

FIRST AID POLICY

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The Appendix is available for download in Word format on the OCL Policy Portal

At a Glance

This First Aid Policy informs the processing, managing and organising of first aid within our organisation and reflects Oasis Community Learning's (OCL) commitment in all matters relating to the management of first aid.

In setting a policy for first aid, the Oasis vision is important. Our vision is for community – a place where everyone is included, making a contribution and reaching their God-given potential. Our ethos is a statement of who we are and it is an expression of our character. Rooted in the story and beliefs of Oasis, we describe our ethos through a particular set of values that inform and provide the lens on everything we do:

- A passion to include.
- A desire to treat people equally respecting differences.
- A commitment to healthy, open relationships.
- A deep sense of hope that things can change and be transformed.
- A sense of perseverance to keep going for the long haul.

It is these ethos values that we want to be known for and live by. It is these ethos values that also shape our policies. They are the organisational values we aspire to. We are committed to a model of inclusion, equality, healthy relationships, hope, and perseverance throughout all the aspects of the life and culture of every Oasis Academy and community.

Checklist

- Our approach to managing First Aid is underpinned by the Oasis Ethos and 9 Habits.
- To create and maintain healthy, open relationships and to ensure we remain committed to ensuring education is available to all, we seek to intentionally focus on being patient, honest, humble and forgiving. For instance, in providing excellent first aid management for staff and students we will be compassionate, caring and fully inclusive.
- We complete a first aid needs assessment for every academy and review it annually.
- First aid materials, equipment and facilities are available according to the findings of the first aid needs assessment.
- An up-to-date list of qualified first aiders including qualifications held and expiry dates is available at all times.
- First aiders' names, department and contact details are displayed in the Academy Office, Staff Room(s), Reception and in any Common Areas as appropriate.
- All staff are aware of first aid procedures.
- The parent/carer is notified on the same day if their child is involved in any incident. The notification will include any first aid treatment given or if the student refused first aid assistance.
- OCL incident reporting procedures are known by all staff and form part of the Academy new staff induction.

- ❑ All relevant staff are trained and competent to use online incident management system.
- ❑ The online incident management system is managed so that all incidents and first aid treatments are recorded within 24 hours and investigated appropriately.
- ❑ Specified incidents are reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to the Health and Safety Executive (HSE).

In Brief

This policy aims:

- To set out Oasis Community Learning's requirements for managing first aid;
- To make clear the aims and objectives that underpin how we manage first aid;
- To set out procedures to ensure the safe and responsible management of first aid;
- To provide a summary of the roles and responsibilities for those involved in managing first aid; and
- To supply the documents to be used in managing first aid.

This policy has safety as its highest priority: safety for those receiving first aid and safety for those who administer first aid.

OCL believes that ensuring the health and welfare of staff, students and visitors is essential to the success of its Academies and reflects the values we seek to uphold in our ethos and 9 Habits.

We are committed to ensuring our first aid provision is managed so we can deal with incidents (accidents and near miss occurrences) which may affect employees, students, third parties and visitors.

We will achieve this by:

- Ensuring first aid needs risk assessments are completed for every significant activity.
- Ensuring first aid materials, equipment and facilities are available in accordance with the findings of the first aid needs risk assessment.
- Providing adequate first aid provision for students, staff and visitors.
- Ensuring the needs of the individual are considered.
- Providing specialist training for staff.
- Ensuring students and parents/carers are confident in the Academy's ability to provide effective support to their child.
- Ensuring procedures for providing first aid are in place and reviewed at least annually.

We will ensure all staff (including supply staff) are aware of this policy and that sufficient trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.

Arrangements

First Aid Needs Assessment

First aid provision must be 'adequate and appropriate in the circumstances'. This means that the Academy must provide sufficient first aid equipment (first aid kit), facilities and trained first aiders at all times.

In order to decide the provision required, a first aid needs assessment must be completed and the findings of this will help to decide what first aid arrangements need to be put in place. A template first aid needs assessment is provided in Appendix 1.

The Principal will ensure there is sufficient personnel and equipment available to provide adequate first aid provision and care to students, staff and visitors in accordance with the findings of the first aid needs assessment.

There are no rules on exact numbers or ratios, the HSE do provide suggested numbers of first aid personnel to be available at all times for higher risk environments as follows:

- Fewer than 5 individuals, at least 1 appointed person.
- Between 5-50 individuals, at least 1 trained first aider.
- More than 50 individuals, at least 1 trained first aider for every 50 individuals.

The Principal or the H&S Champion, where undertaking the first aid needs assessment, will decide on number of First Aiders needed based on risks to staff, pupils and visitors. Factors to consider in deciding how many first aid personnel are required:

- Provision for lunchtimes and breaks. It is good practice to encourage lunchtime supervisors to have first aid training.
- First Aid cover in case of staff absences.
- Cover for practical and high-risk departments, such as PE, Science, DT, Food Technology, Art.
- Cover for out of hours activities e.g. sports activities, clubs.
- Cover for trips and visits e.g. local, overseas.
- Arrangements with contractors (e.g. catering providers, cleaners) on joint provision of first aid.
- Provision for trainees and volunteers working on site. They have the same status as staff for the purposes of health and safety legislation.
- The school size, number of buildings and levels and facilities that are out of the main site.
- The location of school, its accessibility and whether the school is close to an A&E hospital or hospital. If the school is not easily accessible, arrangements should be in place to get people to hospital as soon as possible.

First Aid Boxes

Each Academy must provide and keep fully stocked the minimum number of first aid boxes required by statute and regulation.

Academies should provide additional first aid boxes in practical departments, for off-site activities, including educational visits and sports fixtures. First aid kits should also be carried on academy minibuses.

The decision on what to provide will be influenced by the findings of the first aid needs assessment. As a guide, where work activities involve low hazards, a minimum stock of first aid items might be:

- A leaflet giving general guidance on first aid (for example, HSE's leaflet Basic advice on first aid at work).
- Individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary).
- Sterile eye pads.
- Individually wrapped triangular bandages, preferably sterile.
- Safety pins.
- Large sterile individually wrapped unmedicated wound dressings.
- Medium-sized sterile individually wrapped unmedicated wound dressings.
- Disposable gloves (for advice on latex gloves please see Selecting latex gloves).

This is only a suggested contents list.

Automatic External Defibrillators (AED's)

AEDs are available in every OCL Academy and are now considered part of the academy's first aid kit. They should be easily accessible and available in the 'ready' position at all times.

Academies should ensure the location is highly visible and well signposted so that anyone who needs take one to an incident can locate the defibrillator quickly and easily.

Academies are required to register their AED with the local ambulance service in order to assist 999 operators and ambulance crews.

AEDs should be strategically located to ensure they can be accessed quickly in an emergency. Academies with only one defibrillator should site their device no more than two minutes brisk walk from the location where they are most likely needed.

Regular recorded checks should be carried out to ensure the defibrillator is working properly, to include:

- Battery Checks.
- Expiry dates on adult and junior electrode pads.

- Expiry dates on emergency supplies stored with the defibrillator.

All proposed defibrillator locations should be subject to a risk assessment taking into account:

- Availability for timely deployment (including the likely time required to climb stairs, open doors, unlock a cabinet etc).
- Health and safety risks (e.g., slip, trip and fall hazards).
- Safety and security (e.g., is the area well-lit? Does the location render the defibrillator susceptible to tampering or vandalism and, if so, what measures would be proportionate to counter that risk?).

Accommodation

The Academy will provide a suitable first aid room in accordance with the findings of the first aid needs assessment. The First Aid room should include a washbasin, be near to a toilet and, where possible, should be reserved exclusively for the provision of first aid. The first aid room should provide privacy for examination or treatment as detailed in DfE guidance. Teaching rooms are not permitted as first aid rooms.

You may need to provide a suitable first aid room where your needs assessment identifies that one is required. This will usually be necessary in larger premises or where higher hazards are present. The room should be easily accessible, and a designated person should be given responsibility for supervising it.

Wherever possible, a first aid room should be reserved exclusively for the purposes of first aid.

First aid rooms should:

- Be large enough to hold an examination/medical couch.
- Have washable surfaces and adequate heating, ventilation, and lighting.
- Be kept clean, tidy, accessible, and available for use at all times when employees are at work.
- Ideally, have a sink with hot and cold running water.
- Be positioned as near as possible to a point of access for transport to hospital.

First aid rooms should display a notice on the door advising of the names, locations and, if appropriate, contact details for first aiders. This information should also be displayed in other appropriate places.

Hygiene Control

All staff should take precautions to avoid infection and must always follow basic hygiene principles.

Staff must have access to single use disposable gloves, aprons, face shields and hand washing facilities as required. Further guidance on hygiene control can be found in OCL's Control of Infections Policy.

Incidents Requiring Hospital Treatment

Where an incident requires urgent hospital treatment, the Academy will be responsible for calling an ambulance.

Where an incident requires non-urgent hospital treatment, the Academy will be responsible for taking the injured person to an Accident and Emergency Department.

In either event, the member of staff's emergency contact or the student's parents/carers should be contacted immediately.

Where an ambulance has been arranged, a member of staff will stay with the injured person until the ambulance arrives.

A member of staff will accompany the injured person to hospital in the ambulance. If a student's parent/carer is in attendance, they will accompany the student in the ambulance and a member of staff will not be required to attend in the ambulance.

Emergency contacts will be informed and arrangements made regarding where they should meet the injured person. It is vital that the Academy maintain up-to-date emergency contact details for both parents/carers and staff.

Where an injured person has to be taken to hospital by a member of staff they should be taken in a taxi, not in personal vehicles.

Allergies

Allergy is the response of the body's immune system to normally harmless substances, such as foods, pollen, and house dust mites. Whilst these substances (allergens) may not cause any problems in most people, in allergic individuals their immune system identifies them as a 'threat' and produces an inappropriate response. This can be relatively minor, such as localised itching, but it can be much more severe causing anaphylaxis which can lead to upper respiratory obstruction and collapse. Common triggers are nuts and other foods, venom (bee and wasp stings), drugs, latex and hair dye. Symptoms often appear quickly and the 'first line' emergency treatment for anaphylaxis is adrenaline which is administered with an Adrenaline Auto-Injector (AAI).

The Allergy Lead and Deputy (a member of the Academy Leadership Team) and those required to manage allergies will undertake allergy awareness training.

Allergy Awareness is covered in depth in the Allergy Awareness policy which supports this First Aid Policy.

Early Years Requirements

First aid requirements set out in the statutory framework for early years foundation stage will be adopted to ensure enough paediatric first aiders as per the Academy's first aid needs assessment and early years requirements. All staff who obtained a level 2 or level 3 qualification on or after 30 June 2016 will have either a full Paediatric First Aid (PFA) or an emergency PFA certificate within 3 months of starting work to be included in the required staff to child ratios at level 2 or level 3 in an early years' setting.

Registered Early Years Providers will notify Ofsted of any serious accident, illness or injury to, or death of, a student while in their care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident. Early Years provision will aim to achieve the Millie's Mark Award (www.milliesmark.com). The aim of Millie's Mark is to keep children safe and minimise risk and accidents by:

- Raising standards in paediatric first aid.
- Increasing number of paediatric first aid trained staff.
- Increasing confidence and competencies in applying paediatric first aid – no matter what the situation.
- Enabling trained staff to respond quickly in emergencies.
- Raising the quality and skills of the early years' workforce and helping them with day-to-day first aid issues, such as allergies.
- Providing reassurance to parents.

Educational Trips and Visits

A first aid needs assessment should be completed for every educational visit or trip.

The Principal is required to nominate a person to take the lead role in ensuring there is sufficient personnel and equipment available to provide adequate first aid provision and care to students, staff and visitors on any educational visit or trip.

Residential Trips

If first aid is required at the residential centre/accommodation the resident first aider (where present) will administer first aid and complete reports in accordance with relevant legal requirements for the residential centre/accommodation.

If first aid is required away from the residential centre, first aid will be administered by the Academy first aider accompanying the trip.

Wherever first aid is required the Group Leader must record details of the incident and ensure that the online incident record for the Academy is updated. Bumped head incidents must also be recorded online and parents notified.

Day Trips

If first aid is required on a day trip, first aid will be administered by the Academy first aider accompanying the trip.

Wherever first aid is required the Group Leader must record details of the incident and ensure that the online incident record for the Academy is updated. Bumped head incidents must also be recorded online and parents notified.

This Policy applies to all off-site visits and must be read in conjunction with the Educational Trips and Visits Policy.

Incident Recording and Reporting

Academies are required to record all incidents involving colleagues, students, visitors and contractors. Records should be in line with OCL incident reporting and investigation procedures and should include details of first aid treatment, where provided.

An incident is defined as an accident or near miss occurrence.

All incidents must be recorded within 24 hours using the OCL online system. Academies are required to complete an investigation to establish any underlying causes or factors which may have contributed to the incident and to help prevent reoccurrence. The depth of the investigation required will relate to the seriousness of the incident.

What is Reportable under RIDDOR?

The Academy are required to report any injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) and as detailed below.

The Academy will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 15 days of the incident.

Employee Injuries and Ill-Health

- Injuries that prevent the employee from attending work for 7 days or more.
- Fractures (other than fingers and toes).
- Any scalping requiring hospital treatment, loss of consciousness due to head injury or asphyxia.
- Any injury leading to permanent loss of sight.
- Any amputation of arm, hand, finger, leg, foot or toe.
- Any crush injury causing damage to internal organs.
- Any burn injury that covers more than 10% of the body or causes significant damage to the eyes, respiratory system or other vital organs.
- Other serious injuries, reportable occupational diseases e.g. carpal tunnel syndrome, severe cramp of the hand or forearm.
- Occupational dermatitis.

- Occupational asthma.
- Fatalities.

Incidents to Pupils and Other People Who Are Not at Work

- The death of the person that arose out of or in connection with a work activity.
- An injury that arose out of or in connection with a work activity **AND** the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

In deciding whether an accident to a pupil 'arises out of or is in connection with work', it should be considered whether the incident was caused by:

- A failure in the way a work activity was organised (eg inadequate supervision of a field trip).
- The way equipment or substances were used (eg lifts, machinery, experiments etc) and/or.
- The condition of the premises (eg poorly maintained or slippery floors).

Dangerous occurrences

- The collapse or failure of load-bearing parts of lifts and lifting equipment.
- The collapse of a scaffold.
- Failure of a pressure vessel.
- The accidental release of a biological agent likely to cause severe human illness.
- The accidental release or escape of any substance that may cause a serious injury or damage to health.
- An electrical short circuit or overload causing a fire or explosion.

Gas Incidents

Gas incidents are reportable by gas engineers when they find on premises equipment which is unsafe or dangerous to the extent people could die, lose consciousness or require hospital treatment.

Asbestos Incidents

Exposure to asbestos is reportable when a work activity causes the accidental release or escape of asbestos fibres into the air in a quantity sufficient to cause damage to the health of any person. These types of asbestos incidents are classed as a dangerous occurrence. Such situations are likely to arise when work is carried out without suitable controls, or where those controls fail to control exposure, these would be classed as a 'dangerous occurrence' under RIDDOR and should be reported.

Information on RIDDOR in schools can be found at [hse.gov.uk/pubns/edis1.pdf](https://www.hse.gov.uk/pubns/edis1.pdf)
Information on how to make a RIDDOR report can be found at [hse.gov.uk/riddor/report.htm](https://www.hse.gov.uk/riddor/report.htm)

Retention of Incident Records

Incident records should be retained for the following periods:

- Adults – date of the incident + 6 years.
- Children – DOB of the child +25 years.

Responsibilities

This Policy is for anyone, at any level, who has any involvement in management and delivery of first aid.

Principal

First Aid

The Principal is responsible for ensuring:

- All staff are aware of the Policy and associated procedures.
- The first aid needs assessment is completed and the provisions are reviewed annually and/or after any operational changes to ensure that they remain appropriate for the activities undertaken.
- Delegating to ensure the first aid provision within the Academy is assessed and reviewed.
- Suitable and sufficient first aid training is provided to enable staff to administer first aid as required.
- First aid materials, equipment and facilities are available according to the findings of the first aid needs assessment.
- Sufficient personnel and equipment are available at all times to provide adequate first aid provision and care to students, staff and visitors.
- Adequate space is available for catering to the medical needs of students.
- Adequate space is available to manage Academy First Aid needs.
- An up-to-date list of qualified first aiders including qualifications held and expiry dates is available at all times.
- First aiders' names, department and their contact details are displayed in the Academy Office, Staff Room(s), Reception and in any Common Areas as appropriate.
- All staff, pupils, students, parents and carers are aware of first aid procedures and arrangements.
- The parent/carer is notified on the same day if their child is involved in any incident. The notification will include any first aid treatment given or if the student refused first aid assistance.

Incident Reporting

The Principal is responsible for ensuring:

- OCL incident reporting procedures are known by all staff and form part of the Academy new staff induction.
- All relevant staff are trained and competent to use online incident management system.
- The online incident management system is managed so that all incidents and first aid treatments are recorded within 24 hours and investigated

- appropriately.
- Specified incidents are reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to the Health and Safety Executive (HSE).
 - Incident/accident data is routinely monitored for patterns and trends and to identify any problem areas.
 - Incident/accident data is reported and recorded through the Academy Health and Safety Committee.
 - The Academy liaise with the People Directorate (PD) to ensure RIDDOR reports for absences over 7 days are flagged and reported as necessary.

First Aiders

First Aiders are responsible for:

- Taking charge and acting as the first responder to any incident to provide immediate and appropriate action, including treatment.
- Maintaining a record of all first aid treatments provided.
- Monitoring the online incident management system ensuring all incidents and first aid treatments are recorded and investigated appropriately.
- Ensuring that the Academy has adequate first aid boxes.
- Ensuring the contents of each first aid box and any associated first aid equipment meet the minimum requirements, quantity and use by dates and arrange for replacement of any first aid supplies or equipment which has been used or are out of date.
- Carrying out recorded checks to ensure the defibrillator is working properly, to include battery checks, expiry dates on adult and junior electrode pads and expiry dates on emergency supplies stored with the defibrillator.

Mental Health First Aiders

Mental Health First Aiders are responsible for:

- Providing mental health first aid as needed, commensurate with competence and training.
- Providing support until professional help can be accessed.
- Promoting the recovery of good mental health.
- Providing comfort and listening non-judgmentally to an individual with mental health issues.
- Acting as an advocate for mental health in the workplace, helping reduce stigma and enacting positive change.
- Escalating and documenting any matters where required within a suitable timeframe i.e. sign posting colleagues for professional help, offering on the day support if in crisis before referral or escalating to the Principal or member of the Academy Leadership Team when someone is at risk.
- Maintaining confidentiality as appropriate.
- Being available at short notice.

Training Requirements

First Aid Training

First aid training will be provided to ensure first aiders are competent and will

include First Aid at Work, Paediatric First Aid and Mental Health First Aid in accordance with the First Aid Needs Assessment.

First aid certificates are valid for 3 years and retraining should be organised before certificates expire. Where a certificate expires, the individual will need to undertake another full course to be reinstated as a first aider.

All first aiders will undertake annual refresher training to maintain their basic skills and keep up to date with any changes in procedures.

OCL Incident Reporting System

Training will be provided for those required to use the OCL incident reporting system.

Incident Recording, Reporting and RIDDOR

Incident Reporting, Incident Investigation and RIDDOR training will be provided to ensure competency around OCL incident management.

This training is valid for 3 years after which refresher training is required.

Statutory Requirements

This Policy is based on the requirements of:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Health and Safety (First Aid) Regulations 1981.
- The School Premises (England) Regulations 2012.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- DfE guidance: First Aid in Schools, Early Years and Further Education.
- Statutory Framework for the Early Years Foundation Stage, 2021.
- Limitation Act 1980.

RACI MATRIX

Policy Element	Board	Leadership			Academy		National	
		OCL CEO	OCL COO	Regional Director	Academy Principal	H&S Champion	National H&S Lead	Director of Facilities & Estates
First Aid Policy				C	R	I	R	A
First Aid Needs Assessment				A	R	I		
Staff Training				A	A&R	I		
First Aid Equipment					A&R	I		
Accommodation					A&R	I		
Hygiene Control					A&R	I		
Record Keeping					A&R	I		

R: Responsible **A:** Accountable **C:** Consulted **I:** Informed

Appendix 1 – First Aid Needs Assessment Template

NAME OF ACADEMY:		DEPARTMENT:	
SUBJECT OF RISK ASSESSMENT:	This assessment will consider the first aid requirements/needs of the Academy.		
ASSESSED BY:		DATE OF ASSESSMENT:	
DETAILS OF WORKPLACE ACTIVITY:	First Aid provision for Academy activities.	PERSONS AFFECTED (THOSE WHO MAY BE HARMED):	Staff, pupils, contractors and visitors
NUMBER OF EMPLOYEES:		NUMBER OF PAEDIATRIC FIRST AID TRAINED EMPLOYEES	
NUMBER OF STUDENTS:		NAMES AND NUMBERS OF EMERGENCY PAEDIATRIC FIRST AID TRAINED EMPLOYEES	
NUMBER OF FIRST AID AT WORK TRAINED EMPLOYEES		Names and Numbers of specialist trained employees (provide detail e.g. epi-pen, asthma etc.)	
NAMES AND NUMBERS OF EMERGENCY FIRST AID AT WORK TRAINED EMPLOYEES			

RISK ASSESSMENT OF FIRST AID NEEDS Completing Risk Assessment of First Aid needs – factors to consider How many first aid personnel are required

There are no rules on exact numbers. The Principal or the H&S Champion will decide on number of First Aiders needed based on risks to staff, pupils and visitors. Factors to consider in deciding how many first aid personnel are required:

- Provision for lunchtimes and breaks. It is good practice to encourage lunchtime supervisors to have first aid training.
- First Aid cover in case of staff absences.
- Cover for practical and high-risk departments, such as PE, Science, DT, Food Technology, Art.
- Cover for out of hours activities e.g. sports activities, clubs.
- Cover for trips and visits e.g. local, overseas.
- Arrangements with contractors (e.g. catering providers, cleaners) on joint provision of first aid.
- Provision for trainees and volunteers working on site. They have the same status as staff for the purposes of health and safety legislation.
- The school size, number of buildings and levels and facilities that are out of the main site.
- The location of school, its accessibility and whether the school is close to an A&E hospital or hospital. If the school is not easily accessible, arrangements should be in place to get people to hospital as soon as possible.

What training do first aiders need?

The Health and Safety (First Aid) Regulations 1981 require employers to provide suitable first aid equipment, facilities and trained personnel to enable first aid to be given to employees if they are injured or become ill at work. For employers to comply with this Regulation, their first aiders must have a valid certificate of competence in FAW, EFAW or PFA, issued by a suitably approved training provider.

First Aid at Work (FAW) and Emergency First Aid at Work (EFAW)

As of 1 October 2013, there is no requirement for HSE to approve first aid training and qualifications. This means that there is now more flexibility in how we manage our provision of first aid in the workplace although FAW courses should contain at least 18 hours learning and EFAW should contain at least 6 hours of learning. Certificates are valid for a period of three years.

Towards the end of the three-year certification period, first aiders need to undertake a First Aid at Work (FAW) requalification course or an Emergency First Aid at Work (EFAW) course, as appropriate, to obtain another three-year certificate. Within any certification period, the HSE strongly recommends that first aiders undertake annual refresher training. Although not mandatory, this will help qualified first aiders maintain their basic skills and keep up to date with any changes to first aid procedures.

Content of an FAW course

On completion of training, successful candidates should be able to:

- Provide emergency first aid at work.
- Assess any given situation removing any potential danger to cause further harm to the casualty or the first aider.
- Assess the casualty for response and diagnose the casualty's condition using ABC of first aid.
- Administer first aid to a casualty with:
 - Basic life support (CPR) to a casualty who is not breathing or showing signs of circulation.

- First Aider will be trained in the use of Automatic External Defibrillator.
- Recognise and Administer First Aid techniques to choking casualties.
- Injuries to bones, muscles and joints, including suspected spinal injuries.
- Chest injuries.
- Burns and scalds.
- Eye injuries.
- Sudden poisoning.
- Anaphylactic shock.
- Recognise the presence of major illness and provide appropriate first aid (including heart attack, stroke, epilepsy, asthma, diabetes).

Content of an EFAW course

On completion of training, successful candidates should be able to:

- Understand the role of the first aider including reference to:
 - the importance of preventing cross infection.
 - the need for recording incidents and actions.
 - use of available equipment.
- Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency.
- Administer first aid to a casualty who is unconscious (including seizure).
- Administer cardiopulmonary resuscitation.
- Administer first aid to a casualty who is choking.
- Administer first aid to a casualty who is wounded and bleeding.
- Administer first aid to a casualty who is suffering from shock.
- Provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters).

The EFAW course is a component of FAW training but there is no final practical assessment.

Content of Paediatric First Aid (PFA) course

On completion of training, successful candidates should be able to be competent in:

Principles and Practice of First Aid

- Primary, Secondary Assessment and Recovery position.
- Child and Baby Resuscitation.
- Child and Baby Choking.
- Causes of Unconsciousness:
 - Fainting.
 - Head injuries.

- Asthma/Anaphylaxis.
- Poisons.
- Epilepsy.
- Diabetes.
- Shock:
 - Wounds and Bleeding.
 - Extremity injuries.
 - Fractures.
 - Dislocations.
 - Sprains.
 - Strains.
- Burns and Scalds.
- Eye and Ear Injuries.
- Medical Conditions:
 - Meningitis.
 - Febrile convulsions.
 - Anaemia/Sickle cell anaemia.
 - Hypothermia.
 - Hyperthermia.
- Regulations:
 - Recording and reporting.
 - Replenishing First Aid Kits.

This training is required for students up until puberty. Therefore primary schools should have suitable numbers of trained PFA employees. The statutory framework for early years foundation stage details that providers should take into account the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly. A trained PFA member of staff should be present in each class at all times. This is reflected in the risk assessment template and controls below. The overall responsible person in the school is required to complete the risk assessment and put in place controls that they feel work for the school. The information and advice given here should be considered when making this final assessment and agreeing controls that are put in place. All schools are different including the set up and location of EYFS classes. School managers may decide that a different provision is more suitable for them. This is the school's decision that they will need to justify if it varies from guidance and advice. That is the essence of a first aid needs assessment.

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

Specific needs

Specialised trained First Aiders should be present when staff or a student with specific medical need e.g. asthma, physical disabilities, epilepsy or severe allergy are in school.

Contacting first aid personnel

A clear process to contact First Aiders should be in place. First Aid information should be displayed and communicated to all staff, visitors and members of public whilst at school premises.

For further information regarding this assessment, please refer to the National H&S Lead.

1. ASSESSMENT OF HAZARDS & RISKS

The hazards and controls noted below are an example of that which may be present when completing such a task. The Risk Assessment template is an example only and should either be used as a reference only or amended to reflect the actual hazards and controls identified on site by the risk assessor. When further controls are identified, these should be completed before the assessed task is carried out.

	HAZARDS & RISKS	EXISTING CONTROL MEASURES	RISK LEVEL	ADDITIONAL CONTROLS REQUIRED	WHO IS RESPONSIBLE?
1.	<p>Aggravation of injuries or illness due to the lack of provision of First Aid.</p> <p>The risks in not providing suitable first aid assistance and associated management procedures include inadequate identification and treatment of injuries or ill health and</p>	<p>Early Years:</p> <ul style="list-style-type: none"> • There is at least 1 member of staff with Paediatric First Aid for Early Years' Stage Foundation for every 8 children (per class). • Newly qualified Early Years staff have a full (12hr) Paediatric First Aid qualification. • At all times, there is at least one member of staff who has completed Emergency First Aid course. • Portable first aid kits are available in easily accessible areas. • Medical plans are assessed when deciding the level of First Aid cover required. 			

	<p>potential litigation claims and prosecution.</p>	<ul style="list-style-type: none"> Specialised trained First Aiders are on site if the school has a member of staff or a student with specific medical need e.g. asthma, physical disabilities, epilepsy or severe allergy. First Aid kits will be checked and replenished regularly. <p>Primary, Secondary, Sixth Form:</p> <ul style="list-style-type: none"> Sufficient number of First Aiders present (in accordance with guidance and overall assessment of student / employee numbers and activities). Medical plans are assessed when deciding the level of First Aid cover required. Specialised trained First Aiders are on site if the school has a member of staff or a student with specific medical need e.g. asthma, physical disabilities, epilepsy or severe allergy. Students' medical plans are assessed when deciding the level of First Aid cover needed. A member of staff that has received epi-pen training is available at all times. First Aiders record accidents in the accident book and pass these forms to the relevant person. There is sufficient cover for Premises, Catering and Cleaning teams. A defibrillator has been provided and staff are trained in its use. The defibrillator is maintained in accordance with manufacturer's requirements. First Aid kits will be checked and replenished regularly. 			
2.	<p>Insufficient number of First Aiders due to multiple buildings or buildings with split levels.</p>	<ul style="list-style-type: none"> First Aid cover is available at every building at all times. There are more than one First Aiders located in large buildings. 			

		<ul style="list-style-type: none"> • First Aider can cover one or two levels of one building. • First aid kits are available in each building and these are placed in accessible locations. • In accordance with the HSE suggested numbers of First Aid personnel to be available at all times is: <ul style="list-style-type: none"> ○ Fewer than 5 employees/children – At least one appointed person. ○ Between 5 – 50 employees/children – At least one first aider trained in. 			
3.	School location.	<ul style="list-style-type: none"> • School is near the hospital and easily accessible. • If the school is not near a hospital / it is not easily accessible, arrangements are in place to get the person as soon as possible to the nearest A&E or hospital. 			
4.	First aid in curriculum (e.g. practical, high-risk departments).	<ul style="list-style-type: none"> • The school has a First Aider in each high-risk department. • First aid kits are provided in each department and these are placed in accessible locations. • Portable first aid kits are taken outside for PE lessons. 			
5.	Overnight accommodation within the school boundaries.	<ul style="list-style-type: none"> • The school has a First Aider present if there is overnight accommodation in each building. • A dedicated area to isolate people who become unwell has been designated. • Cleaning facilities are provided. • Arrangements are in place to obtain medical advice promptly. • If a student has medical needs, a person trained in the Administration of medicines is present. • Students' temperature is regularly checked. 			

6.	Lunch-time.	<ul style="list-style-type: none"> • A Paediatric First Aider is present during Early Years' lunchtimes. • The school has First Aider cover for lunchtimes. Or • Staff can ask for a First Aider to go to the area where students are eating their lunch. • First aid kits are provided and these are placed in accessible locations. 			
7.	Availability of medical room.	<p>If the school has a medical room:</p> <ul style="list-style-type: none"> • Where possible the school will be using medical room only to provide first aid. • The room has a sink and is near to a toilet. • Where required the room caters for students with complex needs (additional medical accommodation is provided). • The first aid room will be cleaned frequently and after each use (when first aid care has been provided). • Cleaning materials to disinfect the areas and PPE is available. PPE include disposable gloves, aprons, face masks, goggles / face shields or visors. <p>If the school does not have a medical room:</p> <ul style="list-style-type: none"> • Bay / dedicated area is in place to provide first aid. • The area will be cleaned frequently and after each use (when first aid care has been provided). 			
8.	Waste disposal of used equipment.	<ul style="list-style-type: none"> • Waste will be put in a plastic rubbish bag and tied when full. • The plastic bag is placed in a second bin bag and tied. • Waste is stored safely and kept away from children. 			
9.	First aid provision during educational trips or visits.	<ul style="list-style-type: none"> • A First Aider will attend. • First aid kit is taken. • Staff have mobile phones to seek medical help if necessary. 			

RISK ASSESSMENT APPROVAL & REVIEW DETAILS

NAME & SIGNATURE OF RISK ASSESSOR:		DATE:	
NAME & SIGNATURE OF LINE MANAGER:		DATE:	
PROPOSED REVIEW DATE:			

2. APPENDIX 1.0 – ASSESSING THE LEVEL OF RISK

The level of risk is expressed qualitatively as **Low, Medium, High** or **Very High**. Underlying these descriptors of risk is a probabilistic model which factors the likelihood of an accident or event against the severity of harm that may occur. The **risk rating**, calculated as **likelihood x severity**, maps into the qualitative terms used as follows:

		SEVERITY			
		Minor Injury	REPORTABLE INJURY	SERIOUS INJURY	CRITICAL
LIKELIHOOD	UNLIKELY	Low	Low	Low	Medium
	POSSIBLE	Low	Medium	High	High
	PROBABLE	Medium	High	High	Very High

The Appendix is available for download in Word format on the OCL Policy Portal

Document Control

Changes History

Version	Date	Owned and Amended by	Recipients	Purpose
0.1	26.04.2022	Lynda Jarvis	Chris Hodgins, Sarah Graham, Phillip Beaumont, Chris Chamberlain	Review first draft of the First Aid Policy
0.2	29.07.2022	Lynda Jarvis	Chris Hodgins, Sarah Graham, Phillip Beaumont, Chris Chamberlain	Review second draft of the First Aid Policy
0.3	31.08.2022	Lynda Jarvis	Chris Hodgins, Sarah Graham, Phillip Beaumont, Chris Chamberlain	Review third draft of the First Aid Policy
0.4	30.12.2022	Lynda Jarvis	Chris Hodgins, Sarah Graham, Phillip Beaumont, Chris Chamberlain	Review fourth draft of the First Aid Policy
0.5	02.05.2023	Chris Hodgins	Chris Hodgins, Sarah Graham, Phillip Beaumont, Chris Chamberlain	Review fifth draft of the First Aid Policy
0.6	17.05.2023	Chris Hodgins	Chris Hodgins, Sarah Graham, Phillip Beaumont, Chris Chamberlain	Review sixth draft of the First Aid Policy

Policy Tier

- Tier 1
- Tier 2
- Tier 3
- Tier 4

Owner

Christopher Hodgins
Director of Estates & Facilities

Contact in case of query

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Approvals

This document requires the following approvals.

First Aid Policy
V0.6
Christopher Hodgins / May 2023

Name	Position	Date Approved	Version
Directors' group	OPD & Director's group	6 June 2023	0.6

Position with the Unions

Does the policy or changes to the policy require consultation with the National Unions under our recognition agreement?

- Yes
 No

If yes, the policy status is:

- Consulted with Unions and Approved
 Fully consulted (completed) but not agreed with Unions but Approved by OCL
 Currently under Consultation with Unions
 Awaiting Consultation with Unions

Date & Record of Next Union Review

Location

Tick all that apply:

- OCL website
 Academy website
 Policy portal
 Other: state

Customisation

- OCL policy
 OCL policy with an attachment for each Academy to complete regarding local arrangements
 Academy policy
 Policy is included in Principals' annual compliance declaration

Distribution

This document has been distributed to:

Name	Position	Date	Version
Principals via Bulletin			V1
H&S Champions via Teams channel			V1