



## **First Aid Procedures**

### **Introduction**

First Aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

Although there is no requirement to take account of non- employees, the purpose of these procedures is to ensure that there is appropriate first aid provision for employees, pupils and visitors at all times while people are on site and whilst on off site visits.

Isaac Newton Academy will promote awareness of health and safety issues to prevent, where possible, potential hazards or accidents. However if accidents do occur, qualified members of staff will follow clearly defined procedures to treat injuries with the aim of reducing the impact of the accident and if necessary to save life.

For further information see the HSE publication: First Aid at work  
The Health and Safety (First-Aid) Regulations 1981 Approved Code of Practice and guidance  
<http://www.hse.gov.uk/pubns/priced/l74.pdf>

These procedures should be read in conjunction with the Academy's Health & Safety Policy which includes arrangements for first aid, the Academy's first aid guide and procedures for staff and the Academy's procedures for administering medicine in school.

### **The role of the first aider**

The role of the first aider is to administer first aid to students and adults where accidents and incidents have occurred requiring medical assistance.

First aiders cannot supply medication such as paracetamol, aspirin etc. If a student is in need of such medication then the First Aider on duty will contact the parent either for permission or for the parent/carer to deliver the medication to school.

### **The role of the Finance and Resource Director**

The Finance and Resources Director at Isaac Newton Academy will ensure that:-

- First aid risk assessments are undertaken (see Appendix 1)
- A suitable number of first aiders is appointed. First aiders will be responsible for administering first aid on a rota basis. Staff and students will be informed of the relevant personnel
- Sufficient first aid facilities and resources are available
- A report is made annually to the Local Governing Body and ARK Central

- Information and training is provided
- Accident records are kept and reported to the HSE as required under the Reporting on Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995

These procedures will be reviewed every two years.

**Reviewed June 2017**

ARK Academies – First Aid Risk Assessment

Academy:	Isaac Newton Academy		
Address:	1, Cricklefield Place High Road Ilford IG1 1FY		
Risk Assessment undertaken by:	Signed	Position	
	Helen Chamberlain/Eleanor Seale	FRD/Office Manager	
Date:	July 2017	Review By: (no later than 12 months)	July 2018

<b>Baseline Assessment</b>	
Do employees have easy access to suitably stocked and signed first-aid boxes?	Yes
Has a person been appointed to take charge of first-aid arrangements?	Office Manager
Are suitably worded notices displayed within the premises detailing how to contact a first aider and where the first aid kit(s) are kept?	Yes
How many adults are there? (include visitors/contractors)	Up to 200
How many children over 5 are there?	1290
Total:	1440
How many children under 5 are there?	90
<b>Guidelines:</b>	
If there are children under 5 there needs to be a paediatric first aider available at all times	
HSE guidelines for low risk	
<25 at least 1 appointed person	
26-50 at least 1 first aider trained in Emergency First Aid at Work	
>50 at least 1 first aider trained in First Aid at Work for every 100 employed (or part thereof)	
Assuming that schools fall into the “low” risk category	
a. How many appointed persons are required?	None
b. How many EFAW first aiders are required?	None
c. How many FAW first aiders are required?	3
d. How many Paediatric first aiders are required?	1

Other aspects to consider	Notes	Impact on First-aid Provision	Action to be taken
What are the risks of injury and ill health arising from work as identified in your Risk assessment?	Generally low risk	If the risks are significant additional first-aider/s may be required	None required
<p>Are there any specific Risks, E.g. working with</p> <ol style="list-style-type: none"> <li>1. Hazardous substances</li> <li>2. Dangerous tools</li> <li>3. Dangerous Machinery</li> <li>4. Dangerous loads or animals</li> </ol>	<p>Yes</p> <p>Chemicals Wood machines Grounds maintenance equipment Access equipment</p>	First aid boxes to be provided in key areas	Ensure first aid boxes are placed in the school kitchen, premises office, and science and technology rooms
Are there parts of your establishment where different levels of risk can be identified?	<p>Yes</p> <p>Science CDT Kitchens PE Premises</p>	You will probably need to make different levels of provision in different parts of the establishment	Minimum Trained EFAW in each department = 4 EFAW (Science/CDT are combined in first year)
Do members of the public visit the site	Yes	Trained first aiders are in place	
What is your record of accidents and cases of ill health? What type are they and where did they happen	<p>Broken/fractured limbs in a small number of cases Minor injuries</p>	<p>You may need to –</p> <ul style="list-style-type: none"> <li>- locate provision in certain high risk areas</li> <li>- Review the contents of the first aid box – having required number of first aid boxes available</li> </ul>	None required
Inexperience, disability, special educational needs	<p>Wheelchair users (1) Food allergies</p>	<p>You will need to consider</p> <ul style="list-style-type: none"> <li>- special equipment</li> <li>- local positioning of equipment</li> </ul>	Staff awareness and training – particularly lunchtime supervisors

Are the premises spread out e.g. spread out over several buildings or multi floor site?	Ground plus 3	You will need to consider provision in each building or on several floors First aid boxes are located at various locations throughout the building	Minimum 1 per floor per building = 4 FAW Review first aid training across staffing
Is there shift work or out of hours working?	Maintenance staff	There needs to be provision of first aid cover at all times of work.	At least 1 FAW from Premises staff
Is your workplace remote from the emergency services?	No King George Hosptial – 2 miles away Nearest A&E is 3.6 miles away Newham General Glen Road Plaistow E13 8SL 020 7476 4000		
Do you have any employees who travel regularly or work alone	Yes Site staff and Evening Lettings Officer	You will need to: - consider issuing personal first aid kits - Conduct training for staff - Issue personal communicators to staff – staff have walkie talkies and mobile phone	Follow lone worker procedures  Personal RAs to be completed as required
Do any of your employees work at sites occupied by other employers?	No		
Do you have sufficient provision to cover absences of first aiders or appointed persons?	Yes	First aid provision is given	Ensure that first aid cover respects any religious requirements

<p>Do you have any work experience trainees?</p> <p>Do you have employees (or clients) with reading or language difficulties?</p>	<p>No</p> <p>Unlikely</p>	<p>First aid provision is given</p>	<p>Ensure that first aid cover respects any religious requirements</p>
<p>Do you undertake offsite trips?</p> <p>Does a particular department do regular offsite trips?</p>	<p>Yes</p> <p>EVC – Vice Principal</p> <p>PE/Humanities</p>	<p>First aid trained personnel should accompany offsite trips as per the DfES guidelines (<a href="http://www.teachernet.gov.uk/visits">www.teachernet.gov.uk/visits</a>)</p> <p>Consider provision of a first aider within the department</p>	<p>Should be covered if departmental staff are E/FAW trained as proposed above</p>
<p>Do you have out of hours activities such as before and after school clubs, sports activities</p>	<p>Yes</p>	<p>First aid provision is available</p>	
<p><b>Does the baseline assessment continue to meet your first aid needs?</b></p>	<p>Yes</p>	<p>If not, what additional resource is required?</p>	

First Aid Personnel	Required (Y/N)	Number/Location
First Aid at Work	Y	10  (Premises, Admin, reprographics, science tech, ADT tech, Primary)
Emergency First Aid at Work	Y	35  (Premises, Science & DT, Kitchen, PE, Catering, lunch supervisors)
Appointed Person	N/A	0
Paediatric First Aid	N/A	3 (Primary)
Any other specific training		
First Aid Equipment and Facilities	Required (Y/N)	Number/Location
First Aid Container	Y	<p><b>Secondary:</b></p> <p><b>Ground Floor</b> Main reception Food Room (plasters only) Kitchen Site Service Office KS3 reception Reprographics</p> <p><b>1<sup>st</sup> Floor</b> 2 Science Prep Rooms (science box only), F35,37,48,50</p> <p><b>2<sup>nd</sup> Floor</b> Science Prep Room Food Room (plasters only) ADT</p> <p><b>3<sup>rd</sup> Floor</b> Science Prep Room (science box only) Office Manager's office Sixth Form Office</p> <p><b>Primary:</b> 1 in each classroom 1 in first aid room 1 in main reception</p>

Additional Equipment		
Travelling First Aid Kit	Y	5 Main Reception and F06
First Aid Room	Y	1 commissioned on ground floor

**Reviewed July 2017**