



South Gloucestershire and Stroud Academy Trust (SGSAT)

First Aid Policy

If you would like this document in an alternate format
Please contact the SGS Human Resources Department

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Job Title / Role:	Deputy CEO
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Approved by:	SGS Academy Trust Board
Date of Approval:	20 May 2020

Main aim and purpose of the policy:	The procedure for administering First Aid				
Is this policy (or its constituent parts) relevant to a general equality duty? (please tick)	This policy development will assist in the elimination of unlawful discrimination and/or harassment of identified groups?	Implementation of this policy will promote equal opportunities for identified groups?	Implementation of this policy will promote positive attitudes and participation between groups?	Implementation of this policy will promote good relations between groups?	
Age	✓	✓	✓	✓	
Disability	✓	✓	✓	✓	
Gender Reassignment	✓	✓	✓	✓	
Race or Ethnicity	✓	✓	✓	✓	
Religion or Belief	✓	✓	✓	✓	
Marriage	✓	✓	✓	✓	
Pregnancy/ Maternity	✓	✓	✓	✓	
Sex	✓	✓	✓	✓	
Sexual Orientation	✓	✓	✓	✓	
Carers/ Care givers	✓	✓	✓	✓	
Persons in care	✓	✓	✓	✓	
Specify any groups for which there is evidence or reason to believe that some groups or individuals could be affected differently:					
How much evidence is there:	None	A little	Some	A lot	
Is there any concern that the policy may operate in a discriminatory way?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	None	A little	Some	A lot	
	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assessed relevance to equality (tick one row only)	High	Med	Low	None	Brief reason for this assessment
Age	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	
Disability	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	
Gender Reassignment	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	
Race or Ethnicity	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	
Religion or Belief	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	
Marriage	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	
Pregnancy/ Maternity	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	
Sex	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	
Sexual Orientation	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	
Carers/ Care givers	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	
What is the next step? (tick one only)	What priority level is this policy?			Has the Policy been sent for Full EQIA, or do you believe the policy should have a Full EQIA?	
	High ✓	Medium <input type="checkbox"/>	Low <input type="checkbox"/>	Yes <input type="checkbox"/>	No ✓
<i>I am satisfied that an initial screening has been carried out on this policy/procedure and a full Impact Assessment is not required</i>					
Completed by: Stephen Miles		Position: DCEO		Date: 11.05.20	

First Aid Policy

1. Introduction

The aim of First Aid is to reduce the effects of injury or illnesses. It is important that people receive First Aid and that an ambulance is called promptly when necessary.

The Health and Safety (First Aid) Regulations 1981, along with its Approved Code of Practice and Guidance require employers to ensure that there is adequate First Aid provision for students and/or staff that are injured or become ill at work/school.

First Aid provision must be adequate and appropriate in all circumstances. This means that sufficient First Aid personnel and facilities must be available.

The First Aid Provision must have:

- A suitably stocked first aid kit.
- An appointed person or people to take charge of first aid arrangements.
- Information for all employees telling them about first aid arrangements.
- Ability to provide immediate assistance to casualties with either common injuries or illness and those likely to arise from specific hazards in the work/learning environment.
- To summon an ambulance or other professional help.

2. Statement

South Gloucestershire & Stroud Academy Trust (SGSAT) aims to positively change people's lives and add value to the social and economic wellbeing of our communities. We do this by providing high quality, innovative, accessible education and training in a friendly culture of mutual respect and support. SGSAT therefore recognises the importance of and welcomes feedback about our services from all Trust users, including learners, employers, staff and their stakeholders.

3. Objectives

This policy details the First Aid provision and arrangements at the schools within the Academy Trust (AT); The Forest High School, SGS Berkeley Green UTC and SGS Pegasus. It describes the AT's commitment to providing sufficient numbers of First Aid personnel to deal with accidents and injuries occurring at the schools and on school based activities. In addition, it also outlines the allocation and location of first aid boxes and first aid rooms.

4. Responsibilities

4.1. **Managers** – All managers must ensure that all staff within their area of responsibility are fully familiar with the Academy Trust First Aid Guidelines and importantly with the first aid arrangements in place at each school's site.

4.2. Staff

4.2.1. All staff must ensure that they are familiar with the first aid arrangements at the school site.

- 4.2.2. The Head Teacher is responsible for ensuring these guidelines are adequately communicated and understood by all staff.
- 4.2.3. The Head teacher is responsible for ensuring that all requirements in respect of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) are complied with.

5. Related Policies, Procedures, etc.

- 5.1 South Gloucestershire & Stroud Academy Trust Health and Safety Policy.
- 5.2 The procedure has been produced in accordance with the Approved Code of Practice and Guidance to the Health and Safety (First-Aid) Regulations 1981, as amended.

6. Guidelines

6.1. First Aid Personnel

- 6.1.1. First Aid should only be rendered by School Appointed First Aid Personnel.
- 6.1.2. The SGSAT provides First Aid equipment and First Aid personnel commensurate with its activities having regard to:-
 - The nature of its work
 - The size of the school
 - Accident and incident statistics
 - Nature and distribution of the workforce
 - Location of School Premises in relation to emergency medical service

As part of its First Aid facilities SGSAT recognises the need for nominated First Aid personnel to be provided in sufficient numbers and at appropriate locations to enable First Aid to be administered without delay should the occasion arise.

- 6.1.3. At each SGSAT School, staff will be in operation, ensuring first aid assistance is available whenever the school is operational.
- 6.1.4. Where re-locations or reorganisations takes place at smaller venues a re-assessment of First Aid requirements will be undertaken. The assessment is carried out using the assessment form in **Appendix 1**, so as to ensure that the appropriate numbers are maintained. **Appendix 2**, is used in conjunction with this assessment as it provides information as to how many Nominated First Aid personnel might be needed in relation to categories of risk and number of staff present.
- 6.1.5. A list of First Aid qualified staff and their contact details can be obtained at all reception areas and within the disaster recovery plan. It is the responsibility of the Head Teacher to ensure that lists are kept up-to-date. In the case of visits, events and excursions remote from each school; a risk assessment must be carried out to take account of the

First Aid arrangements required (refer to the **SGSAT Educational Study Visits Procedure**). The assessment sheet in **Appendix 1** should be used in conjunction with the main activity risk assessment. As a guide, for all educational study visits the minimum requirement is an Appointed Person to take charge of the First Aid arrangements, this includes taking a travel First Aid Kit, looking for any equipment, facilities at visits location and calling the emergency services if required. If in doubt seek advice from the Head of Estates.

7. Training for Nominated First Aid Personnel

7.1. All Nominated First Aid personnel must hold a valid first aid certificate. **First Aid certificates are currently** valid for three years, and **refresher** training with re-testing of competence must be arranged before the certificate expires.

7.2. Applying to become a SGSAT First Aider

- When considering applying to become a first aider, SGSAT will consider the following:
- Reliability, disposition and communication skills of the applicant;
- Aptitude and ability to absorb new knowledge and learn new skills;
- Ability to cope with stressful and physically demanding emergency procedures;
- Normal duties. These should be such that they may be left to go immediately and rapidly to an emergency.
- Discuss and agree your application for first aid training with your Line Manager.
- On approval, raise a Purchase Order and request the booking be made.
- Joining instructions and directions will be forwarded to you.
- Attend training course.

7.3. Legal Indemnity of Nominated First Aid personnel

7.3.1. The Regulations do not require SGSAT to provide for first aid for anyone other than their own members of staff and students, however due to the very nature of its activities, SGSAT extends first aid arrangements to also cater for visitors and contractors.

7.3.2. The compulsory element of the each school's Employers' Liability Insurance does not cover litigation resulting from first aid to non-employees. However, the public Liability Insurance does extend to cover this aspect.

7.4. First Aid Materials, Equipment and Facilities

7.4.1. First Aid boxes are provided within the schools to ensure that there are adequate supplies for the nature of the hazards involved. All the boxes contain at least the minimum amount of stock of first aid items given in the guidance to the Regulations. These boxes are stocked and maintained by the First Aiders and Administration Team.

7.4.2. Nominated First Aid personnel are responsible for ensuring the contents are maintained and in date.

- 7.4.3. As part of its First Aid provision, automated external defibrillators are provided at The Forest High School, and SGS Berkeley Green UTC, The nearest location of a defibrillator to Pegasus is adjoining building Patchway (staff room).
- 7.4.4. The defibrillators must be used by appropriately trained staff only.
- 7.4.5. First aid rooms/hygiene rooms are provided at The Forest High School, SGS Berkeley Green UTC and Pegasus due to the nature of the activities being undertaken. The rooms contain essential first aid facilities and equipment, and are clearly identified. School first aid personnel are responsible for the maintenance of these rooms. Access to them is available via the reception areas at each school.
- 7.4.6. For most types of incident, including: accidents resulting in the death of any person, accidents resulting in specified injuries to workers, non-fatal accidents requiring hospital treatment to non-workers and dangerous occurrences, the responsible person must notify the enforcing authority without delay, in accordance with the reporting procedure for This is most easily done by reporting online. Alternatively, for fatal accidents or accidents resulting in specified injuries to workers only, you can phone 0345 300 9923.

7.4.7. **Location of First Aid Facilities at each School:**

The Forest High School:

Location – At Reception

Location of First Aid kits - First Aid Room, D & T Rooms -T2, T3 and T4 and Prep Room. Science – Upper and Lower Prep Rooms, Art Room Conservatory, PE Department Cupboard, Dining Room Kitchen Staff Room, Minibuses (both)

Location of Defibrillator – Leisure Centre Reception

Number of First Aiders - 10 First Aid Personnel

SGS Berkeley Green UTC:

Location – Just off Reception

Location of First Aid kits – Main kit in First Aid Room, 3 large travel kits and Serious Incident Grab Bag on Reception/Admin Office, Engineering Barn, Science Prep Room

Location of Defibrillator – Main First Aid room

Number of First Aiders - 2 UTC First aid personnel and 2 Site/Facilities First Aid Personnel.

SGS Pegasus:

Location - The hygiene room

Location of First Aid kits - Main first aid kits are located in office and Family support worker's room, two travel Kits located in the classrooms.
Location of Defibrillator – Pegasus do not currently have one on site, Patchway have one in their staff room, located closest to Pegasus
Number of First Aiders - 4 First Aid Personnel

7.5. Recording Accidents

- 7.5.1. All accidents must be recorded, however minor on Arbor (MIS used by all three schools within SGSAT).
- 7.5.2. A school accident/incident report must be completed as soon as possible after an injury has occurred, ensuring that the full details of the accident/incident have been documented and witness details recorded.
- 7.5.3. Serious Incidents that require calling of an ambulance, or serious injury resulting in plaster cast, operation, hospital stay, or time off work/school as a result of an accident must be recorded in full, and reported in line with RIDDOR.
- 7.5.4. Records of all illness and accidents separately from Arbor must be maintained for the purpose of reporting to the LGB or Health and Safety Committee.
- 7.5.5. For the purpose of maintaining first aid supplies, first aid personnel must also maintain a record of supplies that are used.

7.6. Transportation of Casualties

When a School First Aider decides that a casualty should be taken either to hospital or home, they must be transported either:

- By ambulance when the casualty's condition is or is thought to be serious. In this case, first aiders are to remain with the injured person until the ambulance arrives in order to ensure that all appropriate information is provided to the ambulance staff.
- By next of kin, parent/guardian transport when available and when the casualty's condition is not serious.

In all cases where an ambulance is summoned to an SGSAT site the Head Teacher should be informed.

- 7.6.1. In all cases where the injured or sick person is under the age of 18 they must be accompanied in the ambulance by a suitable member of staff, or parent/carer (unless explicitly advised not to by ambulance staff) or any other transportation provided.

7.6.2. Notes on transportation of Casualties

- When a casualty is over 18 and transported by Ambulance School First Aiders are not required to accompany them.

- When transported by a next of kin, parent/guardian casualties do not require to be accompanied by a school First Aider.

7.6.3. Transportation to A&E by taxi

- Where an individual has been injured or is too ill to continue with work or their studies but does not require urgent hospital treatment. Arrangements will be made to ensure that they are transported home or to hospital, this will usually be achieved by contacting the injured or ill person's next of kin, parent/guardian. In the event that the next of kin, parent/guardian are not able to provide transportation, each school will ensure that transportation is arranged.
- Requests for casualty transport can only be arranged via the First Aider through reception.
- For transporting people home who are feeling unwell local taxi firms must be utilised, only if the next of kin, parent/guardian is at home waiting their arrival.

7.6.4. Where learners have been transported to hospital, their next of kin, parent/guardian must be informed by their teacher/tutor/Administrator as soon as is practically possible.

8. Appendices

Appendix 1 Assessment of first aid needs checklist

Appendix 2 Recommendations with regards to first aid numbers

Appendix 1
Assessment of first-aid needs checklist

Aspects to consider	Impact on first-aid provision
1. What are the risks of injury and ill health arising from the work as identified in your risk assessment?	If the risks are significant may need to have more first aiders
2. Are there any specific risk, e.g. working with: <ul style="list-style-type: none"> • hazardous substances; • dangerous tools; • dangerous machinery; • dangerous loads or animals • dangerous / hazardous materials 	You will need to consider <ul style="list-style-type: none"> • specific training for first aiders; • extra first-aid equipment; • precise siting of first-aid equipment; • informing emergency services; • first aid room
3. Are there parts of your establishment where different levels of risk can be identified?	You will probably need to make different levels of provision in different parts of the establishment.
4. Are large numbers of people employed on site?	You may need first aiders to deal with the higher probability of an accident.
5. What is your record of accidents and cases of ill health? What type are they and where did they happen?	You may need to: <ul style="list-style-type: none"> • review your risk assessment • locate your provision in certain areas; • review the contents of the first-aid box.
6. Are there inexperienced workers on site, or employees with disabilities or special needs health problems?	You will need to consider: <ul style="list-style-type: none"> • special equipment; • local siting of equipment.
7. Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?	You will need to consider provision in each building or on several floors.
8. Is there shift work or out-of-hours working?	Remember that there needs to be first-aid provision at all times people are at work.
9. Is your workplace remote from emergency medical services?	You will need to: <ul style="list-style-type: none"> • inform local medical services of your location; • consider special arrangements with the emergency services.
10. Do you have employees who travel a lot or work alone?	You will need to: <ul style="list-style-type: none"> • consider issuing personal first-aid kits and training staff in their use; • consider issuing personal communicators to employees.
11. Do any of your employees work at sites occupied by other employers?	You will need to make arrangements with the other site occupiers.
12. Do you have any work experience trainees?	First-aid provision must cover them.
13. Do members of the public visit your premises?	You have no legal responsibility for non-employees, but HSE strongly recommends you include them in your first-aid provision.
14. Do you have employees with reading or language difficulties?	You will need to make special arrangements to give them first-aid information.

Appendix 2

Suggested numbers of first-aid personnel to be available at all times people are at work, based on assessments of risk, number of workers and HSE guidance.

Category of risk	Numbers employed at any location	Suggested numbers of first-aid personnel
<p>Lower risk e.g. shops, offices, libraries</p>	<p>Fewer than 50 50 - 100 More than 100</p>	<p>At least one appointed person</p> <p>At least one first aider</p> <p>One additional first aider for every 100 employed</p>
<p>Medium risk e.g. light engineering and assembly work, food processing, warehousing</p>	<p>Fewer than 20 20 - 100 More than 100</p>	<p>At least one appointed person</p> <p>At least one first aider for every 50 employed (or part thereof)</p> <p>One additional first aider for every 100 employed</p>
<p>Higher risk e.g. most construction, slaughterhouse, chemical manufacture, extensive work with dangerous machinery or sharp instruments</p>	<p>Fewer than 5 5 - 50 More than 50</p> <p>Where there are hazards for which additional first-aid skills are necessary</p>	<p>At least one appointed person</p> <p>At least one first aider</p> <p>One additional first aider for every 50 employed</p> <p>In addition, at least one first aider trained in the specific emergency action</p>