



Ark Boulton
Academy

“Growing together, reaching higher”

FIRST AID POLICY

2020-2021

Head of school	Daniel Richards
Academic year	2021/22
Last Amended	August 2021
Review period	Every 2 years
Owner	Rita Barratt

Date of last review:	August 2021	Author:	Head of Estates
Date of next review:	August 2023	Owner:	Operations Manager
Type of policy:	<input checked="" type="checkbox"/> Network-wide <input type="checkbox"/> Tailored by school	Approval:	Management team
School:	N/A	Key Contact Name:	Governance team
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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
- Medical Conditions Policy

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](#)

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.

What Ark Boulton will do

- 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.

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 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.

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)

Appointed Persons

Where an assessment of first-aid needs identifies that first aid personnel are not necessary, the minimum requirement is to appoint a person to take charge of the first-aid arrangements, including looking after the equipment and facilities, and calling the emergency services when required.

Arrangements should be made for an appointed person to be available to undertake these duties at all times when people are at work.

To fulfil their role, appointed persons do not need first-aid training, though emergency first-aid training courses are available. Appointed person’s emergency first aid training courses do not require HSE approval.

Appointed persons with such training will *not* be deemed to be a qualified first aid person as defined in the regulations.

Therefore, it is important to remember that appointed persons are not first-aiders and should not attempt to give first aid for which they have not been trained.

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 s 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

School Nurse	A. Jaleal	
Name	FAW or EFAW	Expiry date of certificate
Jahanara Bibi	Emergency First Aid at Work	04/11/2022
Aleem Hassan	Emergency First Aid at Work	04/11/2022
Gurpreet Bhogal	Emergency First Aid at Work	04/11/2022
Nikki Brazil	Emergency First Aid at Work	04/11/2022
Qudsiyyah Qureshi	Emergency First Aid at Work	04/11/2022
Roohena Ali	Emergency First Aid at Work	04/11/2022
Raqeah Hazell	Emergency First Aid at Work	04/11/2022
Kishwar Zahoor	Emergency First Aid at Work	04/11/2022
Luke Tyler	Emergency First Aid at Work	04/11/2022
Naomi Gayle	Emergency First Aid at Work	04/11/2022
Nazneen Saddique	First Aid Work	23/02/2024
Manzoor Ahmed	First Aid Work	23/02/2024
Sulayman James	First Aid Work	23/02/2024
Sean Washington	First Aid Work	23/02/2024
Abdul Rahim Khan	First Aid Work	23/02/2024
Arti Chauhan	First Aid Work	23/02/2024
Craig Taylor	Emergency First Aid at Work	16/11/2021

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.

First-Aid Equipment and Facilities

Ark Boulton Academy has a suitable number of first aid boxes properly marked, kept in the following locations:

Locations
AG3
BG7
CG3
DG1
DF3
Science work room
EF2
PE Office
Reception
Nurses Office
Minibus Peugeot
Staff wellbeing Room
Canteen
Site office
Operations manager office

All first aid stocks are checked monthly and restocked by School Health officer

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 (Alex Britton, School Nurse).

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.

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 on SharePoint in the Ark Boulton Model Library.

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.

Student records held electronically on BromCom. Staff first aid treatment/logs maintained manually by School Nurse.

A copy of the accident book which is to be filled in is in APPENDIX 2


Medications and Additional Treatment

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".

APPENDIX 1- First Aid Risk Assessment

Academy:	Ark Boulton Academy		
Address:	Golden Hillock Road Birmingham		
Risk Assessment undertaken by:	Signed		Print name
			Rita Barratt
Date:	11 th August 2021	Review By: (no later than 12 months)	11 th August 2022
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- School Nurse/ Premises manager
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)			140
How many children over 8 are there?			900
Total:			1040
How many children under 8 are there?			0
HSE Guidelines:			
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:		Required	In place
		10	11

- 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?

1	2
10	11
0	6
0	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: Hazardous substances Dangerous tools Dangerous Machinery Dangerous loads or animals	Yes Chemicals Grounds maintenance equipment Access equipment	You will need to consider: Specific Training for first aiders; Extra first aid equipment Precise arrangements of first aid equipment	Risk Assessments in place
Are there parts of your establishment where different levels of risk can be identified?	Yes Science Kitchens Health and Wellbeing Premises	You will probably need to make different levels of provision in different parts of the establishment	Staff in these areas to be First aid trained.
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
What is your record of accidents and cases of ill health? What type are they and where did they happen	Electronic and manual data collected	You may need to – - locate provision in certain high risk areas - Review the contents of the first aid box	Electronic and manual records kept by School Health officer and Site staff
Inexperience, disability, special educational needs	Disabled / SEND Students	You will need to consider - special equipment - local positioning of equipment	Equipment for Disabled / SEND Students SEND students provided as part of the EHCP plan.

Are the premises spread out e.g. spread out over several buildings or multi floor site?		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, maintenance staff	There needs to be provision of first aid cover at all times of work.	At least 1 EFAW from Premises/Reception onsite
Is your workplace remote from the emergency services?	Nearest A&E is 5 miles away	You will need - to inform the local medical services of your location - consider special arrangements with the emergency services	Good practice to let them know anyway
Do you have any employees who travel regularly or work alone		You will need to: - consider issuing personal first aid kits - Conduct training for staff - Issue personal communicators to staff	
Do any of your employees work at sites occupied by other employers?		You should make arrangements with other site occupiers to ensure adequate provision of first aid. A written agreement between employers is strongly recommended.	
Do you have sufficient provision to cover absences of first aiders or appointed persons?	Yes	You should consider: What cover is needed for annual leave and other planned absences; What cover is needed for unplanned, exceptional circumstances	Adequate number in place

<p>Do you have any work experience trainees?</p> <p>Do you have employees (or clients) with reading or language difficulties?</p>	No	<p>First aid provision must cover them.</p> <p>You will need to make special arrangements to give them First aid information.</p>	N/A
<p>Do you undertake offsite trips?</p> <p>Does a particular department do regular offsite trips?</p>	Yes	<p>First aid trained personnel should accompany offsite trips as per the DfES guidelines (www.teachernet.gov.uk/visits)</p> <p>Consider provision of a first aider within the department</p>	Should be covered if departmental staff are EFAW trained as proposed above
<p>Do you have out of hours activities such as before and after school clubs, sports activities</p>	Yes	<p>There needs to be provision of first aid cover at all times of work.</p>	<p>Premises staff</p> <p>PE staff</p> <p>Responsibility of group</p>
<p>Does the baseline assessment continue to meet your first aid needs?</p>	Yes	<p>If not, what additional resource is required?</p>	N/A

APPENDIX 2- Accident reporting form

Book Number	Page Number	/ /	Date Completed	Person Completed sheet handed to
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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

Record of First Aid Provision

First Aid Personnel	Required (Y/N)	Number/Location
First Aid at Work	Yes	6 employees trained
Emergency First Aid at Work	Yes	11 trained staff throughout the academy
Appointed Person	Yes	Premises manager/ School Nurse
Paediatric First Aid	No	None
Any other specific training	No	None
First Aid Equipment and Facilities	Required (Y/N)	Number/Location
First Aid Container	Yes	13 around the academy
Additional Equipment	Yes	Eye wash and burns kits
Travelling First Aid Kit	Yes	Minibus
First Aid Room	Yes	Outside nurses' room
First Aid record book	Yes	Nurses' room