

First Aid provision

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Document Control

Version	Date	Change	Changed by
1	09/07/2021	Original document	JEL - H&S Manager
2	22/06/2022	Review of document in light of EFSA information request	PWH - Estates Director JEL - Head of Health and Safety
3	24/07/2023	Estates staff titles changed to reflect operational changes	RCO - Deputy Estates Director

1.0 Background

This arrangement sets out how LAT complies with obligations to first aid at work

1.1 Legislation and guidance

[First aid at work regulations](#)

[HSE First aid at work](#)

[First aid in schools, early years and further education](#)

[First aid needs assessment](#)

2.0 Responsibilities

Academy Principals - Duty holder

Estates Compliance Managers (CM) - Professional support

Trust Head Office Managers - HQ only

3.0 Competency

At each academy the Principal in consultation with the responsible Estates Compliance Manager will consider the findings of the first aid needs assessment (see 1.1) when deciding the first aid provision that will be required, including the consideration of the selection of appropriate staff.

All staff who have responsibilities for administering first aid at work shall be required to undertake relevant training by an approved training contractor. The training shall be refreshed periodically to ensure the skills and knowledge are up to date including any changes to the existing legislation.

4.0 Operation

- 4.1 In accordance with the requirements of the Health and Safety (First-Aid) regulations 1981, the Leigh Academies Trust, (the Trust) will provide adequate and appropriate first-aid equipment, facilities and people to ensure that all employees will be given immediate help if they are injured or become ill whilst at work. What is considered to be adequate and appropriate provision will depend on the nature of each Academy's work and workplaces and the types of injuries and ill-health that may occur.

Whilst the Trust has no legal obligation to make first aid provision available to non-employees, including pupils, students, members of the public, visitors, contractors and others, the Trust will ensure that these individuals are considered in their first aid needs assessment and that adequate provision is made for them.

- 4.2 The Trust will ensure that each Academy and the Trust Head Office, will complete a first aid needs assessment in consideration of the size and nature of their workplace, the hazards and associated risks of their work and other relevant factors.

The needs assessment will be an integral part of the assessment of risk relative to each Academy's work activities and will enable the Academies and Trust Head Office to determine what first aid equipment, facilities and personnel should be provided. (see appendix A)

4.3 The Trust also recognises that our employees and others can become ill or injured at any time and therefore first aid provision must be available at all times when undertaking activities related to LAT operations including trips and sports events.

4.4 Categories of first aid are as follows:

- First Aiders at work
- Emergency First Aiders at work
- Paediatric First Aiders
- Appointed persons (appointed persons do not require formal training)

4.5 The following factors will be considered whilst undertaking the needs assessment:

- location and nature of the site
- location of the nearest hospital
- the types of work being undertaken
- the work equipment being used
- number of persons involved
- the first aid equipment required
- the amount of trained personnel and level of training required

4.6 Information regarding first aid provision in all academies will be made available to all staff and parents. The names and contact details of all first-aiders must be shared with all staff in each Academy and kept up to date (see appendix A). The LAT curriculum compliance tool programmes formal reviews annually.

4.7 Suitably stocked First-aid kits, based on the [HSEguidelines](#), and the needs assessment, will be situated in prominent positions in each Academy, marked with a white cross and a green background.

Basic hygiene procedures must be followed by all staff when providing first aid which includes the use of single disposable gloves if blood or bodily fluids are involved. There is no legal requirement for employers to have a first aid room, however the first aid needs assessment may determine that one is required.

4.8 All academy vehicles must contain a suitably stocked first aid kit. A suitably stocked first aid kit must accompany all staff when on academy activities off site.

4.9 Checks of the first aid equipment will be undertaken by first aiders in Modules 1,3 and 5 and recorded in the Curriculum compliance sheet. If any item of first-aid equipment is used by employees or others, a First Aider must inform academy staff so that replacement items can be provided.

4.10 Incidents requiring first aid will be reported in accordance with the LAT Accidents, Incidents and Near Miss reporting arrangements.

5.0 Action Following Failure of Policy Adherence

5.1 Non-availability of a trained first aider or appointed person will be reported to the Trust's Head of Health and Safety who will carry out a proportionate investigation to determine the root cause(s) and remedial actions.

6.0 Emergency Arrangements

6.1 The management of any injury which exceeds the competence of the 1st aider shall be referred to a GP or NHS 111 service. Severe injury which requires immediate hospital treatment should be referred immediately to the 999 service.

7.0 Appendix A

7.1 The Leigh Academy Trust has a centralised register titled Need Assessments, first aid facilities and list of first aiders however the list of First aiders at each academy should be made available.