



DIOCESE OF
ST ALBANS
MULTI-ACADEMY TRUST

Trust Policy

First Aid Policy

Policy type	Trust Policy (Tier 3)
Author/Responsible Officer	Head of Estates
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Date Approved	4 December 2025
Date of next review *	Nov 2027

***unless changes are made to First Aiders or legislation ***

This policy is a mandatory policy for all DSA Multi Academy Trust Academies and must be implemented with the addition of Academy specific sections authorised by the CEO



Our mission, vision and values

The Trust has a clear **mission** at its core, ensuring that all pupils are enabled to flourish, rooted in God's Love - academically, socially, spiritually, physically and mentally.

We have a clear **vision** about creating successful schools for the benefit of their communities. We expect any academy in the Trust to continuously improve. All academies provide rich and diverse curriculums which evolve to meet the needs of their children and local communities, as well as delivering educational excellence to enable them to flourish in later life.

The way we work and deliver against our mission is critical to our Trust. We have shared, agreed

values of Hope; Nurture; Equality; Respect; Collaboration.

The Trust's vision is underpinned by a Christian values framework which is adopted by all Academies. It provides clear expectations for all DSAMAT employees on how the Trust wishes its values to impact on all areas of academy life. This draws on, and is informed by, the National Church of England Vision for Education and the Diocesan Board of Education Vision.

Our community

The Trust is dedicated to delivering education that serves local communities. Our academies are inclusive, welcoming those from all and no faiths, from all abilities and backgrounds. We believe in providing a high-quality education, underpinned by Christian values, which enables every child to flourish.

Underpinning all of the Trust's work is a belief in educational excellence. The Trust serves all stakeholders by providing academies with the highest levels of academic rigour and pastoral care. Our academies are places where children and young people develop and thrive intellectually, socially, culturally and spiritually. All of the Trust's schools teach a broad and balanced curriculum within national guidelines focusing on core skills. This is designed to ensure that all pupils reach their academic potential and seek to enrich their experience along the way. Pupils will be enabled to succeed in an atmosphere of high expectation, aspiring to educational excellence with a firm foundation of values.

This policy forms part of our Trust governance and ensures that we are held to the highest standards as we carry out our duties.

Statement of Intent

The Diocese of St Albans Multi Academy Trust (DSAMAT) is committed to open and honest communication and ensuring the highest possible standards in integrity – we will always treat whistleblowing as a serious matter.



In line with the Trusts commitment to openness, probity and accountability, all members of staff are encouraged to report concerns. This policy will work to ensure that, if an employee sees or suspects that something is wrong, they will raise this with the Trust. This is known as “whistle blowing” – a phrase that is used throughout this policy and should be viewed as a positive action of speaking up.

This policy seeks to ensure that any person suspecting malpractice knows how to raise concerns and what procedures are in place to deal with the concern.

This policy will be implemented and adhered to from the first day of any other academy joining the Trust. This policy should be read in conjunction with the DSAMAT Data Protection Policy.

For the remainder of this document, the Diocese of St Albans Multi Academy Trust will be referred to as DSAMAT.



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1. INTRODUCTION

Effective and timely first aid can avert further suffering in the event of injury to a person.

First Aid has 2 functions :

- It provides initial treatment for the purposes of preserving life and minimising the consequences of injury and illness until qualified medical help can be obtained.
- It provides treatment for minor injuries which would otherwise receive no treatment. For first aid arrangements to work efficiently they must be suitable to the work and its environment, known, understood and accepted by everyone in the workplace. *The Health and Safety (First Aid) Regulations 1981* require an employer to provide equipment and facilities that are adequate and appropriate in the circumstances for administering first-aid to their employees. These regulations are supported by the HSE publication INDG214.

This policy does not cover giving tablets or medicines to treat illnesses (*see separate supporting pupils with medical needs policy*)

2. LEGISLATIVE REQUIREMENTS

Insert name of school has assessed the risks associated with both curriculum and non-curriculum activities in the building and put into place suitable first-aid provisions to ensure it meets the requirements of *The Health and Safety (First Aid) Regulations 1981*. The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel

The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept

Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records

The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

The first aid needs risk assessment will be reviewed annually of following a significant change.



Concussion

In April 2023 the Government, in collaboration with the Sport and Recreation Alliance, released the first-ever UK-wide [Concussion Guidelines for Grassroots Sport](#). These guidelines aim to assist players, coaches, parents, schools, National Governing Bodies, and sports administrators in recognizing, managing, and preventing concussions.

The key message, "If in doubt, sit them out," emphasises that no one should return to play within 24 hours of a suspected concussion. This guidance builds on existing protocols already implemented in Scotland.

Students, parents, coaches, teachers, and sports administrators are encouraged to read and familiarise themselves with the guidelines, which outline the following steps:

- Recognise the signs of concussion;
- Remove anyone suspected of having a concussion immediately; and
- Return safely to daily activities, education/work, and, eventually, sport.

No one should return to competition, training, or Physical Education (PE) classes within 24 hours of a suspected concussion. Anyone who may have suffered a concussion should avoid driving (e.g., car or motorcycle), riding a bicycle, operating machinery, or consuming alcohol within 24 hours. Commercial drivers (e.g., HGV operators) must consult a Healthcare Professional before resuming driving.

Insert name of school will ensure that all individuals suspected of having a concussion will be evaluated by a qualified onsite Healthcare Professional or by contacting the NHS at 111 within 24 hours of the injury. If there are concerns about more severe injuries or the presence of 'red flag' symptoms, the person should receive urgent medical attention either onsite or at a hospital's Accident and Emergency (A&E) Department. Ambulance transfer should be arranged by calling 999 if necessary.

Concussion patients should generally rest for 24-48 hours, although light daily activities and walking are acceptable. However, they must avoid strenuous exercise, demanding work, or sports during this period. Afterward, they can follow a graduated return to normal activities (such as school/work) and sports.

If symptoms persist for more than 28 days, the student/teacher should be evaluated and treated by an appropriate Healthcare Professional, such as their General Practitioner (GP).

Mental Health

In the past, workplace first aid guidance primarily focused on addressing physical health needs. However, the 2024 amendment now requires employers to consider both the physical and mental health of their employees when assessing and implementing first aid measures.

This shift promotes a more comprehensive approach to occupational health and safety, ensuring that employees can receive immediate support for both physical injuries and mental health issues. It also



aligns these requirements with broader health and safety practices. Employers have several options to comply with the new guidelines, particularly when appointing and training first-aiders.

Mental Health First Aid Training

One of the most effective steps is to participate in mental health first aid and awareness training.

Diocese of St Albans Multi-Academy Trust (DSAMAT) will ensure that leaders have the knowledge and skills necessary to recognise, understand, and assist workers facing mental health challenges.

In-person training is also valuable, offering a face-to-face setting that fosters better understanding and retention of key concepts.

Government-Funded Mental Health First Aid Training

Diocese of St Albans Multi-Academy Trust (DSAMAT) can access government grants dedicated to mental health first aid training. Some of these funding schemes provide up to £1,200 to raise awareness and improve mental health support in the workplace.

E-Learning as a Supplement

Diocese of St Albans Multi-Academy Trust (DSAMAT) is aware that blended learning models allow businesses to supplement their standard first aid programs with online resources focused on mental health. E-learning modules offer a flexible way to train employees, accommodating various schedules and learning styles.

Aligning Training with Mental Health Needs

When conducting workplace first aid assessments, **Insert name of school** will also evaluate the mental health training needs of staff. This ensures that first aid training is tailored to address the specific mental health challenges faced by employees.

3. RESPONSIBILITY FOR FIRST AID

Trust responsibilities

- Trust First Aid Policy is reviewed regularly

Headteachers Responsibilities:

- Trust First aid policy adapted to local school arrangements
- Assessing first aid requirements in terms of equipment, facilities and personnel required
- Arranging suitable training for first aiders, keeping records of the training and ensuring trained first aiders attend refresher courses as detailed
- Ensuring that there are adequate and appropriate signs so that staff and pupils are aware of who and where the first aiders and equipment are sited



- Ensuring that staff report the use of equipment from the first aid box and that first aid boxes are periodically inspected; ensuring suitable first aid cover at all times e.g. holidays, out of hours' activities.
- Reporting specified incidents to the HSE when necessary
- Ensuring that the school maintains a minimum of two trained first aiders at all times, providing adequate cover for staff absence, sickness, and school activities to ensure the safety and wellbeing of pupils and staff

First Aid Responsibilities

- To provide First Aid for staff, pupils, contractors and visitors to the school
- Maintain confidentiality and the dignity of the casualty as far as is possible
- Ask for further assistance from the emergency services
- Keep a record of first aid treatment given
- Report incidents of first aid treatment to the headteacher
- Check and replenish the contents of the First Aid boxes whenever necessary
- Report deficiencies in the first aid arrangements and facilities to the headteacher
- Attend any first aid training that is provided by the school

4. FIRST AID MATERIAL & EQUIPMENT

HSE Leaflet: Basic Advice on First Aid <http://www.hse.gov.uk/pubns/indg347.pdf>

First aid kits should be positioned in key areas of the school for example school kitchen, school office, curriculum areas such as DT, Science and Food Tech and classrooms (primary). This can be determined through a first aid needs assessment.



Location of School first Aid boxes

Box No	Location

It is recommended that First Aid Kits contain the following:

HSE Leaflet; Basic Advice on First Aid <http://www.hse.gov.uk/pubns/indg347.pdf>

- 20 individual wrapped, sterile adhesive dressings (assorted sizes). N.B Blue detectable dressings should be available in food preparation areas
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium-sized (approximately 12 x 12cm) individually wrapped sterile un-medicated wound dressings
- Two large (approximately 18 x 18cm) sterile individually wrapped un-medicated wound dressings
- Supply of disposable gloves
- Resuscitation aid to protect first aider from contamination when carrying out cardiopulmonary resuscitation
- Where no mains water is readily available a small supply of sterile water should be available for eye irrigation



Additional items can include:

- Scissors
- Adhesive tape
- Disposable apron
- Individually wrapped moist wipes (alcohol free)
- Sterile eye wash

Travel First Aid Kits

If the assessment identifies the need for a travelling First Aid Kit, perhaps for an educational visit, minibus or lunchtime cover in the playground, then it should be issued, checked and re-stocked from the work base. Basic contents are:

- 1 x large, sterile, un-medicated dressing
- 2 x triangular bandages
- 2 safety pins
- Individually wrapped moist cleaning wipes
- 1 pair of disposable gloves

First Aiders should also have access to "Record of Treatment" forms, so that the materials and equipment used to treat casualties can be monitored and levels of stock altered accordingly.

Defibrillator (please delete if your school does not have one)

A defibrillator is located in the small first aid room (by Reception) on top of the medical cupboard and is checked on a monthly basis by an the Site Agent or Business Lead Location and maintenance

OFF-SITE PROCEDURES

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises and this will include reviewing First Aid provision for each trip. As a minimum there will always be a member designated as the point of contact for first aid on school trips and visits.

5. First Aid Rooms



There is no legal requirement to provide a First Aid room and a first aid room will be determined by first aid needs assessment.

Where a **First Aid room** is provided it must have the following requirements: -

- Adequately equipped
- Easily accessible to stretchers and wheelchairs
- Clearly sign posted and identified
- If possible, reserved for giving First Aid
- Be large enough for a couch, with space either side in which people could treat a casualty
- Have washable surfaces
- Have adequate heating, ventilation and lighting
- Be kept clean, tidy and available for use at all times that employees are at work
- Be in a convenient position for emergency services access
- Have a display notice on the door with the names, location and phone extension numbers of available first aiders
- Sink with hot and cold running water
- Drinking water and disposable cups
- Soap dispenser and paper towels
- A storage area for First Aid supplies
- Foot-operated refuse containers, lined with disposable yellow clinical waste bags
- A couch with waterproof protection of clean pillows and blankets
- A chair
- A telephone
- A record for recording all first aid treatment
- A suitable WC should be close by

If provided school first aid room/area is located: _____

6. RECRUITMENT AND SELECTION OF FIRST AIDERS AND APPOINTED PERSONS

The question of who to appoint as a first aider must be considered. The following criteria should be taken into account by headteachers:

- Reliability, disposition and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with **stressful** and **physically** demanding emergency procedures
- Ability to leave their place of work to go immediately and rapidly to an emergency

Commented [ir1]: Consider adding an additional section:
Duties of a First Aider

All employees providing first aid in (**SCHOOL/ACADEMY NAME**) must have an appropriate first aid qualification and remain competent to perform their role. Typically, first aiders will hold a valid certificate of competence in either first aid at work (FAW) or emergency first aid at work (EFAW). EFAW training enables a first aider to give emergency first aid to someone who is injured or becomes ill while at work. FAW training includes EFAW and also equips the first aider to apply first aid to a range of specific injuries and illnesses. All first aid training providers are required to train workplace first aiders in the use of an automated external defibrillator (AED) on all first aid at work courses.

A first aider must:

- Complete a first aid course and hold a valid first aid certificate;
- Give immediate help to casualties; and
- Ensure that, when necessary, an ambulance or other professional medical help is called.

First aiders and appointed persons will be expected to follow any appropriate trust or government guidance.

(**SCHOOL/ACADEMY**) recognises that a first aid certificate does not constitute appropriate training in supporting children with medical needs. (**SCHOOL/ACADEMY**) will have regard to the statutory requirements and guidance, as well as the pupil's Individual Healthcare Plan and the relevant school policies in relation to the care of students with medical conditions.

Appointed Persons

Appointed persons do not have to be first aid trained, but they may be and quite often are. They:

- Take charge when someone is ill or injured;
- Look after the first aid equipment; and
- Ensure that medical help is called when necessary.

They should not give first aid treatment for which they are not trained.

(**SCHOOL/ACADEMY NAME**) will, however, ensure that they are trained in coping with emergencies. The training will include:

- What to do in an emergency;
- Cardiopulmonary resuscitation;
- What to do for the unconscious casualty; and
- What to do for a wounded or bleeding person



Selection of first aiders should take account of the importance of ensuring sufficient cover. Priority is therefore likely to be given to fulltime staff and those based within the school who would be more readily available in an emergency.

It is very important that the individual understands, before the expensive training is undertaken, the implications of the tasks they might be asked to perform. In addition, school management should undertake to support them appropriately in the event of a stressful episode such as a fatality. This should take the form of expert counselling. First aiders must also be prepared to maintain confidentiality, if it is appropriate and will not put other staff or pupils at risk.

Special additional training would have to be given if a hazard, such as the use of defibrillators, was identified within a risk assessment. This training would be in addition to the basic training and does not need HSE approval.

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What to do for a wounded or bleeding person

First Aiders

Insert list of First Aiders and level of qualification

Each school should have a minimum of two first aiders to cover sickness



Name	Qualification	Date of Certificate	Renewal date

7. ADMINISTERING FIRST AID

Obtaining Further Assistance

Each school will have their own school procedures for calling an ambulance or other First Aiders.

Insert local school procedures.



There may be times when a first aider cannot deal with a situation themselves and assistance from external bodies such as the ambulance service is required.

If anyone in the establishment is taken ill or is injured and it is felt that the illness/injury is sufficiently serious as to demand urgent medical treatment the Ambulance Service should be contacted without delay.

The first aider should always send someone outside to meet the emergency services and guide them to the injured party.

If the first aider is attending to a casualty then a bystander should be instructed to telephone for help, but they must return to confirm that the call has been made. Someone may also need to update the emergency services on route if the casualty's condition worsens.

EMERGENCY PROCEDURE IN THE EVENT OF AN ACCIDENT, ILLNESS OR INJURY

- Trained staff may take action beyond the initial management stage. Other staff must provide aid only to the level of qualification or competence they possess.
- If first aid is required staff must not move the patient. A first aider must be summoned.
- Staff who deal with a first aid incident must ensure that the incident is recorded. This includes incidents on out-of-school activities.
- If called, a first aider will assess the situation and take charge of first aid administration.
- In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.
- Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:
- Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
- Call an ambulance or a doctor, if this is appropriate – after receiving a parent's clear instruction, take the accident victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.
- Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene.

When the above action has been taken, the incident must be reported to:



- Insert name
- The parents/carer of the injured victim

REPORTING TO PARENTS

In the event of incident or injury to a pupil, at least one of the pupil's parents must be informed as soon as practicable.

In the event of serious injury, head injury or any incident requiring emergency medical treatment, the First aider will telephone or text by prior arrangement the pupil's parents as soon as possible.

An Accident form is to be completed fully.

A list of emergency contact details is kept at **insert location**

Medical Alert Devices

In schools there may be pupils with known medical conditions who require specific medicines to be administered. This is covered in the separate Supporting Pupils with Medical Needs Policy.

8. Record Keeping

FIRST AID AND ACCIDENT RECORD BOOK

- All first aid treatment will be recorded at the school.
- An accident form will be completed by the First Aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury (Reference Accident and near miss procedure)
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form
- A copy of the accident report form will also be added to the pupil's school educational record
- Records held in the First Aid and Accident Book will be retained by the school until the pupil turns 21, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.
- The DSL will monitor the First Aid log and accident record every half term.
-

REPORTING TO THE HSE



The Business Lead or designated Health and Safety Lead will keep a record of all accidents and first aid administered.

This person will report RIDDOR reportable accidents to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

[How to make a RIDDOR report, HSE](#)

NOTIFYING PARENTS

The appropriate member of staff will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

REPORTING TO OFSTED AND CHILD PROTECTION AGENCIES

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

9.Training

Since 1st October 2013, HSE no longer approves First Aid training and qualifications – and no longer approves First Aid training organisations. This means that businesses have more flexibility in how they manage their provision of first aid in the workplace.

This means that it is the employer's duty to ensure that any training provider that they select for the purposes of first aid training is competent to deliver that training.

HSE has produced guidance on selecting a first aid training provider that sets out the criteria that a competent training provider should be able to demonstrate.

These criteria include:

- The qualifications expected of trainers and assessors
- Monitoring and quality assurance systems a training company has in place
- Teaching and standards of first-aid practice
- Syllabus content; and
- The information included on a certificate

Insert name of school will use the HSE checklist for assessment on pages 10 to 12 The Health and Safety (First-Aid) Regulations 1981: Guidance on Regulations and appendix 3 of the same.

It is essential that adequate provision is made to cover all times people are at work. The HEAD TEACHER must ensure that there is cover for annual leave/holiday or other planned absences in terms of first aiders and appointed persons including staff accompanying school excursions and leaving the school



short in terms of supply. Consideration should also be given to what cover is needed for unplanned and exceptional absences such as sick leave or special leave due to bereavement.

The number of first aiders required is: (INSERT TOTAL NUMBER)

The number of appointed persons is: (INSERT TOTAL NUMBER)

FIRST AID AT WORK

The 'First Aid at Work' course lasts a minimum of 3 days contact time and includes an examination at the end.

An approved refresher lasting at least 2 days will need to be completed within **three years and 28 days** to maintain the validity of their certificate. The refresher course can be taken up to three months before the expiry date.

EMERGENCY FIRST AID AT WORK

All 'appointed persons' will complete, as a minimum, the 'Emergency First Aid at Work' (EFAW) course lasting at least one day. This course will need to be replaced at least every 3 years to remain valid.

Paediatric First Aid

Schools with Early Years provision must always have at least one member of staff with paediatric first aid training in the Early Years and Foundation Stage provision. This includes lunchtimes and any school-operated Breakfast and After School Club that has children under 5 attending.

From September 2025, the revised Early Years Foundation Stage (EYFS) statutory framework introduces additional requirements to strengthen safety during mealtimes. A qualified paediatric first aider must be present whenever early years pupils are eating.

Schools must ensure that:

- At least one qualified paediatric first aider is present in each area where early years pupils are having meals or snacks.
- All relevant staff are trained in recognising and responding to choking incidents.
- Clear protocols are in place to prevent choking, including appropriate supervision, safe portion sizes, and calm eating environments.



These updates form part of the Trust's commitment to safeguarding and maintaining the highest standards of care and safety for all pupils.

The Government also intends to extend the requirement so that all newly qualified staff with a childcare Level 2 or Level 3 qualification must hold either an emergency paediatric first aid or full paediatric first aid certificate in order to count in the EYFS ratios.

What training is required for using a defibrillator?

First aid at work (FAW) and Emergency First Aid courses now cover the use of defibrillators. If you decide to provide a defibrillator in your workplace, it is important that those who may use it are appropriately trained. HSE does not specify the content of this training. However, whoever you select to deliver this training must be competent. Information on training is available from the Resuscitation Council (UK).

Hygiene and Infection Control – refer to Trust Infection Control Policy

Several serious communication diseases can be contracted from infected blood and other body fluids, including HIV and Hepatitis B. First aiders will be aware of from their training of the basic hygiene and infection control measures. They should follow an infection control technique which avoids direct contact with body fluids of casualties at all times. This will involve covering any cuts or wounds they have on their hands with waterproof plasters, washing hands before and after tending a casualty and wearing disposable gloves when dealing with body fluids.

N.B Disposable gloves should be of the vinyl type and un-powdered. Latex allergy is a recognised and growing problem.

If a first aider is contaminated with the casualty's blood into an open wound, they must try to make the wound bleed, was the area immediately with soap and water, then dry thoroughly. The wound should then be covered with a suitable dressing. The accident should be reported, and the internal incident form should be completed by their manager. The first aider should then inform their GP of the incident as soon as possible to seek their advice.

For further information, contact the Health Protection Agency <http://www.hpa.org.uk/web/home>

10. INSURANCE

All First Aiders are covered by the school's liability insurance to treat the public etc. unless it is shown that they were deliberately negligent within the context of the school.

Employees carrying out First aid not in relation to school activities and in their own time are advised to provide their own insurance cover.



11. USEFUL LINKS

<http://www.hse.gov.uk/firstaid/legislation.htm> (legislation)

<http://www.hse.gov.uk/firstaid> (general information and links)

<http://www.hse.gov.uk/pubns/indg214.pdf> (First Aid at Work your questions answered)

<http://www.hse.gov.uk/pubns/books/174.htm> (Approved Code of Practice)

<http://www.hse.gov.uk/pubns/indg347.pdf> (basic advice on first aid at work)

Main legislation addressed –

Health and Safety (First Aid) Regulations 1981

12. MONITORING AND REVIEW

The Trust has delegated to the Head of Estates the responsibility for reviewing the implementation and effectiveness of this policy. The Trust will approve all major changes to this policy. The policy will be promoted and published throughout the Trust.

The policy will be reviewed every three years or if there are changes to the relevant legislation.