the size of the training room and the effect on maximum number of learners
- Learner arrival at the venue to ensure social distancing is maintained
- Movement around the venue and building has been considered and suitable measures taken

### Interrupted first aid training

If due to coronavirus you have not been able to complete training for your first aid qualification in the usual timeframe, training can restart at a later date as long as:

- a full recap of training delivered before the interruption is done before moving onto undelivered modules
- the awarding body is content that you can show:
  - a full understanding of all aspects of the course content
  - the knowledge required and competencies at the end of the training

**Should you have any queries in relation to this addendum, please contact the Federation Health and Safety Team.**