

First Aid (Arrangement) Policy

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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
4	21/07/24	Reviewed and updated including clarification of roles and responsibilities	JRA - Estates Compliance Lead

1. Background

Under the Health and Safety (First Aid) Regulations 1981, employers are responsible for providing adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. HSE has published detailed [first aid guidance](#) to help employers comply with the regulations and offers practical advice on what they need to do.

While the regulations do not require employers to provide first aid for anyone other than their own employees, it is strongly recommended that all schools and colleges consider the needs of non-employees such as students, visitors and contractors when making provision for first aid.

First aid provision must be available while people are on school premises. It must also be available when staff, students are working elsewhere on any school business including any off-site activity such as educational visits. The regulations require employers to provide adequate and appropriate equipment, facilities and personnel based on a first aid needs assessment. This does not apply to work placements as work experience students are employed by the placement provider.

Most day-to-day functions in respect of health and safety and first aid are delegated to the Principal. LAT must provide any relevant information to help principals in drawing up a first aid needs assessment for their academy.

The minimum first aid provision for schools and colleges is:

- a suitable first aid container stocked in accordance with the findings of the first aid needs assessment and holding at least the [minimum requirements](#) suggested by HSE
- an appointed person or designated first aider(s) to take charge of first aid arrangements
- information for employees detailing the location of equipment, facilities and first aid trained personnel.

Each academy must appoint a person to take charge of the first aid arrangements, including looking after the equipment and facilities and calling emergency services when required. Arrangements should be made for the appointed person to be available to understand these duties at all times when people are at work. [HSE First aid at work guidance is available.](#)

The School Premises (England) Regulations 2012 state that suitable accommodation must be provided in order to cater for the medical and therapy needs of students, including accommodation for-

1. The medical examination and treatment of pupils
2. The short term care of sick and injured pupils, which includes a washing facility and is near to a toilet facility.

The accommodation provided may be used for other purposes (apart from teaching) provided it is always readily available to be used for the purpose of treating first aid and unwell students.

2. Purpose

The purpose of first aid is to provide immediate care and assistance to individuals who have been injured or become unwell.

- Preservation of life
- Prevention of the condition worsening
- Promotion of recovery
- Relief of pain and suffering
- Prevention of complications
- Promotion of safety and well-being

3. Scope

This document details the roles, responsibilities, measures, and resources necessary to provide timely and appropriate first aid to students, staff and visitors ensuring the safety and well-being of those in need

4. Description

All LAT employees will act in accordance with this arrangement as laid out in the roles and responsibilities in section 5 of this document.

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.

In accordance with the requirements of the Health and Safety (First-Aid) regulations 1981 Leigh Academies Trust (LAT), 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 LAT has no legal obligation to make first aid provision available to non-employees, including students, visitors and contractors, LAT will ensure that these individuals are considered in first aid needs assessments and that adequate provision is made for them.

LAT will ensure that each academy and LAT Head Office, will complete a first aid assessment in consideration of the size and nature of their workplace, the hazards and associated risk of their work and other relevant factors.

LAT recognises that our employees, students and others can become ill injured at any time and therefore first aid provision must always be available when undertaking activities including educational visits, sport events and contractor maintenance,

Categories of first aid are as follows:

- First Aid at work
- Emergency First Aiders at work
- Paediatric First Aiders
- Appointed persons (appointed persons do not require formal training but can oversee first aid)

The following factors will be considered when 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

5. Roles and responsibilities

Trust duty holder: **Leigh Academy Trust**

Academy duty holder: **Principal**
Responsible Person(s) **Designated First-Aid Lead**

Duties holders will be supported in the delivery of their duties as set out below

Principals will:

- Ensure they, or a competent person is appointed by them, who will be responsible for all the first-aid tasks on the Curriculum Compliance Sheet as follows;
 - Ensure that all First Aid arrangements are known to all staff including names of First Aiders, how to contact them and locations of First Aid boxes. Ensure that all pupils know how to obtain First Aid during lesson and break times. (Annual task)
 - Check contents of first aid boxes and check list is in the box (Module 1, 3, 5)
 - Ensure that the AED is in its designated location, there is no visible damage and that the battery and pads are within expiry date / do not need to be replaced. (Module 1, 2, 3, 4, 5, 6)
 - Review the procedures for using Defibrillators. [See Paragraph 44 of the HSE First Aid at Work Regulations.](#)
 - Review the number of first-aiders in line with needs assessment and that training of first aiders is up to date. (Annual)
 - First Aid training is coordinated by the academy appointed person. Estates Compliance Manager can signpost as required.
- Ensure that incidents requiring first aid will be reported in accordance with the [LAT Accidents, Incidents and Near Miss report arrangements](#)
- Ensure that the management of any injury or sudden poor health which exceeds the competence of the first-aider shall be referred to a GP or NHS 111 service. Severe injury or emergency first aid which requires immediate hospital treatment should be referred immediately to the 999 service.
- Ensure that an appropriate number of first-aiders are present in their academy at all times

Employees that are qualified to carry out first aid will;

- Act as first responders to any incidents, they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Ensure that Parents/carers are informed either by telephone, bump letter, email for all primary age students.
- If the student has had a bump on the head, parents must be notified either by phone, letter, email or via a Parentmail text message or equivalent.
- Arrange for students to be collected from school to recover at home where necessary
- Immediately complete a record on any minor first aid incident in line with the academy's minor bump procedure

- Complete an accident report on the same day, or as soon as is reasonably practicable after an incident, ensuring that it is recorded on Bromcom for all staff and students accidents
- Ensure that after an accident involving visitors and contractors an email is sent to compliance@latrust.org.uk to start an investigation process.
- Ensure that any incident which constitutes a serious accident, injury or near miss emergency is reported immediately to compliance@latrust.org.uk who will carry out an investigation and if required, report under RIDDOR to the HSE.
- Ensure that where the use of the AED is required, individuals will follow step-by-step instructions displayed on the device.
- Ensure that after using equipment from a first aid box that it is replenished

Compliance Lead will;

- Ensure that there is 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 to everyone.
- Follow the [Accidents, Near Miss, Unsafe Acts and Conditions: Reporting Investigation Arrangements](#)

Compliance Managers will;

- Where it is deemed appropriate/necessary, Compliance Managers will investigate any accidents/near misses/dangerous occurrences to establish any underlying causes or factors which may have contributed to the incident to help prevent reoccurrence as per the [Accidents, Near Miss, Unsafe Acts and Conditions: Reporting Investigation Arrangements.](#)

Links to further reading;

[First aid at work regulations](#)

[HSE First aid at work](#)

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

[First aid needs assessment HSE guidance](#)

[LAT First aid needs assessment and list of first aiders](#)

[Accident Incident Recording Guidance](#)

[Minimum requirements](#) suggested by HSE