



Future
Generation
Trust

First Aid Policy

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2. Version control

| Date | Version | Revision | Owner |
|----------|---------|---|-------------------------------------|
| 27/06/18 | 1.0 | New Policy | Future Generation Trust Policy Team |
| 30/04/19 | 2.0 | Updated Template | Future Generation Trust Policy Team |
| 17/02/22 | 3.0 | Amended in line with updated DfE guidance | Future Generation Trust Policy Team |
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3. Introduction

First Aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First Aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner.

The object of First Aid is to offer assistance to anyone injured or suddenly taken ill before expert help from a doctor or nurse is available, or before an ambulance arrives. The aims of first aid are threefold:

- Saving life by prompt and initial action;
- Preventing the injury or condition from deteriorating;
- Helping recovery through reassurance and protection from further danger.

Future Generation Trust is committed to ensuring high standards of Health, Safety and Wellbeing and the procedures and arrangements detailed within this policy have been developed in-line with current DfE guidance.

4. Legal framework

This policy has due regard to legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- DfE (2019) 'Automated external defibrillators – A guide for schools'
- DfE (2021) 'Statutory framework for the Early Years Foundation Stage'
- DfE (2022) 'First aid in schools, early years and further education'

This policy operates in conjunction with the following trust policies:

- Child Protection & Safeguarding Policy
- Data Protection Policy
- Early Years Foundation Stage Policy
- Educational Visits Policy
- Health, Safety & Wellbeing Policy
- Records Management Policy
- Supporting Pupils with Medical Conditions Policy

5. First aid provision

The academy will routinely re-evaluate its first aid arrangements, at least annually, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the academy, the needs of any vulnerable individuals on site, and the nature and distribution of pupils and staff throughout the school.

The academy will have suitably stocked first aid boxes in line with the assessment of needs. There is no mandatory list of items to be included in a first aid kit. Where there is no special risk identified, the HSE recommends a minimum provision of the following items:

- a leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

This is only a guide as each first aid kit will be based on the academy's site specific first aid assessment.

Careful consideration should be given to the siting of first aid boxes. Where possible they should be kept near to hand washing facilities.

Travelling first aid kits will also be required for activities off site and for educational visits.

6. First Aid Assessment

The assessment of First Aid provision should be reviewed at least annually by each academy using the First Aid Assessment Template included as Appendix 1. This template has been developed in line with the current DfE guidance for the provision of first aid in schools and early years settings. The assessment should be undertaken by a member of the Senior Leadership Team and the H&S Co-ordinator. These records should be retained on site.

Based upon this assessment, each academy will then need to ensure that bespoke provision is in place for the provision of First Aid. These arrangements must be summarised in the Health, Safety and Wellbeing Policy published by each academy.

7. Automated external defibrillators

The DfE encourages schools to purchase an automated external defibrillator (AED) as part of their first aid equipment. The site specific first aid assessment makes reference to AED's and where these are provided they are used in line with the DfE's AED guide for schools.

A procedure will be in place for AED's to be checked weekly by a designated person and for these checks to be recorded. Additional monthly or annual checks may be required depending upon the model, and AED's will be replaced at the end of their anticipated service life.

8. Mental Health

As recommended by the DfE, each academy will identify a senior mental health lead as part of their assessment of first aid needs. This role has strategic oversight of the whole school approach to mental health and wellbeing.

9. Early Years

The statutory framework for the Early Years Foundation Stage requires that at least one person who has a current paediatric first aid (PFA) certificate should be on the premises and available at all times when children are present and should accompany children on outings. The certificate must be for a full course.

All staff who obtained a level 2 or level 3 qualification on or after 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 for their early years setting. Any assistant who might be in sole charge of children for any period, should hold a current PFA certificate. Paediatric training must be renewed every 3 years.

In addition to the reporting arrangements cited in section 10, staff should inform parents/carers of any accident or injury sustained by the child on the same day, or as soon as is reasonably practicable, of any first aid treatment given.

Registered providers should notify Ofsted or the childminder agency with which they are registered of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. Notification should be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

10. Accident Reporting, Recording & Investigation

All accidents and incidents must be recorded in line with statutory requirements. Bespoke arrangements for recording and investigating accidents are detailed in the Health, Safety and Wellbeing Policy published by each academy.

11. Monitoring & Review

Monitoring of this policy is the responsibility of the Headteacher, H&S Co-ordinator and members of the Senior Leadership Team at each academy. This document will be reviewed every three years or sooner if any updated guidance is published.

Each academy must complete a First Aid Assessment annually.

Policy adopted on: 24 March 2022

Review date: March 2025

Signed: Fliss Dale

Designation: Chair of Trust Board



First Aid Assessment

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|--|---|
| Name of Academy | |
| Assessment completed by | |
| Date | |
| Nature of business | Primary School |
| Number of Employees | |
| Number of pupils on roll | |
| Normal hours of operation | |
| General Level of Risk | LOW |
| Minimum First Aid requirements on site | <p>Suitably stocked First Aid box.</p> <p>An appointed person to take charge of First Aid requirements.</p> <p>First Aid at Work/Emergency First Aid at Work qualified staff on duty at all times.</p> <p>Paediatric First Aiders in line with Early Years ratios.</p> <p>Information for staff and pupils on First Aid arrangements.</p> |
| Minimum First Aid requirements on school trips | <p>Paediatric First Aider in attendance.</p> <p>Travelling First Aid kit.</p> <p>Any Meds for specific pupils.</p> |
| Location of First Aid Boxes | |

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| Location of AED (if applicable) and anticipated service life of device | |
| Location of Swabs & Dressings units | |
| Name of staff responsible for arranging First Aid training | |
| Name of staff responsible for checking and restocking First Aid boxes | |
| Name of staff responsible for recording AED checks and purchasing consumables | |
| Names of staff who have completed First Aid at Work or Emergency First Aid at Work | |
| Names of staff who have completed Paediatric First Aid (PFA) | |
| Name of Senior Mental Health Lead | |
| Additional training provided to staff | AED Asthma & Epi-pen Mental health |
| Review Date | |

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| Additional Actions |
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