

**John Cabot  
Academy**

**First Aid  
Policy**

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Date Adopted: September 2015 , John Cabot Academy  
Review Date: September 2016

**POLICY STATEMENT**

This policy is in place for information and guidance and incorporating the Academy's vision and core values. It forms part of the portfolio of policies designed to keep students safe, happy and cared for at John Cabot Academy.

**Implementation Date**

September 2015

**Review period**

Annually

**Date policy last reviewed**

January 2016

**Person responsible for policy**

Assistant Principal

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## FOREWORD

This document has been prepared to provide guidance on the policy and procedures for dealing with First Aid at John Cabot Academy. The requirements for statutory provision of First Aid have been taken into account. Failure to implement the procedures contained in this document could result in a criminal offence.

## AUTHORITY FOR ISSUE

This document is issued under the authority of the Principal and Academy Council.

## STATUS AND IMPLEMENTATION

This document is part of a suite of documentation available. All other documentation must be complied with, including: all appropriate statutory, DfE, regulatory authority, e.g. Health and Safety Executive (HSE) documentation.

## REVISION

This document will be revised on a regular basis to confirm that the arrangements are still appropriate.

A review will also take place if there are any significant changes in the arrangements.

The document, including the appendices, will be revised and reissued within not more than three months from the review date, where this is necessary.

### 1. Introduction

- 1.1. The Health and Safety (First Aid) Regulations 1981 require employers to provide trained persons, equipment, etc., to deal with First Aid emergencies and ill health occurring at work.
- 1.2. Facilities must be provided to ensure that First Aid is rendered to students, employees, visitors, service users, volunteers, agency staff, etc., if they become ill or are injured at work or under the jurisdiction of John Cabot Academy, on or off site.
- 1.3. First Aid is provided to:
  - Preserve life
  - Limit the effects of the condition and
  - Promote recovery
- 1.4. First Aid should be provided where a person will need further medical treatment until such help arrives, and for the treatment of minor injuries. It should be noted that the treatment of minor illnesses, by the administration of tablets or medicines, falls outside the definition of First Aid.

### 2. Definitions

- 2.1. First Aider is a person who has attended, successfully completed and has a valid certificate for the 4 day "First Aid at Work" training.
- 2.2. Appointed Person means a person who has attended, successfully completed and has a valid certificate for the 'Appointed Persons' Training.
- 2.3. Employer means the Cabot Learning Federation.

2.4 First Aid<sup>2</sup> means the following:

- (a) cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and
- (b) treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

2.5 Service User means a person or organisation using John Cabot Academy.

<sup>2</sup> Definition as per Health and Safety (First Aid) Regulations 1981

### **3. Responsibilities of the Employer**

3.1 The Responsibility of the Employer is to:

- establish the First Aid need by risk assessment
- identify suitable employees who are willing to undertake First Aid training and annual refresher training (see Appendix D)
- provide adequate First Aid equipment and facilities (see Appendix B)
- inform all employees of the location of the First Aid personnel and equipment available to them in their working environment. This will be in the form of a standard notice which will be displayed on your Health and Safety notice board at minimum and ensure that First Aiders maintain their First Aider or Appointed Person status by attending annual refresher training.

The responsibilities listed above have been delegated to the Principal for her to discharge in the appropriate manner.

3.2 The Health and Safety Committee has established the minimum standards required. It is the responsibility of the Principal to ensure that these standards are achieved and monitored. The monitoring can be achieved by the use of the training matrix database.

3.3 There is a register in the form of a training matrix database for maintenance of an up to date record of personnel trained in First Aid which informs the Principal when staff require refresher/requalification training.

### **4. Risk Assessment of the First Aid Need**

4.1 Minimum standards for the provision of First Aid cover are shown at Appendix C.

### **5. Identification of Suitable Employees**

5.1 The Principal must ensure that candidates for First Aid Training are physically and educationally suited and are willing to undergo training and act as a qualified First Aider. Guidance is provided by Occupational Health and Welfare Service to assist the Principal to identify suitable candidates (see Appendix D).

5.2 The Principal must ensure that candidates are fully briefed on the role and requirements of being a First Aider. They must understand the health risks associated with rendering First Aid and be prepared to receive appropriate health and immunisation advice.

## **6. Role and Responsibilities of First Aiders and Appointed Persons**

6.1 The First Aider's and Appointed Person's role includes:

- the administration of First Aid, up to but not exceeding the level of their training;
- ensuring that any incident and any treatment given is recorded in a suitable local register;
- reporting immediately to the Principal, by telephone, all incidents requiring the attendance of a student, member of staff or any person at hospital. Please refer to the document "Reporting of Injuries, Diseases and Dangerous Occurrences" for full details of the procedures for incident reporting and investigating.
- ensuring that all spillages of body fluids are cleaned up promptly;
- maintaining stocks within the First Aid kit/box (see Appendix B) and ensuring, in liaison with management, that appropriate documentation is completed and that reportable accidents are reported to the Line Manager as soon as possible after dealing with the immediate effects.

6.2 The First Aider's and Appointed Person's responsibilities include:

- ensuring that their own recommended immunisations/injections are up to date, and
- reporting any illnesses or injuries which would preclude their abilities to administer First Aid, to local management to arrange alternative cover.

6.3 First Aiders also have a responsibility to attend refresher training (annual update in First Aid skills).

## **7. Responsibilities of the Training Provider**

7.1 Any First Aid training must be carried out in line with Health and Safety Executive (HSE) requirements, and by registered and approved providers (Training Approval Service Consortium certificate holders).

7.2 The role of the training provider (e.g. the Occupational Health and Welfare Service) is to:

- provide advice and information relating to First Aid at Work, including any changes in regulations or employer requirements
- provide First Aid training in line with the Health and Safety (First Aid) Regulations, 1981
- provide refresher training
- assess and certify students as competent to approved HSE standards.

7.3 Further information on First Aid training courses can be found in Appendix A.

## **8. Payment for First Aiders**

8.1 An allowance will be paid to all First Aiders who have a valid current First Aid at Work Certificate. This payment acknowledges the individual's training and commitment and is paid in accordance with the current First Aid at Work Policy.

8.2 This payment will be stopped if the First Aider:

- chooses not to continue as a First Aider, or
- does not attend the 12 monthly refresher courses, or
- on attendance at the refresher course is found not to be competent, or
- allows their certificate to lapse, or
- relocates to a unit/establishment which already has sufficient First Aiders, or
- leaves the organisation.

8.3 At the Principal's discretion, the allowance may be stopped or suspended if the First Aider is likely to be away from the work base for a considerable period of time, e.g. long term sickness, home working, unpaid leave, etc.

## 9. Additional Information

9.1 The management of First Aid provision and the relevant arrangements will be part of health and safety audits conducted. If Trade Union Safety Representatives have any concerns over the provision of First Aid cover they should raise them with the Principal.

## 10. Indemnity and Insurance

10.1 Where an employee acting in the course of their employment administers First Aid assistance to another employee or other person in the charge of the Academy, such as a student, they will be indemnified by the liability insurance for a claim of negligence relating to injury or loss caused by their actions, provided that:

- they are an officially designated First Aider with a current valid First Aid at Work Certificate and have attended relevant refresher training;
- they are an officially designated Appointed Person with a current valid Appointed Persons Training Certificate and have attended relevant refresher training;
- the relevant personal protective equipment (PPE) is used;
- the First Aider or Appointed Person is adhering to protocols and acting within the limitations of their training, and
- that the First Aider or Appointed Person is acting in good faith.

10.2 Use of the "Epi Pen"

Members of staff who have been trained in the use of the "Epi Pen", whether by the parent, user or medical staff, will also be covered provided that:

- the member of staff is adhering to protocols and acting within the limitations of their training;
- that the member of staff is acting in good faith.

## 11. References

- a. Health & Safety (First Aid) Regulations, 1981
- b. First Aid At Work – Health & Safety (First Aid) Regulations 1981 and Guidance; Approved Code of Practice (ACoP); HSE Pub COP42
- c. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995.

**12. Other Documentation**

- a. Health and Safety Policy
- b. Policy and Procedures for the Reporting of Incidents of Violence, Injuries, Diseases and Dangerous Occurrences
- c. The Health and Safety Manual for Schools



## APPENDIX A

### First Aid Training

#### 1. Statutory Training

##### 1.1 First Aid at Work

This is the principal First Aid course which covers a wide range of situations from low to high risk. On successfully undertaking training and passing a written and practical assessment, the person will be issued with a First Aid at Work Certificate valid for three years. This qualification is renewable within the valid time of the certificate. Once the certificate date has expired the person will need to attend the full First Aid at Work course.

This course takes place over four days (24 hours of tuition). Where staff may need to administer First Aid to children under seven years of age, an appropriate additional paediatric resuscitation module must also be taken.

##### 1.2 First Aid at Work Refresher

This training requalifies holders of a First Aid at Work Certificate providing they pass their written and practical assessment. Those who wish to renew their certificate must do so before the three year expiry date, ideally 2 years 10 months.

This course takes place over two days (12 hours of tuition). Where staff may need to administer First Aid to children under seven years or age, an appropriate additional paediatric resuscitation module must also be taken.

##### 1.3 Appointed Person

The minimum requirement on an employer is to appoint a person to take charge of First Aid arrangements and any emergency First Aid situation. An Appointed Person can provide temporary cover for First Aiders, ensuring that someone is always available to give First Aid immediately following an incident. The certificate is valid for three years.

This course takes place over one day (6 hours of tuition). Where staff may need to administer First Aid to children under seven years or age, an appropriate additional paediatric resuscitation module must also be taken.

#### 2. Non statutory training

##### 2.1 Refresher Training (update in First Aid skills)

This is additional training to ensure that practical skills are maintained and is not an alternative to statutory training. This training should be carried out annually by all designated First Aiders and Appointed Persons.

This course takes place over 3 hours.

**APPENDIX B****First Aid Equipment and Facilities**

An appropriate environment to render First Aid or allow a person to rest (minor illness) must be provided. This environment should be private, allow access to hand washing facilities, drinking water and toilet facilities and should enable the casualty to sit or lie down as needed.

A minimum of one First Aid box of appropriate size should be provided for each establishment and/or building and any Academy vehicle. Passenger carrying vehicles (PCV) and minibuses must carry First Aid kits that comply with PCV and Minibus Regulations. Each First Aider should have their own First aid kit for rapid access in an emergency situation.

All First Aid kits/boxes should be identified by a white cross on a green background and contain the following minimum items:

- 1 guidance card
- sterile dressings, small, medium and large
- individually wrapped sterile adhesive dressings (blue detectable in food preparation areas)
- sterile eye pads
- triangular bandages
- safety pins
- disposable gloves
- 1 bottle of sterile water or normal saline should be supplied where tap water is not available
- individually wrapped moist wipes could be supplied where tap water is not available
- 1 resuscitator mouthpiece
- pencil and paper.

Quantities should be decided upon in the light of risk assessment, taking into account the numbers of staff and students.

A central first aid box is stored in the General Office. Please see Appendix E for an extract from the staff handbook.

There must be no medication within the First Aid kit/box, and administration of medication in a First Aid situation is not part of a First Aider's role.

Bleach (Sodium Hypochlorite), or one of the available proprietary combined soak and disinfectant products, should be available in the workplace for cleaning up spillages of body fluids but should not be located with, or in, the First Aid box. Clinical disposal bags should also be provided.

**APPENDIX C**

	<p align="center"><b>Secondary Schools</b></p>	<p align="center"><b>Competence</b> <b>(Level of competence expected following training attendance)</b></p>
<p>First Aid</p>	<p>* 2 persons (2 Full First Aiders + 1 additional full first aider for every additional 100 staff or part thereof + 1</p> <p>A local risk assessment will need to be undertaken to determine whether First Aid cover over and above the minimum standard will be required to take account of local hazards.</p>	<p>In compliance with the First Aid at Work Policy.</p> <p>1a – FULL FIRST AID AT WORK CERTIFICATE (4 DAYS): On completion of the course delegates will be competent to administer First Aid as per the standard criteria as required by a Health &amp; Safety Executive Approved Course Syllabus and the guidance given by the DFE guide “Guidance on First Aid for Schools”.</p> <p>1b – Annual Refresher Training (½ day): On completion of the course delegates will have refreshed the skills they attained with respect to the above training.</p> <p>1c – Three Yearly Full First Aid at Work Certificate Refresher Training (2 Days): On completion of the course delegates will have requalified with respect to the training in (1a) above in order to validate their training for a further three years. Additional refresher training will be required to validate delegates certificates for a further three years with respect to paediatric first aid – requirement for all educational establishments where children up to 7 years are being cared for.</p> <p>2a – APPOINTED PERSONS CERTIFICATE i) APPOINTED PERSONS CERTIFICATE (1 Day): On completion of the course delegates will be competent to take charge of first aid arrangements and any emergency First Aid situation, as required by a Health &amp; Safety Executive Approved Course Syllabus.</p> <p>2b – Three Yearly Appointed Person Refresher Training (1 Day): For educational establishments where there are no children 7 years or below: APPOINTED PERSONS REFRESHER (1 Day): On completion of the course delegates will have requalified in the skills they attained with respect to the training identified in (2ai) above in order to validate their certificate for a further three years.</p>



**APPENDIX D****Selecting a Person to be trained as a First Aider**

A person should be selected on the basis of their reliability, willingness to become a First Aider; a disposition to dealing with sick or injured persons; good communication skills.

Their aptitude and ability to absorb new knowledge, and their ability to cope with stressful and physically demanding emergency situations is essential.

**Essential Physical Requirements**

- Bend down and kneel on the floor and bend over to administer First Aid including resuscitation
- Have no muscular or skeletal injuries to prevent completing First Aiders' tasks
- Have the ability to move in awkward places (e.g. confined spaces)
- Have the ability to administer ventilation (breaths) over a period of ten minutes
- Have no medical condition that will prevent them from giving treatment to casualties.

**Educational Ability**

- Ability to absorb new knowledge
- Accept responsibility
- Pass written and practical assessments

**Other Requirements**

- Be prepared to complete a short questionnaire in line with health requirements
- Their normal duties should normally allow them to go immediately to deal with an emergency

## APPENDIX E

### Staff Handbook Extract

If a student requires minor First Aid they should be sent with a note to the Reception. The student should be accompanied by either a member of staff or a responsible student. In general, however, it is good practice for the First Aider to go to the student. This is especially important in the case of a head injury or for a student who has diabetes. In the case of an asthma attack, under **no circumstances** should the student be sent to First Aid - the First Aider should come to them. Ring 1000 from any room or if not near a phone, send a responsible student to Reception so that a first aider can come to support. Students should not be sent to Reception if they are asking to go home due to illness. They should be sent to their Head or Assistant Head of Community to be provided with a note.

If you have a student who really does need to go home as they are genuinely ill, then this can still be authorised but please ensure first of all:

- HoCs/AHoCs check any CP concerns.
- Inclusion Administrator puts a note on SIMS against the register to indicate WHY going home.
- Just writing "ill" is not enough. Please indicate if stomach ache, headache, migraine, vomited, etc. In this way we can monitor any CP concerns carefully.