Kingsbridge
EDUCATIONAL TRUST

First Aid Policy

ADOPTION AND AMENDMENTS TO FIRST AID POLICY

Section	Board of Directors Meeting or Committee
Whole Document	Board of Directors - 20th May 2021
Whole document	Board of Directors – 18 May 2023
Whole document	FAHRCT - 9th May 2024
Whole document	FAHRCT - 8th May 2025
Whole document	Board – 14th May 2026
	Next review: 2026/2027

1. STATEMENT OF INTENT

1.1 Kingsbridge Educational Trust (the Trust) is committed to providing through its school emergency first aid provision in order to deal with incidents and accidents which may affect employees, pupils and visitors.

1.2 The Trust believes that ensuring the health and welfare of employees, pupils and visitors is essential in the success of its schools.

1.3 The Trust and its Schools are committed to:

- Providing adequate first aid provision for employees, pupils and visitors.
- Ensuring the needs of the individuals are considered.
- Providing specialist training for employees.
- Ensuring pupils and parents are confident in the Trust and its Schools' ability to provide effective support to them or their child.
- Ensuring procedures for providing first aid are in place and reviewed at least annually.

1.4 The Trust and its Schools will:

- Ensure all employees are aware of this policy and that sufficient trained employees are available to implement the policy.
- Ensure that each School has its own operational level first aid policy.
- Ensure that every School is appropriately insured and employees are aware that they are insured to provide first aid and other medical support.

2. ARRANGEMENTS FOR IMPLEMENTATION OF THE POLICY

2.1 As the trust operates on a maximum devolution model, the implementation of the policy has been delegated to the individual school through the Headteacher.

2.2 Headteacher - The Headteacher of each school must nominate a member of staff to lead on the first aid provision within the school, to ensure there are sufficient personnel and equipment available to provide adequate first aid provision and care to employees, pupils and visitors.

2.3 Health and Safety Lead - The Health and Safety Lead is responsible for:

- Preparing accident reporting procedures and sharing these with all employees. Accident reporting procedures should be detailed in the school first aid policy and form part of the academy new employee induction.
- Ensuring the First Aid Lead (if not the same individual) can meet all their responsibilities by monitoring the first aid provision within the academy, including training, accident and incident monitoring.
- It is the responsibility of the Health and Safety Lead in conjunction with the First Aid Lead (if not the same individual), that all academy employees are aware how to use any online tracking medical system that is provided to report accidents and any first aid treatment administered.
- Ensuring the Chief Financial Officer and Trust Head of Estates is notified of any RIDDOR reportable incidents on a timely basis.

2.4 First Aid Lead - The School appointed First Aid Lead is responsible for:

- Organising suitable and sufficient training to enable school employees to administer first aid as required.
- Ensuring, in conjunction with the Health and Safety Lead, that all school employees are trained on the medical tracking system, if used.
- Tracking the first aid records and system to ensure they meet the requirements of this policy.
- Maintaining the list of first aiders for the school.
- Keeping records of the first aid qualification held by first aiders and expiry dates.
- Ensuring that lists of first aiders are kept up to date and displayed in the main administration office and staff room.
- Ensuring that all first aid treatments are recorded correctly in the medical tracking system.
- Ensuring that the school has adequate first aid boxes to meet the need of the academy and its functions.
- Ensuring that first aid boxes/rooms are kept fully stocked, regularly replenished as required and that supplies are in date. This needs to be recorded monthly on the Civica system.
- Notifying the Health and Safety Lead of any potential RIDDOR reportable incidents that may require reporting to the HSE.

2.5 In instances where a school employs a school nurse or equivalent and they are NOT the First Aid Lead, the two roles must work in tandem to ensure the first aid and medical needs of employees, pupils and visitors are met.

2.6 The Trust Chief Financial Officer is responsible for the submission of all RIDDOR reportable incidents to the Health and Safety Executive (HSE).

3.0 NUMBER AND TRAINING REQUIREMENTS OF FIRST AID PERSONNEL WITHIN THE TRUST AND ITS SCHOOLS

3.1 Each school has to make a judgement on the number of trained first aid personnel that it requires, based on its own circumstances and through carrying out a suitable and sufficient risk assessment. There is no overall statutory minimum requirement for anyone other than employees. The Local Governing body and the Headteacher should consider the likely risks to pupils and visitors, as well as number of employees, when deciding on the numbers of first-aid personnel. As a minimum it must meet the number recommended by the HSE through their guidance on numbers of first-aid personnel based on employee numbers. The process should be documented and provided to the Trust Chief Financial Officer for review to ensure that the Trust overall is compliant with the HSE guidance which will be confirmed to the Trust Board of Directors via the Health & Safety Reporting.

3.2 The HSE provide guidance on numbers of first-aid personnel based on employee numbers. As a general guide, they currently recommend that:

Degree of Hazard	Number of employees	What first aid personnel do you need?
Low Hazard e.g. offices, libraries	Fewer than 25	At least one appointed person
	25-50	At least one first aider trained in emergency first aid at work (EFAW)

	More than 50	At least one first aider trained in first aid at work (FAW) for every 100 employed (or part thereof)
Higher Hazard e.g. light engineering and assembly work, food processing	Fewer than 5	At least one appointed person
	5-50	At least one EFAW or FAW depending on the type of injuries that might occur
	More than 50	At least one first aider trained in FAW for every 50 employed (or part thereof)

Up to date guidance: https://www.hse.gov.uk/pubns/indg214.htm

https://www.gov.uk/government/publications/first-aid-in-schools

3.3 Schools will generally fall into the lower risk category, but some schools or areas of activity may fall into the higher risk category. Schools should base their provision on the results of their risk assessment. If there are parts of the school where different levels of risk can be identified, the school should consider the need to make different levels of provision in different areas/departments.

When considering how many first-aid personnel are required, the local governing body and Headteacher should also consider:

- adequate provision for lunchtimes and breaks. It is good practice to encourage lunchtime supervisors to have first aid training;
- adequate provision for leave and in case of absences;
- first aid provision for off-site activities i.e. school trips. If a first aider accompanies pupils off-site, will there be adequate first-aid provision in the school?
- adequate provision for practical departments, such as science, technology, home economics, physical education;
- adequate provision for out of hours activities e.g. sports activities, clubs;
- any agreements with contractors (e.g. school meals) on joint provision for first aid for their employees; and
- adequate provision for trainees working on site. They have the same status as employees for the purposes of health and safety legislation.

3.4 At least one member of the Central Team within the Trust will be trained in First Aid at Work (FAW).

4.0 FIRST AID EQUIPMENT

4.1 First Aid Boxes - Each School must provide and keep fully stocked the minimum number of first aid boxes required by statute legislation. Schools should consider providing additional first aid boxes in practical departments, for off-site activities, including educational visits and sporting fixtures. First aid kits must be carried on school minibuses. Recorded monthly checks should be carried out to ensure they are fully

stocked and in date. Guidance can be found on the following link: https://www.hse.gov.uk/pubns/priced/l74.pdf

4.2 Automatic External Defibrillators (AEDs) - AEDs are now considered part of the academy's first aid kit and should be easily accessible and available in the 'ready' position at all times.
Academies must register their AED with the local ambulance service in order to assist 999 operators and ambulance crews. Further information can be found on the following link:
https://www.londonambulance.nhs.uk/getting-involved/london-ambulance-service-defibrillator-accreditation-scheme/

AEDs should be strategically located to ensure they can be accessed in an emergency. Schools with only one AED should site their device no more than a two-minute brisk walk from the location where they are most likely needed.
Monthly recorded checks should be carried out to ensure the AED is working properly, to include:

- Battery checks
- Expiry dates on adult and junior electrode pads
- Expiry dates on emergency supplies stored with the AED

For additional information on the use of AEDs in academies, follow this link to the DFE guidance published in 2019:

https://www.gov.uk/government/publications/automated-external-defibrillators-aeds-in-schools

4.3 Bleed Control Kits - Bleed control kits are now considered part of the school's first aid kit and should be easily accessible and available.
Schools must register their bleed control kits with the local ambulance service to assist 999 operators and ambulance crews. Further information can be found on the following link to how to register your kit:
https://turtledefibcabinets.co.uk/bleed-control-kit-registration/

Bleed control kits should be strategically located to ensure they can be accessed in an emergency. Academies with only one bleed control kits should site their device no more than a two-minute brisk walk from the location where they are most likely needed.
Monthly recorded checks should be carried out to ensure the bleed control kits is fully stocked, to include:

- The correct contents are in the kit
- Expiry dates are correct

For additional information on the use and storage of bleed control kits please see the link below
https://controlthebleed.org.uk/index.html

5.0 FIRST AID/MEDICAL ACCOMODATION

5.1 It is a legal requirement under The Schools Premises (England) Regulations 2012 for schools to provide suitable accommodation in order to cater for the medical and therapy needs of pupils, including accommodation for:

- The medical examination of pupils, and
- The short-term care of sick and injured pupils, which includes:
  - A washing facility with hot and cold running water, and
  - Is reasonably near a toilet facility

In addition to these requirements, the following should also be available:

- Access to soap and paper towels
- Be fitted with vinyl floor (or similar) for easy hygienic cleaning
- Sufficiently accessible to the emergency personnel (paramedics)
- Provides sufficient privacy

The medical accommodation does not need to be used solely for medical purposes but needs to be available and ready when needed.

6.0 FIRST AID TRAINING

6.1 Assessing the competency of trainers. The First Aid Lead is responsible for arranging all first aid training. To ensure that organisations identify and select competent first aid trainers, the Health and Safety Executive have produced a guidance document which can be found by following this link: https://www.hse.gov.uk/pubns/geis3.pdf

6.2 Evidence of first aid training completed. All first aiders should hold a valid certificate issued by the training organisation. Training is valid for three years, but where possible refresher training should be taken on an annual basis. Individuals with an expired certificate will be required to complete the training again in full.
First aid training should be recorded on Medical Tracker and SIMS/ Arbor by the Medical Lead. All first aid certificates should be held by the School Health and Safety Lead, with copies also retained on personnel files/one-drive (or similar).

7.0 FIRST AID PROVISION FOR THE EARLY YEARS FOUNDATION STAGE (EYFS)

7.1 It is a legal requirement when looking after children in EYFS, for at least one person who has a current full paediatric first aid (PFA) certificate to be on the premises and available at all times when children are present, and on school trips and outings.

7.2 All newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after the 30 June 2016, must also have either a full PFA or an emergency PFA certificate within 3 months of starting work in order to be included in the required staff to child ratios at level 2 or 3 in an early years setting. The School should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate.

8.0 AED/BLEED CONTROL KIT TRAINING

8.1 Due to AED's being incredibly simple and easy to use, training is not required. It is recommended however, that Academies circulate the manufacturer's instructions of their AED to all employees and to provide a short general awareness briefing session. The London Ambulance Services 'shockingly easy' campaign video on how to use a defibrillator is available via the following link and is an effective way to train employees. Records of training should be held and retained as evidence.
https://www.londonambulance.nhs.uk/calling-us/emergency-heart-care/cardiac-arrest/video-use-defibrillator/

8.2 Due to bleed control kits being designed to be simple and easy to use, training is not required, as the caller will be told how to use and provide vital aid by preventing blood loss, by the emergency 999 operator. It is recommended however, that Schools circulate the manufacturer's instructions of their Bleed Control Kit to all employees and to provide a short general awareness briefing session. The Daniel Baird

Foundation have created a 5 min training video to ensure correct usage via the following link and is an effective way to educate employees. Records of training should be held and retained as evidence.
https://www.youtube.com/watch?v=tqtaIBpKraI

9.0 ADMINISTRATION OF FIRST AID IN THE SCHOOL, ON EDUCATIONAL VISITS AND HOSPITAL TREATMENT

9.1 The Trust recognises that each individual School will have their own internal processes for the administration of First Aid in-house, on educational visits and hospital treatment. As such, each School will have its own operational level first aid policy that is inclusive of the administration of First Aid which is to be reviewed at least annually and provided to the Trust Health and Safety Lead (the Trust Head Of Estates). The Trust Health and Safety Lead is available to provide support and guidance as required by the individual Academy.

10.0 ADRENALINE AUTO-INJECTORS (AAI)

10.1 The Trust requires a sufficient number of First Aiders at each School to have undertaken specific training on the administration of AAI's. The sufficient number should be determined by the current School need (number of known pupils prescribed AAI's) and adequate cover so that one individual is available onsite to administer if required.

10.2 Each School should hold a "spare" AAI which can be obtained without prescription for use in emergencies but only to a pupil at risk of anaphylaxis where both medical authorisation (where a doctor has provided a written plan recommending AAI(s) to be used in the event of anaphylaxis) and parental consent for the use of the spare AAI has been provided to the Academy.

10.3 If someone appears to be having a severe allergic reaction (anaphylaxis), the School MUST call Emergency Services (999) without delay, even if their individual or the spare AAI device has been used.

10.4 In the event of a possible severe allergic reaction in a pupil who does not meet these criteria, Emergency Services (999) should be contacted and advice sought from them as to whether administration of the spare emergency AAI is appropriate.

10.4 Full Government guidance on the use of AAI's in schools can be found using the following link and must be followed:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf

11.0 TRUST HYGIENE CONTROL

11.1 The Trust requires all employees to take precautions to avoid infection and to follow basic hygiene principles at all time.

11.2 All employees of the Trust and its Schools must have access to single use disposable gloves and hand washing facilities.

12.0 SCHOOL INSURANCE ARRANGEMENTS

12.1 All Schools within the Trust are covered by public liability insurance, which will indemnify staff against any claims against them arising from the administration of first aid or medicine in accordance with this policy or the Schools individual operational level first aid policy.

13.0 REPORTING ACCIDENTS AND RECORD-KEEPING

13.1 Schools are required to keep records of all first aid treatment given. All accidents should be recorded online using Medical Tracker. Schools must complete an Accident Investigation for near miss and RIDDOR reportable accidents to establish any underlying causes or factors which may have contributed to the incident and to help prevent reoccurrence.

14.0 RETENTION OF ACCIDENT RECORDS

14.1 Accident records should be retained for the following periods:

- Adults – date of the incident +6 years
- Children - Date of Birth of the Child + 25 years

Kingsbridge Educational Trust