

Ormiston Academies Trust

City of Norwich School

First Aid Policy

Policy version control

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Contents

1. Introduction and Context	3
2. Scope/Roles & Responsibilities	3
3. Policy Statement.....	4
3.1. Legal Requirements	4
3.2. Assessment of number of First Aiders	4
3.3. Unusual risk	4
3.4. First Aid Equipment.....	5
3.5. First Aid Rooms.....	5
3.6. Provisions and use of Automated External Defibrillator	6
3.7. Training and Selection of First Aiders	6
3.8. Signage	6
3.9. Record keeping	6
4. Related Documents	6
5. Monitoring and Review	7

1. Introduction and Context

- 1.1. The purpose of this policy is to set out first aid provisions.
- 1.2. The policy applies to all OAT academies and other buildings. The policy highlights what arrangements are required to meet the requirements of the Health & Safety (First Aid) Regulations 1981.
- 1.3. It is a requirement of the above regulations to make adequate provisions for first aid for employees, pupils and visitors and to ensure that there are sufficient numbers of trained and qualified persons for providing first aid. It is also a requirement to ensure employees are informed of the first aid arrangements.

2. Scope/Roles & Responsibilities

- 2.1. The policy applies to all premises within Ormiston Academies Trust and all employees, volunteers, students, contractors, and visitors.
- 2.2. The First Aid Policy should be read in conjunction with the following associated documents:
 - First Aid Provision Assessment – Premises Handbook - *Accident, Incident, First Aid & RIDDOR - First Aid Provisions Assessment.*
 - First Aid Stock Check – *Premises Handbook - Accident, Incident, First Aid & RIDDOR – First Aid Stock Check Template.*
 - Guidance on First Aid Equipment - *Premises Handbook – Accident, Incident, First Aid & RIDDOR – Guidance on First Aid Equipment.*
 - Accident Investigation Report Template – *Premises Handbook – Accident, Incident, First Aid & RIDDOR – Accident Investigation report.*
- 2.3. The overall responsibility for employees, visitors and pupils is with the Principal of the academy. Therefore, the Principal has the responsibility to ensure that:
 - 2.3.1. Responsibility for overseeing first aid requirements is allocated to a suitable person (ASO).
 - 2.3.2. Sufficiently trained first aiders and first aid equipment are available to meet the local needs and that all employees are made aware of the local first aid arrangements.
- 2.4. Academy Safety Officers are responsible for ensuring that:
 - 2.4.1. All employees know how to obtain first aid, including how to call a first aider and the location of emergency equipment.
 - 2.4.2. Any special first aid requirements such as chemical or biological hazards, are identified and adequate first aid arrangements are put in place.
 - 2.4.3. Where special hazards are identified, employees are to be made aware of the local procedures and equipment for dealing with them.

- 2.4.4. The required number of first aiders for their locations and facilities, for the provision of first aid, are determined using the standards outlined below and these are put into place.
- 2.4.5. There are arrangements in place for identifying employees willing to train as first aiders and to attend approved courses as required.
- 2.4.6. Adequate local procedures are set up for the maintenance for first aid equipment and facilities including the maintenance and inspection of AED's and the replenishment of first aid supplies.
- 2.4.7. The standards of first aid are reviewed each year including: cover arrangements, personnel available, signage and provisions of first aid equipment and the number, location and contents for first aid equipment.

2.5. First Aiders are responsible for:

- 2.5.1. Providing immediate first aid.
- 2.5.2. Attending training in order to maintain competency.
- 2.5.3. Ensuring first aid supplies for which they have been allocated responsibility, are stocked, and maintained.
- 2.5.4. Completing relevant records of treatment (OATnet) after first aid has been administered and, where relevant, ensuring that accidents reporting procedures have been followed.

3. Policy Statement

3.1. Legal Requirements

- 3.1.1. The Health & Safety (First Aid) Regulations 1981.
- 3.1.2. The Health & Safety (First Aid) Regulations 1981 requires employers to provide adequate and appropriate equipment, facilities, and personnel to ensure their employees receive immediate attention if they are injured or taken ill.

3.2. Assessment of number of First Aiders

- 3.2.1. An initial assessment of the number of First Aiders required should be based on the type of activity and the number of people including visitors and pupils.
- 3.2.2. The numbers of First Aiders should consider sufficient cover for unforeseeable absence.

3.3. Unusual risk

- 3.3.1. The First aid cover required will need to be reviewed for unusual risks, such as the handling of hazardous substances, pool plant chemicals, high risk grounds maintenance work involving chainsaws, major construction, and confined spaces as applicable to each academy and activities undertaken.

3.4. First Aid Equipment

- 3.4.1. Every OAT academy must have sufficient first aid equipment to meet the local needs.
- 3.4.2. First Aid boxes should be easily identifiable, with a white cross on a green background, and located in a place that is easily accessible. First aiders have the responsibility for checking on the contents of first aid boxes.
- 3.4.3. First Aid boxes should have the contents to comply with BS 8599 but take in to account the considerations from the First Aid Provisions Assessment.
- 3.4.4. The minimum contents in first aid boxes can be found in – [Accident, Incident, First Aid & RIDDOR section](#) of the premises handbook.

3.5. First Aid Rooms

- 3.5.1. A First Aid Room should be made available if the assessment of first aid needs deems in necessary
- 3.5.2. A first aid room should:
 - 3.5.2.1. Be large enough to hold an examination/medical couch, with enough space at each side for people to work, a chair, and any necessary additional equipment.
 - 3.5.2.2. Have washable surfaces and adequate heating, ventilation, and lighting.
 - 3.5.2.3. Be kept clean and tidy, accessible, and available for use at all times when employees are at work.
 - 3.5.2.4. Be positioned as near as possible for access for transport to hospital.
 - 3.5.2.5. Display a notice on the door advising the names, locations, and if appropriate, telephone extension of first aiders and how to contact them.
 - 3.5.2.6. A typical first aid room should contain:
 - A sink with hot and cold running water
 - Drinking water with disposable cups
 - Soap and paper towels
 - A store for first aid equipment
 - Foot operated refuse containers, lined with disposable yellow clinical waste bags or a container suitable for the safe disposal of clinical waste
 - An examination/medical couch with waterproof protection and clean pillows and blanket
 - A chair
 - A telephone or other communication equipment
 - a process for recording incidents (such as access via a PC and/or mobile device to access OATnet form

3.6. Provisions and use of Automated External Defibrillator

- 3.6.1. It is OAT's policy to ensure that employees are trained in the use of an AED should they house one at the academy.

3.7. Training and Selection of First Aiders

- 3.7.1. Any employee who is employed to provide first aid must complete the required training set out in the first aid provisions assessment.
- 3.7.2. If a location is deemed low risk and no First Aider is required, it's the employer's duty to ensure that a person is appointed to take charge of first-aid arrangements including looking after equipment and facilities.
- 3.7.3. For locations which identifies that First Aiders are required; First Aid at Work (FAW) and Emergency First Aid at Work (EFAW) are appointed dependent on the outcome of the First Aid Provisions Assessment.
- 3.7.4. Only those who have received certification and have completed all parts of the course should be considered for first aid duties.

3.8. Signage

- 3.8.1. Signs should be displayed indicating the contact details for first aiders for the attention of staff. Standard signs complying with Health & Safety (Safety, signs, and signals) Regulations 1996 can be obtained.

3.9. Record keeping

- 3.9.1. First aid records should be kept for a minimum of 3 years.

4. Related Documents

- 4.1. The First Aid Policy has due regard to statutory and government guidance including the following:

- First Aid at Work Regulations 1981
- First Aid at Work Guidance HSE L74 2013

- 4.2. The First Aid Policy has due regard to associated documents including:

- Health & Safety Policy
- First Aid Provisions Assessment
- First Aid Box Minimal Requirements

5. Monitoring and Review

- 5.1. This policy will be reviewed annually by OAT Head Office; any changes made to this policy will be communicated to all members of staff. All members of staff are required to familiarise themselves with this policy as part of their health and safety induction.