



First Aid Policy

Date of approval	January 2026
Approved by	Nathan Fillingham Secondary Operations Manager
Owner	G Deery, Academy First Aider
Review date	January 2027

I INTRODUCTION

The Secondary Operations Manager is the Responsible Person who must ensure that:

- a) Adequate and appropriate first aid equipment and facilities are available as per Health Safety Executive (HSE) guidelines;
- b) An adequate number of suitably trained first aiders or, where appropriate, duty carers, as defined in the Regulations, are available during the school day;
- c) Employees and others are informed about the location of equipment, facilities and personnel;
- d) A Risk Assessment is carried out addressing first aid personnel levels and provision of first aid equipment and facilities and implemented accordingly.

2 FIRST AID EQUIPMENT AND FACILITIES

First aid boxes and their contents

Regular, frequent monitoring of the first aid boxes is essential. First aid boxes should be clearly identified as first aid containers. They must contain a sufficient quantity of suitable first aid materials.

2.1 General Purpose First Aid Kit Contents List:

- one guidance card;
- twenty individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment (e.g. in catering areas, they should be brightly coloured for easy detection if they fall off);
- two sterile eye pads, with attachment;
- six individually wrapped triangular bandages;
- six safety pins;
- six medium sized individually wrapped sterile unmedicated wound dressings (approx. 10 cm x 8 cm);
- two large individually wrapped sterile unmedicated wound dressings (approx. 13 cm x 9 cm);
- three extra large individually wrapped sterile unmedicated wound dressings (approx. 28 cm x 17.5 cm).
- (Plus, where mains tap water is not readily available for eye irrigation, sterile water or saline in sealed disposable containers should be provided. Each container should hold at least 300 ml. The containers must not be re-used once the seal is broken.)

2.2 Travelling first aid kits

On trips and sporting events the first aid supplies carried should be suitable for the numbers involved and the potential hazards.

Travelling / Trips First Aid Kit Contents List (minimum to be carried):

- one guidance card;
- six individually wrapped sterile adhesive dressings;
- one large individually wrapped sterile unmedicated wound dressing;
- two individually wrapped triangular bandages;
- two safety pins;
- Individually wrapped moist cleansing wipes.

2.3 Supplementary equipment

Adequate supplies of disposable plastic gloves, aprons and disposable towels should be provided for the use of the first aider(s). In those areas where there is a possibility that clothing might have to be cut away, e.g., where corrosive chemicals are in use, blunt-ended scissors should be stored with the items of protective clothing and equipment. A supply of plastic disposable bags should be available for dirty swabs and other soiled dressings. The bags must be sealed before disposal.

N.B. The treatment of minor illnesses, such as headaches, by the administration of tablets and/or medicine falls outside the definition of first aid in the Health and Safety (First-Aid) Regulations 1981. For this reason, the treatment of minor illness does not form part of the training of a first aider and no medicines such as paracetamol, aspirin, etc. may be kept in the first aid box.

2.4 First Aid Kit Location / Responsibility Matrix

Location	Kit Type	Responsibility
DT Workshop Classrooms	General	DT Technician (AB)
Cookery Classrooms	General	Food Technician (KC/CH)
Science Labs & Prep Rooms	General + eye wash	Head Science Technician (JP)
Workshop and Minibus	General + Travelling	Site Manager (JMW)
First Aid Rooms	General + supplementary equipment	Academy First Aider (GD)
Trips	Travelling	Trips Administrator (PM)

3 FIRST AID PERSONNEL

3.1 First aiders

The Secondary Operations Manager must ensure that an adequate number of staff are trained as first aiders, **in order to provide cover during all normal working hours**. The factors to be considered when deciding on the number include:-

- a) the total number of people regularly in the area concerned;
- b) the level of hazard involved in the work;
- c) the pattern of work hours e.g. regular office hours, shift working, etc.;
- d) planned absences by the first aiders.

Wiltshire County Council recommends that at least one first aider will be required for every 50 employees. However, it must be emphasised that factors (b) - (d) above must be considered as well and some account must be taken of the student population and visitors to the School.

The Responsible Person must ensure that the first aiders liaise with one another about planned absences, e.g. annual leave, so that adequate cover is maintained during all normal working hours.

3.1.1 Training for first aiders

Staff trained as first aiders should be reliable and likely to remain calm in an emergency. Their duties can be physically demanding and so they should be in good health. It is desirable that they are able to leave their normal work immediately and go rapidly to the scene of an emergency.

Training courses, lasting three days, are organised by the FA Training Provider. Successful candidates are awarded a First Aid at Work certificate which is valid for three years. Renewal of the certificate via a two-day refresher course is possible before the end of the three-year period but once a certificate has lapsed, a full course must be taken to gain another certificate.

3.1.2 Emergency first aid for schools training

It is recommended that as many people as possible receive instruction in emergency first aid procedures. Short courses (about 6 hours long) are arranged periodically by the School.

Recommended distribution of First Aiders at Work

The numbers and distribution of first aiders is kept under review. A copy of the current Risk Assessment and recommendations will be available from the Excalibur Human Resources team

4 DISSEMINATION OF INFORMATION

The Secondary Operations Manager must ensure that all people know of the arrangements for first aid i.e. location of first aid equipment, personnel and facilities. This information must always be included in the health and safety induction process for new employees and there should be at least one notice posted in a conspicuous position in each building. Other measures such as the circulation of an internal memorandum might be considered appropriate in some areas. Steps must be taken to up-date notice(s), etc. when necessary.

5 REPORTING OF ACCIDENTS

All accidents, **of whatever severity**, must be reported, either by the injured person, his/her supervisor or the first aider, via the **Accident Report Forms**. These forms are readily available from H&S administrator or within the First Aid Centre.

Appendix

All accidents are reported and recorded on the Illness and Injury forms (IIF), completed by the Academy First Aider whilst assessing the casualty. This record can be combined with other accident records (see Section 66. Pgl I *Guidance on First Aid for Schools DFE*). If a member of staff is injured their Line manager or injured party complete an Accident Form (Blue Book) and notify the Secondary Operations Manager/ iAMCompliant administrator.

This must include:

- the date and method of reporting;
- the date, time and place of the event;
- personal details of those involved
- brief description of the nature of the event or disease.

These are held in hard copy, in chronological order, within the First Aid Room File under Accidents / Non Accidental injury within the filing cabinet.

The incident is recorded within SIMS, using the most suitable category. Accident is divided into;

- Burn
- Eye Injury
- Head Injury
- Non Accidental Injury
- Physical Injury
- Sports Injury

This will enable data to be created regarding numbers of incidents and type of injuries sustained. The Accidents will be further sub divided by whether the OUTCOME was that the casualty was sent home due to the accident. We can obtain good quality data about the injuries occurring within the school. This can all be cross-referenced with the hard copies of the IIF.

The incidents are further categorized to avoid repetition of recording. The accidents are recorded as:

Green – A reported physical injury or accident that occurred but no first aid was administered or deemed necessary. (IIF completed, SIMS updated)

Amber – Minor injury from collision or sports injury for example. This may have involved provision of minor first aid and potentially notification to parents. (IIF completed, SIMS updated)

Red – These are incidents where there has been a significant injury, involving administration of first aid and a notification to parents was required. Alternatively, when a student or staff member has been either sent to A&E, Minor Injuries Unit or sent home to recover. These shall be recorded via IIF, Updated SIMS and given to the Secondary Operations Manager and iAMCompliant administrator. iAMCompliant online reporting system will be completed.

All accidents and incidents will be closely assessed and managed by the Academy First Aider to examine any possible trends or patterns of incidents; the Secondary Operations Manager will be notified accordingly.