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# **Xavier Catholic Education Trust First Aid Policy**

**This Policy has been approved and adopted by the  
Xavier Catholic Education Trust in May 2022**

**Committee Responsible: Risk & Audit Committee  
To be reviewed annually**

# Contents

Introduction .....	3
Policies statement: The purpose of the policy is to.....	3
Scope of this policy and who this policy applies to .....	3
Dissemination and implementation .....	3
Roles and responsibilities .....	3
First Aid.....	4
Facility.....	4
Adequate Cover .....	4
Procedure - The First Aider's and Appointed Person's role.....	4
First Aid Kits / Boxes .....	6
Trips and Visits.....	6
First Aid Provision Risk Assessment.....	7
Allergy Guidance in Schools.....	7
EpiPens in Academies .....	7
Inhalers in Academies.....	7
Training .....	7
Refresher course.....	8
Monitoring.....	8
Diversity .....	8

## Introduction

1. As part of our duty of care to employees, students and visitors, the Xavier Trust expects its Academies to provide a well-managed system of First Aid provision for all who attend the premises. Furthermore, in accordance with The Health and Safety (First-Aid) Regulations 1981 employers are required to provide adequate and appropriate equipment, facilities and personnel to ensure immediate First Aid attention can be provided when required.
2. The Regulations do not place a legal duty on employers to make first-aid provision for nonemployees such as the public or students in schools. However, HSE strongly recommends that non-employees are included in an assessment of first-aid needs and that provision is made for them.
3. This first aid policy does not include administration of medication. Please refer to each individual school for the arrangements regarding on the administration of medication.

### **Policies statement: The purpose of the policy is to:**

4. To provide a clear process relating to the provision of first aid (equipment and personnel).
5. Enable staff to understand their responsibilities.
6. Ensure first aid cover is available both in the academies and on external visits.

### **Scope of this policy and who this policy applies to:**

7. This Policy applies to all academies across The Xavier Trust and outlines the training required to become a First Aid provider, what The Xavier Trust is required to offer and what facilities and support must be in place in each academy.
8. There are designated members of staff in each academy who have received the required level of training. A list of names can be found in each academy. This policy also applies to all stakeholders who may require First Aid attention.

### **Dissemination and implementation**

9. This policy is accessible via the website.

### **Roles and responsibilities**

10. *The Appointed Person* in each academy should be in a full-time position and is responsible for ensuring that Individual Health Care Plans (IHCP) are in place for persons with a medical condition/s and that the medical condition is put on the school Management Information System (ARBOR). *The Appointed Person* is also responsible for maintaining the first aid equipment and calling for an ambulance when needed and ensuring that there is an adequate number of first aiders trained on site. Appointed persons do not necessarily need to have first aid training but should have the adequate skills, knowledge and attitude to carry out the duties. The School Office will be able to confirm the name of the Appointed Person.
11. The names of all First Aiders employed by the academy will be displayed throughout the site in

prominent position. (e.g. Staff Room, Reception, Medical Room and Health and Safety Notice boards etc.)

## **First Aid**

### **Facility**

12. All Academies must allocate a room/area for first aid/medical treatment; as an appropriate environment to render First Aid or allow a person to rest for minor illnesses.
13. This environment should be private, allow access to hand washing facilities, drinking water within close proximity, access to toilet facilities and should enable a person to sit or lie down if needed.
14. Areas used as eye wash stations must be sited away from where there is a risk of dust particles, fibres, splashes from hazardous chemicals etc.
15. Each academy's Appointed Person will oversee the management of the first aid/medical treatment room.

### **Adequate Cover**

16. First Aid personnel should be balanced across departments and especially wherever higher risk of injury is considered present (e.g. Physical Education, Science, Food/Design and Technology, working at height etc.)
17. For EYFS (Reception) classes, at least two staff members per class should have up-to-date Paediatric First Aid training and be present on the premises at all times. If this cannot be achieved, additional staff should be trained to ensure adequate coverage.
18. In all Trust Primary Academies, the recommended ratio is at least one first aider for every 50 building or site users. For trips, visits, or off-site activities, the level of risk must be assessed to determine the required number of first aiders.
19. In all Trust Secondary Academies, the recommended ratio is at least one first aider for every 100 building or site users. For trips, visits, or off-site activities, the level of risk must be assessed to determine the required number of first aiders.
20. E.g. 1 first aider to 10 attendees for high level risk activities. This can include provision of first aiders who are employed by the external venue but it is strongly recommended that at least 1 first aider from the academy attends.
21. Where an academy has a student with a complex medical condition, such as anaphylaxis, diabetes, or epilepsy, a sufficient number of first aiders should have specialised training to provide emergency first aid.

### **Procedure - The First Aider's and Appointed Person's role**

22. The administration of First Aid up to but not exceeding the level of his/her training.
23. Ensure that the medical condition is put on the school Management information system (ARBOR)

24. All IHCP should be reviewed every academic year with parents to ensure that all the information held is correct
25. All student medication that is kept in the school should be clearly labelled, preferably in a box or bag and regular checks need to be made to ensure the items are in date. Student/s individual medication should be accessible and not locked away during the school day as they have to be readily available and all school first aiders should know where they are located.
26. Ensuring that any incident and treatment given is recorded on the Accident form and on an online system. The record needs to be readily accessible and state:
  - Date and time of incident
  - Name of injured or ill person
  - Details of injury /illness
  - Details of what first aid was given
  - What happened immediately after the incident (for example, went home, went back to class, went to hospital)
  - Name and signature of first aider/person dealing with incident/illness
27. Reporting immediately to the Headteacher and the Office Manager all incidents requiring the attendance of a student, member of staff or other person to hospital.
28. Ensuring that all spillages of body fluids are cleared up and disposed of appropriately.
29. Maintaining stocks in First Aid kit/boxes.
30. Ensuring her/his own recommended immunisations / injections are current (as appropriate).
31. In First Aid cases where there is a suspected head injury, staff/students etc. should not be left unaccompanied. All other First Aid cases must be monitored sufficiently and appropriately in accordance with a risk assessment.

#### **Infectious Illnesses – Guidance given by the UKHSA**

32. **Norovirus** – if a student or member of staff has vomiting or diarrhoea they must not return to work/school or nursery until 48 hours after the symptoms have stopped, this is to stop the infection spreading. Common symptoms of Norovirus are:
  - **Nausea**
  - **Diarrhoea**
  - **Vomiting**
  - **High temperature**
  - **Headache**
  - **Aching arms and legs**
33. Classrooms, desks and communal areas where there are elevated cases of infection should be regularly cleaned with antibacterial products. Regular handwashing with warm water and soap for 20 seconds should be promoted to stop the infections spreading.
34. **Flu and COVID – 19** – If a student or a member of staff has symptoms such as a high temperature, coughing or feeling tired and achy, they should limit contact with others, especially those who are vulnerable. Where possible, they should wear a face mask, wash their hands regularly and dispose of tissues in bins to help reduce the spread of infection.

## **First Aid Kits / Boxes**

35. The Academies will provide sufficient and suitably stocked first aid kits at all sites and portable kits will be available for off-site events.
36. The location of these kits will be clearly indicated with appropriate signs.
37. If the Academy has a Defib this must be checked and logged on a monthly basis to ensure battery and pads are working and in date.
38. First Aiders will monitor that there are sufficient supplies of first aid equipment and first aid kits/contents within their department.
39. Contents of first aid kits should be based on a risk assessment, which will depend on the type of work being carried out in the relevant location.
40. The contents of the new British Standard BS-8599 Workplace First Aid Kit (Small) are:
  - 1x First-Aid Guidance Leaflet
  - 4x Medium HSE Dressing 12cm x 12cm Sterile
  - 1x Large HSE Dressing 18cm x 18cm Sterile
  - 2x Triangular Bandage 90cm x 90cm x 127cm
  - 6x Safety Pins Assorted
  - 2x Eye Pad & Bandage Sterile
  - 40x Assorted Wash proof Plasters Sterile
  - 20x Saline Cleansing Wipes
  - 1x Microporous Tape 2.5cm x 5m
  - 6x Nitrile Gloves (Pair)
  - 2x Finger Dressing with Adhesive Fixing 3.5cm x 3.5cm
  - 1x Resuscitation Face Shield
  - 1x Emergency Thermal Blanket
  - 1x Burn Dressing 10cm x 10cm
  - 1x Small Tuff Cut Scissors Black 6"
  - 1x Conforming Bandage 7.5cm x 4m

## **Trips and Visits**

41. Before undertaking any off-site activities, an assessment must be made of the first aid provision required for the visit. This must be done via a Risk Assessment which is then logged on the trusts external visits system; Evolve. This is depending on the risk level of the visit and numbers of attendees.
42. It is recommended a travelling first aid kit is taken on all off-site activities which are away from access to the academy's first aid provision.
43. Epi-pens and other medications of students going off site must accompany them with the designated trained member of staff.
44. It is recommended that all drivers of vehicles used for such activities are competent and recommended that they are first aid trained.
45. It is the duty of the attending first aider to check that the first aid kit is available and contents full.

46. All accidents occurring during any trip and visit must be recorded as soon as practicable.

### **First Aid Provision Risk Assessment**

47. The Health and Safety (First Aid) Regulations 1981 requires Academies to carry out an assessment of first-aid needs. This involves consideration of workplace hazards and risks, the size of the Academies and other relevant factors, to determine what first-aid equipment, facilities and personnel should be provided.
48. Each academy will have a First Aid Provision Risk Assessment.

### **Allergy guidance for schools**

49. **Anaphylaxis** – symptoms of anaphylaxis happen very quickly and is a life-threatening reaction. It can be caused by food, medicine, plants, or an insect sting.  
Please refer to links below for more information and resources:  
[Anaphylaxis – NHS](#)  
[What to do in an emergency | Anaphylaxis UK](#)  
[Allergies at School | Allergy UK | National Charity](#)  
[Schools Allergy Code | The Allergy Team](#)
50. New allergy guidance has been published by the DFE, stating the legal requirements for school and caterers please refer to link below :  
[Allergy guidance for schools - GOV.UK](#)

### **EpiPens in Academies**

51. For Department of Health guidance on the use of EpiPens (adrenaline auto-injectors) please refer to the below link:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/645476/Adrenaline auto injectors in schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf)

### **Inhalers in Academies**

52. For Department of Health guidance on the use of inhalers please refer to the below link:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/416468/emergency\\_inhalers\\_in\\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/416468/emergency_inhalers_in_schools.pdf)

### **Training**

1. From January 2024 any staff members working in EYFS and educated at a level 2 and level 3 who gained their qualification after June 2016, must hold a valid paediatric first aid (PFA) certificate, otherwise they cannot be included in ratio (Section 3, Paediatric first aid)  
[www.gov.uk/government/publications/early-years-qualification-requirements-and-standards](http://www.gov.uk/government/publications/early-years-qualification-requirements-and-standards)
2. The First Aid at work training, School First Aid course, provides the comprehensive set of practical skills needed by first aiders in most workplaces to become a confident first aider at work. Giving both the ability and knowledge to deal with first aid emergencies. It meets the standards required to help comply with Health and Safety (First aid) regulations.
3. A person with the First aid qualification will have covered:
  - a. Head injuries
  - b. Managing an emergency

- c. Health and safety (first aid) regulations
- d. Communication and casualty care
- e. Low blood sugar
- f. Asthma
- g. Poisoning
- h. Bleeding (minor and severe)
- i. Resuscitation (adult CPR)
- j. Bone, muscle and joint injuries
- k. Seizures
- l. Burns and scalds
- m. Severe allergic reaction
- n. Chest pains (including heart attack)
- o. Shock
- p. Choking
- q. Spinal injuries
- r. Eye injuries
- s. Stroke
- t. Fainting
- u. Unresponsive casualty
- v. Defibrillator pad placement, prompts and how to respond
- w. The First Aid certificate is valid for three years from the date of issue

### **Refresher course**

- 4. Staff approaching the expiry date of their First Aid at Work Certificate can attend a Refresher course; providing that their certificate is not out of date by more than 28 days.

### **Monitoring**

- 5. The Office Manager and the Headteacher will monitor the implementation and effectiveness of the policy by monitoring reports made under the policy.

### **Diversity**

- 6. The Xavier Trust is committed to a policy of celebrating diversity, promoting equality of opportunity, providing an inclusive workplace, and eliminating any unfair treatment or unlawful discrimination. This overriding objective applies to all policies and procedures relating to staff and students. The Trust will always comply with the requirements of the Equalities Act 2010 and associated guidance produced by the Department for Education