



# First Aid Policy

<b>Last reviewed</b>	April 2025
<b>Reviewed by</b>	Operations Manager
<b>Approved by</b>	Operations Manager
<b>Date of approval</b>	April 2025
<b>Policy owner</b>	Operations Manager
<b>Location</b>	Website

The Health and Safety (First-Aid) Regulations 1981 set out the essential aspects of first aid that employers are required to address.

First aid is the immediate treatment necessary for the purpose of preserving life, prevent conditions from getting worse until expert medical assistance can be obtained and to promote recovery. First aid also includes the treatment of minor injuries which would otherwise receive no treatment, or which will not need treatment by a medical practitioner.

It is a legal requirement to provide adequate and appropriate first aid arrangements at individual workplaces and during off-site activities. The first aid equipment, facilities and people needed will depend on the work carried out and where the work is done.

Mental ill health is common, and having trained mental health first aiders in our teams can support anyone who may be experiencing symptoms, whether diagnosed or not.

The aim of first aid is to reduce the effects of injury or illness suffered at work and in school, whether caused by the work itself or not. First-aid provision must be 'adequate and appropriate in the circumstances'. This means that sufficient first-aid equipment, facilities and personnel should be available at all times, taking account of alternative working patterns.

The first aid provision at each setting will be decided based on an assessment of need. Premises Managers and Senior Leaders must use the Assessment of First Aid Provision Form to assess their first aid requirements. This assessment needs to be reviewed annually and where changes occur. Each individual Academy's arrangements must be communicated to employees and visitors, informing them how to access first aid.

In low-risk environments, the assessment may require minimal first aid provision (e.g. suitably stocked first aid box and an appointed person). In larger and/or higher risk settings, first aid needs will be greater, and managers are likely to need to increase the number of first aiders so that someone is always available to give first aid immediately following an incident.

The 1981 Regulations do not place a legal duty on employers to make first-aid provision for non-employees, however, HSE strongly recommends that non-employees are included in an assessment of first-aid needs and that provision is made for them.

If the work is low risk, such as desk-based work, and employees work in their own home first aid equipment will not be needed.

Where employees are based in a shared workplace, joint arrangements with other occupiers can be made or an agreement made for one employer to take responsibility for all workers on the premises. Managers must co-ordinate the approach to first aid arrangements.

## **Aims**

- To administer first aid and provide adequate treatment for staff and pupils/students when in need, in a competent and timely manner.
- To minimise injuries to pupils / students and staff, and others occupying Academy premises e.g. visitors.
- To communicate accidents / incidents involving pupils / students to parents when considered necessary.
- To provide supplies and facilities and trained staff to cater for the administering of first aid.
- To ensure that first aid can be facilitated for staff, visitors and pupils/students. Contractors who work on the site will provide their own first aid.

## **Success Indicators**

The following indicators will demonstrate success in this area:

- Each Academy has a completed first aid needs assessment for its' premises, which also considers off site working, including educational visits and remote working.
- Employee first aid requirements have been assessed.
- First aid training has been provided to the required level and frequency.
- First aid materials are provided and regularly checked.
- Appointed persons are designated and aware of their responsibilities.

## **Scope**

The arrangements within this policy apply to all employees and academies of Staffordshire University Academies Trust.

### **1. First Aid Provision**

The first aid provision at each Academy will be decided based on an assessment of need. Each Academy must use The Assessment of First Aid Provision Form to assess their first aid requirements against set criteria. This assessment will be reviewed annually and also where changes occur, for example, a change in first aid trained staff.

First aid provision must be adequate during all working hours. When assessing first aid needs the following should be considered:

- The type of work carried out.
- Hazards and the likely risk of them causing harm.
- The number of employees in your team or workplace.
- Work patterns of employees, including remote working arrangements.
- Holiday and other absences of those who will be first aiders and appointed persons.
- Accident history and trends.
- The needs of travelling, remote and lone workers.
- How close the workplace is to emergency medical services.
- Whether employees work on shared or multi-occupancy sites.
- First aid for non-employees including members of the public, pupils, volunteers etc.
- Support for someone who might be experiencing a mental health issue.

The individual workplace arrangements must be effectively communicated to employees and visitors, indicating how to access first aid. For shared sites, the designated staff member must co-ordinate the approach to first aid arrangements. First aid posters should be displayed around each Academy building, notifying occupants of who the designated first aid trained members of staff are and where they are located (as far as reasonably practicable). Each Academy will have a designated area for first aid to be undertaken wherever possible; building occupants must be aware of its location.

A wide range of first aid training courses and certificates are available. To decide whether a particular course or certificate is appropriate, academies should compare what is covered on the course with what the trainee may be asked to deal with. Academies should ensure that whoever they choose to provide training is suitable. HSE guidance on how to do this can be found [https://www.hse.gov.uk/pubns/geis3.htm?utm\\_source=govdelivery&utm\\_medium=email&utm\\_campaign=guidance-push&utm\\_term=geis3&utm\\_content=first-aid-12-feb-24](https://www.hse.gov.uk/pubns/geis3.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=guidance-push&utm_term=geis3&utm_content=first-aid-12-feb-24)

### **2. Types of First Aid Personnel**

**A First Aider (FAW)** is someone who has undergone a training course in First Aid at Work and who holds a current First Aid at Work Certificate. Their role involves:

- Undertaking first aid treatment in accordance with their training.
- Ensuring that any incident and treatment given is recorded in the appropriate Academy records.

- Reporting immediately to the Principal/Head Teacher, all incidents requiring the attendance of a pupil, member of staff or any person to hospital.
- Ensuring that all spillages of body fluids are cleaned up promptly and by appropriate means, following the **Infection Control Policy and academy risk assessments.**
- Maintaining stocks of first aid kit/boxes / liaising with the relevant staff member to ensure that first aid stocks are maintained and sufficient.
- Ensuring that appropriate documents are completed and that reportable accidents are reported as soon as possible after dealing with the immediate effects, to ensure that accident / incident investigations can be undertaken and risk assessments reviewed accordingly.
- Ensuring accidents and incidents are reported via the My Health and Safety System **in accordance with the Accident and Incident Reporting Guidance.**
- Summoning an ambulance or other external medical services.

**An Appointed Person** - where the first aid needs assessment identifies that a designated first aider is not required an appointed person must be available when people are at work. An appointed person does not require formal training but can take on certain duties regarding first aid. There can be more than one appointed person. Their role includes:

- Taking charge when someone is injured or falls ill.
- Calling an ambulance (where required).
- Keeping up to date first aid records.
- Maintaining first aid facilities and equipment e.g. re-stocking the first aid box.

Appointed persons are not first aiders and so should not attempt to give first aid for which they have not been trained. They may give emergency first aid where trained to do so (normally by completing the Emergency First Aid at Work Certificate).

**An Emergency First Aider (EFAW)** is someone who has undergone an Emergency First Aid at Work training course and who holds a current Emergency First Aid at Work Certificate. They are normally used in low hazard locations where the majority of people that may need first aid are members of the public and not employees. Their role involves:

- Undertaking basic emergency first aid in accordance with their training.
- Summoning the assistance of a First Aider where available.
- Summoning an ambulance or other medical services.
- Liaising with the appropriate member of staff to ensure first aid kits are fully stocked and refilled after use.
- Keeping suitable records of all treatment administered and actions taken.

### **Additional First Aid Requirements Early Years**

The Statutory Framework for the Early Years Foundation Stage requires that at least one person who has a current Paediatric First Aid Certificate must be on the premises at all times when children are present. In addition there must be at least one person on outings who has a current paediatric first aid certificate. The Department of Education provides **non statutory** guidance for [First Aid in schools, early years and colleges.](#)

Newly qualified staff with a level 2 or level 3 early years qualification, awarded after 30 June 2016, must have either a full paediatric first aid (PFA) or an emergency PFA certificate within 3 months of starting work. If they do not have this, they cannot be counted in the EYFS staff:child ratios at level 2 or level 3.

### **Coach Assistants/Drivers and Attendants**

Coach Guides, Drivers, passenger assistants and attendants are required to undertake Emergency First Aid training to enable them to respond to an emergency medical situation until skilled help

arrives. This should be considered within the first aid needs assessment for individuals who provide driving as part of their role within academies.

## **Mental Health First Aid**

To raise awareness of mental health and to help challenge the stigma which can surround it, it is beneficial to have arrangements in place to be able to support someone who might be experiencing symptoms of poor mental health.

There should be appropriate information, instruction and training for employees which might include all or some of the following:

- Mental health awareness information and training.
- Promotion of support services such as ThinkWell and Mental Health First Aiders.
- Providing information and links to external resources such as the NHS and Mind websites.
- Providing Mental Health First Aid training which teaches delegates how to recognise warning signs of mental ill health and what they can do to help while keeping themselves safe.
- Identifying and training a Senior Mental Health Lead.

Further information can be found within the Mental Health and Wellbeing Policy.

## **3. Educational Visits**

The provision of first aid during off-site visits and activities must be considered as part of the risk-benefit assessment and planning process. Academies should have in place an assessment to determine their first aid provision on site; off-site provision is an extension of this. OEAP guidance should be consulted to support academies in determining the level of first aid needed for off-site activities and learning outside of the classroom, and in accordance with the Educational Visits Policy.

The determination of the appropriate requirements should take into account:

- The nature of the activity;
- The nature of the group;
- The likely injuries associated with the activity, and the risk assessments;
- The extent to which the group will be isolated from the support of the emergency services (both in terms of distance and response time);
- The level of first aid needed during transport;
- The level of first aid needed at the venue, and the first aid facilities in place at the venue.

First aid provision must be considered and assessed for both staff and pupils/students attending a visit.

Qualified first-aiders may not be necessary for all off-site activities and visits, however, a basic level of first aid support should be available at all times. This will require that one or more of the staff leading the activity:

- Has a working knowledge of simple first aid and is competent to use the first aid materials carried with the group;
- Knows how to access, and is able to access, qualified first aid support.

For children in the Early Years Foundation Stage (EYFS), there is a statutory requirement that at least one person who has a current paediatric first aid certificate and sufficient understanding and use of English to summon help in an emergency must accompany children on outings.

Where a group of young people is subject to remote supervision, the supervisor should ensure that the group has:

- The ability to contact qualified first aid support;

- An appropriate level of competence and first aid materials to look after themselves until help arrives.

It is a legal requirement that all public service vehicles, including minibuses, must carry a first aid kit.

#### **4. First-Aid Materials and Equipment**

Once the assessment of first aid provision has been undertaken, the necessary materials, equipment and facilities must be provided and maintained in accordance with the determined need. This will involve ensuring that first-aid equipment is suitably marked, easily accessible and available in all places identified by the assessment.

Each Academy must have at least one first aid box supplied with a sufficient quantity of first-aid materials suitable for the particular circumstances, and a body spills kit. It is recommended that multiple first aid kits are kept on each site in suitable locations, with suitable quantities of body spills kits, to ensure that there are sufficient resources across the site, and in the case of off site visits and activities.

Academies should also consider the requirement for travelling first aid kits which can be utilised for educational visits and learning outside of the classroom. The need for such kits should be determined by the first aid needs assessment.

The decision on what to include in a first aid kit will be based on the first-aid needs assessment. As a guide, where work activities are low risk a minimum first aid kit may contain:

- A leaflet giving general guidance on first aid (for example, HSE's leaflet Basic advice on first aid at work);
- Individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
- Sterile eye pads;
- Antiseptic wipes;
- Individually wrapped triangular bandages, preferably sterile;
- Safety pins;
- Rustless, blunt-ended scissors;
- Large, sterile, individually wrapped un-medicated wound dressings;
- Medium-sized sterile individually wrapped un-medicated wound dressings;
- Disposable gloves (hypoallergenic – latex free).

The above should be considered carefully in accordance with each Academy's first aid needs assessment, as this is a suggested contents list only. Higher risk areas such as Art, DT, Catering, PE and Science departments will need further considerations to be made and should follow departmental guidance such as CLEAPSS.

First Aiders, Emergency First Aiders and Appointed Persons must regularly inspect the contents of first-aid containers and the contents must be restocked as soon as possible after use. Sufficient supplies should be held in a back-up stock on site and academies will discard items via appropriate means of disposal after the expiry date has passed.

#### **Medicines**

First aid at work does not include giving tablets or medicines. The only exception is when aspirin is used as first aid to a casualty with a suspected heart attack for those over 16 (usually under the instruction of the emergency services). Aspirin should never be given to a child younger than 16 unless it has been prescribed by a doctor. Medication should not be kept in a first aid container. Further information can be found in the Supporting Students with Medical Conditions Policy.

## Specialist First Aid Kit – Trauma or Major Incident First Aid Kits

A trauma kit is designed to treat major injuries or control bleeding until professional medical attention can be received. Trauma first aid kits include specialist items such as tourniquets and are more effective at controlling catastrophic bleeding than the standard wound dressings. Major Incident First Aid Kits provide equipment to help deal with major trauma in workplaces with high volumes of employees or visitors.

Specialist first aid kits may be needed where there is a risk of an incident resulting in multiple casualties or injuries within or close to the workplace.

## Automated External Defibrillators (AEDs)

It is not compulsory for employers to purchase AEDs to comply with the Health and Safety (First-Aid) regulations 1981. However, if the Academy's first aid needs assessment identifies an AED need then it is recommended that employees should be trained in its use.

The Government encourages schools to have an automated external defibrillator (AED) on their premises as part of their first aid equipment. AEDs are currently available for schools in the UK to purchase through the NHS Supply Chain at a reduced cost. These arrangements are available to all UK schools - [Automated External Defibrillators \(AEDs\) guidance for schools \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/612222/automated-external-defibrillators-aeds-guidance-for-schools.pdf)

Where an Automated External Defibrillators (AEDs) is present, Academies must ensure that it is always accessible, and employees are aware of its location. Defibrillators should be registered on The Circuit, the national defibrillator network. This will ensure they are visible to local ambulance services and means someone can be directed to the defibrillator location - [The Circuit - the national defibrillator network](https://www.the-circuit.org/)

Modern AEDs undertake self-tests and indicate if there is a problem with a warning light or sign. A process should be in place to regularly (at least weekly) check the equipment and appropriate action taken if there is an issue. The manufacturer's instructions regarding maintenance and servicing must be followed. A process should be in place to regularly (at least weekly) check the equipment and appropriate action taken if there is an issue.

## 5. Training of First Aid Personnel

Employees who undertake first aid duties must be competent to carry out their role. The content and duration of training necessary will depend on the role of an individual.

Course	Intended For	Duration of Course	Recommended Refresher training	When revalidation is required	Revalidation Training
First Aid at Work Certificate (FAW)	First Aiders	3 days	Annual basic skills update 3 hours	Before expires (3 years from date of certificate)	2 day revalidation



Emergency First Aid at Work Certificate (EFAW)	Emergency First Aiders and Appointed Persons if deemed necessary	1 day	Annual basic skills update 3 hours	Before certificate expires (3 years from date of certificate)	Repeat of original 1 day course
Paediatric First Aid Training (PFA)	Employees working with and caring for young children.	2 days	Annual Refresher to maintain basic skills	Before certificate expires (3 years from date of certificate)	Repeat of original 12 hour course
AEDs	<p>Training in the use of automated external defibrillators (AEDs) is not currently part of either the Emergency First Aid at Work or First Aid at Work courses. However, some training providers include awareness training in these courses as it instils greater confidence in the use of AEDs.</p> <p>Half day training in the use of defibrillators is available from First Aid Training providers.</p>				

In certain cases, where activities might expose individuals to unusual risks e.g. remote outdoor activities, additional specifically focused training might be necessary according to the circumstances.

First aid provision must be available and adequate during operational hours; this includes, but is not limited to, out of school clubs, during holiday periods and out of hours working, off site visits.

## **6. Minor Injury/Illness**

Parents should keep their children at home if acutely unwell or infectious, in accordance with Public Health England guidance, and the Infection Control Policy. Pupils / students / staff must access First Aid should they present as ill or injured.

If the injury / illness is caused by an accident this should be recorded in the Accident Book held within an Academy. Staff are required to report **all** accidents and injuries, and these will be recorded in the relevant logbooks and systems (e.g. My H&S). All teachers and support staff are expected to do all they can to secure the welfare of the pupils / students and colleagues.

On presentation to First Aid, all pupils/students and staff will be assessed by suitably qualified staff as to whether any treatment is required and their fitness to remain in school. All relevant information should be shared with First Aid to assist their ability to assess the individual's wellbeing and any further instruction, e.g. if a member of staff has already spoken with the pupil's parents. First aiders should also be aware of any allergies which may impact the treatment given.

If possible, the pupil/student will be encouraged to continue their school day, and where appropriate treatment can be administered. If the pupil is deemed unfit to continue their school day, and it is not possible to send them home due to being unable to contact any of the pupil's contacts, the Academy (member of the Senior Leadership Team) will make the decision on any further action that is required to safeguard the pupil/student. At the request of a First Aider or senior member of staff, an ambulance may be called in more serious cases. Under no circumstances should a child be sent home, without first consulting with the First Aid Team in instances of illness/injury.



Injuries caused by accidents / incidents must be recorded in the appropriate accident book. Academies will have locally produced forms for pupils. In some instances, for example, a head injury, this may include a form and phone call to notify parents where the pupil is not sent home.

Staff and visitor accidents should be recorded in the BI510 accident book and reported on the My Health and Safety System, and in accordance with SUAT's Accident and Incident Reporting guidance. Pupil/student accidents will be reported in accordance with the Accident and Incident Reporting guidance detailed within the appendices of this policy.

The appropriate member of the management team / **H&S Co-Ordinator** must be notified where the accident / incident requires investigation, where there is a potential that risk assessments require revising, and where this is reportable via the My Health and Safety System. The appropriate member of Academy staff must ensure that this is undertaken in a timely manner to ensure that the accident / incident is managed suitably under RIDDOR 2013 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). The relevant documentation will be compiled and updated following this (e.g. accident investigation reports, accident trend analysis, risk assessments).

## **7. More Serious Accidents / Incidents / Medical Needs**

- Send for a First Aider immediately.
- Stay with the individual until a First Aider arrives.
- If necessary, remove other people from the scene. Where appropriate, the casualty may feel assured if a friend or colleague stays with them.
- Where required, call an ambulance and accompany the individual in accordance with the Health and Safety Policy.
- Ensure the appropriate accident forms are completed, along with documented investigations, risk assessment reviews and My Health and Safety entries.

## **8. Dealing with Blood and Body Fluid Spills**

Spillages of bodily fluids such as blood, vomit, urine and excreta should be cleaned up promptly and in accordance with the Infection Control Policy and Academy risk assessments for dealing with body fluid spills.

The following general actions must be taken by the person dealing with the spill:

- Clear the immediate area of people. Hazard signs and cordoning may be necessary, according to the circumstances.
- Disposable personal protective equipment (PPE), including gloves (latex or nitrile) or equivalent and a disposable plastic apron must be worn. Eye protection will be worn should there be a risk of splashing.
- Any split blood or other body fluids should be cleaned up, either with disposable absorbent materials and an appropriate sanitizing product or using the body fluid spillage kit held in the relevant area of the Academy.
- Depending on the circumstances, professional deep cleaning may be required.

## **9. Infection Control**

To minimise risk of infection whilst administering first aid, personnel must cover all exposed cuts/abrasions on their own bodies with a waterproof dressing, before administering treatment. They must also wash their hands before and after applying dressings and wear disposable gloves.

Disposable nitrile/vinyl gloves and aprons must be worn whenever blood, or other body fluids are involved in the treatment or handled, and disposable materials, such as paper towels and sanitising powder, must be used to mop up any substances. All disposable items must be disposed of in

plastic bags in line with the Infection Control Policy's arrangements. Those disposing of such items should wear disposable gloves.

Contaminated work areas must be suitably disinfected and soiled clothing should be sent home in accordance with the Infection Control Policy.

Disposable gloves, aprons etc. should only be worn once, and receptacles used to collect body fluids (e.g. sick bowls) must also be disposable.

If contact is made with any other person's body fluids the area should be washed immediately and medical advice sought from Occupational Health via the appropriate member of Academy staff.

## **10. Liability**

Staffordshire University Academy Trust's liability insurance policy will provide indemnity for employees acting as first aiders as defined above. First Aiders must ensure that any treatment they give is administered in accordance with the training they have received. So long as treatment is administered with good intent and in accordance with current good practice, the Trust and its insurers will support the actions of its employees in the event of a legal case relating to first aid treatment.

## **11. Record keeping**

All records of first aid administered must be recorded, alongside details of where this occurred. Records must be kept in a location which maintains their confidentiality and prevents access to unauthorised persons. If the record is particularly sensitive, the person making the record should choose to do so in an environment which permits the documentation to be prepared confidentially, too.

The Assessment of First Aid Provision and records of first aid administration must be kept in accordance with the Retention and Records Management Policy. First aider training records must also be kept in accordance with the Retention and Records Management Policy.

## **12. Monitoring and reviewing this policy**

First Aid provision must be reviewed by managers regularly, upon changes within the Academy which may require a review of the first aid needs assessment, when they believe the assessment to be no longer valid. This policy will be reviewed by the Trust.

**Appendix One – First Aid Needs Assessment**

**Appendix Two – First Aid Sign**

**Appendix Three – Accident and Incident Reporting Guidance**

**Appendix Four – Accident Investigation Report Template**

**Appendix Five – Record of First Aid**

## **Appendix One - First Aid Needs Assessment**

Persons who carry out a First Aid Needs Assessment must have a level of competence and knowledge of the buildings/premises/team, staff demographic, likely hazards, and working arrangements within their workplace/team. Where employees are based in more than one building a separate assessment should be conducted for each location.

### **SECTION 1.**

<b>1.1 Workplace or Team</b>	
<b>Workplace/Team:</b>	
<b>Location:</b>	
<b>Additional notes:</b>	

<b>1.2 PERSON(S) CONDUCTING THIS ASSESSMENT</b>			
<b>Name(s):</b>		<b>Signature(s):</b>	
<b>Date assessment carried out:</b>			

<b>1.3 ASSESSMENT REVIEW HISTORY</b>				
This assessment should be reviewed immediately if there is any reason to suppose that the original assessment is no longer valid. Otherwise, the assessment should be reviewed, at least every 3 years. The responsible competent person must ensure that this assessment remains valid.				
	<b>Review 1</b>	<b>Review 2</b>	<b>Review 3</b>	<b>Review 4</b>
<b>Due date:</b>				
<b>Date conducted:</b>				
<b>Conducted by:</b>				

## SECTION 2A. DETERMINATION OF FIRST AID PROVISIONS

FACTORS TO CONSIDER	NOTES	FIRST AID PROVISIONS
<b>HAZARDS:</b> Use your workplace/team general risk assessments (activities/hazards) to inform the First Aid requirements.		
<b>Workplace:</b> Consider layout, work activities and location		
Does the workplace have low level hazards e.g., those found in an office?	Yes / No	Minimum provisions: An Appointed Person A First Aid box
Does the workplace have any specific higher-level hazards such as hazardous substances, machinery?	Yes / No	Consider providing: First Aiders Additional specialist First Aid training A First Aid box Additional First Aid equipment A First Aid room
Are there parts of the workplace with different levels of risk such as workshops?	Yes/No	You may need to make different levels of provision in different parts of the workplace.
Does the workplace occupy more than one building or operate on multiple floors?	Yes/No	Consider First Aid provisions in each building or on several floors.
Is the workplace shared with other employers or partner organisations?	Yes/No	You will need to make arrangements with the other site occupants.

Do members of the public, visitors, contractors, pupils attend your site?	Yes/No	It is strongly advised that First Aid provisions are made for non-employees that are on site
What is the proximity to a hospital? Does the location of the workplace affect emergency response times?		Consider providing: Specialist First Aid kits Additional specialist First Aid training Automated External Defibrillator
<i>Include any additional factors you need to consider:</i>		
<b>Employees:</b> Consider the number of employees and those employees that may be higher at risk		
How many people work in the workplace/team?		See Section 3
Do large numbers of people (employees, visitors) pass through or near to the workplace?  What is the age profile of these people?	Yes/No	Consider local community safety by providing: Automated External Defibrillator (AED) and/or Trauma Kit
Are there employees on site that may be at higher risk? Consider inexperienced workers, those with existing health problems, young persons, new and expectant mothers, disability etc.	Yes / No	Consider providing: Additional specialist First Aid training Additional First Aid equipment Siting of equipment
<i>Include any additional factors you need to consider:</i>		

**SECTION 2A. CONT'D.**

<b>ACCIDENT HISTORY/RECORDS:</b>		
What types of accidents, injuries or cases of ill-health have previously occurred?		Ensure that First Aid provisions will cover the type of injuries that have occurred in the past in addition to those that are foreseeable.
<i>Include any additional factors you need to consider:</i>		
<b>WORKING ARRANGEMENTS:</b>		
Do employees work alone?	Yes / No	Ensure access to First Aid kit Ensure communications to summon help are accessible e.g. mobile phone
Do any employees work shifts or out of hours?	Yes / No	Ensure there is sufficient First Aid cover when people are at work.
Are there times when the First Aider might be on holiday/absent?	Yes / No	Ensure sufficient First Aid provisions during holiday periods/unexpected employee absences.
Do any employees travel i.e., drive as part of work commitments?	Yes/No	Consider providing mobile First Aid kits.
Do any employees conduct work off site, e.g., highways, rivers, countryside, working with animals where specialist First Aid may be required?	Yes/No	Consider providing: Specialist First Aid kits Additional specialist First Aid training Mobile first aid kits.

Have risk assessments identified significant risks of injury and/or ill health?	Yes/No	Consider providing: First Aiders
<i>Include any additional factors you need to consider:</i>		

## SECTION 2B. MENTAL HEALTH FIRST AID PROVISIONS

FACTORS TO CONSIDER	NOTES	FIRST AID PROVISIONS
	Mental ill health is common and alongside physical first aid having trained mental health first aiders in our teams and services can support anyone who may be experiencing symptoms, whether diagnosed or not.	Consider: Appointing a Mental Health First Aider
<i>Include any additional factors you need to consider:</i>		

## SECTION 3. Suggested number of First Aid personnel to be available at all times people are at work.

LEVEL OF RISK (Informed by general risk assessments)	NUMBER OF PERSONNEL*	NUMBER OF FIRST AIDERS REQUIRED (as suggested by the HSE)
<b>Low risk</b>	<25	At least <b>1 Appointed person</b>
	25-50	At least <b>1 EFAW</b> trained First Aider
	>50	At least <b>1 FAW</b> trained First Aider for every 100 (or part thereof)
<b>High risk</b>	<5	At least <b>1 Appointed person</b>



	5-50	At least <b>1 EFAW</b> trained First Aider (consider the type of injuries that may occur)
	>50	At least <b>1 FAW</b> trained First Aider for every 50 (or part thereof)

\*The HSE strongly advise that arrangements for First Aid provisions also take into account non-employees that may be on site.

**SECTION 4.** Use the guidance in Section 2 and the table in Section 3 to determine your First Aid requirements in the workplace/team.  
Where a building/floor is shared with other teams with similar hazards consideration should be given to sharing First Aid resources.

FIRST AID PERSONNEL	REQUIRED YES/NO	NUMBER REQUIRED
Appointed person	Yes / No	
EFAW First Aider	Yes / No	
FAW First Aider	Yes / No	
Additional training (please specify e.g AED)	Yes / No	
FIRST AID EQUIPMENT AND FACILITIES	REQUIRED	NUMBER REQUIRED
First Aid box	Yes / No	
Contents of First Aid Box		
Additional equipment	<i>Detail</i>	
Travelling First Aid kit	<i>Detail</i>	
First Aid room	Yes / No	<i>Detail location, type of room, sole use or can the room be vacated easily and quickly</i>

MENTAL HEALTH FIRST AID PERSONNEL	REQUIRED YES/NO	NUMBER REQUIRED
Mental Health First Aider	Yes / No	

### Informing Employees

Have arrangements been made to inform employees of the first aid arrangements (ideally at their induction) and notices posted to inform staff who and where the first aid personnel or appointed persons are and where the first aid box is? **Yes/No**

**Signature of Assessor(s):** .....

**Date:** .....**Review Date**.....

**Appendix Two**

**ACADEMY NAME**

**Location of First Aiders and First Aid Equipment**



**First Aiders are located:**

<b>NAME</b>	<b>LOCATION</b>	<b>PHONE</b>

**First Aid Equipment Located:**

<b>DESCRIPTION</b>	<b>LOCATION</b>
First Aid Box	
Eye Wash Bottle	
Emergency Spill Kits	
Emergency Phone	

## **Appendix Three**

### **Accident and Incident Reporting Guidance**

<b>Accident/incident takes place</b>	
<b>Accident/incident is reported to first aid/academy staff to appropriately treat and record. All accidents, including minor accidents, are recorded for accident trend analysis purposes</b>	
<b><u>Pupil/student</u> accidents are recorded locally in the academy accident book, and parents informed as required</b>	<b><u>Staff</u> accidents are recorded locally in the BI510 book, and emergency contacts are informed as required</b>
<b>Post-accident – review the nature of the accident and decide whether this requires reporting on Staffordshire County Council’s My H&amp;S system. An appropriate person must then log the accident</b>	
<b>If an ambulance is called, follow the academy H&amp;S policy local arrangements</b>	
<b>Consider whether an accident investigation is required and undertake this accordingly, involving staff, pupils and other witnesses where relevant</b>	
<b>Review and amend H&amp;S procedures and risk assessments where required. Address defects and record. Communicate amended H&amp;S documentation with staff</b>	

*RIDDOR is the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 and requires certain workplace accidents, occupational diseases, dangerous occurrences or near misses to be reported.*

When to report an accident or incident on Staffordshire County Council’s My Health and Safety System:

- ✓ All pupil accidents that may have liability claim implications, such as those resulting from premise defects, should be reported via My H&S
- ✓ Incidents where an ambulance has been called (not for medical conditions)
- ✓ Medical conditions such as asthma attacks are not reportable even when an ambulance has been called; the exception is where it has been triggered by something such as a strenuous PE activity or dust from an onsite construction project
- ✓ Those where the parent has been advised to seek further medical advice from A&E, the local clinic, or other such medical professionals
- ✓ Those which require first aid treatment beyond basic treatments
- ✓ Accidents where an injury has only become apparent some time after the event
- ✓ Staff and visitor accidents. These should also be recorded in the statutory accident book (BI510)
- ✓ Contractor accidents which happen on site. These should also be reported by the contractor to their employer
- ✓ Dangerous occurrences, such as collapsed scaffolding, someone falling down an open man hole, ‘exploding’ boiler etc. This can also be defined as ‘an occurrence which may not have injured anyone but had the potential for serious injury’

**Appendix Four**  
**Accident Investigation Report Template**

**ACADEMY NAME**

**Accident/Incident Investigation Report**

Completed by:

Date:

This report provides the findings of the investigation and may need to be updated if further information provides any developments or identifies other action points etc. The report is based on the documentation available and CCTV footage of the incident (if available).

**1. Details of the Accident**

**Detail time and date of the incident**  
**Who was involved**  
**What happened**  
**Consequential information**

**2. Background Information**

**Detail further information which may be useful to the report and may have affected what happened during the incident.**

**3. Reporting the Accident**

**Detail who reported the incident and to which members of staff and when.**  
**Detail if first aid staff were involved.**

**4. Investigation**

**Detail when the investigation took place, who was involved, whether there were any witnesses (statements can be included in the appendix) and what was found during the course of the investigation.**

**5. Overview of the Investigation findings**

**Detail the conclusion following the investigation, an overview of the findings and the defined cause.**

**6. Management Procedures**

**Detail whether existing management procedures are sufficient to mitigate risk as far as is reasonably practicable or whether changes to practice need to be made (and what these are, inclusive of documentation).**

**7. Working Practices**

**Detail whether existing practices are sufficient to mitigate risk as far as is reasonably practicable or whether changes to practice need to be made (and what these are, inclusive of documentation).**

**8. Direct and Underlying Causes of the Accident**

Please detail

**Underlying Causes**

Please detail

**9. Recommendations**

Please detail

**10. Conclusion**

Detail what the conclusion of the investigation draws to.

**Appendices**

**Appendix:**

Statements  
CCTV

**Appendix Five**  
**Record of First Aid Treatment**

**Record of First Aid Treatment**

Record **ALL** treatments on this form. Blank forms should be kept alongside first aid equipment and in first aid rooms.

Site:

Name of Person Treated:	Address of Person Treated:
Employee/Visitor/Contractor/Pupil/Other (please state)	
Date and time of injury/illness:	
Details of Injury/Illness:	
Where did incident happen (be specific where possible give exact location):	
Details of treatment provided:	
Follow up action: Emergency Services Called/Hospital/Own GP/other (please state)	
Outcome: Continued work/study/visit, Taken to hospital, Unknown:	
<b>Accidents only:</b> accident report completed? Yes/No	
Print name of First Aider(s):	
Signature of First Aider(s):	Date:
Form completed by:	
Name:	Date:
Signature:	