



Beacon Academy Trust

A COMPELLING VISION FOR SUCCESS

FIRST AID POLICY AND PROCEDURE

Approving Body	Trust
Date of Last Review	March 2018
To be Reviewed	March 2021
Statutory (Y/N)	Y
Authorised	BMAT CEO

I. INTRODUCTION – PURPOSE AND SCOPE.

1. This policy supplements the 'Health and Safety Policy', which is available on the BMAT website, and the additional guidance documents referred to therein.
2. This policy is guided by and in accordance with:
 - a. [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
 - b. [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
 - c. [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
 - d. [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Officer (HSO), and set out the timeframe for this and how long records of such accidents must be kept
 - e. [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records.
3. The fundamental aim of this policy is to ensure that, where required, individuals receive immediate and appropriate first-aid attention. This policy also aims to ensure that:
 - a. Adequate and appropriate first aid equipment, facilities, and trained employees are available on BMAT premises.
 - b. All BMAT employees are cognisant of this policy, the 'Health and Safety Policy' and the relevant procedures contained therein.
 - c. Designated employees are adequately trained; and that training is reviewed in accordance with legal requirements.
 - d. The content and implementation of this policy is reviewed every three years.
 - e. Records are kept of first aid training and practice.
4. This policy is reviewed formally every three years, but the register of first aiders is reviewed at least annually, when new first-aiders are trained and when current first-aiders have moved location or leave their employment.

II. FIRST AID PERSONNEL AND TRAINING

5. [BMAT School Principals](#) have overall responsibility for the implementation of this policy, including:
 - a. Ensuring that an appropriate number of first aid personnel are present in the school at all times;

- b. Ensuring all employees are aware of first aid procedures;
 - c. Ensuring appropriate risk assessments are completed and appropriate measures are put in place;
 - d. Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place;
 - e. Ensuring that adequate space is available for catering to the medical needs of pupils;
 - f. Reporting specified incidents to the HSO when necessary.
6. The HSO has day to day responsibility for the oversight and implementation of this policy.
7. A record of First Aid Personnel is stored securely by the HSO, and made available to staff in a secure location on the BMAT Intranet (Moodle). It is updated regularly by the HSO, at least annually, and:
- a. Lists the BMAT employees who are trained in first aid, and to what level;
 - b. The source, start date and expiry date of training;
 - c. Whether an employee is a qualified first-aider (someone holding a current first aid at work certificate from a course approved by the HSE) or an appointed person (someone with basic first aid training and who can take charge when someone is injured or falls ill, including calling for an ambulance if necessary; and can look after the first aid equipment and restock the first aid boxes).
8. All BMAT employees **must** be informed of the first aid arrangements, including the location of equipment, facilities and first-aiders. First aid notices are displayed in prominent locations in each building. All employees are responsible for:
- a. Ensuring they follow first-aid procedures; and
 - b. Completing accident reports when needed. The relevant form may be found at Appendix B to this policy, and the HSO is available to provide additional guidance on how to complete it.
9. First aid information is included during induction training.

III. MATERIALS, EQUIPMENT AND FACILITIES

10. First aid boxes are located throughout BMAT premises and are clearly signposted. Key areas include medical rooms, reception areas and high risk areas (e.g. physical education and applied science classrooms).
11. First-aid boxes are accessible at all times.
12. First aid at work does not include administering tablets or medicines to treat illnesses - tablets or medicines must not be kept in first aid boxes. For more

information, refer to the '[Supporting Students with Medical Needs](#)' guidance document on the BMAT website.

13. The contents of first aid boxes are regularly examined and restocked after. Once items have reached their expiry date, they are disposed of safely.

14. Off-site procedures: Employees should refer to the '[Educational Visits Policy and Procedure](#)' on the BMAT website for more information. In brief, employees will ensure that risk assessments are completed prior to any educational visit that necessitates taking pupils off school premises; and that they always have the following:

- a. A school mobile phone
- b. A portable first aid kit
- c. Information about the specific medical needs of pupils
- d. Parents' contact details

15. Automatic External Defibrillators ['AEDs'] are located in:

- a. The First Aid Room of the Beal High School Upper Site,
- b. The first Aid Room of the Beal High School Lower Site
- c. At the Main Site Entrance of the Forest Academy. Guidelines are situated with the AEDs.
- d. Training on the use of AEDs is covered in the first aid training courses provided to elected members of BMAT employees. In addition, a guidance document on the use of AEDs is available from the HSE.
- e. However, AEDs are designed to be used by lay-members of the public and are often located in public spaces; they include simple instructions and automatically analyse the victim's cardiac rhythm to determine whether an electronic shock needs to be delivered. If an AED is required, but an AED-trained employee is not available, then employees should follow the simple, clearly visible instructions on the AED.
- f. An AED should be applied to any casualty who is unconscious and not breathing or non-responsive when shaken (the AED will only administer a shock if necessary). If an AED is not immediately available, deliver CPR.
- g. 999 must be called simultaneously.
- h. Following the incident, a designated employee will conduct an incident debriefing and complete an Accident and Incident Report Form (Appendix B).
- i. Maintenance of AEDs is conducted monthly and after every use, by designated personnel.

III. ACTION IN THE EVENT OF AN INJURY

16. For serious accidents to students or staff, the main consideration is to avoid delay in securing treatment. If the case is sufficiently serious to warrant hospital treatment (e.g. cases of suspected fracture) an ambulance should be called immediately.
17. If possible, arrangements should be made for an employee to accompany an injured student in the ambulance. Parents should be informed as soon as possible.
18. Employees working outside normal establishment hours (e.g. caretakers, cleaning staff) must have access to a telephone.

IV. RECORDING AND REPORTING INCIDENTS/ACCIDENTS

19. For detailed guidance on how to conduct a risk assessment or accident/incident investigation, see '[Risk Assessment Policy](#)' and '[Accident and Incident Investigation Guidance](#)' on the BMAT website, or contact the HSO at HSO@beaconacademytrust.co.uk
20. First aid personnel should record the date, time and location of any incident; the name and job/form of the injured person; details of the injury and any treatment given; and details of what happened following treatment (e.g. went home, went to hospital, returned to work). Each entry should be dated and initialled by the first aider.
21. All accidents other than minor accidents (e.g. bumps, bruises, scrapes) to students; and all incidents and near misses **must** be reported as promptly as possible by submitting an [Accident and Incident Report Form \(Appendix B\)](#) to the HSO.
22. The HSO will complete [RIDDOR F2508](#) (<https://www.hse.gov.uk/forms/incident/>) and inform the Health and Safety Executive ['HSE'] if the accident is significant as listed by the HSE, using [F2509](#).
23. All accidents, however small, should be investigated and the findings recorded by the HSO. The time allocated to each investigation will depend on the seriousness of the accident. As a guide, minor accidents require a simple investigation lasting approximately one hour. A reportable or serious accident will require a standard investigation of approximately six hours. During or on completion of an investigation, a risk assessment should be carried out to avoid reoccurrence.

V. MANAGING RISKS TO FIRST-AID PERSONNEL

24. 'Appendix C – First-Aid Risk Assessment Form' contains a checklist for assessing the risk(s) posed to first-aiders. The assessment is signed, dated and reviewed on a regular basis, or as a minimum on an annual basis.

25. The maintenance of good hygiene standards is important. The risk from infection from bodily fluids etc. will be adequately controlled providing the hygiene procedures outlined below are followed:

- a. Disposable gloves - Vinyl disposable gloves (polythene disposable gloves with seams are unsuitable).
- b. Resuscitate aids (for use in mouth to mouth resuscitation)
- c. Disposable aprons.
- d. Assume body fluids (blood, vomit, urine etc.) may be infectious and always follow hygiene procedures;
 - a. Always wash hands before and after applying dressings;
 - b. Cuts and abrasions on exposed skin of the first aider should be covered with a waterproof plaster before treating the casualty;
 - c. Disposable gloves must be worn if contact with body fluids likely;
 - d. Resuscitate aids must be used for mouth-to-mouth resuscitation;
 - e. The type of mouthpiece known as a "rigid airway" must only be used by First Aiders specifically trained in its use;
 - f. Skin that has been in contact with another person's blood, vomit etc. should be washed with soap as soon as possible;
 - g. Splashes into eyes or mouth should be rinsed freely with clean cold water;
 - h. Puncture wounds should be encouraged to bleed freely. They should be washed with soap (not around eyes) and water and covered with a sterile dressing;
 - i. Blood and other body fluid spillages should be cleaned using whatever absorbent materials are available e.g. toilet paper, paper towels
 - j. Disposable gloves and aprons should be worn when cleaning such spills
 - k. Disinfect spillage area with bleach or other chlorine-releasing compound.
 - l. Disposable gloves and aprons, together with contaminated absorbent material and dressings, should be disposed of in sealed yellow plastic bags marked clinical waste bio-hazard and disposed of as clinical waste.



Accident & Incident Report Form



Important information for the injured party

Informed consent: I hereby allow for this information to be shared with 3rd parties (e.g. Insurance Officers and Trade Union Representatives) if necessary.

Injured Person..... Date.....

- Manager to complete this form in accordance with the "Reporting Injuries & Dangerous Occurrences" Wall Chart BMATPS1318"
- Ask employees involved and witnesses for information
- Tick appropriate boxes.
- Where not applicable write N/A

For safety section use only

Code:

Date:

Action/ Reporting required.....

1. Was it an accident or incident (Tick ✓ as appropriate)

2. What type was it?

Accident <input type="checkbox"/>	Non-Physical Abuse <input type="checkbox"/>	Physical Abuse <input type="checkbox"/>	Other <input type="checkbox"/>
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3. Subject of the report (tick any that apply)

Fatality <input type="checkbox"/>	Specified major injury or condition <input type="checkbox"/>	Minor Injury <input type="checkbox"/>	Near Miss <input type="checkbox"/>
Dangerous occurrence (see wall chart) <input type="checkbox"/>	Personal Safety Of Staff incident (If you tick this box please complete Q7) <input type="checkbox"/>	Member of the public, client, resident or pupil taken from scene of accident directly to hospital for treatment <input type="checkbox"/>	Work Related ill health <input type="checkbox"/>

4. Details of the person involved

Name Male Female

Department (staff) / Registration group (student)

Job Title (staff)

Injury/Body Part/Condition
(e.g. cut to upper left leg)

Date of injury/Dangerous Occurrence/Diagnosis of ill health condition.

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Name of Manager (staff) /teacher on duty (student) Time..... am/pm

5. Where did it happen?

Location.....

6. Status of the affected person (identify one only) if student registration group is required

Employee <input type="checkbox"/>	Pupil/Student <input type="checkbox"/>	Resident/ Client <input type="checkbox"/>	Student Teacher/Trainee/ Work Experience <input type="checkbox"/>
Visitor/ Member of Public <input type="checkbox"/>	Contractor/ Self Employed <input type="checkbox"/>	Other (Please state) <input type="text"/>	

7. Did the injured person (tick any that apply)

Go Home <input type="checkbox"/>	Go to Hospital <input type="checkbox"/>	Resumed Work <input type="checkbox"/>	Received First Aid <input type="checkbox"/>
Over 3 days lost from work <input type="checkbox"/>	1 to 3 days lost from work <input type="checkbox"/>		

8. What kind of behaviour was involved (PSS Incidents only)

Physical Assault- Major Injury <input type="checkbox"/>	Physical Assault Minor Injury <input type="checkbox"/>	Physical Assault - No Injury <input type="checkbox"/>	Physical Assault- Damage to property <input type="checkbox"/>
Verbal Abuse <input type="checkbox"/>	Anti-social/spiteful Behaviour <input type="checkbox"/>	Threatening Behaviour <input type="checkbox"/>	
Homophobic Incident <input type="checkbox"/>			

Note: If this incident involves harassment by a member of staff please refer to the Dignity at Work policy

9. Type of Injury

Indicate what kind of incident led to the injury or condition

Struck by moving vehicle <input type="checkbox"/>	Injured whilst handling, lifting or carrying <input type="checkbox"/>	Drowning or asphyxiation <input type="checkbox"/>	Contact with electricity or electrical discharge <input type="checkbox"/>
*Struck by moving, including flying or falling object <input type="checkbox"/>	Slip/Trip or fall on same level <input type="checkbox"/>	Exposure to fire or excessive heat <input type="checkbox"/>	Injured by an animal <input type="checkbox"/>
Contact with moving machinery or material being machined <input type="checkbox"/>	Fall from height* <input type="checkbox"/>	Exposure to or contact with harmful substance* <input type="checkbox"/>	
<input type="text" value="*Machine type and make"/>	<input type="text" value="Distance through which person fell
..... Metres."/>	<input type="text" value="*Name of substance"/>	
Struck against something fixed or stationary <input type="checkbox"/>	Trapped by something collapsing <input type="checkbox"/>	Exposure to an explosion <input type="checkbox"/>	

10. Account of accident/PSS incident/dangerous occurrence/Injury (Continue on a separate sheet if necessary)

Describe what happened to cause the accident/dangerous occurrence and if persons were injured what they were doing at the time. Include weather, surface, lighting and condition information.

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Injured Person to sign..... Date.....

11. Educational establishments only

Incident occurred: In lesson ~~Breaktime~~ Lesson Changeover

Supervision Ratio [.....:.....] Do you consider this to be: Adequate Inadequate

Witness (if any)

Name:

Address:

Witness (if any)

Name:

Address:

12. Following investigation by Manager – state what action has been taken or is planned to prevent a recurrence.

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13. Line manager's details (please print)

Name & Job title of Manager

Work address of Manager

Service Area..... Work Tel no.

Signature of Manager Date

Ensure all sections are completed
Pass original of this form to the BMAT Health and Safety Officer:

Received..... Date.....

Health and Safety Officer

As required under the "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995"

APPENDIX C – FIRST-AID RISK ASSESSMENT FORM.



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Assessors name:	Date of Assessment:	Activity/Task: Risks to first aiders
Directorate:	Service: Group:	Head Teacher:

Hazards	Who may be harmed & How	Existing Controls	Risk Rating	Further Controls	Residual Risk	Actions by whom & when	Implemented Y/N
Body fluids	First-aiders. Contact with body fluids (blood, vomit, urine etc) and the potential	Assume all body fluids are infectious and follow strict hygiene procedures: <ul style="list-style-type: none"> Wash hands thoroughly before and after administering first aid and use disposable gloves. 	Likelihood: Consequence: Risk Level:		Likelihood: Consequence: Risk Level:		

	<p>risk from HIV, Hepatitis, and other infectious diseases.</p>	<ul style="list-style-type: none"> • Skin that has been in contact with body fluids of another person must be thoroughly washed with soap and warm/hot water as soon as possible. • Splashes into eyes or mouth should be rinsed freely with cold water. • Encourage puncture wounds to bleed freely before thorough rinsing, drying and covering with a sterile dressing. • Body fluid spillages cleaned using available absorbent materials, e.g. toilet paper, paper s cat litter or other absorbent granules. Disposable gloves and apron worn 				
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	<p>Contamination from disposable gloves, aprons etc. contaminated with body fluids</p>	<p>when cleaning spillages. Area cleaned with bleach or other chlorine-releasing compound.</p> <p>Mouth to mouth resuscitation:</p> <ul style="list-style-type: none"> • Mouthpiece used for mouth to mouth resuscitation, • A rigid airway only to be used by first-aiders trained in its use. <p>All used disposable gloves, aprons etc. are disposed of in yellow, clinical waste bags marked "Clinical Waste – Bio-hazard". Full bags sealed and disposed of as clinical waste.</p>				
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Hazardous substances	First Aider Exposure to hazardous substances	Ascertain what hazardous substance was involved and consult the COSHH assessment for first aid information.	Likelihood: Consequence: Risk Level:		Likelihood: Consequence: Risk Level:		
Review date:		Date communicated to staff:					
Is a safe system of work required		Yes / No					
If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.							