



## ST MICHAEL'S CATHOLIC COLLEGE FIRST AID POLICY 2023-2025

### **Policy and Purpose**

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

In response to this legal duty, we undertake to appoint and train sufficient numbers of first aiders for the College and to provide the necessary equipment, facilities and supplies so that first aid can be administered to St. Michael's students, employees and contractors, wherever they are required to work, and to visitors on St. Michael's College premises.

### **1) Arrangements for Health & Safety of Workers**

We will implement the following arrangements and, in consultation with workers and their representatives, will ensure they are operated in practice:

- Undertake risk assessments at the college to establish appropriate levels of first aid provision.
- Appoint and train appropriate numbers of first aiders, in accordance with the recommendations of the risk assessments. Also ensure refresher training is provided at suitable intervals to satisfy legal requirements and to maintain the competence of first aiders
- Provide first aid facilities and equipment, including first aid boxes and supplies along with other more specialised equipment where this is indicated by risk assessment
- Implement procedures to ensure first aid boxes are fully stocked at all times and other first aid facilities are maintained and inspected to ensure they are fully operational at all times.

### **2) Your Responsibilities**

All employees (and contractors), when working on St. Michael's premises or when working elsewhere on behalf of the school, are responsible for ensuring they do not undertake any hazardous work unless appropriate first aid treatment is available:

Make yourself aware of the provisions made by the company for first aid on St. Michael's College.

- If working off-site (e.g. at other schools, education/sports facilities etc), ensure you are aware of local first aid arrangements before work begins. This is particularly important if your work involves being on client sites outside normal working hours when regular first aid arrangements may not be in operation.
- If local arrangements are inadequate for the hazards involved with the work, seek advice from your line manager before starting work.

- If you have specific health and safety responsibilities as a Designated First Aider or as an Appointed Person, ensure you receive the necessary training to maintain your qualifications and competence.
- If you administer first aid, record details of the incident and treatment given, including any first aid supplies used. Ensure first aid supplies are replenished as soon as possible.

### **3) School responsibilities**

As part of our duty to provide appropriate levels of first aid, we will:

- Undertake risk assessments to determine appropriate levels of first aid provision, taking account of such factors as;
  - Number and distribution of employees within the college
  - Nature of the activities being carried out
  - Assessed risk of injury or harm
  - Remoteness from emergency medical services
  - Hours of work
- Appoint sufficient numbers of persons for each location, who are able to administer first aid for the types of injuries or illnesses that are likely to be encountered. This provision will take account of absences from the workplace due to business responsibilities, annual leave or sickness
- Identify suitable approved training providers and arrange training for Designated First Aiders and Appointed Persons, including refresher training. Where the work gives rise to unusual hazards, provide additional training for treatments relevant to those hazards.
- Provide appropriate first aid equipment and supplies, including first aid boxes. An appropriately equipped first aid room will be provided on site if indicated as necessary by the risk assessment.
- Ensure all employees are aware of the provisions made for first aid and who they need to contact should they, or anyone else, have a need for treatment.

### **4) Record Keeping**

The following information should be documented as part of the Health & Safety records:

- Results of risk assessments to establish the level of first aid arrangements required at each location
- Remedial action taken to eliminate or minimise risks
- Identification and contact details of trained first aiders
- Records of training and dates when refresher training is due
- Location and content of first aid boxes and supplies
- Details of first aid treatment administered- Details of all visits to the first aid room are to be recorded in the first aid book

### **5) First Aid procedure**

The term 'First Aid' means the treatment of an injured person who would otherwise receive no treatment, or does not need treatment from a medical practitioner or nurse. First aid does not involve giving tablets or medicines to treat illness.

A suitable person – one who has undergone training and achieved a standard approved by the Health and Safety Executive - must be appointed to take responsibility for first aid provision and maintenance of the first aid box.

A ratio of 1 trained first aider per 50 employees is considered to be a minimum requirement, applicable to a low risk environment, though additional first aiders may be required where work activity presents higher risks.

Employees must be informed of arrangements made for first aid, including the location of equipment, facilities and appointed personnel.

### **Objective and Scope**

To provide staff, students and visitors with first aid facilities that are “adequate and appropriate in the circumstances”. To provide sufficient facilities to give initial treatment of either common injuries or illness and those likely to arise from specific hazards at work or to summon medical or professional help.

This procedure is to be followed whenever staff, pupils or visitors are likely to require first aid assistance.

### **Definitions**

**First Aid** - The immediate assistance or treatment given to someone injured or suddenly taken ill before the arrival of an ambulance, doctor or other appropriately qualified person

**Designated First Aider** - Person who has successfully completed a First Aid at Work course with a training provider that is approved by the Health & Safety Executive.

**First Aid Box or Room** - Facilities provided to reflect a risk assessment of the workplace or procedures. They should contain only those items that a First-Aider has been trained to use and should not include medications.

## ACTIVITIES

|   |            |  |              |   |      |  |            |                             |       |  |  |      |  |            |                             |       |  |   |     |  |          |                           |      |
|---|------------|--|--------------|---|------|--|------------|-----------------------------|-------|--|--|------|--|------------|-----------------------------|-------|--|---|-----|--|----------|---------------------------|------|
| <p>There is no hard and fast rule about how many First-Aiders are required, rather managers are required to provide “sufficient” numbers; the number required can only be reached following risk assessment.</p> <p>The following is recommended and is essentially based upon work at fixed sites:</p>   |            |  | School Nurse |   |      |  |            |                             |       |  |  |      |  |            |                             |       |  |   |     |  |          |                           |      |
| <table border="1"> <tr> <td rowspan="3"> <b>Lower Risk</b><br/>           e.g. shops,<br/>           offices,<br/>           libraries         </td> <td>&lt; 50</td> <td>1 Appointed Person.<br/>At least 1 First Aider.</td> </tr> <tr> <td>&gt; 50 &lt; 100</td> <td>1 additional for every 100.</td> </tr> <tr> <td>&gt; 100</td> <td></td> </tr> <tr> <td rowspan="3"> <b>Medium Risk</b><br/>           e.g. Light<br/>           assembly<br/>           work,<br/>           warehousing         </td> <td>&lt; 20</td> <td>1 Appointed Person.<br/>At least 1 First Aider.</td> </tr> <tr> <td>&gt; 20 &lt; 100</td> <td>1 additional for every 100.</td> </tr> <tr> <td>&gt; 100</td> <td></td> </tr> <tr> <td rowspan="3"> <b>Higher Risk</b><br/>           e.g. most<br/>           construction<br/>           work, or<br/>           extensive<br/>           work with<br/>           dangerous<br/>           machinery         </td> <td>&lt; 5</td> <td>1 Appointed Person.<br/>At least 1 First Aider.</td> </tr> <tr> <td>&gt; 5 &lt; 50</td> <td>1 additional for every 50</td> </tr> <tr> <td>&gt; 50</td> <td></td> </tr> </table> |            |  |              | <b>Lower Risk</b><br>e.g. shops,<br>offices,<br>libraries | < 50 | 1 Appointed Person.<br>At least 1 First Aider. | > 50 < 100 | 1 additional for every 100. | > 100 |  | <b>Medium Risk</b><br>e.g. Light<br>assembly<br>work,<br>warehousing | < 20 | 1 Appointed Person.<br>At least 1 First Aider. | > 20 < 100 | 1 additional for every 100. | > 100 |  | <b>Higher Risk</b><br>e.g. most<br>construction<br>work, or<br>extensive<br>work with<br>dangerous<br>machinery | < 5 | 1 Appointed Person.<br>At least 1 First Aider. | > 5 < 50 | 1 additional for every 50 | > 50 |
| <b>Lower Risk</b><br>e.g. shops,<br>offices,<br>libraries   | < 50       | 1 Appointed Person.<br>At least 1 First Aider. |              |   |      |  |            |                             |       |  |  |      |  |            |                             |       |  |   |     |  |          |                           |      |
|   | > 50 < 100 | 1 additional for every 100.                    |              |   |      |  |            |                             |       |  |  |      |  |            |                             |       |  |   |     |  |          |                           |      |
|   | > 100      |  |              |   |      |  |            |                             |       |  |  |      |  |            |                             |       |  |   |     |  |          |                           |      |
| <b>Medium Risk</b><br>e.g. Light<br>assembly<br>work,<br>warehousing  | < 20       | 1 Appointed Person.<br>At least 1 First Aider. |              |   |      |  |            |                             |       |  |  |      |  |            |                             |       |  |   |     |  |          |                           |      |
|   | > 20 < 100 | 1 additional for every 100.                    |              |   |      |  |            |                             |       |  |  |      |  |            |                             |       |  |   |     |  |          |                           |      |
|   | > 100      |  |              |   |      |  |            |                             |       |  |  |      |  |            |                             |       |  |   |     |  |          |                           |      |
| <b>Higher Risk</b><br>e.g. most<br>construction<br>work, or<br>extensive<br>work with<br>dangerous<br>machinery   | < 5        | 1 Appointed Person.<br>At least 1 First Aider. |              |   |      |  |            |                             |       |  |  |      |  |            |                             |       |  |   |     |  |          |                           |      |
|   | > 5 < 50   | 1 additional for every 50                      |              |   |      |  |            |                             |       |  |  |      |  |            |                             |       |  |   |     |  |          |                           |      |
|   | > 50       |  |              |   |      |  |            |                             |       |  |  |      |  |            |                             |       |  |   |     |  |          |                           |      |
| <p>Based on the above, the Business Managers must assess and record their findings of the number of trained 1<sup>st</sup> aiders. We will have a ratio of 1 first aider per 50 people</p>  |            |  |              |   |      |  |            |                             |       |  |  |      |  |            |                             |       |  |   |     |  |          |                           |      |
| <p><b>Records</b></p> <p>The school will maintain adequate records of the training given and the qualifications held.</p> <p>We will ensure that retraining starts before the qualification lapses. The latter is particularly important because if the Designated Person qualification lapses, the full original course needs to be retaken.</p> <p>The First Aid regulations recommend that records of any first aid that is rendered should be kept.</p>   |            |  | School Nurse |   |      |  |            |                             |       |  |  |      |  |            |                             |       |  |   |     |  |          |                           |      |

|  |                     |
|--|---------------------|
| <p><b>Information</b></p> <p>A list of the names and locations of Designated and Appointed Persons on the reception notice board, so that all staff can read it.</p> <p>Also, a list of all qualified persons nominated to fill these posts should be maintained by the School nurse.</p>  | <p>School Nurse</p> |
| <p><b>Supplies</b></p> <p>A central store of all supplies needed for first aid will be kept in the First Aid room.</p> <p>If a first aid box needs replenishing then the first aider should contact the finance office via email with a list of the replacement supplies needed.</p> <p>This enables supplies to be bought in a cost-effective way. Any special requirements should be ordered in the same manner.</p> | <p>All</p>          |
| <p><b>First Aid on other Sites</b></p> <p>Managers must ensure that all staff, students when visiting other sites, makes themselves aware of the first aid provision for them whilst they are on the site.</p> <p>If no provision is available, then the employee should inform their Manager/Teacher immediately.</p>   | <p>All</p>          |
| <p><b>Out of Hours</b></p> <p>When no first aider is available, a first aid box will be kept in the First Aid room</p> <p>In the event that self-administration is not possible, the Emergency Services should be called immediately.</p>  | <p>Reception</p>    |

**July 2023**

Signed: ..... Date:.....  
Chair of the Welfare Committee

**Review Date: 2025**