



Chaucer School

A member of Tapton School Academy Trust

First Aid Policy

Date approved / Reviewed: October 2025
Date to be reviewed: October 2027

Foreword

This document has been prepared to provide guidance on the policy and procedures for dealing with First Aid at Chaucer School. The requirements for the statutory provision of First Aid have been considered. Failure to implement the procedures contained in this document could result in a criminal offence as well as disciplinary action being taken by the Academy.

This policy is issued under the authority of the Principal and Governing Body.

This policy should be read in conjunction with the Academy's Health & Safety Policy and Managing Medication in Students Policy. The Academy complies with all appropriate statutory, DfE and regulatory authority e.g. Health and Safety Executive (HSE) documentation.

Review and Monitoring

This policy will be reviewed and revised on a regular basis to confirm that the arrangements are still appropriate. A review will also take place if there are any significant changes in the arrangements and also after any serious incident to ensure that this policy was sound in its content. The policy will be revised and reissued within not more than three months from the review date, where this is necessary.

Introduction

1.1 The Health and Safety (First Aid) Regulations 1981 require employers to provide trained persons, equipment etc, to deal with First Aid emergencies and ill health occurring at work.

1.2 Facilities must be provided to ensure that First Aid is rendered to employees, visitors, service users (including students), volunteers, agency staff etc, if they become ill or are injured at work or under the jurisdiction of the Academy, on or off site.

1.3 First Aid is provided to:

- preserve life
- limit the effects of the condition and
- promote recovery.

1.4 First Aid should be provided where a person will need further medical treatment until help arrives, and for the treatment of minor injuries. It should be noted that the treatment of minor illnesses, by the administration of tablets or medicines, falls outside the definition of First Aid (please refer to the Medical Treatment of Students Policy)

Definitions

2.1 A First Aider is a person who has attended, successfully completed and has a valid certificate for the 3 day 'First Aid at Work' training.

2.2 An appointed person is a person who has attended, successfully completed and has a valid certificate for the 'Appointed Persons' training.

2.3 The employer refers to Governing Body of the Academy.

2.4 First Aid means:

- 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 do not need treatment by a medical practitioner or nurse.

2.5 Service User refers to a person or organisation using the Academy.

Responsibilities of the Employer

3.1 The responsibility of the Employer is to:

- establish the First Aid need by risk assessment
- identify suitable employees who are willing to undertake First Aid training and annual refresher training (see appendix C)
- provide adequate First Aid equipment and facilities (see appendix B)
- inform employees and site facilities managers of the location of the First Aid personnel and equipment available to them in their working environment. This will be in the form of a standard notice which will be displayed on the staff notice board and on the staff web site as minimum and
- ensure the First Aiders maintain their First Aider or Appointed Person status by attending annual refresher training

The responsibilities listed above have been delegated to the Principal to discharge in the appropriate manner.

3.2 There is an up to date record of personnel trained in First Aid which informs the Principal when staff require refresher/re-qualification training.

Risk Assessment of First Aid Need

4.1 Minimum standards for the provision of First Aid cover are shown at appendix E.

Identification of Suitable Employees

5.1 The Principal must ensure that the candidates for First Aid training are physically and educationally suited and are willing to undergo training and act as a qualified First Aider. Guidance is provided to assist the Headteacher to identify suitable candidates (see appendix C).

5.2 The Principal must ensure that candidates are fully briefed on the role and requirements of being a First Aider. They must understand the health risks associated with rendering First Aid and be prepared to receive appropriate health and immunisation advice (see appendix D).

Role and Responsibilities of First Aiders and Appointed Persons

6.1 The First Aider's and Appointed Person's role includes: the administration of First Aid, up to but not exceeding the level of their training ensuring that any incident and treatment given is recorded in suitable local register reporting immediately to the Headteacher, by telephone, all incidents requiring the attendance of a student, member of staff or any person at hospital. Please refer to the Health & Safety Policy for the reporting of Injuries, Diseases and Dangerous Occurrences for full details of the procedures for incident reporting and investigating.

6.2 The First Aider's and Appointed Person's responsibilities include:

- ensuring their own recommended immunisations/injections are up to date and
- reporting any illness or injuries which would preclude their abilities to administer First Aid, to local management to arrange alternative cover.
- ensuring that all spillages of body fluids are cleared up promptly
- maintaining stocks in First Aid kit/box (see appendix B) and
- ensuring, in liaison with management that appropriate documentation is completed and that reportable accidents are reported to the line manager as soon as possible after dealing with the immediate effects

6.3 First Aiders should also have a responsibility to attend refresher training.

Responsibilities of the Training Provider

7.1 Any First Aid training must be carried out in line with Health and Safety Executive (HSE) requirements, and by registered and approved providers.

7.2 The role of the training provider is to:

- provide advice and information relating to First Aid at Work, including any changes in regulations or employer requirements
- provide First Aid training in line with the Health and Safety (First Aid) Regulations 1981
- provide refresher training and
- assess and certify First Aiders as competent to approved HSE standards.

7.3 Further information on First Aid training courses can be found in appendix A.

Payment for First Aiders

8.1 An allowance will be paid to all First Aiders who have a valid current First Aid Certificate. This payment is an acknowledgement of the individual's training and commitment.

8.2 This payment will be stopped if the First Aider:

- chooses not to continue as a First Aider, or
- does not attend the 12 monthly refresher courses, or
- on attendance at the refresher course is found not to be competent, or
- allows their certificate to lapse, or
- relocates to a unit/establishment which already has sufficient First Aiders, or
- leaves the organisation

8.3 At the Headteacher's discretion, the allowance may be stopped or suspended if the First Aider is likely to be away from the work base for a considerable period of time, e.g. long term sickness, home working, maternity leave, unpaid leave etc.

8.4 Appointed Persons do not receive an allowance.

Additional Information

9.1 The management of First Aid provision and the relevant arrangements will be form part of health and safety audits. If Trade Union Safety Representatives have concerns over the provision of First Aid cover they should raise them with the Principal.

Indemnity and Insurance

10.1 Where an employee acting in the course of their employment administers First Aid assistance to another employee or other person in the charge of the Academy, such as a student, they will be indemnified by the liability insurance for a claim of negligence relating to injury or loss caused by their actions, provided that:

- they are a School officially designated First Aider with a current valid First Aid at Work Certificate and have attended relevant refresher training
- they are an School officially designated Appointed Person with a current valid Appointed Persons Training Certificate and have attended relevant refresher training
- the relevant protective equipment (PPE) is used
- the First Aider or Appointed Person is adhering to protocols and acting within the limitations of their training and
- that the First Aider or Appointed Person is acting in good faith.

10.2 Use of the 'Epi Pen' - Members of staff who have been trained in the use of the 'Epi Pen' whether by a parent, user or medical staff, will also be covered provided that:

- the member of staff is adhering to protocols and acting within the limitations of their training and
- that the member of staff is acting in good faith.

References

11.1 Health and Safety (First Aid) Regulations 1981

- First Aid at Work – Health and Safety (First Aid) Regulations 1981 and Guidance; Approved Code of Practice (ACoP); HSE Pub COP42
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995.

Other Documentation

12.1 Chaucer School Health and Safety Policy, Chaucer School Managing Medications in Students Policy

Date reviewed: September 2025

Appendix A

First Aid Training

Statutory Training

1.1 First Aid at Work

This is the First Aid course used by the Academy. It covers a wide range of situations from low to high risk. On successfully undertaking training and passing a written and practical assessment, the person will be issued with a First Aid at Work Certificate valid for three years. This qualification is renewable within the valid time of the certificate. Once the certificate date has expired the person will need to attend the full First Aid at Work course.

This course takes place over four days (24 hours tuition). Where staff may need to administer First Aid to children under seven years of age, an appropriate additional paediatric resuscitation module must also be taken.

1.2 First Aid at Work Refresher

This training re-qualifies holders of a First Aid at Work Certificate providing they pass their written and practical assessment. Those who wish to renew their certificate must do so before the three-year expiry date, ideally 2 years 10 months. This course takes place over two days (12 hours tuition)

1.3 Appointed Person

The minimum requirement on an employer is to appoint a person to take charge of First Aid arrangements and any emergency First Aid situation. An Appointed Person can provide temporary cover for First Aiders, ensuring that someone is always available to give First Aid immediately following an incident. The certificate is valid for three years.

This course takes place over one day (6 hours tuition).

Non Statutory Training

2.1 Refresher Training (update in First Aid skills)

This is additional training to ensure that practical skills are maintained and is not an alternative to statutory training. This training is available annually to all designated First Aiders and Appointed Persons, in particular those who do not use their First Aid knowledge on a regular basis

This course takes place over 3 hours.

Appendix B

First Aid Equipment and Facilities

First Aid Facilities

- 1.1 An appropriate environment to render First Aid or allow a person to rest (minor illness) must be provided. This environment should be private, allow access to hand washing facilities, drinking water and toilet facilities and should enable the casualty to sit or lie down as needed.

First Aid Equipment

2.1 A minimum of one First Aid box of appropriate size should be provided for each establishment and/or building and any Academy vehicle. Passenger carrying vehicles (PCV) and minibuses must carry First Aid kits that comply with PCV and Minibus Regulations.

2.2 All First Aid kits/boxes should be identified by a white cross on a green background and contain the following minimum items:

- 1 guidance card
- Sterile dressings (6 small, 6 medium and 2 large)
- 20 x individually wrapped sterile adhesive dressings (blue detectable in food preparation areas)
- 2 x sterile eye pads
- 4 x Triangular bandages
- 12 x Safety pins
- 2 x Disposable gloves
- 1 x 300ml bottle of sterile water or normal saline should be supplied where tap water is not available
- Individually wrapped moist wipes could be supplied where tap water is not available
- 1 x pair scissors (First Aid Type)
- 1 x roll micropore tape
- 1 x resuscitator mouthpiece and
- Pencil and paper

2.3 Quantities should be decided upon in the light of risk assessment, taking into account the number of staff and students.

There must be no medication within the First Aid kit/box, and administration of medication in a First Aid situation is not part of the First Aider's role.

2.4 Bleach (Sodium Hypochlorite), or one of the available proprietary combined soak and disinfectant products, should be available in the workplace for cleaning up spillages of body fluids, but should not be located with, or in, the First Aid box. Clinical disposal bags should also be provided.

2.5 Arrangements should be in place for the Appointed Person to obtain supplies.

Appendix C

Selecting a Person to be trained as a First Aider

A person should be selected on the basis of their reliability, willingness to become a First Aider; a disposition to dealing with sick or injured persons; good communication skills. Their aptitude and ability to absorb new knowledge, and their ability to cope with stressful and physically demanding emergency situations are essential.

Essential Physical Requirements

- An ability to bend down and kneel on the floor and bend over to administer First Aid including resuscitation
- Have no muscular or skeletal injuries to prevent completing First Aiders' tasks
- An ability to move in awkward places (e.g. confined spaces)
- An ability to administer ventilation (breaths) over a period of ten minutes
- Have no medical condition that will prevent them from giving treatment to casualties.

Educational Ability

- An ability to absorb new knowledge
- Able to accept responsibility
- Able to pass written and practical assessments

Other Requirements

- Be prepared to complete a short questionnaire in line with health requirements
- Be prepared to be immunised in line with recommendations
- Their normal duties should normally allow them to go immediately to deal with an emergency.

Appendix D

Immunisation Recommendation for First Aiders

Tetanus:

Immunisation is recommended to the entire population, and by school leaving age most people will have received five doses of Tetanus immunisation. Those who have not received immunisation in childhood should receive a course of three immunisations with booster doses every 10 and 20 years. Booster doses are not required where individuals have had a total of five immunisations against Tetanus in their lifetime, except at the time of a tetanus-prone injury.

Hepatitis A:

Immunisation is recommended for employees working in residential care with clients who have learning disabilities, and for workers exposed directly to sewage or other human faecal matter. One year of protection is given by a single dose of immunisation. A booster dose one year later can be expected to provide effective immunity for ten years. Immunisation requirements should then be reviewed.

Hepatitis B:

Immunisation is now recommended for employees where risk assessment shows a reasonable risk of exposure to used needles, human bites, or to any human body fluids other than saliva, urine or faeces. Immunisation is therefore recommended for:

- Staff employed in residential facilities for the care of children and adolescents
- Staff having regular physical contact with children or adults with learning disabilities
- Probation Officers and other staff coming into regular contact with prisoners or offenders of any age
- Community care workers
- Contract Services employees who work in council properties and
- First Aiders

The immunisation programme consists of three doses of vaccine and a blood test following these to determine if immunity has been established. There are a small percentage of people who even though they receive the vaccine, do not acquire immunity. It is recommended that individuals seek immunisation through their GP. In some circumstances there may be a charge for the vaccine and subsequent titre tests, which case the employer, should reimburse First Aiders.

Appendix E

How many appointed persons or first-aiders do I need?

There are no hard and fast rules on exact numbers. It will depend on the circumstances of the workplace. Guidance from the HSE suggests that based on numbers of employees and risk rating for a school there should be at least one first-aider trained in First Aid at Work for every 100 employed (or part thereof).

There is no number given for people other than employees ie students, however it is strongly recommended that organisations such as schools do account for non-employees in their First Aid provision.

At Chaucer we currently have 4 staff trained to the full First Aid at Work standard plus 18 staff trained in Emergency First Aid at Work. The staff trained cover the whole range of locations and circumstances both within the school day and after school activities and lettings.