



West Norfolk Academy Trust First Aid Arrangement

Reviewed by: Director of Operations

Date: 27 Mar 2018

WNAT First Aid Policy

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WNAT First Aid Policy

1. Introduction

West Norfolk Academies Trust must, according to health and safety law, provide first aid personnel and equipment for its staff in case they are injured or become ill at work. Although it is not required by the law in most cases, we also provide first aid cover for other people who are not our employees but come to our premises as clients or visitors.

2. What does *First Aid* include?

The term *First Aid* means treating someone who is injured or unwell to keep them alive or stop their condition worsening until medical help arrives, and; treating minor injuries which do not require medical help.

First aid does not normally include giving medicines.

3. Responsibilities

Managers must see that appropriate first aid provision is made for their staff. This provision may be arranged by individual managers or in conjunction with premises managers as we often provided first aid cover for everyone using a building rather than for each group of staff.

Managers and premises managers will, in most cases, also need to provide first aid cover for clients and visitors.

4. First Aid Needs Assessment

First aid provision is no longer based upon fixed numbers of first aiders per member of staff and a list of required contents of first aid boxes. Instead the approach we are now required to use involves making an assessment at our own workplaces and determining for ourselves: the numbers and types of first aiders we need; what we need in our first aid boxes, and whether we need any other facilities or equipment. This is called a *first aid needs assessment*.

5. How do we perform the first aid needs assessment?

The aim of the first aid needs assessment is to produce first aid provision that is tailored to our own individual workplaces, the people who work there and the risks they face from the work that they do. The process of performing the first aid needs assessment is explained at Annex A to this document.

6. Types of first aid personnel

According to the findings of your first aid needs assessment, you will need to provide appropriate first aid personnel. The training of first aiders and the WNAT arrangements for first aid training are described in First Aid Training at Annex B to this document. Schools have access to this contract but are not obliged to use it.

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Appointed person

If your first aid needs assessment identifies that you do not need any trained first aiders, you will, at least need to see that you have an appointed person available. The role of an appointed person is to: look after any first aid equipment; take charge if there is an incident, and call and liaise with the emergency services when this is necessary. You must see that appointed persons are instructed on and clear about their duties.

Emergency First Aider

Emergency first aiders are trained to carry out basic first aid and perform life-saving interventions whilst waiting for the emergency services. Emergency first aiders will need to undertake the Emergency First Aid at Work (EFAW) course.

First Aider

First Aiders are trained to perform the duties of emergency first aiders, above, and also to provide first aid for a range of specific injuries and illnesses. First Aiders will need to undertake the First Aid at Work (FAW) course.

Paediatric First Aid training

Schools and other settings with young children (from birth to the end of the academic year in which they have their fifth birthday) are required to have at least one person trained in Paediatric First Aid. This is a *Department for Education* requirement.

7. First aid kits

There is **no** definitive list of what should be in a first aid kit. The contents of each kit will be determined by the first aid needs assessment. The following list is a **suggestion only**, for general and low-risk environments.

- a leaflet giving general guidance on first aid (for example, HSE's leaflet *Basic Advice on First Aid at Work*).
- individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary)
- sterile eye pads
- individually wrapped triangular bandages, preferably sterile
- safety pins
- large sterile individually wrapped un-medicated wound dressings
- medium-sized sterile individually wrapped un-medicated wound dressings

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- disposable gloves

Travelling first-aid kits

Again there is **no** mandatory list of items to be included in first-aid kits for travelling workers but they might typically contain:

- a leaflet giving general guidance on first aid (for example HSE's leaflet *Basic Advice on First Aid at Work*)
- individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary);
- individually wrapped triangular bandages, preferably sterile;
- safety pins;
- large sterile un-medicated dressing;
- individually wrapped moist cleansing wipes;
- disposable gloves.

Medication

First aid does not include administering medication. It is recommended that medication is not normally kept in first aid kits.

8. First aid rooms

First aid rooms are normally only necessary where employees are engaged in higher risk activities. Some larger premises may have sick rooms in case staff are taken ill and schools may provide quiet rooms where children can be treated for minor injuries.

9. Recording first aid treatment

It is necessary to record any first aid treatment that is given. A record should be made of:

- the date, time and place of the incident
- the name and job of the injured or ill person
- details of the injury or illness and what first-aid was given
- what happened to the person immediately afterwards, eg went back to work, went home, went to hospital
- name and signature of the first aider or person dealing with the incident

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The form First aid record of treatment (confidential when completed) at Annex C to this document can be used to record first aid treatment. Copies of completed forms, on paper or electronic, are confidential and must be stored securely.

10. Automated External Defibrillators (AEDs)

AED's are provided in some, but not all, West Norfolk Academies Trust premises. This is decided on the basis of first aid needs assessments.

Training in the use of AEDs can provide additional knowledge and skills and may promote greater confidence in the use of a defibrillator where it is provided.

First Aid Needs Assessment.

The purpose of a first aid needs assessment is to determine the first aid provision: personnel; equipment and facilities that is needed for each group of staff, clients and visitors in each workplace.

Managers are the best-placed people to make decisions on what first aid provision their own staff will need.

You need to consider all the relevant factors involved to reach your conclusion as to what is required. No single factor can be used to accurately assess what your first aid needs will be. As an example, the number of employees on site, whilst being taken into account, is not the only basis for determining your first aid needs. In general terms, the larger your workforce, the more first aid personnel you will need. However, you need to balance the number of employees (and non-employees where this applies) against the risks associated with their activities. It may be that you only have a few employees but the work is extremely hazardous – here, first aid requirements would be far greater than for a low risk environment where there may be a large number of employees.

Our approach to first aid provision and the terms used in the form below are explained in the WNAT First Aid Policy.

Complete the form below, considering the guidance provided, and commenting on the circumstances of your own workforce/workplace.

At the end of the form there is space for you to record your decisions on the numbers and types of first aid personnel and first aid equipment that you will need.

You may find the case studies in the Health and Safety Executive document: [First aid at work The Health and Safety \(First-Aid\) Regulations 1981 Guidance on needs assessments](#) helpful in determining the level and nature of first aid provision that you will need.

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Name and address of premises /site		
Factors	Guidance	Comments (box is expandable)
Does your workplace have low level hazards such as those that might be found in offices?	The minimum provision is: <ul style="list-style-type: none"> - an appointed person to take charge of first aid arrangements - a suitably stocked first aid box 	
Does your workplace have higher level hazards such as chemicals or dangerous machinery?	You should consider: <ul style="list-style-type: none"> -providing first aiders -providing suitably stocked first aid boxes -the precise location of first aid equipment -informing the emergency services of specific hazards in advance 	
Do your work activities involve special hazards such as working at height, working with acids or in confined spaces?	You should consider: <ul style="list-style-type: none"> -providing first aiders -additional training for first aiders to deal with injuries resulting from special hazards -additional first aid equipment -the precise location of first aid equipment -providing a first aid room -informing the emergency services of specific hazards in advance 	

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The nature of the workforce

The particular needs of young workers, trainees, pregnant workers and employees with disabilities or particular health problems, where known (eg asthma, diabetes, peanut allergy, epilepsy or a history of heart disease), should be addressed

How many people are employed on site?

Generally, the larger the workforce, the greater the first-aid provision that is required. However, employee numbers should not be the sole basis for determining first-aid needs. A greater level of provision may be required when fewer people are at work but are undertaking more high-risk tasks such as maintenance work.

This is a general guide to first aid personnel requirements. It should be balanced against the other factors applicable to your premises / operations.

Where there are small numbers of employees, the minimum provision is:

- an appointed person to take charge of first-aid arrangements;
- a suitably stocked first-aid box.

Where there are large numbers of employees, ie more than 25, even in low- hazard environments, you should consider providing:

- first-aiders;
- additional first-aid boxes

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<p>Are there any inexperienced workers on site, or employees with disabilities or particular health problems?</p>	<p>You should consider:</p> <ul style="list-style-type: none"> – additional training for first- aiders; – additional first-aid equipment; – local siting of first-aid equipment. <p>Your first-aid provision should cover any work experience trainees</p>	
<p>What is your injury / ill health record (i.e. what injuries / illness has occurred and where)</p>	<p>Ensure your first-aid provision will cater for the types of injuries and illnesses that have occurred in your workplace. Monitor accidents and ill health and review your first-aid provision as appropriate.</p>	
<p>Do you have employees who travel a lot, work remotely or work alone?</p>	<p>The assessment should determine whether those who travel long distances or are continuously mobile should carry a personal first-aid kit. Are your communications arrangements appropriate?</p>	
<p>Do any of your employees work shifts or out of hours?</p>	<p>You should ensure there is adequate first-aid provision at all times people are at work.</p>	
<p>Are the premises spread out, e.g. are there several buildings on the site or multi floor buildings?</p>	<p>You should consider how the size of the premises could affect quick access to first-aid facilities. For example, whether additional first-aid provision is needed on a site with more than one building, or whether the distance between buildings is such</p>	

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	that additional provision would be unnecessary. If you have a multi-floor building you should consider how many first-aiders or appointed persons will be required to give adequate provision to employees on each floor. You should also consider employees who work in self-contained areas and how their needs are assessed and met.	
Is your workplace remote from emergency medical services?	If you are remote from emergency medical services you may need to consider emergency transport arrangements should an incident occur. Consider too how employees can summon help – do they have easy access to a phone?	
Do any of your employees work on shared / multi occupied sites, occupied by other employers or other sections of WNAT?	You can either decide to make separate provision for your employees, or you may wish to have an agreement whereby one of the employers / partners takes responsibility for all the first aid facilities. If you have the situation where another employer / partner is taking care of the first aid provision you need to fully explain your identified hazards and risks to them so that you can be satisfied that the provision is adequate for your needs. A written agreement is always recommended to help avoid misunderstandings	
Do you have sufficient provision to cover absences of first aiders or appointed persons?	It is essential to ensure first aid cover is available at all times people are at work. You need to ensure that there is cover for both planned and unplanned absences of first aid personnel. Remember to cover situations such as lunch breaks, planned annual leave, training courses and for unplanned absences such as sick leave.	

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<p>Do members of the public / people using our services / pupils etc visit or use your premises?</p>	<p>When assessing your first aid needs you should take into account the number of non-employees (visitors, people using our services, pupils for example) that may use or be present in the building at any one time. As an example, a museum may have 15 employees but possibly 100 visitors each day. As a result, first aid provision should be based on 115 people using those premises.</p> <p>In other premises, for example schools, the relationship and degree of responsibility we have for the pupils, means that we would normally make comprehensive provision for their first aid needs. There are DfE first aid requirements for some children. If you are organising a large event at your premises, you will need to ensure adequate first aid assistance is available, including quick access to medical and ambulance services.</p>	
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The provision of first aiders and first aid equipment

Based upon your findings above, you will now be in a position to make decisions on the personnel and equipment that you will need.

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First Aid Training provides guidance on the training of first aiders and the WNAT contract for first aid training		
Personnel	Numbers Required (ensure this includes cover for holidays / sickness etc)	Comments / Action (including dates for actions)
Appointed person		
Emergency First Aider		
First Aider		
First Aider (or another employee) with additional training (specify training)		
Equipment	Number and type required, location	Comments / Action (including dates for actions)
First Aid Equipment (first aid boxes etc.) required.		

Assessor's name (please print)	Assessor's signature	Date assessment completed
Manager's / Premises Manager's name (please print)	Manager's / Premises Manager's signature	Date received Date for review
The assessment should be reviewed at least annually.	Reviewed by (name)	Remarks

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Date of review		

**Annex B to:
WNAT First Aid Policy
Dated 27 Apr 18**

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First Aid Training

West Norfolk Academies Trust uses a single supplier through Norfolk County Council to provide its first aid training: Values Training Services (VTS). WNAT staff must use this supplier for all first aid training covered by the contract. WNAT Schools may use the contract, but are not obliged to do so.

Booking instructions

(The price list for Values Training Services is on the following page.)

To book:

Visit: <http://vtsfirstaid.uk/>

You will see a complete list of the first aid courses and the WNAT prices. The prices given are those for booking one individual member of staff onto a course held at a VTS venue, and those for booking a whole 'in house' course (for up to twelve people) held at a venue provided by WNAT.

Below the price list you will see a fee for room hire from VTS should you choose to do this rather than provide your own venue. Thus, if you wish to book a whole course in a room provided by VTS, the total price will be the fee for the course plus the VTS room hire fee.

To book, click 'Courses' and choose the type of course that you require. You will then be able to complete your booking. At a later stage, once your booking is confirmed, you will be asked for an WNAT Purchase Order number and WNAT Employee number.

If you wish to contact VTS directly, you can do so by email: on NCCfirstaid@vts.email, or by phone on: 01603 327823.

First aid training provider - price list

The following prices apply to courses held on weekdays. VTS may be able to provide some courses at other times. If you need to book a course outside weekdays, please contact VTS on: 01603 327823 to discuss availability and prices.

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Course title	Local Authority Hosted (courses held in venues provided by NCC)	Provider Hosted events (courses held in venues provided by the training provider)	Provider scheduled courses (places on courses scheduled by the training provider)
	Cost per Course	Cost per Course	Cost per delegate
First Aid at Work	£540.00	£900.00	£90.00
Emergency First Aid at Work	£180.00	£300.00	£30.00
First Aid at Work - Requalification	£360.00	£600.00	£60.00
First Aid at Work Skills Update/ Annual Refresher Training	£110.00	£190.00	£25.00
Professional Driver First Aid Training	£300.00	£420.00	£50.00
Automated External Defibrillator (AED) Training	£110.00	£190.00	£25.00
Paediatric First Aid	£360.00	£600.00	£60.00

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Course content

First aid at work (three day course)

For those about to become a first aider in their workplace for the first time or whose previous training has lapsed (requalification is required every 3 years).

On completion of training, successful candidates should be able to:

- understand the role of the first-aider, including reference to: the importance of preventing cross infection
- understand the need for recording incidents and actions
- use available equipment appropriately
- 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 choking
- administer first aid to a casualty who is wounded and bleeding
- administer first aid to a casualty who is suffering from shock
- provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters)
- Administer first aid to a casualty with:
 - injuries to bones, muscles and joints, including suspected spinal injuries
 - chest injuries
 - burns and scalds
 - eye injuries
 - sudden poisoning
 - anaphylactic shock

Recognise the presence of major illness and provide appropriate first aid training including but not limited to the following conditions: heart attack; stroke; epilepsy; asthma; diabetes.

First aid at work ~ refresher/requalification (two day course)

For those renewing their First Aider skills before their certificate expires.

The course covers the same content as the First Aid at Work course but is delivered over two days, rather than the three in the initial course.

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Emergency first aid at work (one day course)

For those who may need some basic emergency first aid skills but do not need to be a fully qualified first aider.

On completion of training, successful candidates should be able to:

- understand the role of the first-aider, including reference to: the importance of preventing cross infection
- understand the need for recording incidents and actions
- use available equipment appropriately
- 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 choking
- administer first aid to a casualty who is wounded and bleeding
- administer first aid to a casualty who is suffering from shock

Provide appropriate first aid for minor injuries including but not limited to the following: small cuts, grazes and bruises; minor burns and scalds; small splinters

First aid at work skills update / annual refresher update (half-day course)

IT IS RECOMMENDED THAT ALL STAFF WHO HAVE UNDERGONE FIRST AID AT WORK OR EMERGENCY FIRST AID AT WORK TRAINING SHOULD UNDERTAKE REFRESHER TRAINING EACH YEAR.

On completion of training, successful candidates should be able to:

- 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

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Paediatric First Aid (two day course)

This training is a DfE requirement for Schools and other settings with young children (from birth to the end of the academic year in which they have their fifth birthday).

On completion of training, successful candidates will be able to:

- Understand the role and responsibilities of the paediatric first aider.
- Be able to assess an emergency situation safely.
- Be able to provide first aid for an infant and a child:
 - who is who is unresponsive and breathing normally
 - who is unresponsive and not breathing normally
 - who has a foreign body airway obstruction
 - with external bleeding
 - with injuries to bones, joints and muscles
- Understand how to administer emergency first aid to an infant and a child with a chronic medical condition or sudden illness:
 - sickle cell crisis
 - diabetic emergencies
 - asthma attack
 - allergic reaction
 - meningitis
 - febrile convulsions

Professional driver first aid training

Employers of professional drivers of large goods vehicles and passenger carrying vehicles MUST provide training through courses that are approved by the Joint Approvals Unit for Periodic Training (JAUPT) to meet Driver Certificate of Professional Competence (CPC) training requirements.

The Professional Driver First Aid training course is approved by JAUPT and include a minimum of seven hours contact time.

First Aid Record of Treatment (confidential when completed)

Record of treatment number:

A. About the incident

1. Date of incident Time of incident (24hr clock)

/ /	
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2. Address/site where incident happened

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3. Exact location on above address/site

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4. Describe task or activity taking place and what happened

--

5. List injuries/illness

--

6. Part of body affected

--

B. About the person injured

1. Name

--

2. Status – Pupil/Staff/etc

--

C. About the Treatment & Action

1. Detail the first aid treatment given

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2. What happened to the injured person after treatment

- Went home
Went back to work
Went to hospital
Other (please state)

D. About the first aider who has completed this form

1. Name

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2. Position

--

3. Tel Number

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4. Signed

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5. Date

/ /

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