

United Learning

First Aid Code of Practice

1. Scope

- 1.1 This Code of Practice forms part of the health and safety arrangements detailed in the 'United Learning Group Health and Safety Policy'. It provides further details on the measures required to meet statutory and group requirements in relation to first aid management.

2. Interpretation

- 2.1 The following definitions apply to this document:
- First Aid - In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and, treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.
 - First aider – an employee who has completed a recognised first-aid qualification e.g. First-aid at work, Paediatric first-aid.
 - Appointed Person – a person appointed to take charge of first-aid arrangements, including looking after equipment and facilities and calling emergency services, where it has been deemed that no designated first-aider is required. For clarity, it is unlikely that any United Learning schools will be able to operate solely on an appointed person system.

3. Responsibilities

- 3.1 All schools 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.
- 3.2 To achieve this, each school should ensure that sufficient facilities, equipment, and personnel are available at all times.
- 3.3 Whilst there is no explicit requirement in health and safety law for schools to provide first aid to anyone other than their employees, United Learning expects, in line with DfE guidelines, that all schools will include pupils, students, and other defined non-employees (e.g. parents attending a school event) in their calculations for first aid provision.
- 3.4 Schools with Boarding provision should include these students when determining first-aid requirements and ensure that Boarders have access to first-aid provision at all times.



4. Number of First aiders Required

- 4.1 Generally, the larger the workforce the greater the level of first-aid provision required. However, a greater level of provision may be required in locations where fewer people work but where they undertake higher-risk tasks, such as maintenance.
- 4.2 As a general rule, all schools should ensure that there is a minimum of one First aid at Work trained member of staff to every 100 persons normally on site (staff, students and other members of public), however, the precise number arrived at, and the factors considered in determining first-aid provision, should be documented in a first-aid needs assessment and will constitute the risk assessment for this process. The following factors should be considered:
- The size of the school and whether it is on a split site and/or levels
 - The location of the school and its proximity to emergency services
 - Any specific hazards or risks on the site, e.g. some schools have complex grounds maintenance equipment or areas of rough terrain
 - Specific needs – are there staff or pupils with specific health needs or disabilities?
 - Accident statistics which can highlight areas to concentrate on
 - Work patterns and operational hours to ensure adequate first-aid arrangements are always maintained when the site is operational, including weekends and holidays
 - A level of provision that is sufficient to ensure adequate first-aid cover is in place to cover for periods of absence including unplanned or exceptional absences.
- 4.3 In recognition of the time commitments, and financial impacts associated with the full ‘first aid at work’ qualification, United Learning accepts that, provided there are least two first aid at work trained members of staff available at all times (to ensure sufficient back-up provision), it may be sufficient for any additional first aiders, required to meet the full complement of first aiders deemed necessary through the first-aid needs assessment, to only complete a course in emergency first aid.
- 4.4 While not covered under health and safety law, in EYFS settings, in line with the Statutory Framework for EYFS, there should be at least one paediatric first-aid trained member of staff on site at all times, including for planned and unplanned absences and on any educational visits that may take place.
- 4.5 Due to teaching commitments, it may not be suitable for teaching staff to be nominated as first-aiders, however, teaching staff are more likely to be first-aiders for educational visits and should be trained accordingly. Equally, all schools should ensure that the division of first-aid duties among staff is shared out in such a manner as to not adversely affect an individual’s ability to perform their main role.
- 4.6 To ensure that first aiders’ time is used appropriately, teaching staff should monitor children who claim to be unwell and not immediately refer them to a first aider.



5. Training

- 5.1 The requirement for first-aid training providers to be accredited by HSE was removed in 2013. Since then, the number of potential training providers has increased considerably. Unfortunately, not all of these courses are of a suitable standard. To assist schools in ensuring their selected training provider is suitable, the first-aid lead should read HSE publication 'GEIS3' available on the A-Z section of United Hub. There is a customisable training provider checklist available in the same section, which should be used when selecting a training provider. Records of these checks should be kept for 6 years.
- 5.2 Blended learning, i.e. that which is comprised of online and face to face training is an acceptable means of first-aid training delivery, however further checks on providers will be required. Refer to GEIS3 for further details.
- 5.3 HSE recommend annual refresher training, the content of which may include the following:
- Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency
 - Administer first-aid to a casualty who is unconscious (including seizure)
 - Administer cardiopulmonary resuscitation
 - Administer first-aid to a casualty who is wounded and bleeding
 - Administer first-aid to a casualty who is suffering from shock
- 5.4 Rather than procuring refresher training from an external provider, it may be possible to deliver this refresher training in-house, or across a cluster(where applicable), through a structured peer-review/collaborative learning session involving all of a school's first-aiders, where they review the above and verify that their knowledge and practices remain correct.
- 5.5 For schools that have qualified medical staff on-site, e.g. school nurses, provided that they are able to demonstrate current knowledge and skills in first-aid e.g. through professional accreditation and CPD, they are exempt from these first-aid training requirements.
- 5.6 In the event of an emergency or incident arising when there is no first-aider immediately available, all staff should feel able to assist/provide first-aid to the best of their ability. In the unlikely event of a civil claim being made against such an individual (or indeed against a qualified first aider) the Group's insurers have confirmed cover is in place.

6. First-aid Container

- 6.1 Every school should have a sufficient number of suitably stocked and properly identified first-aid containers. They should be readily available at all times in all locations, meaning that multiple containers will be necessary at all but the smallest of schools. An inventory of first-aid containers should be maintained and their locations communicated to all staff.



6.2 First-aid containers should afford the contents protection from dust and damp and be identifiable by a white cross on a green background. They should be located near to hand washing facilities.

6.3 There is no mandatory list of items to be included in a first-aid container. As a guide, a minimum stock list of first-aid items might be:

- a leaflet giving general guidance on first-aid, e.g. HSE's leaflet Basic advice on first-aid at work. This is especially helpful should first aid need to be administered in an emergency by a non-trained staff member.
- individually wrapped sterile plasters (assorted sizes), appropriate to the type of work
- sterile eye pads
- individually wrapped triangular bandages, preferably sterile
- safety pins
- large and medium sterile individually wrapped un-medicated wound dressings
- disposable gloves

6.4 For school minibuses, a first-aid container is to be carried on-board that meets BS 8599-2 requirements.

6.5 First-aid containers should have their contents checked regularly to ensure they remain suitably stocked and any out of date materials should be disposed of and replaced.

7. First-aid Rooms

7.1 All schools should provide a room suitable for the administration of first aid, and for the short-term care of sick pupils.

7.2 Standalone nurseries are not required under the EYFS Statutory Framework to make such provision, however, they should ensure they identify a space that is private, with good access to a sink, which can be used for administering first aid if necessary. This space can also be used for staff members who require first-aid treatment.

7.3 First-aid rooms need to be easily accessible to stretchers and to any other equipment needed to convey patients to and from the room. The room should also have adequate signage. They should not be used for the storage of materials not related to first aid.

7.4 Where provided they need to meet the following requirements:

- Be large enough to hold an examination couch with enough space either side for people to work
- Have washable surfaces and adequate heating, ventilation and lighting
- Be kept clean, tidy and accessible at all times



- Display on the door the names, locations and contact details for first aiders and how to contact them
- A sink with hot and cold running water
- Drinking water supply with disposable cups if necessary
- Soap and paper towels
- Foot operated waste containers
- Chair
- Telephone or other communication equipment
- A computer is advisable to enable ease of access to ARMS for the uploading of data.

8. Automatic External Defibrillators (AED)

- 8.1 It is a United Learning expectation that all schools possess at least one automatic external defibrillator (AED). Multi-site schools will require one for each location. DfE has negotiated an arrangement with NHS Supply Chain to enable the purchase of AEDs which meet a certain minimum specification at a discounted price.
- 8.2 Full details on the selection, procurement, installation, training and use of AEDs is contained in the DfE publication '*Automatic External Defibrillators: A Guide for Schools*' available on the [A-Z section](#) of United Hub.

9. First-aid on Educational Visits

- 9.1 In line with [OEAP National Guidance](#), first-aid provision for educational visits is to be determined on a case-by-case basis and the decision recorded in the visit planning documentation. The following needs to be considered,
- The nature of the activity/visit
 - The composition of the group
 - The likely injuries associated with the activity
 - The extent to which the group will be isolated from the support of the emergency services
- 9.2 For children in the Early Years Foundation Stage (EYFS), there is a statutory requirement that at least one person who has a current paediatric first-aid certificate accompanies the visit.
- 9.3 Further details on first aid on educational visits can be found in the [OEAP National Guidance](#).

10. First-aid and Lone Working

- 10.1 Each school's lead for first aid should determine the arrangements required for the provision of first aid for lone workers. For those carrying out low-risk activities e.g. central office finance business partner, this may be as simple as the provision of a mobile phone to call for medical



assistance if required. For those who may carry out higher-risk activities e.g. facilities team it may be beneficial to issue personal first-aid kits.

11. Information for Employees

- 11.1 Details of each school's first-aid arrangements should be communicated to employees. This can be achieved by a variety of means and will typically include, first-aid notices displayed in prominent locations and inclusion of the arrangements in the employee induction process and at inset days.

12. First-Aid Records

- 12.1 Any incident requiring first-aid should be recorded. Depending on the severity of the incident it may be necessary to record the incident on the Group Accident Reporting and Management System (ARMS). Further details on qualifying events can be found in the [Group Accident and Incident Management Policy](#).

13. Summary of Requirements

- At least one first aid at work trained first-aider per 100 staff and students; the rationale for which should be documented in a first aid needs assessment
- Paediatric first-aid trained staff in EYFS settings to cover all operational conditions
- Provider checklists to be completed for all training providers
- First-aid containers to be suitably stocked, sufficient in number, and appropriately located
- First-aid rooms to be provided meeting the relevant requirements
- Automatic external defibrillators at all schools
- First-aid provision to be included as part of Educational Visits planning
- First-aid arrangements communicated effectively to all employees

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