Cabot Learning Federation

First Aid Policy

Broadoak Academy

Date Approved: March 2025
Approved By: CLF Board
Review Frequency: Biennial
Next Review: March 2027

History of most recent policy changes

Date	Page/Para	Change	Origin of Change e.g. TU request, Change in legislation
1st March 2017	Whole document	Implementation	Implementation of Federation wide policy
March 2019	**Whole document**	All references to PCS previous Health and Safety Contracted specialists removed, as this is now in-house. All references to Academy Business Managers removed and replaced with Operations Manager	
March 2019	**Pg 5, 9, 10, 11, 12**	Updated information around EYFS paediatric first aiders, Reportable accidents, Riddor reporting, responsibilities for First Aid supplies, Eye Irrigation tubes, Defibrillator training and provision of First Aid rooms	
March 2021	1.3	Policy to be read and considered in line with Health and Safety Policy, Safeguarding, administration of medications and COVID 19 response	
	8.5	Signposted to the Supporting Pupils with medical needs Policy	
	10.3	Location of defibrillator on site	
March 23	1.3	Changed reference from COVID 19 to Infection control	
	2.3	Additions to suggested list of consideration for Risk Assessment	
	4.3	Addition to consider contractors working on site	
	5.2	Additional bullet point for first aider duties	
	6.1	Cross reference with Head injury guidance and follow	
	10.4	Addition re location of Defib	
March 25	6.1	Expectation that concussion guidance is available for first aiders to follow.	
	6.2	New wording regarding the availability of COSHH information for first aiders, if required	
	10.1	Changes to the expectation that all settings have at least one Defib onsite	

Equalities Impact Screening

Date of screening: 1 March 2021						
Name of person completing screening: J Crickson						
	Does this policy have the potential to impact on people in any of the identified groups?		What is the expected impact of this policy on any of the identified groups			Notes: Neutral Policy for the benefit of all
	Yes	No	Positive	Neutral	Negative	
Age	X					
Disability	X					
Gender Reassignment	X					
Race or Ethnicity	X					
Religion or Belief	X					
Marriage	X					
Pregnancy/ Maternity	X					
Sex	X					
Sexual Orientation	X					
Carers / in-care	x					

Should the policy have a Full Equalities Impact Assessment? Yes / No

Reasons/comments:

This is a policy where everyone benefits in the provision of first aid in an emergency situation or wherby someone has a minor injury that requires treatment. This Policy is therefore neutral and does not require a full EQI

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1 Policy Statement

1.1 The purpose of this policy is to ensure that appropriate First Aid arrangements are in place for pupils, staff and any visitors to Broadoak Academy. This includes providing sufficiently trained employees for our business needs both on and off site and maintaining an adequate supply of First Aid equipment. This includes having a paediatric first aid trained member of staff available whenever early years pupils are on site, also covering before and after school activities

1.2 The Academy will provide sufficient information to staff to enable First Aid assistance to be sought during normal working hours. Where work is regularly undertaken outside these hours, then adequate First Aid cover will be provided.

1.3 It should be considered in line with our Safeguarding Policy, Health and Safety Policies, Administering of Medicines policy, and Infection Control procedures and risk assessment

2 The Legal Position

2.1 The Cabot Learning Federation (CLF) is required to report any serious injuries, accidents, dangerous occurrences or diseases to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). RIDDOR accidents must be reported to the HSE within 10 days of the accident, or within 15 days for over 7 day absence injuries (Staff). Under these regulations the federation must report the following:

- Deaths;
- Major injuries; (As defined by HSE)
- Over 7 day injuries;
- An accident causing injury to pupils, members of the public or other people not at work and taken from the scene to Hospital;
- A specified dangerous occurrence, where something happened which did not result in an injury, but could have.
- Specified Occupational diseases

2.2 Definition of a RIDDOR reportable major Injury are:

Fractures, other than to fingers, thumbs and toes
Amputations
Any injury likely to lead to permanent loss of sight or reduction in sight
Any crush injury to the head or torso causing damage to the brain or internal organs
Serious burns (including scalding) which:
- *covers more than 10% of the body*
- *causes significant damage to the eyes, respiratory system or other vital organs*

Any scalping requiring hospital treatment
Any loss of consciousness caused by head injury or asphyxia
Any other injury arising from working in an enclosed space which:
- *leads to hypothermia or heat-induced illness*
- *requires resuscitation or admittance to hospital for more than 24 hours*

RIDDOR reporting is undertaken by the Head of Health and Safety on behalf of the CLF

2.3 The federation's duty to provide First Aid at work is governed by the Health and Safety (First Aid) Regulations 1981 (amended 2024). These require each academy to carry out a risk assessment in order to determine what First Aid facilities and personnel are necessary to meet the needs of the business. The academy is also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these regulations, the academy's assessment has considered a number of factors, including the following:

- Type of department;
- Type of activities run by or within any given department;
- Building/s layout;
- Proximity of academy buildings to emergency medical services;
- Needs of travelling and/or lone workers;
- Provision during term time and holiday time;
- Provision for non-employees;
- Type of skills likely to be required by both teaching and non-teaching staff;
- Students/Staff with medical conditions.
- Number of staff and students;
- Age of Pupils
- History of accident and illness;
- Distribution of the workforce;
- Absenteeism of first aiders.

3 Risk Assessment

3.1 The Academy has assessed the risk in each department or for each activity as follows:

Department	**Specific Risk/Risk Level**	**Level of training required (by at least one staff member) and any additional measures required**
General Academic and Support Departments (low risk)	Lower risk activities (teaching, training in classroom environments)	Emergency First Aid at Work (academic staff)
D&T / Art	Higher risk activities	Emergency First Aid at Work- Access to First Aid at Work Eye washes and burns dressings in First Aid kits plus any other items considered necessary by the Head of Department. All staff should be able to assist in an emergency until First aid support arrives.
Facilities Management incl. Grounds	Higher risk activities, lone working	First Aid at Work. Emergency First Aid at Work. Any vehicles used must carry First Aid kits and eye washes. First Aid kits must contain all necessary items for work being carried out.

Sciences	Higher risk activities	Emergency First Aid at Work- Access to First Aid at Work Eye washes and burns dressings in first aid kits plus any other items considered necessary by the Head of Department. All staff should be able to assist in an emergency until First Aid support arrives.
Sport (on and off site)	Higher risk activities	Emergency First Aid at Work- Access to First Aid at Work Any additional First Aid training advised or required by the relevant sporting body. Additional items within First Aid kits should include ice packs and sprays plus any other items considered necessary by the Head of Department.
Sports Centre	General public, higher risk activities	First Aid at Work and Emergency First Aid at Work Defibrillator present and staff in its use. Ice packs plus any other items considered as necessary by the Manager.
Catering if in house	Higher risk activities, lone working	First Aid at Work Emergency First Aid at Work. Catering vans must carry First Aid kits. First aid kit should contain burns dressings, eye washes and many additional dressings and catering plasters. The kit may also contain any other items considered necessary by the Head of Department.
Cleaning Staff if in house	Lone working, working with chemicals	Emergency First Aid at Work for the on-site manager. Staff members must know where First Aid kits are held in their relevant departments. Where work may not be carried out in easy reach of a first aid kit, one must be carried with the staff member. Porterage vehicles must carry a First Aid kit.
Specific on or off-site activities/trips – medium to high risk activities	Falls, heat exhaustion, contact with water, hypothermia, road accidents	Emergency First Aid at Work /First aid at work Any additional First Aid Training advised or required by the relevant governing body. First Aid kits should include all relevant and additional items such as foil survival blankets and heat packs plus any other items considered necessary by the Activity Leader/Head of Department.
Lone workers (general)	Falling ill or being injured whilst alone at work.	Emergency First Aid at Work. Where work may not be carried out in easy reach of a First Aid kit, one must be carried with the lone worker.
Early years	Any first aid incident	Paediatric First Aid for administration of first aid to Early years pupils

4 Assessing the Required Number of First Aiders

4.1 The HSE has not set out how many First Aiders are needed in an academy; but it does provide guidance about how to assess what is needed. First Aid provision must be 'adequate and

appropriate in the circumstances. Each academy must provide sufficient First Aid equipment, facilities and personnel at all times.

4.2 Each academy must carry out a First Aid needs assessment which considers the environment, numbers of people that may be present and any hazards and risks that may occur. The findings should be used to determine what First Aid arrangements are put in place. (A model is available on CLiF)

4.3 Particular thought should be given to what will happen outside of normal operating hours, consideration of lone workers, contractors on site and to any events being run, such as open evenings.

4.4 Academies should contact a member of the Health and Safety team for further advice about appointing and training First Aiders.

5 Responsibilities of First Aid Personnel

5.1 The duties and responsibilities of First Aid Personnel are outlined below.

5.2 **First Aiders** (trained in either Emergency Aid or First Aid at Work) are responsible for:

- Responding promptly to all requests for assistance if able;
- Summoning further help if necessary;
- Looking after the casualty until recovery has taken place or further medical assistance has arrived from the Paramedic/Ambulance staff, reporting details of any treatment provided. When an ambulance is called this will be reported to the Operations Manager and/or Principal in order that the necessary notification should be made to the Health and Safety Team regarding any RIDDOR incident as soon as possible;
- Clearing up process and infection control
- Accident Records completed, and Operations Manager informed where applicable.

When a pupil has been injured or been involved in an accident, Administration or Head of House Team will be responsible for informing parents, carer by telephone or e-mail.

5.3 **Appointed Persons** are responsible for:

- Taking charge when a person has been injured or falls ill, but not treating the person unless they have been trained to do so. Taking charge of an injured or ill person could involve calling for a first aider or for an ambulance if necessary;
- Looking after the first aid equipment and ensuring that containers are re-stocked when necessary.

6 Procedures

6.1 The following are general first aid related procedures to be followed by all staff:

- If an employee or pupil has been taken ill, or has had an accident, staff will call one of the Academy First Aiders as listed on the First Aid Notice for assistance. They will then inform Operations Manager etc. as appropriate.

- Important - Staff should not attempt to give first aid treatment unless they have been trained to do so;
- If an employee or pupil has a suspected head injury, first aiders should refer to and follow the Head Injury Concussion Guidance .docx (updated for 2025). The guidance should also be displayed within the designated first aid area
- All employees are insured to carry pupils and CLF employees to hospital in their cars under the federation's insurance. Car journeys to hospital will only be undertaken however if **non-emergency** and the patient is medically fit enough to be transported in this manner, **another employee must accompany and assist**. If in doubt, please seek advice from the Principal or Operations Manager or phone an ambulance;
- If access is needed to a first aid kit for personal use, staff will not remove it from its designated place;
- Any loss or damage to First Aid equipment must be reported to the appropriate appointed person (see list at the end of the policy);
- If a First Aid kit is poorly stocked, this should also be reported to the appropriate appointed person;
- The Operations Manager must appoint a member of first aid to check and re-stock first aid boxes/supplies
- All drivers of academy vehicles are expected to carry a first aid kit with them at all times (e.g. school minibus). The driver is responsible for its safe-keeping and to keep it adequately stocked.

6.2

- Where hazardous substances are being used, information will be available for the first aider to read if a substance has caused harm to an individual. This information will be obtained from the material safety data sheet and the COSHH Risk Assessment for each classified substance.
- COSHH risk assessments and material safety data sheets are located on share point.

7 Dealing with Visitors

7.1 It is the federation's policy to offer First Aid assistance to visitors to our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a First Aider. If the visitor has had an accident, the employee dealing with the incident is responsible for ensuring that an accident/incident report is completed and logged with the Operations Manager.

8 Staff Training

8.1 All staff undertaking first aid duties on behalf of the academy will be given full training in accordance with current legal requirements. The federation will additionally train academic staff in emergency first aid subjects which they are likely to be exposed to when administering first aid to pupils. Staff training in the use of the Epipen and how to respond to other particular medical needs (e.g., asthma, diabetes) will also be provided. No training will be

considered complete unless the course is attended from start to finish and the trainer considers the attendee to be competent following the course completion.

8.2 **First Aiders** will receive the First Aid at Work course (3 day course). These persons can be called upon to attend staff, pupils and visitors to the academy.

- A small number of staff will be trained to this level and then retrained at 3-year intervals. (Based on your academy risk assessment)
- These persons may also receive annual refresher training through attendance at an Emergency First Aid at Work course.

8.3 **Emergency First Aiders** will receive the Emergency First Aid at Work course (1 day course). The federation has identified this course as an extremely useful course for support staff who deal with general First Aid demands and for lone workers.

8.4 A moderate number of non-teaching staff within departments will be trained to this level and then receive retraining at 3-year intervals. (Based on your academy risk assessment)**Paediatric First Aid** training will be provided for staff in early years setting (2 day course); staff will be re-trained every 3 years. There is a requirement for a paediatric first aider to be on site whenever pupils aged 5 and under are present including before and after school activities.

8.5 **Administration of Medicine** training will be provided for identified staff who support students with medical needs/administer medications (half day course); this should be refreshed every 3 years. Please refer to separate Supporting pupils with medical needs policy.

8.6 All First Aid training will be delivered by a suitably qualified individual. Where necessary, all line managers will be expected to re-organise working hours to enable staff to attend training. The academy will do its best to ensure that sufficient notice of both initial training courses and any refreshers are given to managers to assist with this planning.

8.7 Staff who administer First Aid according to their training in the course of their employment, will be covered by CLF Employer's liability insurance.

9 First Aid Kit Contents

9.1 There is no standard list of items to be held in a First Aid kit, although there is an HSE/BS standard guidance which can be followed if suitable.

9.2 The choice and number of items in the kit need to be suitable for the risks in each department. The table beginning on the first page of this policy shows the basic risk assessment for First Aid within the academy, however, additional risks should be identified by individual departmental risk assessments and this should be used to guide the choice of contents.

9.3 As a basic guide and where there is no special risk, the minimum stock of First Aid items in a low risk department (as advised by the HSE) would be:

- A leaflet giving general guidance on first aid, e.g. HSE leaflet Basic advice on first aid at work;
- 20 plasters, of varying useful sizes;
- One pack of gauze swabs;
- Two sterile eye pads;
- Four individually wrapped triangular bandages (preferably sterile);

- Six safety pins;
- Six medium-sized (approximately 12cm x 12cm) individually wrapped sterile un-medicated wound dressings;
- Two large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings;
- One pair of disposable gloves.

9.4 Dependent upon the department type and risks associated, each department could also consider including the following:

- A disposable ice pack;
- An eye wash; (Eye irrigation tubes in science)
- Scissors which can cut through thick fabric;
- Burns dressings;
- Foil survival blanket;
- A resuscitation face shield;
- Nitrile gloves (medical gloves which are more resistant to puncture);
- Adhesive tape.

Tablets or medicines should never be kept in a first aid kit.

9.5 A spills kit (suitable for dealing with bodily fluid spills) should also be available at each academy, and within high risk departments. This should be located adjacent to the First Aid kit.

9.6 Eye washes are not routinely kept in or near to a First Aid kit but should be used whenever a risk to eye health is present and a mains water tap is not or might not be in the immediate vicinity (in the event of mobile working). Wherever eye risks are present away from a tap, an eye wash should be provided. Eye irrigation rubber tubes should be kept and available in science, and all staff aware of how to use immediately whilst First aid support arrives

9.7 Department heads, the Operations Manager or the Health and Safety Advisor need to assess if the above list is suitable for specific areas for the risks posed by any activity or area. First Aiders are encouraged to attach a list to the outside of each First Aid kit that details the

contents and the expiry date (if applicable) for each item. First Aiders should also check their First Aid kit regularly to ensure that sufficient items are available and within the use by date.

9.8 First Aid kits need to be sited to ensure that they are available out of 'normal' hours for anyone who needs to use them. First Aid kits should also be located as close as possible to hand washing facilities.

10 Automated External Defibrillators (AEDs)

10.1 All CLF academies will hold at least one defibrillator onsite. The academies defibrillator/s is located Executive Assistants Office and Reception

10.2 As per the manufacturer's guidance, each defibrillator will have regular checks completed by an appointed person. This will include an inspection of the battery and the pads

10.3 From December 31st 2016, defibrillator training is part of both the First Aid at Work and the Emergency First Aid at Work courses. .

10.3 It is important that all first aiders make themselves fully aware of the location and use of the Academy AED unit

11 Medical Rooms

11.1 Suitable accommodation should be provided in order to cater for the medical and therapy needs of pupils, including— (a) accommodation for the medical examination and treatment of pupils; (b) accommodation for the short-term care of sick and injured pupils, which includes a washing facility, hot and cold running water and is near to a toilet facility. Good standards of housekeeping and hygiene are maintained; and (c) where a school caters for pupils with complex needs, additional medical accommodation which caters for those needs.

11.2 The room does not need to be used solely for this purpose but an identified area compliant with 11.1 above

12 Information for Employees

12.1 The federation acknowledges that First Aid arrangements will only operate efficiently where they are understood by both employees and others who may be working on academy premises. These include part-time and temporary staff. For this reason, information on how to summon First Aid is provided for all new staff at induction. A list of the First Aid at Work qualified first aiders is held by the operations manager.

12.2 A list of First Aiders is attached as Appendix 1.

Appendix One
List of First Aiders

These persons are First Aid at Work qualified and are trained to deal with any first aid emergency for School staff, pupils or visitors:

Debbie Gully	Professional Services
Chloe Garty	Professional Services
Emma Lincoln	Professional Services
Nicola French (Aspens)	Aspens
Phil Cowie	Site Team
Ann Jones	Professional Services
Jo Stockton	Student Support
Kelly Hart	Science/Professional Services
Amanda Ball	Student Support

Asha Hutchings	Nurture Hub
Cher Cousins	Professional Services
Danny McGilloway	SLT
Naomi Aves	Creative
Jade Copleston	Creative
Jo Stockton	Teaching Assistant Creative
Kelly Hart	Science Tech
Amanda Ball	Student Support
Amy Lovell	Professional Services
Tina Donoghue	Professional Services
Oliva May	LSA
James Dunn	Teacher of Maths