



First Aid Guidelines for Trust Schools and Offices

Version 1

<p>Important: This document can only be considered valid when viewed on the Trust's website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.</p> <p>Name and Title of Author:</p>	<p>Luc Perquin, Assistant Director of Facilities and Estates</p>
<p>Name of Responsible Committee/Individual:</p>	<p>Audit & Risk Committee</p>
<p>Implementation Date:</p>	<p>January 2025</p>
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<p>Target Audience:</p>	<p>All Staff, Students, Volunteers and Visitors</p>
<p>Reference Documents:</p>	<p>https://www.hse.gov.uk/ The Health and Safety (First-Aid) Regulations 1981 DfE - First aid in schools, early years and further education</p>

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Guidance Statement

Our purpose is to make great schools and happier, stronger communities so that people have better lives. We do this by advancing high-quality inclusive education that values all young people equally, through:

- Ensuring all schools in the TEAL family are successful and all our young people thrive.
- Developing the next generation of great teachers and leaders.
- Connecting with civic leaders and influencing the system so that it becomes fairer, more inclusive and ethical.

We will always

- Do what is right
- Stand shoulder to shoulder
- Focus on quality in everything we do.

1. Purpose and Scope

The First Aid Guidelines for Trust Schools and Offices forms part of The Education Alliance's commitment to the Health and Safety arrangements for staff, students, volunteers and visitors and defines the Trust's underlying approach to First Aid provision.

The First Aid guidance aims to:

- Ensure The Education Alliance complies with the requirements of The Health and Safety (First Aid) Regulations 1981
- Ensure The Education Alliance follows best practice according with the Health and Safety Executive (HSE) guidelines.
- Outline the roles and responsibilities for First Aid within Schools and offices.
- Ensure appropriate levels of awareness throughout the Trust and provide assurance to the School Leadership Teams, Trust Executive Team, Board of Trustees that the Trust is meeting its legal obligations in respect of First Aid.

2. Roles and Responsibilities

- **The Board of Trustees** has ultimate responsibility for all Health and Safety matters within The Education Alliance, however, will delegate day-to-day responsibility to **Chief Executive Officer**.
- **The Assistant Director of Estates and Facilities** has lead responsibility for ensuring Health and Safety Compliance across the Trust.
- **The school has an appointed Nominated Individual(s) who ensures compliance with items mentioned in this guidance. The Nominated Individual(s) could vary per school depending on the school's circumstances but could include any of the following: Site manager, Caretaker, School Business manager, Admin team member.**
- **Headteachers** are responsible for Health and Safety within the respective schools, to include First Aid provision, however, will delegate day-to-day operational responsibility to the Nominated Individual (s)
- **First Aiders** are responsible for ensuring their qualifications remain in date and that any stock or supplies they are responsible for are maintained appropriately.

3. Legislation

The principal legislation that the Trust is required to adhere to is **The Health and Safety (First-Aid) Regulations 1981**, this legislation is supported by **The HSE's Guidance (L74) on First Aid Legislation**.

4. Requirements

Employers have a legal duty to make arrangements to ensure their employees receive immediate attention if they are injured or taken ill at work. It doesn't matter whether the injury or illness is caused by the work they do, what is important is that they receive immediate attention and that an ambulance is called in serious cases.

First aid can save lives and prevent minor injuries becoming major ones. First-aid provision in the workplace covers the arrangements that need to be made to manage injuries or illness suffered at work. The Regulations do not prevent staff who are specially trained from taking action beyond the initial management stage

The following table sets out The Trusts Minimum Requirements for First Aid provision within Schools and other Trust Offices, however it is the responsibility of The Headteacher and/or the Nominated Individual (s) to assess the appropriate levels according to the size of their establishment.

Regulation/Provision	Trust Minimum Requirement
Needs Assessment	The Nominated Individual will carry out a Needs Assessment for the sites they hold responsibility for, in accordance with HSE L74 guidelines and taking into account the minimum provision contained within these Trust guidelines.
Nominated Individual (s)	The school should have a Nominated Individual(s) , who will take a lead on ensuring adequate provision of Trained First Aiders, First Aid Kits and Informing staff of the First Aid provision on site.
First Aider (FAW – 3 Day*)	Each Site will have at least 3 FAW Qualified staff member's (can include the Nominated Individual (s)) with additional provision being made at larger establishments, with at least 1 FAW qualified person for every 50 members of staff on site (Student Numbers should also play a role in the needs assessment but there is no defined ratio for this provision)
Paediatric First Aider (PFA)	Each site, which has provision for 0–8-year-olds must have at least two members of staff who have undertaken the PFA qualification. The legal requirement is for one person to be present on site at all times and on any field trip where 0–8-year-olds are present.
Emergency First Aid at Work (EFAaW – 1 Day*)	Schools should ensure they have adequate EFAaW qualified staff to ensure that each School/Trip and Visit has at least one EFAaW present, to ensure Emergency, Life Saving First Aid can be administered if required. It would also be prudent to include some additional EFAaW qualified staff within key buildings on site, so that efficient support can be provided should such an emergency arise.
Concussion Awareness	Schools should ensure that all Staff who teach or supervise contact sports either on or off site have undertaken the relevant concussion awareness training for the sport and follow the relevant bodies guidelines on Graduated Return To Play (GRTP).
First Aid Equipment	There is no mandatory list of items to put in a first-aid box. It depends on what you assess your needs to be. As a guide, a minimum stock of first-aid items per 50 staff members would be: <ul style="list-style-type: none"> • a leaflet giving general guidance on first aid (eg HSE's leaflet Basic advice on first aid at work – see Q10). • 20 individually wrapped sterile plasters (of assorted sizes), appropriate to the type of work (you can provide hypoallergenic plasters if necessary). • two sterile eye pads. • four individually wrapped triangular bandages, preferably sterile. • six safety pins. • two large, individually wrapped, sterile, non-medicated wound dressings. • six medium-sized, individually wrapped, sterile, non-medicated wound dressings. • at least three pairs of disposable gloves (you can find more advice at www.hse.gov.uk/skin/employ/gloves.htm).
Refresher Training	The majority of First Aid courses last for three years, and need to be renewed formally before the end of that periods to qualify for the shorter 'refresher' courses.

	The First Aid Essentials course on Educare is only appropriate for annual refreshers, for those staff who are formally qualified in First Aid, but may not have conducted any First Aid treatment in the previous 12 months.
Provision of Information to Staff	<p>All Schools must ensure they have a process in place to inform your employees of the arrangements you have put in place for first aid.</p> <p>Putting up notices telling staff who and where the first-aiders or appointed persons are, and where the first-aid box is, will usually be enough, however you will need to make special arrangements to give first-aid information to employees with reading or language difficulties.</p>

*Some providers, may offer more flexible training solutions covering shorter evening sessions, covering more days etc.

5. Review

These Guidelines will be reviewed every two years or sooner should the legislation be amended.

Appendix of guideline updates following each review

January 2025

The First Aid Guidelines have been updated to reflect the current arrangements. The following items have been amended in the guidance:

- Author – name change
- Related Documents – added 'DfE First Aid in schools, early years and further education'
- Purpose and Scope – removed 'Local Governing Bodies'
- Guidance statement – update to reflect most recent purpose statement
- Roles & Responsibilities – title change from Head of Business Operations to Assistant Director of Estates & Facilities
- Roles & Responsibilities–Added 'A Nominated Individual(s) who ensures compliance with items mentioned in this guidance. The Nominated Individual(s) could vary per school depending on the school's circumstances but could include any of the following: Site manager, Caretaker, School Business manager, Admin team member.'
- Roles & Responsibilities – changed Premises Manager to Nominated Individual(s)
- Requirements –Changed Premises Manager to Nominated Individual(s) x 4