ERASMUS DARWIN ACADEMY

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Change Record

Version	Date	Description
1.1	7 May 14 (Comm. Cttee) (under delegated authority)	Change to 'Medicines in Academy' section
1.2	23/06/2016	Changes to Appendix 1, 7
1.3	13/09/2024	1)The person responsible for the policy has been changed throughout. This now references the Business Manager 2)2.2 outlines the introduction of a first aid rota 3)2.3 outlines changes to the recording of administered first aid. This now needs to be recorded on SIMs

1.4	04/03/2025	• We have added in an explanation regarding the priority order of telephone numbers who we call in the event of a medical emergency
1.5	30/10/2025	• Removal of Appendices 5 and 6 as not applicable to our setting. Appendices re-numbered.

Erasmus Darwin Academy promotes the safeguarding and welfare of children in its care; all policies support the Safeguarding Policy.

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Introduction

First Aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First Aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner.

The object of First Aid is to offer assistance to anyone injured or suddenly taken ill before expert help from a doctor or nurse is available, or before an ambulance arrives. The aims of First Aid are threefold:

- Saving life by prompt and initial action;
- Preventing the injury or condition from deteriorating;
- Helping recovery through reassurance and protection from further danger.

1. Aims and Objectives

To implement and maintain effective systems for ensuring the provision of adequate and appropriate First Aid equipment, facilities and personnel at individual workplaces and during off-site activities.

2. The Arrangements for Applying the Policy

2.1 First Aid Provision

At Erasmus Darwin Academy, there must be adequate and appropriate provision of First Aid equipment, facilities and appropriately trained staff to enable first aid to be administered to employees and non-employees if they become injured or ill. A first aid rota is in place and available for staff reference on the intranet. All first aiders have access to Radios in the event of an emergency and more assistance required.

The actual level of First Aid provision at each workplace will be decided based on an assessment of need. The Assessment of First Aid Provision Appendix 1 lists the main factors to be considered when undertaking an assessment of the establishment's first aid needs.

Where an establishment's assessment identifies a comparatively low risk to health and safety, managers may only need to provide a clearly identified and suitably stocked first aid box and an appointed person to look after first aid arrangements and take charge in emergencies. An appointed person must be on-site at all times when there are personnel on-site.

However, where the work involves particular risks, for example work with hazardous substances or with dangerous tools or machinery, first aid needs will be greater and managers may need to increase the number of first aiders so that someone is always available to give first aid immediately following an incident.

It is important to ensure that first aid provision is adequate and appropriate during all working hours, so planned annual leave, maternity leave of first aiders and appointed persons must be covered. If first-aiders are absent, an appointed

person must be available. Managers should consider what cover is needed for unplanned and exceptional absences such as sick leave or special leave due to bereavement. An emergency first aider (EFAW) may be provided in addition to, but not replace, the required number of first aiders (FAW) with the current First Aid at Work Certificate.

It may be appropriate to train appointed persons or others to be an emergency first aider (EFAW) if the assessment indicates that no first aider is required but large numbers of the public visit the premise. Table 2 in The Assessment of First Aid Provision form Appendix 1 gives an outline indication of the level of first aid provision according to type of risk and numbers employed. Managers should use this information to help determine and record the appropriate level of provision for their establishment.

A First Aider (FAW) is someone who has undergone an approved training course in First Aid at Work and who holds a current First Aid at Work Certificate. (See section on training for more details). Their role involves:

- undertaking first aid treatment in accordance with their training,
- summoning an ambulance or other external medical services,
- liaising with the premises manager to ensure first aid kits are fully stocked and refilled after use,
- keeping suitable records of all treatment administered.

An Appointed Person is someone who is nominated to take charge of a situation in the absence of a qualified first aider or emergency aider. Their role includes:

- taking charge when someone is injured or falls ill,
- calling an ambulance (where required), and
- Appointed persons are not first aiders and so should not attempt to give first aid for which they have not been trained. They may give emergency first aid where trained to do so (normally by completing the Emergency First Aid at Work Certificate).

An Emergency First Aider (EFAW) is someone who has undergone an approved Emergency First Aid at Work training course (of minimum one day duration) and who holds a current Emergency First Aid at Work Certificate. They are normally used in low hazard locations where the majority of people that may need first aid are members of the public and not employees. Their role involves:

- undertaking basic emergency first aid in accordance with their training,
- summoning the assistance of a First Aider where available,
- summoning an ambulance or other medical services
- liaising with the premises manager to ensure first aid kits are fully stocked and refilled after use,
- keeping suitable records of all treatment administered

2.2 First-Aid Materials and Equipment

Once the assessment of first aid provision has been undertaken, the necessary materials, equipment and facilities must be provided and maintained in accordance with the determined need. This will involve ensuring that first-aid equipment is suitably marked, easily accessible and available in all places identified by the assessment.

Each workplace should have at least one first aid box supplied with a sufficient quantity of first-aid materials suitable for the particular circumstances, and a body spills kit. Large sites will require more than one first-aid box, and suitable quantities of body spills kits. All first aid boxes must be identified by a white cross on a green background.

First-aid boxes should be easily accessible, and sited, if possible, near to hand washing facilities. First aid boxes must only be used to store first aid materials and nothing else. They must not contain tablets, medications, creams etc.

First Aiders, Emergency First Aiders and Appointed Persons must regularly inspect the contents of first-aid containers and the contents must be restocked as soon as possible after use. Sufficient supplies should be held in a back-up stock on site. Care should be taken to discard items safely after the expiry date has passed.

Reference should be made to Appendix 2 for further guidance on the content of first aid boxes.

2.3 First Aid Arrangements at Individual Premises

The Business Manager is responsible for undertaking first aid assessments, ensuring adequate first aid arrangements at Erasmus Darwin Academy. These include ensuring that: -

- there are sufficient numbers of first aid trained personnel to meet the need identified in the assessment throughout the times that the premises are in use;
- there is adequate provision of first aid equipment which is stored in suitable containers;
- sufficient notices are displayed at appropriate places indicating the location of first aid equipment and trained first aiders so that assistance can be quickly summoned. These should be reviewed and amended regularly. An example of a suitable first aid notice that is coloured green/white is attached as Appendix 3;
- adequate access to a telephone is always available to call emergency services when required;
- where the workplace is shared/multi occupied, co-ordinate first aid arrangements with the other occupiers and ensure information is shared as necessary;
- Managers inform employees of the local first aid arrangements at induction and whenever changes are made;
- staff are made aware of the location of first aid equipment/facilities and personnel;
- A suitable first aid room is available when the need is identified;

- visitors and contractors are provided with information regarding first aid procedures and how to access first aid provision prior to commencing work, if this will be available to them whilst working on-site;
- records are maintained of: -
    - checking of first aid boxes;
    - all first aid administered must be recorded in the Record Of First Aid Treatment on SIMS and a H&S Incident report completed when applicable.

Managers are responsible for assessing the first aid requirements for off-site activities where there may be an increased risk of injury.

2.4 Assessment of First Aid Requirements

A first aid assessment must be completed for all workplaces. The assessment procedure is as follows:

- The Business Manager shall make a formal assessment of first aid requirements. The Assessment of First Aid Provision Form (HSF 16) shall be used to record the assessment.
- The Business Manager shall keep the completed assessment readily available in his/her risk assessment file (i.e. at point of use).
- The Business Manager will monitor the adequacy of first aid provision and revise as necessary.
- The Business Manager shall review the assessment annually, in the light of any significant changes or if there is reason to suspect that it is no longer valid.
- Where activities are arranged in the community, trip leaders should undertake an assessment to determine whether first aid equipment should be provided. E.g. plasters or travel first aid kit.
- Employees who spend a significant amount of time away from their main workplace must have their first aid needs assessed.
- All Minibuses must carry a travelling first aid kit

2.5 Training of First Aid Personnel

Employees who volunteer or are selected to be first aiders should be suitable for the task. For example, an individual who is susceptible to fainting at the sight of blood is unlikely to be a suitable first aider.

All employees who undertake first aid duties must be competent to carry out their role. The content and duration of training necessary will depend on the role of an individual.

Course	Intended For	Duration of Course	Refresher training	When revalidation is required	Revalidation Training
HSE Approved First Aid at Work Certificate (FAW)	First Aiders	3 days (From October 2009)	Annual basic skills update 3 hours *Strongly recommended from October 2009	Before certificate expires (3 years from date of certificate)	2 day revalidation
HSE Approved Emergency Aid Certificate (EFAW)	Emergency First Aiders and Appointed Persons if deemed necessary	1 day	Annual basic skills update 3 hours *Strongly recommended from October 2009	Before certificate expires (3 years from date of certificate)	Repeat of original 1 day course.

In certain cases, where activities might expose individuals to unusual risks e.g. remote outdoor activities, additional specifically focused training might be necessary according to the circumstances.

Appointed persons are not first aiders and so should not attempt to give first aid for which they have not been trained. However, as the appointed person is required to look after the first aid equipment and should ideally know how to use it, managers are strongly advised to consider the need for emergency first aid training for appointed persons.

2.6 Liability

The Academy's insurers have confirmed that our employer's liability insurance policy will provide indemnity for staff acting as first aiders or emergency aiders as defined above. First Aiders and Emergency First Aiders must ensure that any treatment they give is administered in accordance with the training they have received. Whether or not employees receive payment for acting as first aiders is irrelevant in this respect and has no effect on the provision of insurance cover. So long as treatment is administered with good intent and in accordance with current good practice, academy and its insurers will support the actions of its employees in the event of a legal case relating to first aid treatment.

2.7 Infection Control

To minimise risk of infection whilst administering first aid (for example, from hepatitis B and HIV), first-aid personnel must cover all exposed cuts/abrasions on their own bodies with a waterproof dressing before administering treatment. They must also wash their hands before and after applying dressings. If the casualty is bleeding from the mouth the blood must be wiped away using a clean cloth or handkerchief.

Although mouthpieces are available for administering mouth-to-mouth resuscitation, they should only be used by trained personnel as incorrect use may cause bleeding.

Disposable nitrile/vinyl gloves and aprons must be worn whenever blood, or other body fluids are handled, and disposable materials, such as paper towels and sanitising powder, must be used to mop up any substances. All disposable items must be disposed of in plastic bags in line with the Infection Control Policy. Contaminated work areas must be suitably disinfected and soiled clothing should be washed on a hot cycle or advice given to this effect if washing sent home.

If contact is made with any other person's body fluids the area should be washed immediately and medical advice sought.

Further advice on infection control is available in the HR 53 Infection Control Policy and Strategic Health and Safety Service.

3 Legislative Framework

a. The Health and Safety at Work Act
b. The Management of Health and Safety at Work Regulations
c. The Health and Safety (First Aid) Regulations
d. HSE Approved Code of Practice & Guidance L74 – First Aid at Work

4 Further Advice and Information

This policy document is for general guidance only. If you need any further assistance on the interpretation or practical application of this policy please contact The Strategic Health and Safety Service.

Further background information on this topic is available on the following Website: www.hse.gov.uk

5 Standard Documents

Appendices

Appendix 1 - Assessment of First Aid Provision HSF 16
Appendix 2 - Contents of First Aid Boxes
Appendix 3 - Example First Aid Sign
Appendix 4 - Training requirements for first aid personnel
Appendix 5 - Record of First Aid Treatment HSF 26
Appendix 6 - How to access first aid training

HSF 16 **Appendix 1**

Staffordshire County Council – First Aid Policy

Assessment of First Aid Provision

Establishment/Location: Erasmus Darwin Academy

Name of Assessor(s): **Jane Moloney**

Assessment of First Aid Factors

In order to assess the first aid requirements you should identify whether any of the following factors apply to the workplace or employees by ticking Yes or No in all cases: -

Table 1

Assessment Factor		Apply?		Impact on First Aid Provision
		Yes	No	
1	Have your risk assessments identified significant risks of injury and/or ill health?		no	If the risks are significant you may need to employ first aiders.
2	Are there any specific risks such as working with hazardous substances, dangerous tools or machinery, and dangerous loads or animals?		no	You will need to consider: - specific training for first aiders - extra first-aid equipment - precise siting of first-aid equipment.
3	Are there parts of the establishment with different levels of risk?	yes		You may need to make different levels of provision in different parts of the establishment.
4	Have you had any accidents or cases of ill-health in the past 12 months?	yes		You will need to check your record of accidents and cases of ill health – what type they are and where they happened. You may need to: - locate your provision in certain areas - review the contents of the first aid box.
5	Are there inexperienced workers on site, or employees with disabilities or special health problems?		no	You will need to consider: - special equipment - local siting of equipment.
6	Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?	yes		You will need to consider provision in each building or on several floors.
7	Is there shift work or out-of-hours working?	yes		Remember that there needs to be first aid provision at all times that people are at work.

8	Is your workplace remote from emergency medical services?		no	You will need to: - inform local medical services of your location - consider special arrangements with the emergency services.
9	Do you have employees who travel a lot or work alone?		no	You will need to consider: - issuing personal first aid kits and training staff in their use.
10	Do any of your employees work at sites occupied by other employers or is your site used by other occupiers?		no	You will need to make joint arrangements with the other site occupiers.
11	Do you have any work experience or other trainees?	yes		Your first aid provision must cover them.
12	Do members of the public visit your premises?	yes		There is no legal responsibility for non-employees however you are strongly recommended to consider them i.e. schools would consider and include their pupils and libraries their customers.
13	How many people are employed on site: - less than 5? - 5 to 49? - 50 to 100? - more than 100?	>100		You may need to employ first aiders – see table 2 below.
14	Is a first aid room required?		No	

The following table offers suggestions on how many first aiders or appointed persons might be needed in relation to levels of risk and number of employees on site. Increased provision will be necessary to cover for absences. The table does not take into consideration any non employees who may be affected so an allowance will need to be made in such circumstances.

Table 2

	Type of Workplace	Numbers of First Aid Personnel Required
Lower Risk	Shops, offices, libraries, schools and similar workplaces	**Fewer than 50 employed at any location**: at least one appointed person. (It may be appropriate to provide an Emergency First Aider (EFAW) if large numbers of the public visit the workplace.) **50-100**: at least one first aider. **More than 100**: one additional first aider for every 100 employed.
Higher Risk	Light engineering and assembly work, food processing, warehousing extensive work with dangerous machinery or sharp instruments construction, chemical manufacture, work involving special hazards*	**Fewer than 5**: at least one appointed person. **5-100**: At least one first aider (FAW) per 50 employees or part thereof. *Additional training may be needed to deal with injuries resulting from special hazards.

	such as hydrofluoric acid or confined spaces..	

The minimum first aid provision on any work site is:

- a suitably stocked first aid box
- an appointed person to take charge of first aid arrangements, at all times whilst people are at work

Assessment of First Aid Requirements

Having regard to the factors identified in table 1 and advice contained in table 2 above, the following first aid equipment/facilities/personnel are required to be provided (includes sufficient personnel necessary to cover for absences).

	No.
Qualified First Aiders	2
Appointed Persons	
First Aid Base	1
Travelling First Aid Kits	3

	No.
Qualified Emergency First Aiders	
First Aid Boxes	6
Eye Wash Bottles	2

Have arrangements been made to appoint/train the necessary appointed persons/first aid personnel and for the required amount of first aid equipment to be supplied? **Yes**

Informing Employees

Have arrangements been made to inform employees of the first aid arrangements (ideally at their induction) and notices posted to inform staff who and where the first aid personnel or appointed persons are and where the first aid box is? **Yes**

Signature of Assessor(s): Jane Moloney

Date: 30th October 2025

Appendix 2

Staffordshire County Council

First Aid Policy - Contents of First Aid Boxes

Where no special risk arises in the workplace, a minimum stock of first aid items is indicated in the table below.

Where activities are undertaken away from a recognised base, it will usually be appropriate to take a suitable first aid kit. As with first aid boxes, the contents of traveling kits should be kept stocked from the back-up stock at the home site.

Where the first aid assessment identifies additional equipment is required due to the circumstances of an activity, this may also be carried.

Item	First Aid Box	Travelling First Aid Box
Leaflet or card giving general guidance on first aid at work.	1	1
Individually wrapped sterile adhesive dressings (plasters) of assorted sizes appropriate to the type of work (dressings may be of a detectable type for food handlers)	20	6
Sterile eye pads.	2	-
Individually wrapped triangular bandages (preferably sterile).	4	2
Safety pins	6	2
Medium sized (12cm x12cm) individually wrapped sterile unmedicated wound dressings.	6	-
Large (18cm x 18cm) sterile individually wrapped unmedicated wound dressings.	2	1
Individually wrapped moist cleaning wipes	10	6
Disposable gloves (non-latex powder free)	2 Pairs	1 pair

Where additional equipment such as scissors, adhesive tape, disposable aprons, individually wrapped moist wipes, blankets, or protective equipment such as resusciaides, these may be kept in the first aid box or stored separately as long as they are available for immediate use if required.

Where mains tap water is not readily available for eye irrigation, at least one litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be provided. Once the seal has been broken, the containers should not be kept for re-use.

Appendix 3

Staffordshire County Council

Location of First Aiders and First Aid Equipment

Nearest First Aiders are located:

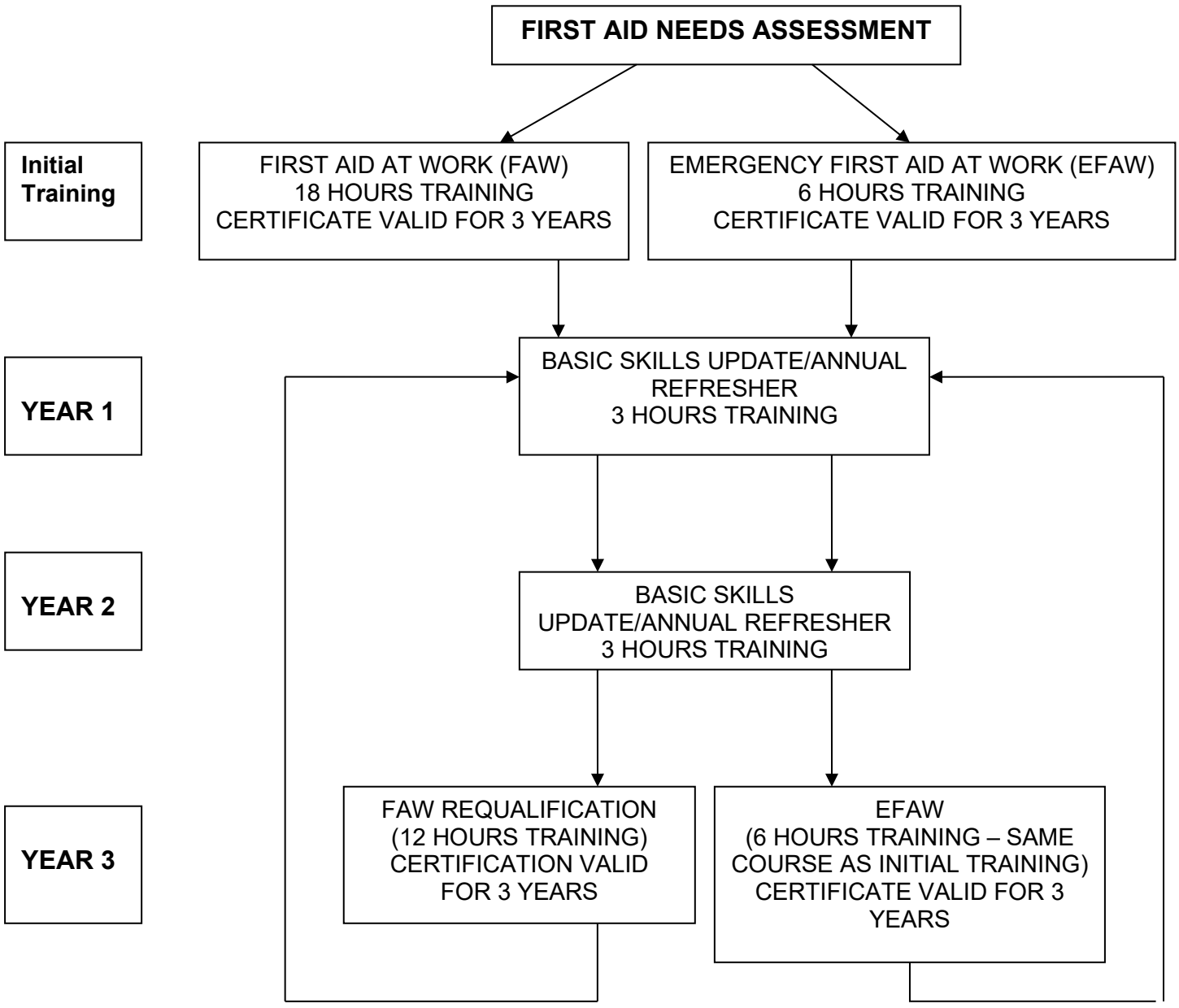
NAME	LOCATION	PHONE

First Aid Equipment Located:

DESCRIPTION	LOCATION
First Aid Box	
Eye Wash Bottle	
First Aid Box	
Emergency Phone	

Appendix 4

Training Requirements for First Aid Personnel



Appendix 5

Erasmus Darwin Academy First Aid Procedures

It is the Policy of Erasmus Darwin Academy, to provide first aid support for staff, students and visitors, as recommended by the Health and Safety Executive (HSE) and the Department for Education and Employment (DfEE).

Academy

The Academy will provide First Aid support for anyone who is injured or becomes unwell in the Academy, as outlined in the HS(First Aid) Regulations 1991, during normal college hours.

The Health and Safety at Work Act requires employees to exercise care and contribute towards maintaining a safe working environment for themselves and others. This places a duty on staff to report to the Principal any situations, equipment or aspects of the school fabric which can lead to accident or injury.

The Academy provides training for First Aiders, and a First Aid base for treatment of minor injuries (cuts, abrasions etc) and illnesses. A number of First Aid boxes are placed throughout the Academy, clearly marked with a white cross on a green background.

Where the Academy requires the support of the emergency services, we will contact the family of the student using the identified numbers on the Management Information Service. We will contact these numbers in the order in which they are stored on the system.

First Aiders

All First Aiders are fully trained in accordance with the recommendations made by the HSE and DfEE.

First Aiders are responsible for:

- Providing immediate help to casualties with injuries or serious medical conditions arising on college premises during normal college hours.

- When necessary, ensure that an ambulance or other professional medical help is called.

- Keeping records of any First Aid treatment given, and specifically include
    - Date and Time of incident
    - Name and Group of the injured or ill person
    - Details of the injury, and the first aid given.
    - What happened to the person immediately afterwards. – went home, returned to class / work, transferred to hospital.
    - Name and signature of First Aider and persons dealing with the incident.
- All serious or significant incidents are reported to parents by either a phone call or text message.