



# Bright Futures

EDUCATIONAL TRUST

The best *for* everyone, the best *from* everyone

## First Aid Policy



MHFA England

This is a Trust-Wide Policy  
which applies to all the schools within the Trust

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Owner of Policy:

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Authorised By:

**Executive Team**

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Distribution:

**All staff,  
workers and  
pupils**

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## First aid policy

Bright Futures Educational Trust's (BFET) vision is The best *for* everyone the best *from* everyone. Having a robust, well implemented and maintained policy and procedures regarding both physical and mental health first aid is an integral aspect to achieving this vision and ensuring the safety of our pupils, staff and visitors.

### What is the Policy for?

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that all staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

### Who is the Policy for?

The Policy applies to all staff employed by the educational establishments which form part of Bright Futures Educational Trust (BFET), as well as members of the Local Governing Bodies of those establishments, Trust Head Office staff, pupils, visitors, Members and Trustees and any contractors or consultants undertaking work on behalf of the Trust.

### Policy Standards

1. Each school will undertake a **first aid needs assessment** to establish what provision for first aid is required to ensure that it is adequate and appropriate in the circumstances. For example, consider the hazards in the workplace/school; working patterns of staff/visiting times of visitors; the type of site i.e. is it split site, different levels; access to the site by emergency vehicles; staff or pupils with special health needs or disabilities; the age range of pupils.
2. Each school should have suitably trained **physical first aid** staff and suitably trained **mental health first** staff. Both types of first aiders are responsible for the first aid of pupils and adults.

The Teaching School Alliance provides both physical and mental health and wellbeing training for line managers and Youth and Adult Mental Health First Aid training for staff.

3. In schools **with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid certificate** must be on the premises at all times.

4. Beyond this, in all settings – and dependent upon an assessment of first aid needs – schools must usually have **a sufficient number of suitably trained first aiders** to care for employees and pupils in case they are injured at work. There are no statutory requirements but the Health and Safety Executive guide that for low risk workplaces with 50-100 staff, one first aider is a guide; a medium risk place of work with 20-100 staff should consider one first aider per 50 staff.

Schools would generally fall into the lower risk category but there may be exceptions where the pupils' medical needs are more significant. The regulations on the number of first aiders only relates to employees however the DfE guidance suggests schools should consider:

- Cover for lunchtimes and breaks
  - Adequate provision to cover leave and absences and school shut downs if staff remain working
  - Off- site activities e.g. school trips
  - Adequate cover in practical departments such as PE, technology, science
  - Adequate cover for after school activities
  - Agreements with contractors e.g. do the catering and cleaning companies provide their own on-site first aiders?
5. There is a legal requirement to have an **'appointed person'** to take charge of first aid arrangements. The appointed person does not need to be a trained first aider and most Trust schools refer to them as coordinators.
  6. **First aid training.** All first aiders (physical and mental) must have completed a school approved training course, and must hold a valid certificate of competence to show this. The training must be Health and Safety Executive (HSE) approved and should include resuscitation procedures for children, which are not included in standard first aid at work training programmes.

The school will keep a **register of all trained first aiders**, what training they have received and when this is valid until (see appendix 3 for suggested format). Staff are encouraged to renew their first aid training when it is no longer valid. In addition to the summary log staff should sign to say they have attended the appropriate training and that they are willing to administer, for example an epipen.

In schools **with Early Years Foundation Stage provision**, at all times, at least one staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

7. The health and safety contacts and locations schedule in the Health and Safety policy should be completed with the names of all trained physical and mental health first aiders and

displayed in a prominent place in school.

8. **First aid equipment.** The health and safety contacts and locations schedule in the Health and Safety policy should be completed with the location of the first aid equipment in school.

**A portable first aid kit** should be available for school trips and/or one located in each school minibus.

A **typical first aid kit** in our schools will be identified by the first aid symbol and it will include the following:



- ✓ A leaflet with general first aid advice
- ✓ Regular and large bandages
- ✓ Eye pad bandages
- ✓ Triangular bandages
- ✓ Adhesive tape
- ✓ Safety pins
- ✓ Disposable gloves
- ✓ Antiseptic wipes
- ✓ Plasters of assorted sizes
- ✓ Scissors
- ✓ Cold compresses
- ✓ Burns dressings

***As a general rule, no medication should be kept in first aid kits, unless it needs to be taken on trips and the school has parental consent.***

**Other first equipment required in schools:**

- ✓ **Evac-chairs.** A risk assessment should take place to determine the need for these chairs. Where needed they should be located by lifts or emergency fire exits, determined by the risk assessment undertaken.
- ✓ **Automated External Defibrillator (AED).** The latest guidance from Resuscitation Council UK says that the use of AEDs should not be restricted to trained personnel. Having trained personnel is desirable but where they are not present, there should be no restriction placed on any person willing to use an AED.
- ✓ **Disinfectant for cleaning spillages of body fluids**
- ✓ **Personal protective equipment for first aid staff.** This will vary by school but typical contents are: disposable gloves and aprons, clinical disposable bags, 'resuscitades'/polythene screens for mouth to mouth resuscitation to avoid physical contact.
- ✓ **Schools should have the use of a medical/first aid room. Typical facilities are:**

- a sink with hot and cold running water;
- drinking water and disposable cups;
- soap and paper towels;
- a store for first-aid materials;
- foot-operated refuse containers, lined with yellow, disposable 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 blankets;
- a chair;
- a telephone or other communication equipment; and
- a record book for recording incidents attended by a first-aider or appointed person.

### **Roles and responsibilities**

The section below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance.

#### **Bright Futures Educational Trust**

The Board of trustees has ultimate responsibility for health and safety matters across the trust and first aid is an integral part of this. The Chief Executive Officer (CEO) is the senior responsible officer and delegates responsibility for the operational management of such matters to the school's Principal/Head of School.

The Trust will ensure that adequate insurance cover is provided to cover all staff for claims arising from the actions of staff acting in the scope of their employment, which includes first aid provision.

#### **The Principal/ Head of School**

The Principal/Head of School is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep their training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake risk assessments, as appropriate, and that appropriate measures are put in place and records retained
- Ensuring that adequate space and appropriate space is available to attend to first aid on site
- Reporting specified incidents to the HSE when necessary (see Health and Safety Policy)

### **Local Governing Body**

Is responsible for supporting and challenging the Principal/Head of School to ensure the school's compliance with the policy, by receiving regular reports.

### **Appointed person/coordinator**

Schools should have a designated appointed person or coordinator. The school's first aid coordinator/ or the priority first aider dealing with the incident is responsible for:

- Taking charge when someone is injured or becomes ill (if a qualified first aider). Where the 'illness' is a cold, headache, toothache etc. is a pastoral issue and unless there are concerns, should not be referred to a first aider.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate:  
**Ambulance:** 999 or 112. (111 for non-emergencies)  
**Fire:** 999 or 112.  
**Police:** 999 or 112.  
**NHS Direct** (24-hour health helpline): 0845 4647.
- Notifying the senior leadership team as appropriate and notifying parents/carers, as appropriate.
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits

### **First aiders**

All physical first aid staff trained and qualified to carry out the role (see policy standards above) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate treatment appropriate to their level of competence and training
- Where the 'illness' is a cold, headache, toothache etc. is a pastoral issue and unless there are concerns, should not be referred to a first aider.
- Assessing if medical/emergency assistance is needed and refer to the schools' coordinator to arrange
- Sending pupils/staff home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident. Please note that schools have additional responsibilities to record details of accidents to pupils, over and above the record held in the statutory accident book. (see the template in appendix 2. Where schools use their own form, this template should be used as a minimum standard.
- Keeping their contact details up to date
- Advising the first aid coordinator if supplies in a first aid kit are running low



All mental health first aid staff trained and qualified to carry out the role and are responsible for\*:

- Identifying the signs and symptoms for a range of mental health conditions
- Use ALGEE to provide mental health first aid to someone experiencing a mental health issue or crisis
- Listen non-judgementally and hold supportive conversations using a mental health first aid plan
- Signpost people to professional help –recognising that the role of mental health first aider does not replace the need for ongoing support
- Communicate any concerns about the mental health and wellbeing of anyone in the workplace to an appropriate manager
- Refresh mental health first aid skills every three years

\* *Mental Health First Aid England*

## **Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called or an incident in which they are involved
- Informing the Principal/Head of School or their manager of any specific health conditions or first aid needs

## **First aid procedures**

### **In-school procedures**

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents

- If emergency services are called, a member of the leadership team will determine who should contact parents/carers immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- Pupils should be asked to complete (where appropriate), part of the accident form as the member of staff may not have been present when the incident occurred.

### **Off-site procedures**

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils (held securely in accordance with the Data privacy policy)
- Parents'/carers' contact details

Risk assessments will be completed by the relevant member of staff prior to any educational visit that necessitates taking pupils off school premises. See Health and Safety Policy for further details.

For schools with Early Years Foundation Stage provision, there will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

For schools without Early Years Foundation Stage provision there will always be at least one first aider on school trips and visits, unless the school is satisfied, following a risk assessment, that first aid provision is provided at the event they are attending

### **Record-keeping and reporting**

#### **Physical First aid and accident record book**

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much factual detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2. Where schools use their own form, this template should be used as a minimum standard.
- A copy of the accident report form will also be added to the pupil's educational record by the relevant member of staff
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### **Mental Health First Aid reporting.**

There is no requirement for mental health first aiders to keep separate records. However, if staff have any concerns about the safety of the individual they are supporting or the safety of their colleagues/other pupils, mental health first aiders should report their concern to the Designated Safeguarding Lead (DSL) in school as soon as possible following the school's normal reporting procedures (e.g. CPOMS).

### **Reporting to the Trust**

All accidents resulting in serious injury or worse should be reported to the Trust's CEO as soon as reasonably practicable. The Health and safety policy details reporting requirements in more detail.

### **Reporting to the HSE**

The Health and Safety policy details the requirements for reporting of injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation. The report to the Health and Safety Executive should be made as soon as is reasonably practicable and in any event within 10 days of the incident.

### **Notifying parents/carers**

The school will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### **Reporting to the DfE and child protection agencies**

The Principal/Head of School will notify the DfE, the Local Authority and local child protection agencies of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

### **Links with other policies**

This first aid policy is linked to the following Trust or school policies:

- Health and safety policy
- Supporting pupils with medical conditions policy
- Student Mental health and Wellbeing policy

### **Legislation and guidance-Physical First Aid**

For our schools with early years foundation stage, this policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation:

For our other schools, this policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

#### **Legislation and guidance- Mental Health First Aid**

Mental health First Aid England: <https://mhfaengland.org/mhfa-centre/resources/>

Alliance for Learning training on mental health and wellbeing:  
<http://allianceforlearning.co.uk/cpd/mental-health-and-wellbeing/>

**Appendix 1: list of [appointed person(s) for first aid and/or trained first aiders]**

| Staff member's name | Role | Contact details |
|---------------------|------|-----------------|
|                     |      |                 |
|                     |      |                 |
|                     |      |                 |
|                     |      |                 |
|                     |      |                 |
|                     |      |                 |
|                     |      |                 |

**Appendix 2: Accident report form**

**ACCIDENT/INCIDENT REPORTING**

**1. About the adult/student who had the accident/incident**

Name: ..... Form .....

**2. About you, the person filling in this form (ONLY IF APPLICABLE)**

Name: ..... Occupation: .....

**3. About the accident/incident (continue on the back of this form if you need to and if you did not witness the accident/incident, record as a third party)**

- Say when it happened.    Date    /    /                      Time.....
- Say where it happened.    State which room or place

.....

- The teacher taking the lesson (ONLY IF APPLICABLE)
- Say how the accident/incident happened. Give the cause if you can.

.....

.....

- If the adult/student who had the accident/incident suffered an injury, say what it was.

.....

|                                       |  |  |
|---------------------------------------|--|--|
| <b>TREATMENT (tick)</b>               | <b>For cuts:-</b>                            | <b>For Head Injury:-</b>                       |
| No treatment <input type="checkbox"/> | Cleaned - water <input type="checkbox"/>     | Parent/Carer informed <input type="checkbox"/> |
| First Aid <input type="checkbox"/>    | Cleaned - wipe <input type="checkbox"/>      | Letter issued <input type="checkbox"/>         |
| Sent home <input type="checkbox"/>    | Covered <input type="checkbox"/>             | PTO To record any<br>other treatment           |
| Hospital <input type="checkbox"/>     | Advice on infection <input type="checkbox"/> |  |

Please sign the form and date it. Signature..... Date    /    /

**Note: If this form is completed by a pupil/student, it needs to be checked by a first aider or supervising adult and countersigned. Completed forms must be kept secure and passed to Mrs. Pritchard as soon as possible.**

Signature.....First/Aider/Supervising adult    Please Print..... PTO



### Appendix 3 Training Log

| Name/type of training              | Staff who attended (individual staff members or groups) | Date attended | Date for training to be updated (where applicable) |
|------------------------------------|---|---------------|--|
| <i>E.g. physical first aid</i>     |   |               |  |
| <i>E.g. paediatric first aid</i>   |   |               |  |
| <i>E.g. anaphylaxis</i>            |   |               |  |
| <i>E.g Mental health First Aid</i> |   |               |  |
|                                    |   |               |  |
|                                    |   |               |  |

In addition to the summary log staff should sign to say they have attended the appropriate training and that they are willing to administer for example an epipen.