Amplify (Operational)

First Aid Policy

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As part of the review process, this policy/procedure has been subject to an Equality Impact Assessment

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1. Values, Principles and Standards

Amplify is **a bold voice for Bristol** - speaking with ambition and channelling the city's spirit into a shared journey of belief, opportunity and citizenship.

We **build belief** in every young person, shaping a future where every voice matters, every story is heard, and every learner moves forward with confidence.

We **expand opportunities** and nurture potential to enrich each learner's journey with a passport of inclusive, academic, creative and musical experiences.

We **strengthen citizenship** through connecting communities, educating to build unity and pride. This is Bristol, represented.

2. Aims

Amplify Education Trust has overall responsibility for the provision of first aid to the Headteacher, teachers, non-teaching staff, pupils and visitors (including contractors). The Trust understands that decisions about first aid are of paramount

importance and will endeavour to ensure that any first aid incidents are dealt with appropriately and in accordance with this policy.

Together, we are committed to achieving the following objectives:

- Ensure the health, safety and welfare of pupils, staff and visitors
- Provide a clear framework for responding to and reporting of incidents
- Ensure compliance with UK legislation

3. Legislation and Guidance

This policy is based on UK legislation including but not limited to:

- Health and Safety at Work Act 1974
- The Management of Health & Safety at Work Regulations 1992
- The Management of Health & Safety at Work Regulations 1999
- First Aid Regulations 1981
- RIDDOR 2013
- Statutory Framework for the Early Years Foundation Stage
- DfE - First Aid in Schools
- DfE – Health and Safety in Schools
- HSE - Incident Reporting in Schools
- Social Security (claims and payments) regulations 1979
- The School Premises (England) Regulations 2012
- British Standard for First Aid BS8599-1:2019

4. Responsibilities and accountabilities

4.1 Overall responsibility for health and safety

The board of Trustees and CEO carry the key responsibility for assessing, recording and implementing the correct first aid procedures. They will do this by:

- Leading by example on all matters relating to First Aid
- Promoting and following this First Aid Policy
- Ensuring all equipment and facilities are suitable for purpose
- Communicating effectively with parents, staff and pupils
- Monitoring and Reviewing First Aid procedures and practices

4.2 Responsibility for ensuring this policy is put into practice

COO and CFOO will:

- Report on all first aid issues to appropriate committees and/or Trust Board
- Oversee the Trust Health & Safety Lead in carrying out the required first aid risk assessment and periodic review of the first aid policy seeking support and professional advice from external advisors as necessary

Headteachers and Senior Leadership Teams will:

- Ensure this policy is implemented and complied with
- Ensure appropriate training to all staff is provided
- Ensure a suitable First Aid risk assessment is carried out at their school
- Ensuring that all staff and pupils are aware of their first aid responsibilities
- Ensure school budgets cover first aid maintenance, training and appropriate provision for activities

Health and Safety Lead will:

- Ensure policy is implemented and procedures are followed
- Undertake appropriate investigation following incidents
- Report appropriate incidents in line with RIDDOR requirements
- Report appropriate incidents to the RPA
- Ensure procedures are in place to ensure First Aid training is adequate and up to date

First aiders will:

- Provide immediate care acting as first responder to incidents that require first aid
- Contact the emergency services when the situation requires
- Ensure that all first aid boxes / kits are adequately supplied
- Ensure all first aid qualifications are up to date
- Complete an accident report as soon as possible after the incident
- Report the incident to their manager where required
- Consent to having their names displayed around the school on the first aid list

Adult Mental Health First Aiders (AMHFA)

- Know how to access and signpost to professional help as and when required
- Be able to act promptly, safely and effectively until that help is available
- Consent to having their names displayed around the school on the first aid list

Staff will:

- Ensure they are familiar and up to date with the First aid policy and standard procedures
- Inform managers of any developments or changes that may impact on the first aid of those undertaking any activity, or any incidents that have already occurred
- Ensure that all the correct first aid provisions are assessed and in place before the start of any activity

- Co-operate fully with the Senior Leadership Team to enable them to fulfil their legal obligations.
- Co-operate in the implementation of the requirements of all relevant legislation, related codes of practice and safety procedures /instructions
- Never wilfully abuse or tamper with items provided for first aid purposes and that equipment is used in line with manufacturer's guidance

Pupils will:

- Follow all first aid rules and in particular the instructions given by staff in an emergency
- Not wilfully misuse, neglect or interfere with items provided for first aid
- Behave sensibly around the school site and when using any equipment
- Report first aid concerns or incidents to a member of staff immediately
- Act in line with the school code of conduct / school behaviour policy

5. Risk Assessment

An appropriate and effective risk assessment will be undertaken to determine provision required. The risks will be recorded and communicated appropriately.

The risk assessment will determine the minimum number of trained first aiders required and the Headteacher will monitor this to ensure that these standards are being met. First Aiders will be recruited on a voluntary basis. The Trust will seek to advertise the position of first aiders to members of staff.

Risk assessments will be reviewed:

- At regular intervals
- After serious accidents, incidents and / or near misses
- After any significant changes to workplace, working practices or staffing
- Following any identified trends or accident statistics

5.1 Managing risks to first aid personnel

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

5.2 Managing Respiratory Infections (including Covid-19)

Respiratory infections can spread easily between people. It is important for staff and employers to be aware of any symptoms so that actions can be taken to reduce the risk of spreading the infection to other people.

To manage the spread of respiratory infections we will:

- Let fresh air in – continue to promote the opening of windows and doors into occupied spaces to reduce airborne transmission
- Maintain a clean workplace environment
- Follow hygiene procedures that include provision of hand-washing facilities, access to single use disposable gloves, disposable aprons and face masks (where appropriate)
- Risk assess staff who are at risk of serious illness from respiratory infection

5.3 Allergy and intolerance

The Trust will promote allergy awareness across its school community through implementation of an Allergy Policy. Each school will ensure that the Supporting Students with Medical Needs and Allergens procedures are followed. All known allergy and special dietary information for pupils and staff will be recorded and appropriate risk assessments undertaken.

6. Arrangements for First Aid

6.1 On-site procedures

In the event of an accident or incident the following procedure should be followed:

- The closest member of staff will seek the assistance of a qualified first aider
- The first aider will assess the injury and undertake the appropriate first aid treatment
- If appropriate, the first aider will contact the emergency services and remain with the injured person until assistance arrives
- If deemed appropriate the first aider will decide whether the injured person should be moved or placed in a recovery position
- Where appropriate the first aider will contact the injured person's emergency contact or next of kin
- The first aider or relevant member of staff will fill out the first aid book and / or incident reporting form and include the required details
- If it is judged that a pupil is too unwell to remain at school but does not require the assistance of the emergency services, the first aider will contact the pupil's parents or next of kin and recommend next steps to them

6.2 Off-site procedures

When taking pupils off school premises, staff will ensure they always have information / items as listed in Appendix C below.

Risk Assessments will be completed by the relevant individual prior to any educational visit that necessitate taking pupils off school premises.

For EYFS trips and events there will always be at least one first aider with a current paediatric first aid certificate accompanying the trip / event as required by the statutory framework for the Early Years Foundation Stage.

Staff will ensure they have the following equipment when taking students off site:

- A first aid container consistent with section 3
- A mobile phone, on which they can contact the school, and the school can contact the staff member
- A list of the specific medical needs of the pupils and any required equipment
- Emergency contact details for pupils

6.3 In the event of a life-threatening incident

Where an incident is deemed to be life threatening, Emergency Services will be contacted immediately by the school with communication to the Head of Estates for support.

Schools will follow their Critical Incident Plans to manage the incident.

7. First Aid Equipment and Facilities

7.1 Equipment

The location of first aid equipment will be displayed around each school. Each first aid container will comply with the British Standard for First Aid BS8599-1:2019 and be regularly checked to ensure contents are in date and in good condition.

A typical first aid kit will include items listed in Appendix B below.

7.2 Defibrillator – Automated External Defibrillators (AED)

AEDs are designed to be used by untrained personnel. To comply with the appropriate legislation and as an aid to increasing staff confidence and competence in using this equipment, first aid qualified staff will be trained in their use.

AEDs will be registered with The Circuit,, and the location needs to be communicated to all staff.

7.3 Facilities

Each school will designate a suitable room that may be used for medical or dental treatment when required, and for the care of pupils during school hours. The area must contain a wash basin and be near to a WC, it need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.

8. Incident Reporting and Record Keeping

A first aid or accident record book will be completed by a first aider or other relevant member of staff without delay after an incident. Not all incidents or accidents will be reportable,, and first aiders will be trained to identify when a statutory report is required.

When an incident is reportable to HSE the following information should be included:

- The date
- Method of reporting e.g. via HSE website for RIDDOR
- Time and place of the incident
- Personal details of those involved; and
- A brief description of the nature of the incident or disease (factual account only).

This record can be combined with other incident reports.

Incident records will be retained by schools in accordance with Regulation 25 of the Social Security (Claims and Payments) Regulations 1979 for a minimum of

- For children – D.O.B + 25 years
- For Adults – Date of Incident + 6 years

8.1 Departmental Incident Books

Incident books are to be held within each department deemed to be substantial risk (Science, DT, PE, Food Tech, and Drama) to create an internal log that is referenced in meetings to improve practice, pupil management, and support risk assessment review.

8.2 Notifying Parents (for Early Years Provision)

Schools will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents will also be informed if emergency services are called.

The school will provide information to be taken home at the end of the day, depending on the nature of the injury. In all settings the home contact will be

informed of any injury to the head, whether minor or major and be advised to seek medical advice if symptoms develop.

8.3 Reporting to Ofsted and Child Protection agencies (Early Years Provision)

The Headteacher will notify Ofsted of any serious accident, illness, or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident. The Headteacher / Designated Safeguarding Lead will also notify the relevant children's safeguarding boards / services of any serious accident or injury to, or the death of, a pupil while in the school's care.

9. Administering Medication

Medication will only be administered by staff who have received Administration of Medication training within 3 years. Schools will only administer medication that has been prescribed by a doctor and is in its original packaging stating dosage and timing required.

Before administering any medication, it must be confirmed that parents / carers have provided written consent.

Medicines will be stored in line with packaging instructions and in a secure location. Medicines will be accessible in an emergency and a record of any doses used and the amount held will be kept.

10. Training

Schools will ensure that all first aiders have undertaken the appropriate training with an organisation approved of the HSE and have the necessary qualifications. If required training will also include resuscitation procedures for children. First Aiders will also be required to understand the reporting requirements set out in RIDDOR 2013 and in the guidance for notifiable diseases in the Public Health (Control of Disease) Act 1984 and the Health Protection (Notification) Regulations 2010.

Schools will monitor the expiration date of each first aid qualification and seek to arrange refresher training prior to this date.

A list of all current first aiders will be displayed on the health and safety noticeboard and other appropriate areas and updated where necessary.

An up-to-date list of AMHFA and their locations or contact details will be signposted at induction. These details will also be displayed on the school's health

and safety noticeboard. Schools are responsible for identifying and nominating suitable colleagues to train as AMHFA and responsible for procuring suitable and sufficient training, facilitating initial and refresher training sessions and maintaining the central training record.

11. Monitoring and Review

This policy will be reviewed, as a minimum, on an annual basis.

12. Links to Other Policies

Health & Safety Policy
Supporting Students with Medical Needs Policy
Educational Visits Policy
Safeguarding Policy
Managing Students with Medical Conditions Procedures

13. Reporting and Use of Information

Appendix A – First Aid Risk Assessment and Checklist

Checklist

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.

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 and cold water
h. Puncture wounds should be encouraged to bleed freely. They should be washed with soap (not around the eyes) and water covered with a sterile dressing
i. Blood and other body fluid spillages should be cleaned using whatever absorbent materials are available e.g. paper towels
j. Disposable gloves and aprons should be worn when cleaning such spills
k. Disinfect spillage area with a chlorine-releasing compound (for PFI schools this is the responsibility of the facilities management company and an urgent call for cleaning assistance is to be made)
l. Disposable gloves and aprons, together with contaminated absorbent materials and dressings, should be disposed of in sealed yellow plastic bags marked clinical waste biohazard and disposed of as clinical waste

First Aid Risk Assessment Form

Assessors name:	Date of Assessment:	Activity / Task: Risk to First Aiders	Headteacher:

Hazard	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 risk from HIV, Hepatitis, and other infectious diseases	Wash hands thoroughly before and after administering first aid and use disposable gloves Skin that has been in contact with bodily 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. paper towels Disposable gloves and apron worn when cleaning spillages Area cleaned with bleach or another chlorine-releasing compound Mouth to mouth resuscitation:	Likelihood: Severity: Risk level:		Likelihood: Severity: Risk level:		

		Mouthpiece used for mouth-to-mouth resuscitation Only trained first aiders to use a rigid airway aid					
	Contamination from disposable gloves, aprons etc that have been contaminated with bodily fluids	All disposable gloves, aprons etc. are disposed of in yellow, clinical waste bags marked Clinical Waste – Biohazard. Full bags sealed and disposed of as clinical waste					
Hazardous substances	First Aider Exposure to hazardous substances	Ascertain what hazardous substance was involved and consult the COSHH assessment for first aid information	Likelihood: Severity: Risk level:		Likelihood: Severity: Risk level:		

Review date: Date communicated to staff:
Is a safe system of work required Y / N
If a new activity / equipment / any changes have been identified the Risk Assessment must be reviewed otherwise it should be reviewed annually

Appendix B – First Aid Kit List

Each first aid container will contain, as a minimum, the information and items stated below (in line with British Standards for First Aid BS8599-1:2019)

- Leaflet giving general advice on first aid (see HSE website)
- Contents list
- Individually wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads
- Individually wrapped triangular bandages (preferably sterile)
- Safety pins and adhesive tape
- Large and medium sized sterile, individually wrapped, unmedicated wound dressings
- Antibacterial (non-alcohol) wipes
- Assorted sized plasters
- Disposable gloves
- Instant cold packs

First aid containers are stored in multiple locations across the schools (schools will display notices around the school listing these location), for example:

- The medical room
- Reception (at the desk)
- Science prep room
- DT prep room
- Food prep room
- School vehicles
- Sports hall

In the event of a Critical Incident the 'Emergency Crate' should contain the information and items stated below (in line with British Standard for First Aid BS8599-1:2019)

- Leaflet giving general advice on first aid (see HSE website)
- Contents list
- Disposable gloves
- Pair of blunt-ended scissors / clothing cutters
- Large trauma dressings
- Haemostatic dressings
- Instant cold packs
- Foil blanket
- Clothing (hi vis vests, disposable aprons, face shields etc.)
- Tourniquet (only to be used if trained to do so or by instruction from emergency services)

- Self-seal waste bags

Appendix C – Items to be taken on all visits

First aid containers must be taken on any off-site visits. This includes sporting events, school trips, and site visits. A travel first aid container must include the following as a minimum:

- Leaflet giving general advice on first aid (see HSE website)
- Contents list
- Individually wrapped sterile adhesive dressings (assorted sizes)
- Individually wrapped triangular bandages (preferably sterile)
- Safety pins
- Large and medium size sterile, individually wrapped, unmedicated wound dressings
- Individually wrapped moist cleansing wipes
- Disposable gloves
- Instant cold packs

All public service vehicles used by schools e.g. minibuses must have on board a first aid container with the following items included as a minimum:

- Leaflet giving general advice on first aid (see HSE website)
- Contents list
- One medium sterile dressing
- One triangular bandage
- One box of assorted adhesive dressings
- Ten alcohol free moist wipes, foil packaged
- Disposable gloves
- Resuscitation shield
- Foil blanket
- Burn dressings
- Adherent dressings
- Medium trauma dressings
- Sterile eye pads, with attachments
- Assorted safety pins
- One pair of rust less blunt-ended scissors
- Instant cold packs