

SPRINGWELL LEARNING COMMUNITY - LINCOLNSHIRE



First Aid Policy

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FIRST AID POLICY

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SECTION 1 General Policy Statement

The Governors and Executive Principals of Springwell Lincoln City Academy accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing first aid for employees, pupils and visitors within the Academy.

The Governors are committed to the Trust's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

The provision of first aid in the Academy will be in accordance with the Trust's procedures and standards for Accidents and Incidents (Adverse Events).

The aim of first aid is to reduce the effects of injury or illness suffered at work. Sufficient first aid personnel and facilities will be available to:

- (i) Give immediate assistance to casualties with both common injuries or illness which are likely to arise from specific hazards at work;
- (ii) Call for an ambulance or other professional help.

The minimum first aid provision in Springwell Lincolnshire Academies will be:

- (i) Suitability stocked first aid containers placed in various locations across the Academy;
- (ii) An appointed person to take charge of first aid arrangements at each site;
- (iii) Information for employees on first aid arrangements;
- (iv) A procedure for managing accidents.

Additional first aid provision will be determined using the first aid risk assessment attached to this document.

This policy will be reviewed annually and the Central Trust Support Centre will be contacted for advice on recommendations for improvement.

Signed _____
(Executive Principals)

Date: _____

Signed: _____
(Chairperson of the Governing Body)

Date: _____

SECTION 2 Statement of First Aid Organisation

The Academy arrangements for carrying out the policy extends to the Governing Body, the employer and the employees and are detailed below:

Health and safety legislation places duties on employers for the health and safety of their employees and anyone else on their premises. At Springwell Lincolnshire this includes responsibility for the Executive Principals and all staff, pupils and visitors (including contractors).

The employer (Wellspring Academy Trust) is responsible, under the Health and Safety at Work Act 1974 (HSWA), for making sure Springwell Lincolnshire has a health and safety policy. This includes arrangements for first aid, based on a risk assessment of the Academy and covers the following areas:

- Number of First Aiders/appointed persons;
- Numbers and locations of first aid containers;
- Arrangements for off-site activities/trips;
- Out of Academy and community use arrangements, e.g. Academy sports matches, parent evenings and other Academy events.

SECTION 3 Duties

(a) The Executive Principals

The Executive Principals are responsible for ensuring:

- (i) All accidents are reported, recorded and where appropriate investigated.
- (ii) All occasions when first aid is administered to employees, pupils and visitors are recorded.
- (iii) The Academy premises and vehicles are equipped with apparatus and materials to carry out first aid treatment.
- (iv) Arrangements are made to provide training to employees and records are maintained of that training and reviewed annually.
- (v) A procedure for managing accidents in the Academy which require first aid treatment is established.
- (vi) Employees are provided with information regarding the arrangements for first aid.
- (vii) A risk assessment of the first aid requirements of the Academy is undertaken.

(b) The Governing Body

The Governing Body will:

- (i) Approve a First Aid Policy;
- (ii) Review the policy once per year;
- (iii) Ensure that the Executive Principals have the resources to implement the policy;

- (iv) Monitor the implementation of the policy.

Additionally, the Governing Body accepts its responsibilities towards visitors to the Academy. In order to provide first aid for pupils and visitors, the Governing Body will undertake a risk assessment to determine, in addition to the Appointed Person, how many persons with a First Aid at Work certificate of competence are required.

(c) Employees

All employees are required to:

- (i) Comply with their employer's arrangements for first aid
- (ii) Report any adverse events which could give rise to or have resulted in an accident

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils at Springwell Lincolnshire 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.

(d) Head of School

The Head of School (HoS), (or agreed responsible staff member) as designated by the regional Executive Principal is responsible for line managing / supporting those staff members who may be the agreed Academy qualified First Aiders.

In addition the HoS, (or agreed responsible staff member) will: -

- (i) Dependant on the Academy site and any specific medical needs of the pupils on roll, ensure that arrangements are in place for staffing medical rooms along with site specific medical provisions to cover the Academy day.
- (ii) Ensure that all staff members are complying with the requirements of the First Aid Policy and carrying out their duties and responsibilities effectively.
- (iii) Keep records in relation to training in First Aid, copies of certificates and rearrange training as required.

(e) Qualified First Aiders

The Qualified First Aiders' responsibilities are to ensure that first aid provision is available throughout the Academy day. Their main duties include:

- (i) Administering initial first aid to pupils as required and refer to hospital where necessary. Arrange transport for pupils and liaise with parents as appropriate.
- (ii) Liaise with appropriate staff with regard to medical care plans for pupils.
- (iii) Monitor and maintain supplies of medical resources and ensure first aid boxes are compliant with health and safety regulations.

- (iv) Complete statutory documentation regarding Health and Safety/ accident forms / medical returns as appropriate.

SECTION 4 Arrangements for First Aid

4.1 Materials, equipment and facilities

The Academy will provide materials, equipment and facilities as set out below.

(a) First Aid Boxes/Kits

All Academy sites are to have first aid boxes at reception, in kitchens and medical rooms. Additional first aid boxes are to be maintained in classrooms and other locations at the discretion of the Head of School. Dependent upon the site's activities and historical usage more comprehensive kits may be required at the Head of School's discretion but the minimum standard for first aid boxes/kits is as follows:

ITEM	FIRST AID BOXES	TRAVELLING FIRST AID KITS
Guidance card/leaflet on first aid	1	1
Individually wrapped sterile adhesive dressings (assorted sizes)	20	6
Sterile eye pads, with attachment	2	
Individually wrapped triangular bandages	6	2
Safety Pins	6	2
Medium sized individually wrapped sterile un-medicated wound dressings (approx. 12cm x 12cm)	6	
Large sterile individually wrapped un-medicated wound dressings (approx. 18cm x 18cm)	2	1
Individually wrapped moist cleaning wipes		Small packet
Disposable gloves for wear by any personnel handling blood, vomit, excreta, etc.	1 pack	2 pairs

First aid containers will be:

- (i) Maintained in a good condition;
- (ii) Suitable for the purpose of keeping the items referred to above in good condition;
- (iii) Readily available for use; and
- (iv) Prominently marked as a first aid container.

In addition to the items set out for the first aid boxes the following items will be provided in the medical room or other agreed room in the Academy:

- (i) Disposable drying materials.
- (ii) Plastic bowls – one for cleaning wounds and one for cleaning vomit, excreta, etc.

- (iii) Disinfectant or similarly effective solution.
- (iv) Yellow biohazard bags for disposing of clinical waste (see section 8c).
- (v) Yellow sharps bin.
- (vi) A small supply of paracetamol is recommended for dysmenorrhoea (period pains) and will be securely kept and issued to pupils as appropriate and necessary by a person designated by the Executive Principal. Records will be kept of all paracetamol issued in accordance with the medical needs and infection control policy.

Items in (iii) - (vi) above will be secured from access by pupils.

The availability and contents of the first aid boxes and other medical supplies will be checked on a regular basis by the Head of School. They will also be responsible for all record keeping including:

- (i) Keeping first aid signage up to date,
- (ii) Maintaining an inventory of the location of first aid boxes/supplies,
- (iii) Recording when first aid boxes were checked for sufficient and in-date supplies.
- (iv) Ensuring that first aiders are qualified to carry out their duties and certificates are in-date. Further training will be arranged as and when required.

(b) To comply with the School Premises (England) Regulations 2012, accommodation is provided in order to cater for the medical and therapy needs of pupils, including accommodation for:

- The medical examination and treatment of pupils
- The short term care of sick and injured pupils, which includes a washing facility and is near to a toilet.

4.2 Appointment of First Aid Personnel

A list of first aid personnel is provided at Appendix 2.

The appointment of first aiders within the Academy will meet or exceed the requirement as calculated in accordance with the first aid risk assessment provided at Appendix 1.

Unless first aid cover is part of a staff member's contract of employment, those who agree to become first aiders do so on a voluntary basis.

In determining who should be trained in first aid the Executive Principal will consider each individual against the following criteria:

- 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 leave normal duties to go immediately to an emergency.

- Importantly – having the right staff members in the right places at the right time, i.e. an even spread across the full Academy day to cover all curricular and extra-curricular activities.

(a) Appointed Persons (This could be more than one dependant on the Academy)

The Executive Principals through the respective HoS will appoint a member of staff to be the appointed person at each site. The duties of the appointed person are to:

- Take charge when someone is injured or becomes ill;
- Look after the first aid equipment e.g. restocking the first aid container;
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

At Springwell Lincolnshire the Appointed Person will be as follows:

- Lincoln – Matthew Barnes
- Boston – Jayne Sausby-Gallimore
- Grantham – Michelle McRae
- Mablethorpe – Zoe Bower

(b) First Aid at Work Certificate

This qualification is obtained through a 3-day course approved by the Health and Safety Executive and after the attendee has successfully completed an assessment. The main duties of a first aider with this qualification are to:

- Give immediate help to casualties with common injuries or illness and those arising from specific hazards at the Academy;
- Ensure that an ambulance or other professional medical help is called if it is deemed necessary.

The role of the qualified First Aider includes the treatment of any person on the Academy site/premises whether or not they are an employee, pupil, contractor or member of the public.

(c) Emergency First Aid at Work

Emergency First Aid at Work is a HSE approved one-day course which provides basic lifesaving first aid and guidance on workplace health and safety regulations. The course is ideal for smaller workplaces which present few health and safety risks.

(d) Rescue and Emergency Care

There are other HSE recognised first aid qualifications which are specialised for particular circumstances. Many of these are designed for use where access to medical emergency services is limited and where the welfare of the injured may depend on immediate treatment.

These are particularly useful for off-site visits and most outdoor activity qualifications are only valid with up to date specific first aid qualifications.

They are normally gained through intensive 2 or 3 day practical courses and tend to be renewable on a 3 yearly basis.

(e) General Points

- (i) A First Aid at Work certificate is only valid for three years. Schools are to arrange refresher training and retesting of competence before certificates expire.
- (ii) Records of first aider's certification dates and dates of additional specific or refresher training should be kept in a file within the Academy.

4.3 Information on First Aid arrangements

The Executive Principals will inform all employees at the Academy of the following:

- The arrangements for recording and reporting accidents;
- The arrangements for first aid;
- Those employees with qualifications in first aid;
- The location of first aid boxes.

In addition, the Executive Principals will ensure that signs are displayed throughout the Academy providing the following information:

- Names of employees with first aid qualifications
- Location of first aid boxes.

All members of staff will be made aware of the Academy's First Aid Policy through staff briefings and making the policy available in MS Teams.

4.4 Assessment of First Aid Requirements

The minimum number or basic level of first aid provision is calculated using a risk assessment (see Appendix 1), taking into account factors such as:

- Staff and/or pupils with disabilities and/ or special health needs;
- Age range of the pupils;
- Activities undertaken during Academy session times;
- Materials and equipment to which children have access;
- Number of pupils on site;
- The number of buildings on each site.

However, the Academy must give additional consideration to the following factors when determining the level of provision:

- The arrangements when a qualified first aider is not on site due to absence/training;
- The design/layout of the site/premises is such that staff who are trained in emergency first aid should be readily available.
- First aid requirements for Academy visits and journeys, break and lunchtimes

Therefore, there will often be more first aiders than are required by the risk assessment.

4.5 Record Keeping

The Academy will source providers for first aid training through the Wellspring Academy Trust's Support Centre. The Academy Senior Administrator will maintain records of staff who are qualified, when certificates expire and when re-training is due to take place for each Academy site.

SECTION 5 Accident Reporting

The Governing Body will implement the Trust's procedures for reporting:

- (a) All accidents to employees;
- (b) All incidents of violence and aggression.

The Governing Body is aware of its statutory duty under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) in respect of reporting the following to the Health and Safety Executive as it applies to employees.

Detailed guidance on the reporting of accidents can be found in the Trust's procedural guidance for Accidents and Incidents (Adverse Events).

SECTION 6 Pupil Accidents involving Head Trauma

The Governing Body recognises that accidents involving a pupil's head can be problematic because the injury may not be evident (e.g. internal) and the effects only become noticeable after a period of time.

- (a) In accordance with the Academy's procedural guidance for Accidents and Incidents (Adverse Events), where a student receives a blow to the head as a result of an accident a Form W6, Pupils Bump to the Head Letter will be completed.
- (b) Where emergency treatment is not required the Form W6 will be sent to the parents as the reverse side of the letter informs them of the accident to their child.

SECTION 7 Transport to Hospital or Home

The Executive Principal or designated person will determine a reasonable and sensible action to take in the circumstances of each case.

- (a) Where the injury is an emergency an ambulance will be called following which the parent will be called.
- (b) Where hospital treatment is required but it is not an emergency, then the Executive Principal or designated person will contact the parents for them to take over the responsibility of the child.
- (c) If the parents cannot be contacted then the Executive Principal or designated person may decide to transport the student to hospital.
- (d) Where the Executive Principal or designated person makes arrangements for transporting a child then the following points will be observed:
 - i) Only vehicles insured to cover such transportation will be used;
 - ii) No individual member of staff should be alone with a pupil in a vehicle;
 - iii) A second member of staff will be present to provide supervision for the injured student;
 - iv) At least one member of staff should be the same gender as the student;
 - v) Where reasonably practicable, efforts are made to obtain the appropriate car seat for the student's height/weight.

SECTION 8 Associated Advice

(a) Emergency Dental Care

The Community Dental Services offer the following guidance on procedures to be followed when a child has a tooth displaced during an accident at school. The advice, if followed, may well prevent the disfigurement of a child by the loss of a front tooth.

Emergency First Aid following trauma to the teeth

Dentists advise that following trauma to the mouth it is important that the child is assessed by a dentist as soon as possible, even if there is no apparent damage to the teeth.

This treatment may be provided by the child's dentist, by the Community Dentist at the nearest Community Dental Clinic, or by any other dentist who can be contacted and is willing to provide immediate treatment.

It is not advisable to attend hospital for the urgent dental treatment required as valuable time may be lost during travelling or waiting while more serious accident cases are treated.

When one or more of the permanent front teeth are completely knocked out immediate first aid is essential for successful treatment. The advice does not apply to teeth with broken roots or baby teeth, neither of which should be re-implanted.

- 1) Pick the tooth up carefully by the crown – the shiny part which is usually visible in the mouth.
- 2) If the tooth looks quite clean do not worry about further cleaning, but if it has been badly contaminated with dirt or mud, GENTLY wash under warm tap water or milk. Do not scrub, or apply any form of disinfectant.
- 3) Next, push the tooth gently back into the socket, still holding the crown only. If this is done quickly it is not usually painful. Get the child to bite on a clean handkerchief to hold the tooth in place and accompany the child to the dentist immediately.
- 4) If the tooth cannot be relocated into the gum do not store the tooth in water, or disinfectants such as Savlon or Milton. Store the tooth in milk.
- 5) Do not wrap the tooth in a wet or dry handkerchief.
- 6) Get to the dentist as soon as possible.

If the tooth has been stored in milk it may be possible to implant up to twelve hours after the accident. However, chances of success are greatest within thirty minutes and are still high up to two hours later.

After receiving dental treatment, if anti-tetanus protection is required, the child will need to attend the family doctor.

Further information, if required, may be obtained by contacting the Community Dental Service.

(b) Blood Spillages and bodily fluids (including vomit)

A COSHH risk assessment should be obtained and displayed with the supplies for dealing with bodily fluids and clinical waste. The procedure for dealing with bodily fluids is:

- Put on plastic apron and latex gloves;
- Place paper towels over spillage;
- Gently pour disinfectant (Phoraid is the solution currently recommended) on to the paper towels;
- For carpets use soap and hot water as some disinfectants will bleach;
- Wash gloved hands and leave the solution as directed on the label;
- Pick up towels (with gloves) and place in a plastic bag;
- Wash the area thoroughly with detergent and hot water, then dry;
- Place all used towels in a plastic bag, wash gloved hands, place gloves in bag and seal, and ensure bag is sent for incineration;
- Wash hands.

(c) Clinical Waste and Contaminated Injuries

Clinical waste is disposed of in yellow bags as this colour identifies the contents as bodily fluids or waste. The Academy's clinical waste and hygiene services which collect sanitary waste can be asked to provide larger bins for nappies and body fluids.

If it is thought that biological pathogens have entered the body via a contaminated injury, the Trust's procedural guidance for Contaminated Injuries should be referred to for further guidance. Additional, specific advice on dealing with contaminated injuries is available from the HSE website and the Wellspring Central Support team.

Contaminated injuries include:

- Human bites
- Scratches by humans
- Injuries caused by an object contaminated with visible blood
- Needle stick injury
- Exposure to blood borne viruses (e.g. hepatitis B, hepatitis C, Human Immunodeficiency Virus (HIV))

(d) Academy Journeys

- The provision of adequate first aid cover should form part of the essential risk assessment involved in organising any off-site activity.
- Where the trip is extended or remote in nature, or the likelihood of injury is higher, a qualified First Aider should accompany the group.
- Where journeys are close to populated areas, or the likelihood of injury is minimal, then an appointed person or someone with a working knowledge of first aid procedures should accompany sports or field trips and other Academy journeys, and a travelling first aid kit should be provided.
- The planning for such journeys will include what to do in case of accident and emergency (see Educational Visits and Journeys Guidance).

(e) Access for Ambulance

Unobstructed and adequate access should be maintained for ambulances and for ambulance staff and their equipment. Suitable signs should be displayed if deemed appropriate.

(f) Hospital Consent Forms

It is unlikely that Academy staff accompanying pupils to hospital after accidents will be asked by the hospital to sign consent forms but if asked they must decline.

The hospital will have procedures for obtaining consent from other sources if the parents are not available.

(g) Religious Considerations

Due to religious convictions, some families choose to decline certain medical procedures or treatments. If this is made known to the Academy, pupils' record cards should have an appropriate entry regarding this, and this should be known to the First Aider or teacher who may have the duty of taking the child to hospital in emergency if the parent is not available.

(h) Other Users of the Premises

The Executive Principal should encourage mutual co-operation and assistance between the other users of the premises for example a facilities management company who may provide caretaking and cleaning services to an Academy.

Contractors may have their own First Aiders or Appointed Persons. The Academy and the contractors should co-operate and exchange information about First Aiders, etc. in case there is a need for help and assistance in an emergency.

(i) Children with Medical Conditions

There are children in schools who have particular medical conditions where the administering of first aid may require variation. Such children should be subject to an individual care plan and may require special procedures in the event of an accident.

The Academy should have a separate Policy for supporting children who have a medical need. This will deal with specific response to emergencies such as anaphylaxis and asthma attack.

Section 9 – Provision Away From the Academy

- (a) Provision of first aid away from the Academy site is part of the arrangements under visits and journeys. The level of first aid provision is an integral part of the risk assessment process.
- (b) The provision of first aid will reflect whether the visit or journey is deemed to be low, medium or high risk.
- (c) Factors which will determine the level of risk will include:
 - (i) Means of transport;
 - (ii) Whether the visit is to a remote location or an establishment with first aid provision;
 - (iii) Nature of any activities the pupils might be involved in;
 - (iv) Estimated time for emergency services to arrive.

(d) A risk assessment is by its very nature, a response to a number of variables, and as such it is impossible to provide a table that details the level of first aid provision to a specific visit or journey. Some examples are:

(i) Low risk – walking a class from the academy to a nearby municipal building.

In such a case carrying first aid provisions would not appear to be necessary. The important factor would be the need to summon assistance in the event of any accident (e.g. road traffic collision). A mobile phone would be an appropriate risk management control.

(ii) Medium Risk – sports activity after academy hours

In this case the risk of personal injury is increased and therefore it would be expected that first aid provisions would be available and the member of staff would have knowledge of first aid, such as the Emergency First Aider at Work certificate.

(iii) High Risk – an adventurous activity where the group leader is a member of the academy staff

In order to undertake this activity, the group leader would normally hold a nationally recognised qualification, which requires the possession of a first aid qualification enabling them to administer first aid.

They should carry an appropriate first aid kit throughout the activity.

The vehicle on which the group travel should carry the appropriate first aid provisions as detailed in the Minibus Guidance.

(e) The attainment of the Rescue and Emergency Care first aid qualification may be appropriate for staff organising or accompanying educational visits on a regular basis.

SECTION 10 First Aid Provision During Community Use

Springwell Lincolnshire does not currently let facilities for community use.

ACADEMY FIRST AID RISK ASSESSMENT FORM

Site/location:	Springwell Lincolnshire	Date:	13 February 2019
Service:		Assessor's signature:	Signed on MS Teams
Assessor's name:	Paul Dunwell		

This form is to assist managers/supervisors in determining the number of appointed persons/first aiders required by The Health and Safety (First Aid) Regulations 1981 and the Approved Code of Practice. The form allocates weightings to possible replies to the questions. These weightings are shown in brackets.

- Complete Parts 1-13 of the Assessment by writing the weighting for the reply in the appropriate box. Unless otherwise stated, choose only one reply for each question.
- Calculate the overall total for Parts 1-13 using the space provided on page 6 of the form. Once you have calculated your overall total refer to the table on page 7 to determine your first aid requirement.
- Consider whether it is necessary to have an additional provision of paediatric first aiders

PART 1

What types of injury have been recorded in the past?

Injury

(Choose one reply only)

- | | | |
|---|---|-----|
| a) Minor cuts and bruises; eye irritation. | | (1) |
| b) Lacerations; burns; concussion; serious sprains; minor fractures. | 2 | (2) |
| c) Amputations; poisonings; major fractures; multiple injuries; fatalities. | | (3) |

PART 2

What are the risks of injury arising from the work as identified in your risk assessments?

Category of Risk

(Choose one reply only)

- | | | |
|------------------------------|---|-----|
| a) Trivial/Tolerable Risk | 1 | (1) |
| b) Moderate/Substantial Risk | | (2) |
| c) Intolerable Risk | | (3) |

PART 3

Does your workplace contain any of the specific hazards listed below?

(Choose appropriate reply/replies)

- a) Hazardous substances (3)
- b) Dangerous tools (3)
- c) Dangerous machinery (3)
- d) Dangerous loads/animals (3)

Total for Part 3

PART 4

Are there parts of your establishment where different levels of risk can be identified?

(Choose one reply only)

- a) Yes (2)
- b) No (1)

PART 5

Type of Work Undertaken

(Choose one reply only)

- a) Offices, libraries etc (1)
- b) Light engineering, warehousing etc (2)
- c) Construction, work with dangerous machinery, sharp instruments, etc. (3)

Are there hazards for which additional first aid skills are necessary?

(Choose one reply only)

- a) Yes (2)
- b) No (1)

Total for Part 5

PART 6

Are there inexperienced workers on site or employees with disabilities?

(Choose one reply only)

- a) Yes (2)
- b) No (1)

PART 7

Are there several buildings on site or multi-floor buildings?

(Choose one reply only)

- a) Yes (2)

b) No

	(1)
--	-----

PART 8

Is there shift work or out-of-hours working?

(Choose one reply only)

a) Yes

	(2)
--	-----

b) No

1	(1)
---	-----

PART 9

Is the workplace remote from emergency medical services?

(Choose one reply only)

a) Yes

	(2)
--	-----

b) No

1	(1)
---	-----

PART 10

Do you have employees at work sites occupied by other employees?

(Choose one reply only)

a) Yes

2	(2)
---	-----

b) No

	(1)
--	-----

PART 11

Do you have any work experience trainees?

(Choose one reply only)

a) Yes

	(2)
--	-----

b) No

1	(1)
---	-----

PART 12

Do members of the public visit your premises?

(Choose one reply only)

a) Yes

2	(2)
---	-----

b) No

	(1)
--	-----

PART 13

Do you have employees with reading or language difficulties?

(Choose one reply only)

a) Yes

	(2)
--	-----

b) No

1	(1)
---	-----

PART 14

Do you have pupils with disabilities or special health care needs?

(Choose one reply only)

a) Yes

	(2)
--	-----

b) No

1	(1)
---	-----

PART 15

What is the age range of your pupils?

- a) 11-18
- b) 11-16
- c) 3-11, 5-11, 3-7, 7-11

(Choose one reply only)

	(3)
2	(2)
	(1)

PART 16

What is the Net Capacity of the school?

- a) Under 100 places
- b) 101 – 210 places
- c) 211 – 420 places
- d) 421 – 500 places
- e) 501 – 1000 places
- f) Above 1000 places

(Choose one reply only)

1	(1)
	(2)
	(3)
	(4)
	(5)
	(6)

TABLE A

Now that you have completed the risk assessment, enter the totals for Each Part in the boxes below and calculate the Overall Total.

PART 1	2
PART 2	1
PART 3	0
PART 4	1
PART 5	2
PART 6	1
PART 7	2
PART 8	1
PART 9	1
PART 10	2
PART 11	1
PART 12	2
PART 13	1
PART 14	1
PART 15	2
PART 16	1

OVERALL TOTAL 21

Having obtained the Overall Total, look for the corresponding Overall Total in the table below and, taking account of the number of people employed in the location, find out the first aid requirement.

Where there are hazards for which additional first aid skills are necessary at least one First Aider trained in the specific emergency action is required.

Overall Total	Numbers employed at any location	Suggested number of first aid personnel
16-24	Fewer than 50	At least one appointed person
	50-100	At least one First Aider
	More than 100	One additional First Aider for every 100 employed (or part thereof)
25-33	Fewer than 20	At least one appointed person
	20-100	At least one first aider for every 50 employed (or part thereof)
	More than 100	One additional first aider for every 100 employed (or part thereof)
34-41	Fewer than 5	At least one Appointed Person
	5-50	At least one First Aider
	More than 50	One additional First Aider for every 50 employed (or part thereof)

LIST OF SPRINGWELL ALTERNATIVE ACADEMY LINCOLN FIRST AIDERS - EFFECTIVE FROM 10 JUNE 2019

Location	Name	Qualification	Expiry Date
SLT (N)	Sarah Jorgensen	Emergency First Aid at Work	24 Nov 20
Care Team Lincoln	Henry Walker Brown	Emergency First Aid at Work	26 Jan 20
Care Team (N)	Bridget Rogers	Emergency First Aid at Work	24 Nov 20
Lincoln	Helen Andrews	Emergency First Aid at Work	26 Jan 20
Lincoln	Sam Colley	Emergency First Aid at Work	15 Feb 22
Lincoln	Matt Barnes	Emergency First Aid at Work	24 Nov 20
Lincoln	Dave L Green	Emergency First Aid at Work	24 Nov 20
Lincoln	Nicola Dobb	Emergency First Aid at Work	22 Jun 21
Lincoln	Charlotte Neal	Emergency First Aid at Work	15 Feb 22
Lincoln	Luke Hobson	Emergency First Aid at Work	15 Feb 22
Lincoln	Becky Young	Emergency First Aid at Work	15 Feb 22

LIST OF SPRINGWELL ALTERNATIVE ACADEMY MABLETHORPE FIRST AIDERS - EFFECTIVE FROM 10 JUNE 2019

Location	Name	Qualification	Expiry Date
SLT (N)	Sarah Jorgensen	Emergency First Aid at Work	24 Nov 20
Care Team (N)	Bridget Rogers	Emergency First Aid at Work	24 Nov 20
Mablethorpe	Lesley White	Emergency First Aid at Work	20 Jul 19
Mablethorpe	Jade McCarthy	Emergency First Aid at Work	15 Feb 22
Mablethorpe	Jack Marshall	Emergency First Aid at Work	15 Feb 22
Mablethorpe	Zoe Bower	Emergency First Aid at Work	26 Jan 20
Mablethorpe	Jordan Turner	Emergency First Aid at Work	24 Nov 20
Mablethorpe	Andrew White	Emergency First Aid at Work	11 May 21
Mablethorpe	Paul Jervis	Emergency First Aid at Work	15 Feb 22
Mablethorpe	Leigh Towers	Emergency First Aid at Work	15 Feb 22
Mablethorpe	Dean Bratherton	Emergency First Aid at Work	15 Feb 22

LIST OF SPRINGWELL ALTERNATIVE ACADEMY SPALDING FIRST AIDERS - EFFECTIVE FROM 10 JUNE 2019

SLT (S)	Phil Willott	Emergency First Aid at Work	24 Nov 20
Pastoral Mgr (S)	Gunilla Karlson	Emergency First Aid at Work	26 Jan 20
Care Team (S)	Elliott Deathridge	Emergency First Aid at Work	24 Nov 20
Boston	Kate Leneghan	Emergency First Aid at Work	26 Jan 20
Boston	Louise Bostock	Level 3 Award in Paediatric First Aid	22 May 20
Boston	Natalie Mayho	Emergency First Aid at Work	15 Feb 22
Boston	Aaron Giardelli	Emergency First Aid at Work	15 Feb 22
Boston	Fran Monnery	Emergency First Aid at Work	26 Jan 20
Boston	Kate Rands	Emergency First Aid at Work	15 Feb 22

LIST OF SPRINGWELL ALTERNATIVE ACADEMY GRANTHAM FIRST AIDERS - EFFECTIVE FROM 10 JUNE 2019

SLT	Phil Willott	Emergency First Aid at Work	24 Nov 20
Care Team	Becci Jones	Emergency First Aid at Work	23 Oct 21
Grantham	Tracey Walker	Emergency First Aid at Work	26 Jan 20
Grantham	Helen Bunce	Emergency First Aid at Work	03 Nov 20
Grantham	Del Turner	Emergency First Aid at Work	15 Feb 22