



Ark Boulton  
Academy

*“Growing together, reaching higher”*

# FIRST AID POLICY

May 2018

|                      |          |                |                                 |
|----------------------|----------|----------------|---------------------------------|
| Date of last review: | May 2018 | Review period: | 2 Years                         |
| Date of next review: | May 2020 | Owner:         | Rita Barratt<br>David Crutchley |

## POLICY INFORMATION

Named personnel with designated responsibility for

| Academic Year | Designated Senior Person | Deputy Designated Senior Person | Nominated Governor | Chair of Governors |
|---------------|--------------------------|---------------------------------|--------------------|--------------------|
| 2015/16       | Herminder Channa         | Rita Barratt<br>David Crutchley |                    | Julie Griffiths    |

Policy Review Dates

| Review Date | Changes Made    | By Whom                         |
|-------------|-----------------|---------------------------------|
| May 2016    | Policy created  | Julie Griffiths                 |
| May 2018    | Policy reviewed | Rita Barratt<br>David Crutchley |

Ratification by LGB

| Academic Year  | Date of Ratification | Chair of Governors |
|----------------|----------------------|--------------------|
| September 2016 |                      | Julie Griffiths    |

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

| Academic Year 2016/17   |              |       |
|-------------------------|--------------|-------|
| Date<br>(Refer to List) | Course Title | Staff |
|                         |              |       |

## CONTENTS

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

## 1. INTRODUCTION

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

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

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

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

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

## 2. LEGISLATION

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

## 3. POLICY STATEMENT

Ark Boulton Academy ensures that it will:

- Undertake a first aid risk assessment (see Appendix 1 – page 10).
- Appoint an appropriate number of suitably trained personnel as first aiders (list attached).
- Ensure sufficient first aid facilities and resources are available (locations provided).
- A record of accidents is maintained (attached template).
- A report is made annually to the Local Governing Body and Ark Central.
- Ensure that suitable and sufficient information and training is provided to staff.
- Keep accident records and will report to the HSE as required under the Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.
- This policy will be reviewed every two years.

## 4. ARK BOULTON ACADEMY AREAS OF RESPONSIBILITY

- Determine through an assessment the first aid requirements for the school.
- Ensure sufficient first aid trained staff are available on-site.
- Ensure that suitable first aid arrangements are in place when off-site.

- Ensure that staff nominated to provide first aid receive recognised training.
- Ensure appropriate first aid material, equipment and facilities are provided.
- Inform staff and pupils of first aid arrangements.
- Ensure that all first aid equipment and facilities are well maintained.
- Ensure that suitable records of first aid treatment are kept.

## 5. DETERMINING FIRST AID NEEDS

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

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

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

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

## 6. TYPE AND NUMBER OF FIRST AID STAFF

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

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

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

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

| Hazard Level | Number of employees and/or pupils | Level of first aid provision required |
|--------------|-----------------------------------|---------------------------------------|
| Low hazard   | Less than 25                      | At least one appointed person         |

|  |              |  |
|--|--------------|--|
| (e.g. office, shops, libraries, schools) | 25-50        | At least one person trained in EFAW  |
|  | More than 50 | At least one person trained in FAW for every 100 persons (or part thereof) |

## 7. SELECTION, QUALIFICATIONS AND TRAINING

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

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

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

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

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

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

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

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

Ark Boulton Academy's designated First Aiders are listed below:

| List of First Aid Staff & School Nurse |               |             |                            |
|--|---------------|-------------|----------------------------|
| School nurse                           | Selene Haslem |             |                            |
| Name                                   | Location      | FAW or EFAW | Expiry date of certificate |
| Marina Javaid                          | C Block       |             | 24/6/16 to 2019            |
| Asif Patel                             | D Block       |             | 24/6/16 to 2019            |
| Luke Tyler                             | D Block       |             | 24/6/16 to 2019            |
| Naomi Gayle                            | D Block       |             | 24/6/16 to 2019            |
| Karen Sperring                         | E Block       |             | 24/6/16 to 2019            |
| Patricia Hudd                          | D Block       |             | 17/03/17 to 2020           |
| Nazneen Saddique                       | D Block       |             | 17/03/17 to 2020           |

|                  |         |  |                  |
|------------------|---------|--|------------------|
| Jacqueline Smith | D Block |  | 17/03/17 to 2020 |
| Manzoor Ahmed    | D Block |  | 17/03/17 to 2020 |
| Lisa Huckstep    | D Block |  | 17/03/17 to 2020 |

## 8. OFF-SITE FIRST AID REQUIREMENTS

Before undertaking any off-site activities, the head teacher or the group leader, in conjunction with the school 'Learning outside the Classroom' coordinator, makes an assessment on what level of first aid might be needed.

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

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

## 9. FIRST AID EQUIPMENT AND FACILITIES

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

| Locations                          |
|------------------------------------|
| EG12 Site Office                   |
| Reception                          |
| EG10 Kitchen                       |
| DF11 Food Tec                      |
| DF6 Art                            |
| DF14 Art                           |
| DS5 Science Prep                   |
| DG4 Student medication box         |
| DG4 Inhalers Store                 |
| Nurses Office, Main Reception      |
| DF3 Sharps & Body Fluids Waste Bin |
| Mini Bus LDV                       |
| Mini Bus Peugeot                   |
| EF3 Staff Room                     |
| PE Staff Room                      |

There is no mandatory list of items that should be included in a first aid container although the Health and Safety Executive do make recommendations for contents the Academy may

wish to refer to British Standard BS 8599 which provides further information on the contents of workplace first-aid kits.

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

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

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

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

Location- School Nurse Room.

## 10. INFORMATION FOR STAFF AND PUPILS

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

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

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

This information is also found in staff Thinkbook.

## 11. FIRST AID TREATMENT RECORD KEEPING

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

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

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



A SEPARATE SHEET SHOULD BE COMPLETED FOR EACH PERSON INVOLVED IN THE ACCIDENT  
 Once completed, the sheet should be removed and passed to the person or department on the front of this book for secure safekeeping. The employee who had the accident, may wish to make a copy of this form for their own records before handing it in.

# ACCIDENT REPORT FORM

**Details about the person who had the accident**

Name: .....

Address: .....

Postcode: .....

Occupation: .....

Department: .....

**Details about you, the person completing this record** - Please complete if you are not the person who had the accident

Name: .....

Address: .....

Postcode: .....

Occupation: .....

Department: .....

**About the accident** - Please use the back of this form if you require more space

Time when the accident occurred: ..... Date of accident:    /    /

Where the accident occurred - Please include department / room / area .....

How the accident took place - Include the cause if known .....

.....

Details of any injury suffered by the person involved .....

.....

Please tick if a risk assessment is required

The person involved in the accident should tick the box and sign and date below if they consent to their details on this form being disclosed and made available to safety representatives and representatives of employee safety when requested.

Signature .....

Date:    /    /

Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

How was it reported: .....

Date reported:    /    /      Print Name .....

Signature .....

## TREATMENT



Located in Nurse Office in reception

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

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

### 13. APPENDIX 1 – FIRST AID RISK ASSESSMENT

|                                      |  |  |         |
|--------------------------------------|--|--|---------|
| <b>Academy</b>                       | Ark Boulton                                      |  |         |
| <b>Address</b>                       | Golden Hillock Rd, Birmingham B11 2QG            |  |         |
| <b>Risk Assessment undertaken by</b> | <b>Signed</b><br>David Crutchley<br>Rita Barratt | <b>Print name</b><br>David Crutchley<br>Rita Barratt |         |
| <b>Date</b>                          | 14/05/2018                                       | <b>Review By:<br/>(no later than<br/>12 months)</b>  | 05/2019 |

| Baseline Assessment   |                     |
|---|---------------------|
| Do employees have easy access to suitably stocked and signed first aid boxes?   | Yes                 |
| Has a person been appointed to take charge of first aid arrangements?   | Yes David Crutchley |
| Are suitably worded notices displayed within the premises detailing how to contact a first aider and where the first aid kit(s) are kept? | Yes                 |
| How many adults are there? (allow for visitors/contractors)   | 200                 |
| How many children over 8 are there?   | 900                 |
| Total:  | 1100                |
| How many children under 8 are there?  | 0                   |
| <b>HSE Guidelines:</b>  |                     |

If there are children under 8 there needs to be a paediatric first aider available at all times

HSE guidelines for low risk:

<25 at least 1 appointed person

26-50 at least 1 first aider trained in Emergency First Aid at Work

>50 at least 1 first aider trained in First Aid at Work for every 100 employed (or part thereof)

Assuming that schools fall into the “low” risk category

- a. How many appointed persons are required?
- b. How many EFAW first aiders are required?
- c. How many FAW first aiders are required?
- d. How many Paediatric first aiders are required?

11

11

11

0



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

|  |  |   |  |
|--|--|---|--|
| Where is your record of accidents and cases of ill health? What type are they and where did they happen? | All accident books are kept in Nurses Office. All accidents which occur on site or on trips.     | You may need to: <ul style="list-style-type: none"> <li>• Locate provision in certain high risk areas.</li> <li>• Review the contents of the first aid box.</li> </ul>                          | Renewed Regularly                              |
| Inexperience, disability, special educational needs.   | Yes.   | You will need to consider: <ul style="list-style-type: none"> <li>• Special equipment Requirements.</li> <li>• Local positioning of equipment.</li> </ul>                                       | Renewed in line with individual student needs. |
| Are the premises spread out? E.g. spread out over several buildings or multi floor site.                 | Yes.   | You will need to consider provision in each building or on several floors.  | Minimum 1 per floor per block.                 |
| Is there shift work or out of hours working?   | Cleaning staff and maintenance staff.  | There needs to be provision of first aid cover at all times of work.  | At least 1 FAW from premises/cleaning staff.   |
| Is your workplace remote from the emergency services?  | Nearest A&E is 2.3 miles away:<br>Heartlands Hospital, Bordesley Green East, Birmingham, B9 5SS> | You will need: <ul style="list-style-type: none"> <li>• To inform the local medical services of your location.</li> <li>• Consider special arrangements with the emergency services.</li> </ul> | Good practice to let them know.                |

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

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



#### 14. RECORD OF FIRST AID PROVISION

| <b>First Aid Personnel</b>                | <b>Required (Y/N)</b> | <b>Number/Location</b>     |
|---|-----------------------|----------------------------|
| First Aid at Work                         | Yes                   | EG12                       |
| Emergency First Aid at Work               | Yes                   | EG12                       |
| Appointed Person                          | Yes                   | EG12                       |
| Paediatric First Aid                      | Yes                   | EG12                       |
| Any other specific training               | No                    | None                       |
| <b>First Aid Equipment and Facilities</b> | <b>Required (Y/N)</b> | <b>Number/Location</b>     |
| First Aid Container                       | Yes                   | 15 around the academy      |
| Additional Equipment                      | No                    | None                       |
| Travelling First Aid Kit                  | Yes                   | Mini Buses    Boxer/LGV    |
| First Aid Room                            | Yes                   | Nurses Office in Reception |
| First Aid record book                     | Yes                   | Nurses Office in Reception |