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Owner	Property Services	Intended target group	All Head Teachers, Principals, Site Managers, Bursars, Regional Managers, Facilities Managers and Responsible Persons
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This policy is applicable to CfBT Schools Trust. This policy is designed to be used by offices, schools, and academies. The content and instructions are a mandatory part of the Health & Safety Management System. Deviation from this Policy (usually in situations where Schools and Academies choose to outsource their health and safety management support) must be agreed with the Property Services team.

## Introduction

First aid covers initial treatment of injury or illness at work including emergency treatment for the purpose of preserving life and stabilising the casualty until professional medical attention arrives.

## Legislation

The Health & Safety (First Aid) Regulations 1981 requires the Trust to provide equipment and facilities which are appropriate in the circumstances to enable first aid to be given to employees if they are injured or become ill at work. Under the Management of Health and Safety at Work Regulations 1999, the number and type of first aiders provided on site should be determined by conducting a first aid risk assessment. Under the Education (School Premises) Regulations 1996 every school should have an appropriate room for the medical examination, treatment and care of pupils during school hours.

## First aid risk assessment

The Responsible Person is tasked with undertaking the site specific first aid risk assessment. The number of first aiders and the type of training they require will be dependent on the type, size of site and the building users. In schools, the risk assessment should take into account children/pupils and other stakeholders who may have a requirement to be provided with first aid. Where appropriate, specialist paediatric first aid training should be considered. In all cases, when conducting a first aid risk assessment, the following points should be considered:

- The size and layout of the school– The number of school buildings the number of floors / levels Every site should have a first aider and consideration needs to be given to spreading first aiders over various floors to make summoning help in an emergency easier / quicker.
- The location of the premises – The remoteness of the school and ability to access by the emergency services.
- Are there any specific hazards or risks on the school site - For example, hazardous substances (e.g. petrol or chlorine), dangerous tools and machinery?
- Temporary hazards, such as building or maintenance work, should also be considered and suitable short-term measures put in place.

The following table outlines the minimum recommended equipment which should be available to individuals when working in a teaching environment:

Environmental Condition / Situation	Recommendations
Sports days	At least one large emergency first aid kit per 200 people One emergency first aid blanket At least one trained first aider per 200 people
Trips and visits	At least one medium emergency first aid kit per 30 people.
Large scale events	To be based on a risk assessment but as a minimum – At least one large emergency first aid kit per 200 people One emergency first aid blanket At least one trained first aider per 200 people
Coach and minibus travel	At least one travel emergency first aid kit to be carried within the vehicle Plus – first aid provision as deemed appropriate by the risk assessment for the trip or activity
Regular off site travel	At least one small emergency first aid kit
International travel	At least one small individual first aid kit to include a sterile needle pack for high risk travel areas
Matrix Category Number	How do I report the incident?
1 to 3	1) Complete the Incident Report Form and Incident Investigation Form 2) Email completed forms to CfBT's Health & Safety Advisor who will investigate and report to the HSE as necessary
4	1) Complete the Incident Report Form and Incident Investigation Form 2) Email completed forms to CfBT's Health & Safety Advisor who will investigate where necessary
5 to 7	Complete the Incident Report Form and file on securely site. Reports will be reviewed as part of the Annual Property Services Audit (APSA) process.

**Accident/incident reporting**  
In the event of accident/incident, an Incident Report Form must be completed by either the Responsible Person or first aider in accordance with the CfBT Incident Category Matrix

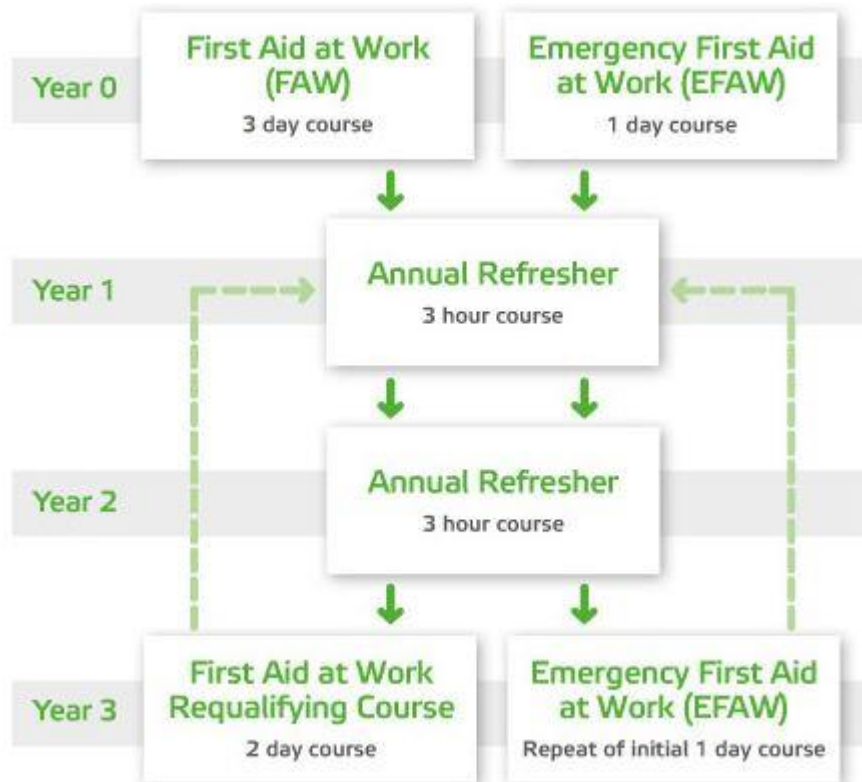
Accident statistics can indicate the most common injuries, times, locations and activities at a particular school. These can be a useful tool in risk assessment, highlighting areas to improve upon. In the case of schools and other educational care providers, first aid assistance will be available on all off site visits such as educational visits and trips. Assessment of first aid requirements should be undertaken as part of the overall off site / educational visit risk assessment.

## Training

The school will arrange training to a number of employees to become first aiders and first aid assistance will be provided at all times during core school hours. Training is delivered by specialist, approved training providers at least every three years to ensure that first aiders knowledge is up to date with current best practice. Employees who train to become first aiders do so on a voluntary basis unless specifically contracted to do so. List of First Aiders can be found in supporting documents (First Aiders List).

Owing to changes to the RIDDOR Regulations (effective from 1<sup>st</sup> October 2013 in an attempt to simplify legislation), the Health and Safety Executive are no longer required to approve first aid trainers. CST advises the use of HSE publication “Selecting and First Aid Training Provider” when sourcing training providers.

## HSE’s recommended sequence of training



### Notification of First Aid Provision

It is the policy of the Trust to inform employees of first aid arrangements. First aid arrangements in schools should be clearly on display in staff areas and high risk areas such as workshops and kitchens. The process for summoning a first aider must be clearly defined and communicated to all site users.

### Role of the First Aider

First aiders are to adhere to standard first aid procedures. The primary task is to assess the casualty and decide which of the following four courses of action are appropriate.

Primary Care: Applied to readily treatable minor conditions.

Administer first aid: document the incident on the CfBT Incident Report Form in accordance with the CfBT Incident Category Matrix.

Medical attention required: If the casualty needs medical attention for injuries such as: wound dressing, fractures, burns, scalds, bites, stings, sprains and strains; and provided that the casualty is conscious and not vomiting or bleeding, they may be taken to their local GP or the nearest Accident and Emergency department of the local hospital by the best practicable means.

Ambulance Required: If the decision is made after calling 111 to call an ambulance, the first aider is to arrange for a second person to call the emergency services and inform the Responsible Person.

**Recording:** First aiders are to record all treatments on the CfBT Incident Record Form. Note also what happened to the casualty after treatment, i.e. any advice or instructions given to the casualty for instance if the casualty was told to make an appointment with their GP or if they were taken to hospital. Any treatment given is to be reported on the CfBT Incident Record Form, which should be signed by the individual and the reporting procedure is followed in accordance with the Incident Category Matrix

**Clear Up Process:** Any materials used in contact with bodily fluids, should be disposed of in line with the site specific waste management procedure. First aiders are obliged to replenish any first aid supplies used.

CfBT's public liability insurance provides cover to employee first aiders whilst acting on behalf of the site.

## First Aid Box Contents

There is a British Standard BS 8599 for first aid kits, it is not a regulatory requirement under the Health and Safety (First-Aid) Regulations 1981 to purchase kits that comply with this standard. Instead the contents of a first aid box is dependent on an employer's first aid needs assessment. The needs assessment the options are:

1. Within the workplace, employees have access to a first aid kit whose contents complies with BS8599 and matches the needs assessment;

Or

2. Within the workplace employees have access to a first aid kit whose contents matches the needs assessment but does not comply with the requirements of BS 8599.

There is no mandatory list of items for a first-aid container. However, based on Health & Safety Executive guidance, the minimum provision in first aid kits on site will be:

- A leaflet giving general advice on first aid.
- Twenty individually wrapped sterile adhesive dressings (assorted sizes).
- Two sterile eye pads.
- Four individually wrapped triangular bandages.
- Six safety pins.
- Six medium-sized individually wrapped sterile un-medicated wound dressings.
- One pair of disposable gloves.
- Resuscitation shield

Additional equipment may be needed such as scissors, adhesive tape, individually wrapped moist wipe or disposable aprons. These can be put in the first aid box or stored separately.

First aid boxes will be checked by the Responsible Person monthly to ensure that supplies are available and within the manufacturers' expiry date. First aiders that note the contents of the box falling below the minimum requirement should contact the Responsible Person as soon as possible, who can replenish the site stock.

For First Aid box locations see support documents (First Aid Box Locations).

## First Aid Accommodation

The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical or dental treatment when required, and for the care of pupils during school hours. The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed. Schools should consider using this room for first aid. However, first-aid facilities may need to be made available quickly.

## Use of Defibrillators

If a school decides to provide a defibrillator it is important that those who may use it are appropriately trained. HSE does not specify the content of this training and sites providing a defibrillator do not need HSE approval. Information on training is available from the [Resuscitation Council \(UK\)](#). Further information can be found in the IOSH publication, 'Use of defibrillators in the workplace'.

## Use of Epipens

Some individuals may have a severe allergic reaction to certain substances/materials such as foods (e.g. peanuts), insect stings/bites, latex and some types of medication. Staff who are in a position where the administration of an Epipen is likely must have received appropriate training. The following are physical signs of an anaphylaxis reaction:

Swelling / itching of the face and lips;  
Acute vomiting / abdominal pain;  
Difficulty breathing, coughing and/or wheezing;  
Loss of colour

## Sending employees home

It is the policy of the Trust that any employees who are advised to leave work due to ill-health or injury, after receiving first aid, an assessment should be made of the patient's fitness to drive. If deemed unfit they should be collected by an appropriate person, or provided with suitable alternative transport\*.

On returning to work, individuals should complete a Return to Work form as appropriate. If individuals refuse the advice or treatment of first aiders, this will be recorded on the Incident Report Form.

(\*If transport is provided by a colleague this staff member must have business use cover on their car insurance)

## Sending pupils home

It is the policy of the Trust that any pupils who are advised to leave school due to ill-health or injury should be collected by the appropriate emergency contact (adult) on their pupil file.

## Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. The Health Protection Agency (HPA) guidance poster "Guidance on infection control in school settings" will be prominently displayed within the school.

The following precautions can be taken to reduce the risk of infection:

- cover any cuts or grazes on your skin with a waterproof dressing;
- Wear suitable disposable gloves when dealing with blood or any other body fluids
- Use suitable eye protection and a disposable plastic apron where splashing is possible;
- Use devices such as face shields when you give mouth-to-mouth resuscitation, but only if you have been trained to use them;
- Wash your hands before and after each procedure.

NB. If you have a skin condition such as abrasions or inflammations, which cannot be protected, do not give first aid, report the matter to the Responsible Person.



## Dealing with spillages

Assess the nature of the spillage to determine if the assistance is needed. First aiders should have disposable gloves and apron available for coping with small spills and handling waste.

Use a potent commercial disinfectant, in accordance with the manufacturer's instructions, when mopping or collecting a spillage. Clean any equipment used, such as mops or buckets, by rinsing with a disinfectant solution and leave to soak for about 30 minutes. Place all disposables in a yellow plastic bag and dispose of in the feminine hygiene bins in the ladies' toilet.

## Responsibilities

All staff, contractors and consultants will:

1. Comply with the requirements outlined within CST's First Aid & Infection Control Policy;
2. Ensure their own safety and the safety of others;
3. Report any first aid related concerns they have immediately to the Responsible Person.

Managers (including Governors & Head Teachers), Business Managers, Heads of Department and Supervisors will:

1. Ensure the adherence of the management First Aid & Infection Control Policy at the site(s);
2. Ensure there is a suitable Responsible Person for the site;
3. Ensure employees under their control have sufficient and suitable training with respect to first aid and that this training is regularly refreshed;
4. Allow sufficient budget for first aid training, equipment and supplies.

Site Managers, Facilities Manager, Caretakers, Responsible Persons will:

1. Be responsible for ensuring that all aspects of the First Aid and Infection Control policy are followed;
2. Attend all training as instructed by the Governors, Head Teachers or Senior Managers, to ensure first aid and infection control responsibilities are understood and implemented;
3. Undertake a first aid risk assessment at their site;
4. Ensure sufficient numbers of first aiders are trained and available during core operating hours;
5. Replenish first aid supplies once used and conduct regular checks to ensure first aid supplies are in date and readily available.

Health, Safety and Business Continuity Manager will:

1. Ensure this policy remains up to date and in-line with regulatory requirements;
2. Ensure adequate training is delivered to Responsible Persons and other key stakeholders;
3. Provide advice and guidance to colleagues and stakeholders;
4. Act as the lead manager on all significant incidents, including reporting to the Health & Safety Executive if necessary.

## Further information

More information about the roles and responsibilities of organisations requirements for first aid provision can be found on the HSE website [www.hse.gov.uk](http://www.hse.gov.uk).

## Supporting Documents

- First aid box checklist
- First Aid Risk Assessment for Schools
- Lone Working Policy
- Incident Category Matrix
- Incident Report Form

- First Aiders List
- First Aid Box Locations