



SIKH ACADEMIES TRUST
Faith Inspired Education

SAT FIRST AID POLICY

Date reviewed: Autumn 2024
Date of next review: Autumn 2025

FIRST AID

All staff in charge of pupils (including volunteer staff) must use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils in the same way that parents would be expected to act towards children.

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.

1. Aim

- to ensure that the school has adequate and appropriate equipment, facilities, and procedures to provide appropriate First Aid.
- to ensure that the First Aid procedures are followed for minor injuries
- to outline in the event of serious/critical accidents or incidents where a First Aider is required, the procedures that must be followed

2. Duties of a First Aider

- complete an approved First Aid training course;
- give immediate help to casualties; and
- ensure that, when necessary, an ambulance or other professional medical help is called.

3. First Aiders

Pioneer Secondary Academy (PSA) - All staff were given Asthma & Anaphylaxis Awareness Training. Student Services Manager and attendance and Welfare Staff are trained in First Aid at Work - St Johns; Anaphylaxis and EpiPen trained; Diabetic awareness and Administration of medication. 2 staff members have completed the First Aid for Schools face to face Training.

Khalsa Primary School (KPS) - 27 staff members have completed the First Aid for Schools face to face Training (ITC First). Including Asthma & Anaphylaxis & EpiPen Training. 31 staff members completed the online Understanding Asthma (Educare). 5 staff members completed the Diabetes Awareness Training (Advanced level), 1 staff member completed First Aid Paediatric Training (St Johns).

The training includes:

- What to do in an emergency;
- Cardiopulmonary resuscitation;
- First Aid for the unconscious casualty; and
- First Aid for the wounded or bleeding.

The staff listed in *Appendix A* have been trained in First Aid. We will continue to update this policy as further staff are trained.

4. Number and location of first aid containers

First Aid Boxes

All staff should know where the First Aid boxes are kept.

<u>First Aid Boxes are located in KPS:</u>	<u>First Aid Boxes are located in PSA:</u>
<ul style="list-style-type: none">• Medical Room• All classrooms• Kitchen• Food Tech Room	<ul style="list-style-type: none">• Welfare Office – Ground Floor• Main Reception - back cupboard• Science Prep Room – First Floor• Science Classrooms x 4 - First Floor• DT/Food Ground Floor• PE - with staff member• X2 minibuses

The boxes must contain a 'sufficient quantity' of First Aid material and nothing else.

The school requires the following items to be in the box as a minimum:

Guidance card	1
Individually wrapped sterile adhesive dressings	40
Sterile eye pads, with attachment	6
Triangular bandages	6
Sterile coverings for serious wounds (where applicable)	6
Safety pins	12
Medium size, sterile unmedicated dressings	10
Large, sterile unmedicated dressings	6
Extra-large, sterile unmedicated dressings	6

5. Minor accidents or injuries

- Bandages are not administered to students. Parents are called and a request made that they seek medical guidance.
- No antiseptic wipes are given for cuts or bleeding as there could be an allergic reaction. Students are requested that they clean the area with water before a gauze is given to keep the area clean and stop any bleeding. Students are also asked if they are allergic to plasters before one is given out.
- Head injuries are evaluated to establish the extent of the injury. If the student is not feeling well, i.e., has a headache, feels dizzy, has blurred vision, or feels faint, parents are asked to come and pick their child up and an ambulance is called, as necessary. If the student is feeling well enough to remain in school, parents are still called to advise them that their child has had an injury to the head.

6. First Aid Boxes-Critical Incident

The critical incident First Aid boxes for KPS are red and located in the medical room.

The contents of the box are as follows:

- Plan of the building
- Two clip boards with papers
- Wooden Box – containing the following items:
 - Pencils
 - Whistles
 - Fine tweezers
 - Scissors
 - Spare batteries
- First Aid Box - containing the following items:
 - Swabs
 - Emergency eye wash
 - Staines wipes
 - Plasters
 - Foil blanket
 - Instant cold
 - Hand gel
 - Yellow bags (biohazard bags)
 - Scissors
 - Small torch
- Big torch
- Yellow tape – for covering
- Gloves
- Instant ice packets
- 2 blankets

7. Location of Inhalers and EpiPens

Inhalers are only kept in the Welfare Office for students who have care plans, as a spare. At KPS, Inhalers are kept in the classrooms. At PSA, all students carry their own inhalers.

Similarly, EpiPens for students with serious allergies are in their prescription labelled boxes and stored under their name in the Welfare Office. Spare EpiPens are kept in the Welfare Office; they are clearly labelled and can be used in case of emergency.

8. Defibrillator

PSA have a defibrillator which is in the front of the school and in the canteen. All staff are made aware of this regularly and clear instructions on their use are provided.

KPS have a defibrillator which is in the medical room. All staff are made aware of this regularly and clear instructions on their use are provided.

9. Insurance

The employer (Trustees) has ensured that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

10. Training

The school will provide adequate and appropriate training for First Aid staff and appropriate information for all staff to enable them to carry out their duty of care.

The Trustees will ensure that there are sufficient trained staff to meet statutory requirements and the assessed needs, allowing for staff who are absent or off-site.

11. Equal Opportunities

The school will take particular care with the First Aid provision for its disabled staff and pupils. Appropriate risk assessments will be done by the person in charge of First Aid, and suitable provision will be made in liaison with the Headteacher.

12. Monitoring and Review

The Headteacher will review the First Aid needs and arrangements periodically and will ensure that the appropriate level of First Aiders/appointed persons are in post, and that the appropriate standards are met.

Appendix A

First Aid Procedures

In the event of serious accidents or incidents where a First Aider is required, the following procedures should be followed:

1. The First Aider nearest the vicinity of the incident should be called (see list below).
2. A pupil should be sent to the Welfare Office so that:
 - a. The parents can be contacted by the office
 - b. Leadership Group person or senior member of staff is sent to the incident
 - c. A second First Aider is sent from the office to assist.
3. The First Aider should:
 - a. Carry out first aid
 - b. Call the ambulance
 - c. Help the emergency service as required
 - d. Make a record of the incident on Sims
 - e. If an accident will be recorded in an accident book (welfare office) notify HR and Site team if action needs to be taken to prevent further accidents. Record on RIDDOR if required

The following staff have been trained at PSA:

Samantha Summerell
Kevin Walden
Adam Field
Diane Yousifian
Sharan Kaur
Sharan Khambe
Christian Bryden
Rajinder Grewal
Ravida Mazada
Amar Phull
Iqra Sulman
Sharan Khambe
Gurdeep Grewal

The following staff have been trained at KPS:

Deljt Matharu	Megan Richardson
Amanpreet Singh	Monica Nanda
Aisha Ali	Pavinder Panesar
Arvinder Kaur	Prabhjot Matharu
Gursharan Dosanjh	Priscilla Morgan
Jagdeep Bath	Rajni Ghattaura

Jaswinder Dhothar
Jusvin Ahluwalia
Kuljinder Sandhu
Mandeep Singh
Kavneet Birring
Simrandeep Chahal
Surinder Kaur
Manjot Kaur

Rajwinder Gill
Reena Sagoo
Seema Sharma
Shabana Rani
Shamras Clarke
Tarvinder Kaur
Theersha Perera

Introduction to regulations

1. Overview

Employers are responsible for providing adequate and appropriate equipment, facilities, and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. HSE has published detailed [first aid guidance](#) to help employers comply with the regulations and offers practical advice on what they need to do.

While the regulations do not require employers to provide first aid for anyone other than their own employees, it is strongly recommended that schools consider the needs of non-employees such as pupils, students and visitors when making provision for first aid.

In practice, most day-to-day functions in respect of health and safety and first aid are delegated to the headteacher. First aid provision must be available while people are on school premises. It must also be available when staff, pupils and students are working elsewhere on school activities including any off-site activity such as educational visits.

The regulations require employers to provide adequate and appropriate equipment, facilities and personnel based on a first aid needs assessment. This does not apply to work placements as work experience students are employed by the placement provider. As a minimum, you must have:

- a suitable first aid container stocked in accordance with the findings of the first aid needs assessment and holding at least the [minimum requirements](#) suggested by HSE
- an appointed person to take charge of first-aid arrangements;
- information for all employees giving details of first-aid arrangements.

Arrangements should be made for the appointed person to be available to undertake these duties at all times when people are at work. Any member of school staff may be asked to undertake first aid tasks, but they cannot be required to do so. Teachers and other staff working with pupils and students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils in education in the same way that parents might be expected to act towards their children. In general,

the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

All state-funded schools in England have, since September 2020, been required to teach Health Education. The [statutory guidance](#), to which schools must have regard, sets out that this should include basic first aid for primary school children, for example dealing with common injuries. Pupils in secondary schools should be taught further first aid, for example how to administer CPR and the purpose of defibrillators.

2. First aid needs assessments

In addition to the legal requirement to have a health and safety policy, employers should ensure that schools have a first aid policy and carry out a first aid needs assessment to help inform that policy.

It is strongly recommended that a record is kept of all incidents dealt with by a first aider or appointed person to help inform the development of the policy and any subsequent first aid needs assessments.

- Information from health and safety risk assessments can also inform these first aid needs assessments.
- Identifying the likely causes of accidents or injuries will help headteachers to work out the type, quantity, and location of first aid equipment needed, and the facilities and personnel required.
- The needs of pupils, students and visitors should be considered alongside the needs of employees when making such assessments and when putting in place appropriate first aid provision.

Provision should be enough to ensure that first aid can be administered without delay should the occasion arise and be available at all times. This means that arrangements should take account of absences of a first aider or appointed person and reflect alternative work practices. Further details of what factors to consider when making needs assessments and appointing emergency cover for first aiders can be found in HSE's [first aid guidance](#).

Employers should review their first aid needs after any major changes such as changes to staff or premises, to make sure provision remains appropriate. Headteachers should ensure that staff, pupils, students and parents and carers are aware of their first aid arrangements.

3. First aiders

To qualify as a first aider an individual should undergo appropriate training delivered by a competent training provider and hold a valid first aid certificate.

First aid needs assessment would identify that at least one first aider is required to provide first aid to meet the needs of employees, pupils, students, and visitors. There is

no rule on the number of first aiders required as this will be identified as part of the first aid needs assessment and will be based on the circumstances of each individual school.

In selecting a first aider, the following factors should be considered:

- reliability and communication skills
- aptitude and ability to absorb new knowledge and learn new skills
- ability to cope with stressful and physically demanding emergency procedures
- availability to respond to an emergency immediately

First aiders will be expected to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the school on educational visits
- when appropriate, ensure that an ambulance or other professional medical help is called

4. Appointed persons

Appointed persons do not need to have a first aid qualification although they may benefit from training such as completing at least an emergency first aid at work course.

Their role is to:

- take charge when someone is injured or becomes ill
- look after the first aid equipment
- ensure that an ambulance or other professional medical help is summoned when appropriate

5. First aid training

It is the responsibility of employers to ensure that their first aid staff have received the appropriate first aid training delivered by a competent first aid training provider.

Where first aid provision is intended to cover non-employees, which we strongly recommend, first aiders may need additional training above the minimum requirement, for example additional training in paediatric first aid (standard first aid at work training courses do not include resuscitation procedures for children). The school should discuss any specific needs with the training provider in advance as they will often tailor courses specifically to the needs of the school.

First aid certificates are usually valid for 3 years. Employers should arrange retraining before certificates expire. Once a certificate expires, the individual would have to undertake another full course to be reinstated as a first aider. It is strongly recommended that first aiders undertake annual refresher training to maintain their basic skills and keep up to date with any changes in procedures.

6. Recording and reporting

It is strongly recommended that schools keep a record of all incidents involving staff, pupils, students, and visitors, which require first aid staff to be in attendance. This will help identify trends in accidents and areas for improvement as well as when to review

first aid needs assessments. The record should be readily accessible, and details recorded should include:

- date, time, and place of incident
- name of injured or ill person
- details of the injury or illness
- details of what first aid was given
- what happened immediately after the incident (for example, went home, went back to class, went to hospital)
- name and signature of first aider or person dealing with the incident

This record is not the same as the statutory accident book although schools can choose to combine them. All [reportable incidents](#) should be notified by a specified responsible person. Employers have specific statutory responsibilities in respect of recording and reporting incidents involving their employees under RIDDOR. HSE should be notified of fatal and major injuries, and dangerous occurrences without delay. See the [HSE RIDDOR advice](#) for more details. Injuries to anyone who has been involved in an accident at the school or on an activity organised by the school, are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity, or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment)

The responsible person should consider whether the incident was caused by:

- a failure in the way a work activity was organised (for example inadequate supervision of a field trip)
- the way equipment or substances were used (for example lifts, machinery, experiments)
- the condition of the premises (for example poorly maintained or slippery floors)

If there is any doubt as to whether or not to report an incident schools should consult the HSE [general RIDDOR guidance](#).

7. Information for staff

Employers should inform employees, pupils, students, and others of their first aid arrangements, including the first aid policy and location of:

- equipment
- facilities
- first aiders or appointed person

They should know how to contact a first aider or appointed person urgently should the need arise. They should be made aware of the procedures for monitoring and reviewing the school first aid needs. The information should be clear and easy to understand and shared with employees, pupils, students, contractors, and visitors to the school as appropriate.

A simple method of keeping employees informed is to display first aid notices. At least one notice in a prominent position at each site is [recommended by HSE](#). The inclusion of

first aid information during induction training will help make sure new employees are made aware of first aid arrangements.

8. Insurance

Where first aid provision is intended to cover both employees and non-employees, employers should check they have adequate insurance or that their risk protection arrangement (RPA) membership as an alternative to commercial insurance covers all the activities of first aiders. Employers should determine and ensure that the appropriate level of insurance and risk cover is in place.

9. Material, equipment, and facilities

Employers should provide sufficient materials and equipment to meet the needs identified in the first aid needs assessment. These should be made available and be easily accessible. Equipment should be suitably labelled.

10. First aid containers

The number and contents of first aid containers required will be identified as part of the first aid needs assessment. As a minimum, employers should provide at least one fully stocked first aid container for each site. All first aid containers should be marked with a white cross on a green background.

There is no mandatory list of items to be included in a first aid container. The school first aid needs assessment will help determine what should be provided.

HSE recommends that where there is no special risk identified, a minimum provision of first aid items could be:

- a leaflet giving general advice on first aid – [HSE information is available](#)
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

This is only a guide as each first aid kit will be based on the school first aid needs assessment. Careful consideration should be given to the siting of first aid containers and, where possible, they should be kept near to hand washing facilities.

A school first aid procedures should identify the first aider or appointed person responsible for examining the contents of first aid containers. The first aid kits should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.

Travelling first aid containers

Before undertaking any off-site activities or educational visits, the visit leader should assess what level of first aid provision is needed and identify any additional items that may be necessary for specialised activities. The [Outdoor Education Advisers' Panel \(OEAP\)](#) provides advice on outdoor learning and off-site visits, including the assessment of first aid requirements.

HSE recommends that the minimum travelling first aid kit should be:

- a leaflet giving general advice on first aid – [HSE information is available](#)
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile undedicated dressing
- 2 triangular bandages individually wrapped and preferably sterile
- 2 safety pins
- individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves

The Road Vehicles (Construction and Use) Regulations 1986 (for minibuses) and/or the Public Service Vehicles (Conditions of Fitness, Equipment, Use and Certification) Regulations 1981 (for larger vehicles) advise that a suitable, clearly marked first aid box should be readily available and in good condition. [Further information, including advice on what the kit should contain, is available.](#)

The following items must be kept in the first aid box:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5 cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15.0 cm × 20.0 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustless blunt-ended scissors

11. Defibrillators

Schools are encouraged to purchase an automated external defibrillator (AED) as part of their first aid equipment. To help them do this, DfE has made arrangements for schools to have AEDs at a reduced cost.

More information on the provision and use of automated external defibrillators (AED) in the workplace is available at [provision and Use of Work Equipment Regulations 1998 \(PUWER\) - work equipment and machinery.](#)

12. Accommodation

Employers should provide a suitable first aid room or rooms in accordance with the findings of their first aid needs assessment. Where possible, the room should be reserved exclusively for the provision of first aid.

School employers are already required under the [School Premises \(England\) Regulations 2012](#) and the [Education \(Independent School Standards\) \(England\) Regulations 2014](#) to have suitable accommodation that can be used for medical examination and treatment of pupils and for the short-term care of sick or injured pupils which includes a washbasin and is near to a toilet.

It need not be used exclusively for medical purposes (though it must not be used for teaching), but it should be appropriate for that purpose and readily available for use when needed. Schools may wish to consider using such a room for first aid. Where a school caters for pupils and/or students with complex needs, additional medical accommodation should be provided which caters for those needs.

13. Medicines administration in schools

First aid at work does not include giving tablets or medicines. The only exception is when aspirin is used as first aid to a casualty with a suspected heart attack for those over 16. Never give aspirin to a child younger than 16, unless it has been [prescribed by a doctor](#).

However, at PSA Student Services will administer one paracetamol in a four-hour time frame for mild ailments such as headaches, period pains and stomach aches. Parental consent will be asked for when the student joins the school and will remain in place unless withdrawn.

Medication should not be kept in a first aid container.

Whilst some pupils will have long-term and complex medical conditions or carry their own medication (for example, an inhaler for asthma or adrenaline for intramuscular use in anaphylaxis) the only role for a first aider is generally, limited (where appropriate) to helping pupils who need to take their own medication to do so.

Some pupils may need to have access to life saving prescription drugs in an emergency, the details will be recorded in the pupil's individual healthcare plan and identified staff members will be aware of what to do.

The administration of prescription only medication specified in [Schedule 19 of the Human Medicines Regulations 2012](#) should only be given by those trained to do so. However, where a first aid needs assessment identifies that Schedule 19 medication may be required to be administered in an emergency, the employer may want to consider providing first aiders with additional training so that they can be aware of the symptoms and condition and administer lifesaving medication in an emergency situation.

Any member of school staff may be asked to provide support to pupils with administration of medicines, but they cannot be required to do so.

Read the statutory guidance on [supporting pupils at schools with medical conditions](#) for more information.

14. Mental health

Schools are encouraged to identify a senior mental health lead.

At KPS: Monica Nandra, and PSA: Ellen Day. This role should include having strategic oversight of the whole school approach to mental health and wellbeing. They will support their school to make the best use of existing resources and effort to help improve the wellbeing and mental health of pupils, students, and staff.

DfE has published guidance to help schools identify whether a child or young person's behaviour may be related to an underlying mental health problem, and how to support them in these circumstances.

Following an employer's first aid needs assessment, a school might decide that it will be beneficial to have personnel trained to identify and understand symptoms and be able to support pupils, students and staff who might be experiencing a mental health issue. The school invests in CCS who are able to provide support to pupils.

First aid training courses covering mental health can teach staff how to recognise warning signs of mental ill health and help them to develop the skills and confidence to approach and support someone, while keeping themselves safe.

The [Education Support](#) charity provides free 24 hours a day telephone counselling to all serving and retired education staff in need on mental health support.

School staff are not mental health professionals. Where pupils and students experience more serious mental health problems, schools should expect them and their families to be able to access support from sources which include professionals working in specialist Children and Young People's Mental Health Services (CYPMHS), voluntary organisations and local GP practices.

15. Early years

Early years education providers must meet the paediatric first aid requirements set out in the statutory framework for the early years foundation stage (EYFS). This includes arrangements for off-site activities involving young children such as educational visits.

The [EYFS](#) requires that at least one person who has a current paediatric first aid (PFA) certificate should be on the premises and available at all times when children are present and should accompany children on outings. The certificate must be for a full course consistent with the criteria set out in Annex A in the EYFS.

All staff who obtained a level 2 or level 3 qualification on or after 30 June 2016 must also have either a full PFA or an emergency PFA certificate within 3 months of starting work in order to be included in the required staff to child ratios at level 2 or level 3 in an early year setting.

Childminders, and any assistant who might be in sole charge of the children for any period, should hold a current paediatric first aid certificate.

Paediatric first aid training must be renewed every 3 years and should be relevant for workers caring for young children and where relevant, babies. Employers should take into account, via their first aid needs assessment, the number of children, staff, and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.

Training

Employers are responsible for identifying and selecting a competent training provider to deliver their PFA training.

Equipment

Providers should ensure there is always a first aid box accessible with appropriate content for use with children.

Recording and reporting

In addition to any statutory reporting requirements employers should keep a written record of accidents or injuries and first aid treatment. Employers should inform parents or carers of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, of any first aid treatment given.

Registered providers should notify Ofsted or the childminder agency with which they are registered of any serious accident, illness, or injury to, or death of, any child while in their care, and of the action taken. Notification should be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence.

Employers should notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and should act on any advice from those agencies.