



# First Aid

|                                |                                    |                                       |                                                                                                        |
|--------------------------------|------------------------------------|---------------------------------------|--------------------------------------------------------------------------------------------------------|
| <b>POLICY OWNER</b>            | Estates                            | <b>MONITORING &amp; EVALUATION BY</b> | Health & Safety Compliance Manager                                                                     |
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### 1.1 Appendices:

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## 2. INTRODUCTION/AIM

2.2 GLF Schools, known as ‘the Trust’ is a Multi-Academy Trust responsible for the operation of a group of publicly-funded Academy schools in England. This overarching Trust First Aid Policy supersedes all local GLF School First Aid policies

2.3 This policy ensures that appropriate first aid provision is made available to pupils, staff and visitors. It also ensures that staff and pupils are able to access first aid during school co-curricular activities both on and off site

2.4 This policy explains how the Trust complies with The Health and Safety (FirstAid) Regulations 1981. Also:

2.4.1 To ensure that GLF schools have adequate and effective first aid provision in order that pupils, employees and visitors are provided with the best possible care in the event of an illness, accident or injury

2.4.2 To provide information for employees detailing the location of equipment, facilities and those trained to provide first aid

2.4.3 To ensure that staff and pupils are aware of reporting procedures in the event of any illness, accident or injury and when to call the emergency services

2.4.4 To promote effective infection control in schools

2.4.5 To provide basic first aid guidance to schools when teaching health education to students as required by the [statutory guidance](#). For example dealing with common injuries for primary school pupils and the administering of CPR and defibrillators for secondary school students

## 3. LEGISLATION AND GUIDANCE

3.1 The Health & Safety (First Aid) Regulations 1981:

[First aid at work - The Health and safety \(First Aid\) Regulations 1981 \(hse.gov.uk\)](https://www.hse.gov.uk/firstaid/)

3.2 Health & Safety Executive (HSE):

[First aid - HSE](https://www.hse.gov.uk/firstaid/)

3.3 First Aid in Schools, Early Years and Further Education:

[First aid in schools, early years and further education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/first-aid-in-schools-early-years-and-further-education)

- 3.4 Selecting a first aid training provider:  
[Selecting a first-aid training provider: A guide for employers \(hse.gov.uk\)](#)
- 3.5 The Resuscitation Council:  
[Home | Resuscitation Council UK](#)
- 3.6 NHS - CPR:  
[First aid - CPR - NHS \(www.nhs.uk\)](#)
- 3.7 GLF Supporting Children with Medical Conditions Policy:  
[Supporting children with medical conditions](#)
- 3.8 GLF Offsite Visits Policy:  
[Off-site Activities.docx \(sharepoint.com\)](#)
- 3.9 GLF Health & Safety Policy:  
[Health & Safety Policy.docx \(sharepoint.com\)](#)
- 3.10 The Early Years Framework:  
[Health & Safety Policy.docx \(sharepoint.com\)](#)

## 4 FIRST AID NEEDS ASSESSMENT

4.1 First aid provision must be available at all times whilst people are on school premises as well as off the premises for example during school visits. The minimum requirements for first aid provision are:

- 4.1.1 An 'Appointed Person' or Lead First Aider - the person in charge of first aid arrangements, such as looking after equipment, facilities and calling for an ambulance
- 4.1.2 Adequately stocked first aid kit that is easily available in a first aid event
- 4.1.3 First aid information for employees -
- What procedure to follow in the event of a first aid incident
  - The names of first aiders, how and where they can be located e.g. on displayed first aid notices
  - First aid equipment (kits or boxes)

Additionally:

4.2 A First Aid Needs Assessment must be carried out to determine the type and extent of first aid needed for an individual school. Use **Appendix 1**. This should be carried out by the Appointed Person / Lead First Aider or member of SLT

The following factors should be considered:

- 4.2.1 Size and layout of school
- 4.2.2 Number and type of people, including vulnerable people and non-employees such as pupils and visitors
- 4.2.3 Type of activities including sport, off-site activities, trips etc
- 4.2.4 Work patterns and hours of operation e.g. after school clubs, away fixtures and visits and trips
- 4.2.5 Type of accidents that may occur and may have occurred e.g. burns or slips, trips and falls
- 4.2.6 Staff / pupils with special health care needs e.g. epilepsy, allergies
- 4.2.7 Workplace and curriculum hazards
- 4.2.8 Annual leave and other absences

Refer to: **Appendix 1 - First Aid Needs Assessment**

### **4.3 Visits and Trips First Aid Needs Assessment**

- 4.3.1 When planning a visit / trip a specific First Aid Needs Assessment should be completed for the trip in order to identify any specific needs such as allergies, medical needs, emergency medication and SEN 1-2-1 support. This is usually carried out by the Trip Leader but should be supported by the Appointed Person / Lead First Aider or Educational Visits Coordinator (EVC)
- 4.3.2 At least one member of the accompanying staff should be first aid trained to a suitable level for the group age, First Aid Needs Assessment and associated activities
- 4.3.3 The Early Years framework applies to offsite activities, visits and trips which specifies there should be at least one paediatric first aider in attendance
- 4.3.4 The Outdoor Education Advisor's Panel (OEAP) provides advice on outdoor learning and off-site visits, including the assessment of first aid requirements [Search Results | \(oeapng.info\)](https://www.oead.org.uk/search-results)
- 4.3.5 For older groups with children over puberty, Emergency First Aid at Work is the standard training the majority of local trips require unless the risk assessment identifies a need for more trained staff or higher levels of qualification for high-risk activities or sport injuries etc

## **5 FIRST AIDERS**

Any member of staff may be asked to undertake first aid tasks, but they cannot be required to do so. Teachers and other staff working with pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare

of the pupils and students in education in the same way that parents might be expected to act towards their children.

### **5.1 First Aiders must:**

- 5.1.1 Complete a first aid training course
- 5.1.2 Provide immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- 5.1.3 If necessary, ensure that an ambulance or other professional medical help is called

**Note:** Where possible staff who are not qualified first aiders are asked to complete the National College course - 'Certificate in First Aid Awareness for Education Providers' and/or Certificate in Paediatric First Aid Awareness which gives employees the confidence to react to a first aid incident (but are not a recognised first aid qualifications)

### **5.2 First Aid courses and refresher training**

- 5.2.1 The type of training will be determined by your First Aid Needs Assessment
- 5.2.2 All first aid training certificates are valid for three years
- 5.2.3 Retraining should take place prior to certificate expiry. For example: if a delegate has a First Aid at Work certification (3 day course), they can attend a 2 day refresher course prior to their certificate expiry. Once their initial certificate has expired they must attend the full 3 day requalification course
- 5.2.4 When selecting training providers, confirm they are registered with an awarding body and [due diligence checks](#) are made to ensure the quality and standards of training is adequate
- 5.2.5 Although not mandatory it is recommended that first aid courses are refreshed annually

### **5.3 Types of First Aid Courses**

- 5.3.1 The following types of first aiders may be required at some schools, depending on the Needs Assessment. All types of first aiders must have attended a relevant course and their certificate kept on file:
  - Emergency First Aid at Work
  - First Aid at Work

- Paediatric First Aid
  - Emergency Paediatric First Aid
  - Activity specific e.g. sport injuries, higher risk activities and expeditions
  - Mental Health First Aid
- 5.3.2 Some first aid courses may not include specific risk areas such as resuscitation or specified illnesses or medical conditions e.g. epilepsy, therefore particular topics should be arranged with the provider prior to the attending the course. If this is not possible, separate training must be sought that covers specific medical conditions. A record of training must be kept on file
- 5.3.3 Those who have attended a specific course in order to support children with such conditions as diabetes should not administer first aid unless they have attended a formal first aid course
- 5.3.4 The type of training, and the number of people that need to be trained will ultimately be determined by your First Aid Needs Assessment
- 5.3.5 All first training certificates are valid for three years
- 5.3.6 Retraining should take place prior to certificate expiry. For example: if a delegate has a First Aider at Work (3 day course) certification, they can attend a 2 day refresher course prior to their certificate expiry. Once their initial certificate has expired they must attend the full 3 day requalification course
- 5.3.7 Although not mandatory it is recommended that first aid courses are refreshed annually

## 5.4 Paediatric First Aid

5.4.1 Schools and other settings with young children i.e. children from birth to the end of the academic year in which a child has their fifth birthday are required to have at least one person who has a current paediatric first aid (PFA) certificate on the premises and available at all times when children are present and accompany children on outings (consider staff absences)

5.4.2 The Early Years Foundation Stage (EYFS) requirements for first aid are in addition to existing first aid requirements. Schools must already have in place first aid at work provision that meets the requirements of employees and pupils; where pupils fall within the EYFS framework the provision must also meet the requirements laid out in the [EYFS statutory framework](#). This requires:

5.4.2.1 certification in Paediatric First Aid with a minimum of 12 hours duration, consistent with the criteria set out in annex A of the EYFS framework

- 5.4.2.2 that at least one paediatric first aider is on the premises and available at all times when children are present
- 5.4.2.3 where trips or offsite activities are undertaken and these activities involve any child covered by the EYFS framework, then at least one paediatric first aider must accompany the children
- 5.4.2.4 certification to be renewed every 3 years

## 6 MENTAL HEALTH FIRST AIDERS

- 6.1 Schools may wish to provide Mental Health First Aiders as part of their strategic, whole school approach to mental health and wellbeing
- 6.2 First aid training courses covering mental health can teach staff how to recognise warning signs of mental ill health and help them to develop the skills and confidence to approach and support someone, keeping them safe until a referral is made. Most first aid training providers offer mental health first aid courses
- 6.3 The Health and Safety Executive (HSE) provides further information on [mental health conditions, work and the workplace](#). The [Education Support](#) charity provides free 24 hours a day telephone counselling to all serving and retired education staff in need on mental health support
- 6.4 The GLF Employee Assistance Program [Care First](#) is also available to employees who may need support

**Note:** School staff and Mental Health First Aiders are not mental health professionals. Where pupils experience more serious mental health problems, schools should expect them and their families to be able to access support from sources which include professionals working in specialist Children and Young People's Mental Health Services (CYPMHS), voluntary organisations and local GP practices

## 7 FIRST AID KITS

### 7.1 Standard First Aid Kits

- 7.4.2 First aid kits should be accessible and located in central locations such as the front office, sports field and playgrounds (in some cases carried by a staff member in a holder). Also in high risk areas such as science or DT, in separate departments and buildings depending on the layout and size of the school and as determined by the school's Needs Assessment
- 7.4.3 Kits should be checked by an appointed individual at least termly and after being used to ensure they are replenished and within date



7.4.4 When purchasing first aid kits look for British Standard 8599 (BS8599-1). There is no mandatory list of items for a first aid container. However the Health & Safety Executive (HSE) recommend that where there is no special risk identified, a minimum provision of first aid items would be as outlined below:

- [First aid guidance leaflet](#)
- Individually wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads
- Individually wrapped triangular bandages (preferably sterile)
- Safety pins
- Medium and large sized individually wrapped sterile unmedicated wound dressings
- Disposable nitrile gloves (medium to fit most people). It is advisable to provide specific sized gloves for those who dispense first aid regularly
- Saline solution if there is risk of eye contamination e.g. science department or maintenance work areas

**Note:** this is a guide only. Contents of first aid kits should reflect the outcome of the First Aid Needs Assessment

## 7.5 Blue, sterile, hypoallergenic plasters for food handling

6.2.1 In food handling areas, blue plasters and dressings must be contained in local first aid boxes. Also, persons engaged in food handling must ensure that dressings to finger injuries should be covered by a securely fastened rubber or plastic finger stall

## 7.6 Sterile saline water

6.3.1 Where there is a risk of eye contamination and where running water such as tap water is not readily available, sterile water or saline solution (0.9%) in a sealed disposable container should be provided

## 7.7 Minibuses

7.4.1 Before any off-site activities, the responsible person such as the Visit Leader, Education Visits Coordinator (EVC) or the Appointed Person should carry out an Assessment of Need to determine what level of first aid provision is needed for the trip

7.4.2 The 'Department of Transport's Section 19 & 22 permits and obligation: not for profit passenger transport' recommends that where there is no special risk identified, a minimum stock of first aid items should include:

- [First aid guidance leaflet](#)
- Antiseptic wipes, foil packed
- Conforming disposable bandage (no less than 7.5 cm wide)
- Triangular bandages
- Pack of 24 assorted sterile adhesive dressings
- Large sterile unmedicated ambulance dressings (no less than 15 cm x 20 cm)
- Sterile eye pads with attachments
- Assorted safety pins
- Disposable nitrile gloves
- Rust-less blunt-ended scissors

**Note:** additional items may be necessary for specialised activities

7.4.3 The first aid kit should be stored in a safe location on board the minibus. The kit should be checked as part of pre-use minibus checks

## **7.8 Other vehicles used for work purposes**

7.5.1 The contents of travelling first aid kits are appropriate to the circumstances in which they are likely to be used including the number of people and should be modelled on the minibus recommendations above, taking into account the First Aid Needs Assessment / Offsite Visit First Aid Needs Assessment

## **7.9 General first aid kit contents and use**

7.6.1 No medication, creams, lotions or antiseptics are kept or dispensed

7.6.2 Do not use items that are not specified such as cotton wool

7.6.3 The use of hot water bottles is strictly forbidden

7.6.4 All uses of a first aid kit however minor, are recorded

7.6.5 Stock is replaced after use and when the expiry date is exceeded

7.6.6 A specific individual is appointed to ensure first aid kits are continually topped up and within date

## **7.10 First aid kits for homeworkers**

7.10.1 For desk-based work and low risk work carried out at home, there is no need for first aid equipment beyond normal domestic needs

## 8 FIRST AID ADMINISTERING AND PROCEDURES

### 8.1 Administering first aid

8.1.1 First aid should only be administered by a qualified first aider

8.1.2 If it is evident that an ambulance should be called, this should be done immediately and without delay by dialling 999. First aid/CPR can be administered whilst an ambulance is being arranged

### 8.2.1 Administering first aid where there is a risk of COVID-19 infection

8.2.1 Where there is a need to administer first aid to a suspected COVID-19 patient, where possible administer from a 2m distance e.g. leave a plaster on a table-top rather than placing it on the person. Where it is not possible for the person to self-administer, ensure personal protective equipment is worn (see item 10 below)

**8.2.2 Do not approach someone who is experiencing COVID-19 or other infectious symptoms.** Lead them to the isolation room/designated safe room and close the door. Make arrangements for them to be collected as soon as possible or if they are an adult ensure they leave the school immediately. The individual should stay away from school and follow the current government COVID-19 guidance

### 8.3 Potential head injuries and concussion

8.3.1 New guidance from [UK Concussion Guidelines for Grassroots Sport | Sport and Recreation Alliance](#) supports players, PE teachers, coaches and parents by putting into practice the strapline ‘**if in doubt, sit them out**’, making clear no-one should return to sport within 24 hours of a suspected concussion

8.3.2 The consequences of an injury from an accident involving a bump, knock or blow to the head is not always immediately evident and the effects may only become noticeable after a period of time, so it is important to monitor the individual and to communicate a bump of any nature to a parent or carer

8.3.3 The injured person must be given adequate time to sit and rest to allow any injury to present itself before returning to the classroom

8.3.4 If a student incurs a head or neck injury during sporting activities, they should cease play immediately and sit out for the rest of the lesson or match. If a serious injury is diagnosed, the individual should not return to sport until a doctor advises

8.3.5 A school nurse or first aider should initially assess the individual and may decide on first aid treatment such as a cold compress. If the following symptoms present themselves or return after a child has been assessed, the emergency services should be called:

- Lethargy, feeling sleepy for longer than one hour when they would normally be wide awake
- Double vision
- Vomiting
- Unconsciousness, or lack of full consciousness (e.g. problems keeping eyes open)
- Any confusion (not knowing where they are, getting things muddled up)
- Any problems understanding or speaking
- Any loss of balance or problems walking
- Any weakness in one or more arms or legs
- Any problems with eyesight
- Very painful headache that won't go away
- Any fits (collapsing or passing out suddenly)
- Clear fluid coming out of their ear or nose
- Bleeding from either ear
- New deafness in one or both ears
- Difficulty waking your child up

8.3.6 When an individual returns to sport following a confirmed case of concussion, a risk assessment must be documented to outline the gradual, safe return to sport activities

## 8.4 CPR for adults

8.4.1 If you have been trained in CPR, including rescue breaths and feel confident using your skills, you should give chest compressions with rescue breaths. If you are not completely confident, attempt hand-only CPR instead

8.4.2 If there is a chance the person who is unwell has COVID-19, place a cloth or towel over their mouth and nose and do hands-only CPR or use a defibrillator/AED until an ambulance arrives

8.4.3 Follow [NHS CPR](#) and the [Resuscitation Council UK guidance](#)

## 8.5 CPR for children

8.5.1 CPR should be carried out with rescue breaths on a child. It is more likely children will have a problem with their airways and breathing than a problem with their heart, making ventilation crucial to a child's chances of survival. The importance of promptly calling an ambulance cannot be stressed highly enough. If

a child is not breathing normally and no actions are taken, their heart will stop and full cardiac arrest will occur

8.5.2 If someone is unconscious and not breathing normally call 999 and start CPR immediately. Basic life-saving instructions will be given to you over the phone including advice about CPR

8.5.3 Follow [NHS CPR](#) and the [Resuscitation Council UK guidance](#)

## 9 PROCEDURES FOR PUPILS WITH MEDICAL CONDITIONS

9.2 First aid in the workplace does not include the dispensing of tablets or medication

9.3 The GLF policy '[Supporting children with medical conditions](#)' deals with the managing and dispensing of medicines. The dispensing of any medication can only be carried out where parental consent has been given (except for exceptional circumstances and agreed with senior management), where specific staff training has taken place and in accordance with policy

## 10 PERSONAL PROTECTIVE EQUIPMENT (PPE)

10.2 The following PPE is to be worn when assisting an injured person or when administering CPR to avoid transmission of a potential communicable disease such as COVID-19:

- Face mask
- Disposable nitrile gloves
- Disposable apron or other suitable covering
- Eye protection such as a visor or safety glasses
- Antiseptic wipes
- Hand gel

10.3 It is recommended that the above PPE is kept in an easy to reach location, with a first aid kit. Ensure waste sacks are kept with PPE for immediate disposal

10.4 Wash hands thoroughly following the administering of first aid (and before if time allows)

## **11 BODY FLUIDS**

### **11.2 Contact with body fluids such as vomit or blood**

11.1.1 First aiders must cover any cuts and grazes on their own skin to avoid risk of infection

11.1.2 Wear PPE: disposable apron, disposable gloves, a face covering and eye protection

11.1.3 Where suspected or confirmed contamination of body fluids has occurred e.g. suspected COVID or other transmittable infection, the following actions should be taken without delay:

- wash eyes with tap water or eye wash bottle
- wash from skin with soap and running water
- wash out the nose with tap water, avoiding swallowing the water
- record details of contamination
- report to the Headteacher and take medical advice if appropriate

### **11.3 Cleaning of body fluids**

11.2.1 Specific spill kits can be acquired for bodily fluids and spills. They should be labelled and kept in an easy to reach location such as in a first aid room. Specific staff should be trained in how to deal with bodily fluids:

- Barrier or cordon off the area
- Wear PPE to clean body fluids, as described above
- Use absorbent towels or granules to soak as much of the waste as possible before scooping into a waste bag, to be disposed of as healthcare waste
- Clean the area with hot water and disinfectant. This may need to be repeated
- Dispose of PPE and any contaminated equipment such as mop heads in offensive waste/tigerstripe bag or double black bin bag
- Thoroughly disinfect any containers such as mop buckets
- Dry mop or allow the area to air dry
- Wash hands thoroughly

## 12 DEFIBRILLATORS OR AEDs

12.1 It is not a requirement to provide a defibrillator / AED and should be considered through the assessment of need process

12.1.2 Defibs / AEDs are there to help increase the survival of anyone experiencing cardiac arrest

12.1.3 Defibs / AEDs are simple and safe to use; the machines give clear spoken instructions

12.1.4 When selecting defibs / AED's consider Paediatric requirements, which are the easiest to use and whether they have built-in auto checks

12.1.5 Where AEDs are already in schools, there should be instructions for use and a periodic inspection and test to ensure it is in continual good use. Keep a record

12.1.6 The use of defibs and AEDs are usually included in first aid courses. This should be clarified to ensure first aiders have adequate instruction in their use

12.1.7 [DfE update 20 Jan 2023](#): At the time of writing this policy, the government should have delivered defibrillators to all state-funded schools in England by the end of the school year 2023

12.1.8 The 'DfE's ['automated external defibrillators \(AEDs\) in school's'](#) guidance explains how to install and maintain automated AED's

12.1.9 Schools are encouraged to share access of defibs to the wider community. The [AEDs guidance](#) includes advice for schools on how to make their defibrillator available to the community, should they wish to do so

12.1.10 The government is also encouraging schools to register their defibrillator on [The Circuit](#), the national defibrillator network

12.1.11 The rollout will also build on existing requirements for schools to teach first aid as part of the curriculum, with secondary school pupils being taught life-saving methods such as CPR and the purpose of defibrillators

12.1.12 If schools have not received an AED delivery contact: [AED.operations@education.gov.uk](mailto:AED.operations@education.gov.uk)

11.1.13 In the interim, AED's can be purchased from:

- St John Ambulance who offer discounts to GLF Schools
- Aero Healthcare - The DfE currently have an arrangement for schools to purchase defibs / AEDs at a reduced cost; order from Aero Healthcare Ltd

directly by calling 01403 599209 or emailing [d4s@aerohealthcare.co.uk](mailto:d4s@aerohealthcare.co.uk) giving school details

### 13 FIRST AID ROOMS

13.1 DfE guidance and regulations require schools to have a room that is suitable for the use of medical treatment when required, in accordance with the findings of the First Aid Needs Assessment. The room should if possible contain a washbasin and be reasonably close to a toilet

13.2 Ideally the first aid room should be reserved exclusively for the provision of first aid, for recovery of illness and as a rest room for new and expectant mothers. However this is not compulsory and can be used for other purposes (though it must not be used for teaching), as long as the use is appropriate for that purpose and readily available for use when needed

13.3 Where a school hosts pupils or students with complex needs, additional medical accommodation should be provided which caters for those needs

13.4 Further detail on the requirements for a first aid room can be found in [Standards for school premises - GOV.UK \(www.gov.uk\)](http://www.gov.uk) and the HSE's [guidance on regulations](#)

### 14 ISOLATION ROOMS

14.1 Where it is possible, an additional isolation room will be made available for any person with suspected COVID-19 or other potentially infectious symptoms, to wait until they are collected by a family member

14.1.1 If an isolation room is not feasible, a safe place can be used where the door can be closed

14.1.2 Isolation rooms are cleaned immediately following occupation of a person with COVID-19 symptoms

14.1.3 If first aid and isolation rooms are used solely for these purposes, they should be kept locked when not in use

### 15 CALLING THE EMERGENCY SERVICES

15.1 Include in the 'First Aid Procedures' document - **Appendix 2** a procedure for calling the emergency services to avoid miscommunication such as the assumption



that somebody else made the call or providing incorrect information (refer to the GLF policy [Supporting children with medical conditions](#) -Appendix 7: Contacting the Emergency Services for Medical Help)

15.2 Ensure the main office/reception staff are aware that an ambulance has been called for updates, communication and to arrange meeting them on arrival so the emergency team can be taken to the injured person without delay

15.3 Ideally a first aider should call the emergency services as they are trained to provide specified information that would more accurately describe the injured person's condition

15.4 If the first aider is unable to call due to treating someone, another person must call the emergency services, ensuring they pass on relevant information

## **16 NOTIFYING PARENTS / GUARDIANS**

16.1 If a pupil is injured and the emergency services are needed, the parents/guardians must also be contacted and briefed of the situation

16.2 If a parent/guardian is not available to accompany the pupil, a member of staff should accompany them, ensuring a staff member remaining on site takes all relevant details such as the initial assessment and which hospital they are going to

16.3 The school will notify parents /guardians of any accident or injury sustained by a pupil and any first aid treatment given, as soon as possible

16.4 Parents / guardians of Early Years Foundation Stage (EYFS) children will receive an accident note, with a copy kept by the school - for minor bumps and scrapes

## **17 RECORDING AND REPORTING**

17.1 A record must be kept of any first aid incidents and administration of first aid to help inform the First Aid Needs Assessments and for communication with parents or medical practitioners

17.2 Accidents, incidents or near misses must be recorded in the school's accident book (for less serious accidents) or in [OSHENS](#) (for more serious or potentially serious accidents). A 'bumps and scrapes' book may be kept by primary schools

17.3 Any serious accidents or potential accidents (near miss) should be investigated by senior management. This is a legal requirement and informs the

schools and the wider Trust of any trends or incidents that could reduce risk and future accidents from occurring. This information should be taken into account when carrying out the First Aid Needs Assessment

17.4 Accidents that fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) must be notified to the Health & Safety Executive (HSE) by submitting [a form](#) on their website and notifying the Health & Safety Compliance Manager; [k.fenton@glfschools.org](mailto:k.fenton@glfschools.org). Advice and guidance can also be provided by Surrey County Council's Strategic Risk Management team (SRM); [srm.hands@surreycc.gov.uk](mailto:srm.hands@surreycc.gov.uk)

17.5 Additional requirements for EYFS - Reporting accidents to Ofsted. Registered providers must also notify Ofsted of the following whilst children are in their care:

- serious accidents
- serious injury
- serious illness
- death

Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. Parents should be informed as soon as reasonably practicable. EYFS information can be found in the [EYFS statutory framework](#) (page 34).

**Note:** more information on accident reporting can be found on SharePoint [here](#)

17.6 Accident records involving students are to be kept for 25 years after their birth date

17.7 Accident records involving employees are to be kept for 3 years

## 18 DEFINITIONS

| Term             | Definition                                                                                                                                                  |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Headteacher      | The Headteacher, Executive Headteacher or Head of School responsible for the leadership and management of a School                                          |
| School           | A School within the GLF Trust                                                                                                                               |
| SSB              | The Schools Standards Board assigned by the Trust Board to oversee one or more Schools                                                                      |
| Trust Board      | The Board of GLF Schools                                                                                                                                    |
| Appointed Person | The person who supports the Headteacher in first aid arrangements, including the annual First Aid Needs Assessment. This person is usually a senior manager |
| First Aider      | Someone who holds a valid certificate of competence in a recognised first aid course                                                                        |

|                                                         |                                                                                                                                                                             |
|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Paediatric First Aider                                  | Someone who has undergone an approved training course and holds a current certificate of competence in paediatric first aid including caring for young children / babies    |
| CPR (Cardiopulmonary resuscitation)                     | Combines chest compressions and rescue breaths to give a person the best chance of survival when someone's breathing or heartbeat has stopped e.g. following cardiac arrest |
| Defibrillator or AED (Automated External Defibrillator) | A portable electronic device with a built-in computer that checks the heart rhythm through adhesive electrodes                                                              |

## 19 ROLES AND RESPONSIBILITIES

| Role                  | Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The Board of Trustees | <ul style="list-style-type: none"> <li>• Holds legal responsibility for ensuring health and safety including the provision of first aid, is effectively implemented throughout GLF Schools to comply with health and safety legislation including the Health &amp; Safety (First Aid) Regulations 1981</li> </ul>                                                                                                                                                                                                                                                                                                                                                                           |
| CEO                   | <ul style="list-style-type: none"> <li>• Acts as the Responsible Person for health and safety, ensuring there is provision, effective implementation and monitoring of first aid across the Trust</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Headteachers          | <ul style="list-style-type: none"> <li>• Holds responsibility for ensuring the safe implementation and management of this policy in their school</li> <li>• Establishes a first aid procedure for accidents and illnesses</li> <li>• Ensures a First Aid Needs Assessment is carried out by an Appointed Person, Lead First Aider or member of SLT</li> <li>• Ensures there are sufficient numbers and types of first aiders to effectively manage first aid provision</li> <li>• Ensures a sufficient number of staff are adequately trained to implement the policy at all times during school operation</li> <li>• Ensures appropriate records are kept and reviewed annually</li> </ul> |
| Senior Leaders        | <ul style="list-style-type: none"> <li>• Ensures all staff are informed of first aid arrangements, including; the procedure to follow if someone becomes ill or has an accident, identifying qualified first aiders and the location of first aid equipment</li> <li>• Ensures first aid arrangements are included in induction training for new starters, including where appropriate, the National College Certificate in First Aid Awareness and/or Certificate in Paediatric First Aid Awareness</li> </ul>                                                                                                                                                                             |

|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                      | <ul style="list-style-type: none"> <li>Communicates any changes or updates to first aid provision</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Appointed Person or Lead First Aider | <ul style="list-style-type: none"> <li>Supports the Headteacher in first aid arrangements, including the annual First Aid Needs Assessment</li> <li>Ensures there is adequate first aid equipment and information such as notices informing staff of first aid facilities</li> <li>Is preferably a senior manager, accountable to the Headteacher</li> <li>Is not required to be a qualified first aider but would benefit from training in Emergency First Aid at Work</li> <li>Ensures an ambulance or other professional medical help is summoned when required</li> </ul>                                      |
| Premises Staff                       | <ul style="list-style-type: none"> <li>Supports the Headteacher and first aiders with monitoring the operational requirements of the policy e.g. adequate first aid stock, notices etc.</li> <li>Sits the National College Certificate in First Aid Awareness as a minimum</li> </ul>                                                                                                                                                                                                                                                                                                                              |
| First Aiders                         | <ul style="list-style-type: none"> <li>Are suitably trained and certified prior to dispensing first aid</li> <li>Will respond promptly to situations that may require first aid</li> <li>Provide first aid support within their scope and level of training</li> <li>Replenish first aid kits periodically</li> <li>Oversee the use of first aid rooms or isolation rooms for appropriate use</li> <li>Wear appropriate personal protective equipment (PPE) in response to risk assessment outcomes</li> <li>Record the administering of first aid</li> <li>Report accidents, incidents and near misses</li> </ul> |
| All Staff                            | <ul style="list-style-type: none"> <li>To cooperate with the First Aid policy and procedures</li> <li>Familiarise themselves with the school's first aiders</li> <li>Summon medical assistance when necessary</li> <li>Inform parents/guardians of any first aid treatment given</li> <li>Record accidents, incidents and near misses</li> </ul>                                                                                                                                                                                                                                                                   |

## 20 FURTHER INFORMATION

This policy should be read in conjunction with:

[GLF Health and Safety Policy](#)

[Supporting children with medical conditions Policy](#)

[GLF Child Protection and Safeguarding Policy](#)



## First Aid Needs Assessment - Appendix 1

**First Aid Needs Assessment** - to determine the number and type of First Aiders and number and type of equipment needed - review annually

|                                                       |  |                     |  |
|-------------------------------------------------------|--|---------------------|--|
| <b>Name of person(s) carrying out the assessment:</b> |  |                     |  |
| <b>Date:</b>                                          |  | <b>Review date:</b> |  |

1. Consider the list below
2. Review example case studies: [First aid at work \(hse.gov.uk\)](http://hse.gov.uk)
3. Evaluate the first aid aim and requirement on page 2

|                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> What are the risks of injury or ill health arising from the work being carried out e.g. physical activity, forest school, science experiment, pre-existing medical condition such as asthma |
| <input type="checkbox"/> What hazards and risks are there e.g. fall from playground equipment, sport injury, burn from cooking, slips and trips                                                                      |
| <input type="checkbox"/> The nature and number of staff and pupils                                                                                                                                                   |
| <input type="checkbox"/> The work patterns of staff and pupils                                                                                                                                                       |
| <input type="checkbox"/> After school activities and wrap around care                                                                                                                                                |
| <input type="checkbox"/> Holiday and other absences of first aiders                                                                                                                                                  |
| <input type="checkbox"/> Any history of accidents                                                                                                                                                                    |
| <input type="checkbox"/> Offsite activities, visit and trips, travelling                                                                                                                                             |
| <input type="checkbox"/> Remote or lone workers                                                                                                                                                                      |
| <input type="checkbox"/> The distribution of buildings, classrooms, sports and play areas                                                                                                                            |
| <input type="checkbox"/> The remoteness from emergency medical services                                                                                                                                              |
| <input type="checkbox"/> First aid provision for non-employees e.g. members of the public                                                                                                                            |
| <input type="checkbox"/> Other considerations                                                                                                                                                                        |

Outcome requirement

| First Aider Type                   | Required Yes/No | Number needed/other considerations |
|------------------------------------|-----------------|------------------------------------|
|                                    |                 |                                    |
|                                    |                 |                                    |
|                                    |                 |                                    |
|                                    |                 |                                    |
|                                    |                 |                                    |
| First Aid equipment and facilities | Required Yes/No | Number needed and locations        |
|                                    |                 |                                    |
|                                    |                 |                                    |
|                                    |                 |                                    |
|                                    |                 |                                    |
|                                    |                 |                                    |



## First Aid Procedures - Appendix 2

Prior to completing this form, carry out an Assessment of Need (Appendix 1)

|                        |                                         |
|------------------------|-----------------------------------------|
| <b>First Aid Lead</b>  | Where Children Grow, Learn and Flourish |
| <b>Completed by:</b>   |                                         |
| <b>Date completed:</b> |                                         |

| Name of First Aider | Location in School & Contact Number | Qualification e.g. First Aid at Work | Date of Renewal |
|---------------------|-------------------------------------|--------------------------------------|-----------------|
|                     |                                     |                                      |                 |
|                     |                                     |                                      |                 |
|                     |                                     |                                      |                 |
|                     |                                     |                                      |                 |
|                     |                                     |                                      |                 |
|                     |                                     |                                      |                 |
|                     |                                     |                                      |                 |
|                     |                                     |                                      |                 |
|                     |                                     |                                      |                 |
|                     |                                     |                                      |                 |

| Location of First Aid kit's | Person(s) responsible for checking kits |
|-----------------------------|-----------------------------------------|
|                             |                                         |
|                             |                                         |
|                             |                                         |
|                             |                                         |
|                             |                                         |





|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p><b>This is what we do when there is a FirstAid incident e.g.</b></p> <ul style="list-style-type: none"> <li>- Confirm whether injured person can move</li> <li>- Staff member seeks the assistance of the nearest first aider</li> <li>- Student is taken to first aider/first aid room</li> <li>- First aider assesses student and takes them to the first aid room (if possible to move) before contacting parents/guardian or ambulance</li> <li>- First aider or nominated staff member accompanies student if taken to hospital in an ambulance before parent/guardian arrives</li> <li>- Document procedures for calling emergency services</li> <li>- In Primary settings or where assistance is required, the pupil is accompanied to the first aid room and remains with an adult until the first aider arrives</li> </ul> |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

|                                                                                                                                                                                                                                           |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p><b>Is an appropriate First Aider on duty at all times, covering before and after school provision?</b></p>                                                                                                                             |  |
| <p><b>Are there hazards or health concerns for which an extra First Aid kit or specialised treatment is required? e.g. chemicals, potential for burn, eye injuries, field trips</b></p> <p><b>Include location e.g. Science Lab 2</b></p> |  |
| <p><b>Number and location of AED's:</b></p>                                                                                                                                                                                               |  |
| <p><b>Distance to nearest major hospital:</b></p> <p><b>Travel time:</b></p>                                                                                                                                                              |  |



## First Aid Record - Appendix 3

# GLF

|       |                                                  |                                     |
|-------|--------------------------------------------------|-------------------------------------|
| Name: | Pupil or Adult:                                  | Class name/number or place of work: |
| Date: | Time:<br>Where Children Grow, Learn and Flourish | Location of incident/accident:      |

**Description of how the injury or illness occurred - what happened:**

**Description of the nature of the injury or illness - signs and symptoms:**

**What treatment was given - if any:**

**Any action taken e.g. return to class/left school:**

**Names of any witnesses:**

|                                                      |                                            |
|------------------------------------------------------|--------------------------------------------|
| First Aider or Representative's name (please print): | First Aid Attendant's name (please print): |
|------------------------------------------------------|--------------------------------------------|

