

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.....	4
3.5. First aid rooms.....	4
3.6. Provisions and use of automated external defibrillator (AED) .....	5
3.7. Training and selection of first aiders .....	5
3.8. Signage .....	<b>Error! Bookmark not defined.</b>
3.9. Record keeping.....	5
4. Related documents.....	6
5. Monitoring and review .....	6

## 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. [HSE: First Aid at Work Regulations](#)
- 1.3. It is a requirement of the above regulation to make adequate provisions for first aid for employees, pupils, and visitors and to ensure that there are enough 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 guidance which can all be found within [Accident, Incident, First Aid & RIDDOR \(sharepoint.com\)](#):
- 2.3. The Headteacher has overall responsibility for pupils, employees, visitors, contractors and members of the public however the Headteacher can delegate the following activities to a suitable person (academy safety officer - ASO) or designated First Aider as detailed within the 'Health and Safety – for Roles and Responsibilities, Organisation and Arrangements Policy'
  - 2.3.1. Sufficiently trained first aiders and first aid equipment are available to meet the local needs and employees are made aware of the local first aid arrangements.
  - 2.3.2. All accidents and incidents and near misses are reported within [iAM Compliant](#)
  - 2.3.3. All employees know how to obtain first aid treatment, including how to call a first aider and the location of emergency equipment.
  - 2.3.4. Any special first aid requirements such as chemical or biological hazards, are identified and adequate first aid arrangements are put in place. Where special hazards are identified, employees are to be made aware of the local procedures and equipment for dealing with them.
- 2.4. First aiders are responsible for:
  - 2.4.1. Providing immediate first aid.
  - 2.4.2. Attending first aid at work and any other relevant training to maintain competency and as detailed within [Safety Induction and Training](#) site on OATnet
  - 2.4.3. Ensuring first aid supplies for which they have been allocated responsibility, are stocked, and maintained and checks recorded as per task within [iAM Compliant](#)

- 2.4.4. Completing relevant records of treatment within the [iAM Compliant](#) accident/incident reporting after first aid has been administered and a follow up / investigation and any management actions raised and actioned in a reasonable timescale,

## 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 (both in the academy and for offsite visits and sporting fixtures and the number of people including visitors and pupils.
- 3.2.2. The numbers of first aiders should consider sufficient cover for unforeseeable absence and in relation to risk as per your risk assessment
- 3.2.3. Please refer to the guidance within the [Accident, Incident, First Aid & RIDDOR](#) site on OATnet

### 3.3. Higher risks

- 3.3.1. The first aid cover required will need to be reviewed for higher 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 requirements and to cover all activities both in the academy and during offsite visits and sporting fixtures
- 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. Guidance on what should be included in a first aid box and locations can be found within the [Accident, Incident, First Aid & RIDDOR section](#) within OATnet

### 3.5. First aid rooms

- 3.5.1. Every OAT academy must have a first aid room to meet the local requirements.

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 and have washable surfaces and adequate heating, ventilation, and lighting.

3.5.2.2. To have access to a nearby sink for handwashing and a nearby toilet

3.5.2.3. Be positioned, ideally on the ground floor to aid access in the event the persons/ need to be transported to hospital.

### 3.6. Provisions and use of automated external defibrillator (AED)

3.6.1. It is OAT's policy to ensure (where practicably possible) each academy has an AED sited in a prominent and easily accessible location

3.6.2. It is important that all first aiders have received training in the use of an AED and that all staff within the academy are aware of its location in the hopefully unlikely event that it is required

3.6.2.1. If (in the hopefully unlikely event) an individual suffers a cardiac arrest any person can use the AED (with advice from the ambulance service during a 999 call) on that affected individual

3.6.2.2. The AED must only be used as per instructions

### 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. First Aiders will be required for all school activities (inside and outside the premises), off-site visits and any external lettings. There should be sufficient trained and competent first aiders to cover individual activities based on the academies individual First Aid Provisions Assessment (FAPA)

3.7.4. The FAPA will also identify whether an academy requires staff to be trained in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) - which can be found within [Accident, Incident, First Aid & RIDDOR \(sharepoint.com\)](#)

3.7.5. Only those who have received certification and have completed all parts of the course should be considered for first aid duties.

### 3.8. Record keeping

3.8.1. First aid records should be kept for a minimum of 3 years and kept electronically. Any paper records (if required) must be kept in a lockable cabinet.

## 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

## 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.