

# ST.CHAD'S C.E.(C) PRIMARY SCHOOL

## FIRST AID POLICY

### 'Building together for a better future

#### **1. Introduction**

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

First aid is 'the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained'. First aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner.

The object of first aid is to offer assistance to anyone injured or suddenly taken ill before expert help from a doctor or nurse is available, or before an ambulance arrives. The aims of first aid are threefold:

- Saving life by prompt and initial action;
- Preventing the injury or condition from deteriorating;
- Helping recovery through reassurance and protection from further danger.

#### **2. Aims and Objectives**

Our aim at St Chad's is to provide first aid and care to the children and to any visitors to the school premises during the school day. This policy addresses medical issues involving children at the school, but it may also be applied to any member of staff or visitor to the school premises. The curriculum will support children's understanding of health, safety and first aid.

#### **3. Responsibilities**

At St Chad's the LA, as the employer, is primarily responsible for health and safety matters, with managers and staff also having responsibilities.

The governing body also has responsibility for health and safety matters within the school, with managers and staff also having responsibilities.

The head teacher is responsible for putting the governing body's policy into practice and for developing detailed procedures. The head teacher should also make sure that parents are aware of the school's health and safety policy, including arrangements for first aid.

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 the pupils at the school 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.

St Chad's arranges adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. St Chad's ensures that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site.

**A First Aider (FAW)** is someone who has undergone an approved training course in First Aid at Work (4 days/ 2 days refresher) and who holds a current First Aid at Work Certificate. Their role involves:

- undertaking first aid treatment in accordance with their training,
- summoning an ambulance or other external medical services,
- liaising with the premises manager to ensure first aid kits are fully stocked and refilled after use,
- keeping suitable records of all treatment administered.

#### **Staff trained in First Aid:-**

- Sharon McLawrence (EY department)-First Aid at Work (Exp Spring 21)
- Debbie Eardley (KS1 department)- First Aid at Work (Exp Spring 19)
- Jean Marshall (KS2- Y34 )- Emergency First Aid at Work (not school initiated)
- Nicola Lovatt (KS2)- Emergency First Aid at Work (Exp Autumn 2019)
- Josie Attwood (EY)- Paediatric First Aid (Exp Autumn 2020)
- Ange Foster (N)- Paediatric First Aid - not school initiated
- Vanessa Crabtree (EY/KS1)- Paediatric First Aid (Exp Autumn 2021)

First aid at work certificates are only valid for **three years**. We arrange refresher training and retesting of competence before certificates expire. If a certificate expires, the individual will have to undertake another full course of training to become a first aider. However, we arrange for first aiders to attend a refresher course up to three months before the expiry date of their certificate. The new certificate takes effect from the date of expiry. School keeps a record of first aiders and certification dates.

St Chad's **Appointed Person** is Sharon Mclawrence. Duties include:-

- taking charge when someone is injured or becomes ill;
- looking after the first-aid equipment eg restocking the first-aid container;
- ensuring that an ambulance or other professional medical help is summoned when appropriate.

At St Chad's, we believe it is good practice to ensure that as many staff as possible have emergency first aid at work training. These courses do not require HSE approval. They normally last four hours and cover the following topics:

- what to do in an emergency;
- cardiopulmonary resuscitation;
- first aid for the unconscious casualty;
- first aid for the wounded or bleeding.

See **Appendix 1** for training requirements.

#### **Early Years**

The Statutory Framework for the Early Years Foundation Stage requires that at least one person who has a current Paediatric First Aid Certificate must be on the premises at all times when children are present. In addition there must be at least one person on outings who has a current paediatric first aid certificate. It is important to ensure that first aid provision is adequate and appropriate during all working hours, so planned annual leave, maternity leave of Paediatric First Aiders and Appointed Persons must be covered. Managers should consider what cover is needed for unplanned and exceptional absences such as sick leave or special leave due to bereavement. In these circumstances it is appropriate that the services of a person who holds a current First Aid at Work Certificate be used to provide cover.

## 4. The Arrangements for Applying the Policy

### 4.1 First Aid Provision

St Chad's ensures adequate and appropriate provision of first aid equipment, facilities and appropriately trained staff to enable first aid to be administered to pupils, staff and visitors.

The governing body and/or head teacher regularly review the school's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate.

The Assessment of First Aid Provision (**Appendix 2**) lists the main factors to be considered when undertaking an assessment of the establishment's first aid needs.

*Where an establishment's assessment identifies a comparatively low risk to health and safety, managers may only need to provide a clearly identified and suitably stocked first aid box and an appointed person to look after first aid arrangements and take charge in emergencies. An appointed person must be on-site at all times when there are personnel on-site.*

*However, where the work involves particular risks, for example work with hazardous substances or with dangerous tools or machinery, first aid needs will be greater and managers may need to increase the number of first aiders so that someone is always available to give first aid immediately following an incident.*

St Chad's generally falls into the lower risk category, but some areas of activity may fall into the medium risk category. We base our provision on the results of our risk assessment. If there are parts of the school where different levels of risk can be identified, we consider the need to make different levels of provision in different areas/departments. When considering how many first-aid personnel are required, the governing body/head teacher also considers:

- adequate provision for lunchtimes and breaks. It is good practice to encourage lunchtime supervisors to have first-aid training;
- adequate provision for leave and in case of absences;
- first-aid provision for off-site activities ie school trips. If a first-aider accompanies pupils off-site, will there be adequate first-aid provision in the school?
- adequate provision for practical departments, such as science, technology, home economics, physical education;
- adequate provision for out of hours activities eg sports activities, clubs;
- any agreements with contractors (eg school meals) on joint provision for first aid for their employees;
- adequate provision for trainees working on site. They have the same status as staff for the purposes of health and safety legislation.

At St Chad's, we ensure that first aid provision is adequate and appropriate during all working hours, so planned annual leave, maternity leave of first aiders and appointed persons are covered. If first-aiders are absent, an appointed person is available. Managers consider what cover is needed for unplanned and exceptional absences such as sick leave or special leave due to bereavement.

### 4.2 First-Aid Materials and Equipment

Once the assessment of first aid provision has been undertaken, the necessary materials, equipment and facilities are provided and maintained in accordance with the determined need. This involves ensuring that first-aid equipment is suitably marked, easily accessible and available in all places identified by the assessment.

Each building has at least one first aid box supplied with a sufficient quantity of first-aid materials suitable for the particular circumstances, and a body spills kit. Large sites will require more than one

first-aid box, and suitable quantities of body spills kits. All first aid boxes are identified by a white cross on a green background.

Location of First Aid boxes:-

- Photocopying Room (on main shelf , by the door)
- Foundation Department - Middle Room (in the cupboard under the main sink)
- Mobile 1 - Cloakroom (on the shelf, by the exterior door)
- Mobile 2 - Middle Room (on top of the cupboard ,by the window)
- Mobile 3 single mobile - Classroom (in desk, bottom drawer)
- Mobile 4 - Middle Room (on shelf ,in the end cupboard )
- Cleaner's Cupboard - Main Building (on middle shelf)

The Appointed Persons regularly inspects the contents of first-aid containers and the contents are restocked as soon as possible after use. Sufficient supplies are held in a back-up stock on site. Care is taken to discard items safely after the expiry date has passed.

Although there is no mandatory list of items from HSE, all the First Aid boxes within school contain the following:-

- Disposable gloves
- Hypo-allergenic plasters (assorted sizes )
- Medi wipes
- Individually wrapped sterile unmedicated wound dressings.
- Triangular bandage
- Small bandage roll
- Large bandage roll
- Resuscitation aid

#### **4.3 First Aid Arrangements**

The headteacher and Appointed Person are responsible for undertaking first aid assessments, ensuring adequate first aid arrangement. These include ensuring that: -

- there are sufficient numbers of first aid trained personnel to meet the need identified in the assessment throughout the times that the premises are in use;
- there is adequate provision of first aid equipment which is stored in suitable containers;
- sufficient notices are displayed at appropriate places indicating the location of first aid equipment and trained first aiders so that assistance can be quickly summoned. These should be reviewed and amended regularly. An example of a suitable first aid notice that is coloured green/white is attached as (**Appendix 3**)
- adequate access to a telephone is always available to call emergency services when required;
- managers inform employees of the local first aid arrangements at induction and whenever changes are made;
- staff are made aware of the location of first aid equipment/facilities and personnel;
- visitors and contractors are provided with information regarding first aid procedures and how to access first aid provision prior to commencing work, if this will be available to them whilst working on-site;
- records are maintained of: -
  - checking of first aid boxes;
  - all first aid administered- recorded in the schools 'Accident books'
  - Accident Investigation Report Forms HSF40

School keeps a record of any first aid treatment given by first aiders and appointed persons. This includes:

- the date, time and place of incident;
- the name (and class) of the injured or ill person;

- details of the injury/illness and what first aid was given;
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- name and signature of the first aider or person dealing with the incident.

*Employers with 10 or more employees must keep readily accessible accident records, either in written or electronic form. These records must be kept for a **minimum of 3 years**.*

All staff are responsible for assessing the first aid requirements for off-site activities where there may be an increased risk of injury.

#### **4.4 Assessment of First Aid Requirements**

A first aid assessment is completed at least annually. The assessment procedure is as follows:

- The Appointed Person shall make a formal assessment of first aid requirements. The Assessment of First Aid Provision Form (HSF 16) shall be used to record the assessment.
- The Appointed Person shall keep the completed assessment readily available.
- The Appointed Person will monitor the adequacy of first aid provision and revise as necessary.
- The Headteacher and Appointed Person shall review the assessment annually, in the light of any significant changes or if there is reason to suspect that it is no longer valid.
- Where activities are arranged in the community, staff undertake an assessment to determine whether first aid equipment should be provided. E.g. plasters or travel first aid kit.

#### **4.6 Liability**

The County's insurers have confirmed that our employer's liability insurance policy will provide indemnity for staff acting as first aiders or emergency aiders as defined above. First Aiders and Emergency First Aiders must ensure that any treatment they give is administered in accordance with the training they have received. Whether or not employees receive payment for acting as first aiders is irrelevant in this respect and has no effect on the provision of insurance cover. So long as treatment is administered with good intent and in accordance with current good practice, the County Council and its insurers will support the actions of its employees in the event of a legal case relating to first aid treatment.

#### **4.7. Payment of First Aiders**

Payment will be made to the Appointed Person, recognised as being necessary to meet the minimum requirements identified by the assessment of first aid needs at school. is paid monthly.

#### **4.8 Infection Control**

To minimise risk of infection whilst administering first aid (for example, from hepatitis B and HIV), first-aid personnel must cover all exposed cuts/abrasions on their own bodies with a waterproof dressing before administering treatment. They must also wash their hands before and after applying dressings. If the casualty is bleeding from the mouth the blood must be wiped away using a clean cloth or handkerchief.

Although mouthpieces are available for administering mouth-to-mouth resuscitation, they should only be used by trained personnel as incorrect use may cause bleeding.

Disposable nitrile/vinyl gloves and aprons must be worn whenever blood, or other body fluids are handled, and disposable materials, such as paper towels and sanitising powder, must be used to mop up any substances. All disposable items must be disposed of in plastic bags in line with the Infection Control Policy. Contaminated work areas must be suitably disinfected and soiled clothing should be washed on a hot cycle or advice given to this effect if washing sent home.

If contact is made with any other person's body fluids the area should be washed immediately and medical advice sought.

Further advice on infection control is available in the HR 53 Infection Control Policy and Strategic Health and Safety Service.

## **5. Legislative Framework**

- a. The Health and Safety at Work Act
- b. The Management of Health and Safety at Work Regulations
- c. The Health and Safety (First Aid) Regulations
- d. HSE Approved Code of Practice & Guidance L74 - First Aid at Work

## **6. Further Advice and Information**

Further background information on this topic is available on the following Website:

[www.hse.gov.uk](http://www.hse.gov.uk)

## **7. Appendices**

Appendix 1 - Training requirements

Appendix 2 - Assessment of First Aid Provision HSF 16

Appendix 3 - Example First Aid Sign

Appendix 4 - Training requirements flow diagram

Appendix 5 - How to access first aid training

|          |             |
|----------|-------------|
| Approved | Autumn 2018 |
| Review   | Spring 2020 |

**Appendix 1**

| <b>Course</b>                                    | <b>Intended For</b>  | <b>Duration of Course</b>     | <b>Refresher training</b>   | <b>When revalidation is required</b>                          | <b>Revalidation Training</b>     |
|--|--|-------------------------------|---|---|----------------------------------|
| HSE Approved First Aid at Work Certificate (FAW) | First Aiders   | 3 days<br>(From October 2009) | Annual basic skills update 3 hours<br>*Strongly recommended from October 2009 | Before certificate expires (3 years from date of certificate) | 2 day revalidation               |
| HSE Approved Emergency Aid Certificate (EFAW)    | Emergency First Aiders and Appointed Persons if deemed necessary | 1 day                         | Annual basic skills update 3 hours<br>*Strongly recommended from October 2009 | Before certificate expires (3 years from date of certificate) | Repeat of original 1 day course. |



## Appendix 2

HSF 16

### Staffordshire County Council – First Aid Policy Assessment of First Aid Provision

Establishment/Location: .....

Name of Assessor(s): .....

#### Assessment of First Aid Factors

In order to assess the first aid requirements you should identify whether any of the following factors apply to the workplace or employees by ticking Yes or No in all cases: -

**Table 1**

| Assessment Factor |   | Apply? |    | Impact on First Aid Provision  |
|-------------------|---|--------|----|--|
|                   |   | Yes    | No |  |
| 1                 | Have your risk assessments identified significant risks of injury and/or ill health?  |        |    | If the risks are significant you may need to employ first aiders.  |
| 2                 | Are there any specific risks such as working with hazardous substances, dangerous tools or machinery, and dangerous loads or animals? |        |    | You will need to consider:<br>- specific training for first aiders<br>- extra first-aid equipment<br>- precise siting of first-aid equipment.  |
| 3                 | Are there parts of the establishment with different levels of risk?   |        |    | You may need to make different levels of provision in different parts of the establishment.  |
| 4                 | Have you had any accidents or cases of ill-health in the past 12 months?  |        |    | You will need to check your record of accidents and cases of ill health - what type they are and where they happened.<br>You may need to:<br>- locate your provision in certain areas<br>- review the contents of the first aid box. |
| 5                 | Are there inexperienced workers on site, or employees with disabilities or special health problems?                                   |        |    | You will need to consider:<br>- special equipment<br>- local siting of equipment.  |
| 6                 | Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?                                   |        |    | You will need to consider provision in each building or on several floors.   |
| 7                 | Is there shift work or out-of-hours working?  |        |    | Remember that there needs to be first aid provision at all times that people are at work.  |



|    |  |  |  |  |
|----|--|--|--|--|
| 8  | Is your workplace remote from emergency medical services?  |  |  | You will need to: <ul style="list-style-type: none"> <li>- inform local medical services of your location</li> <li>- consider special arrangements with the emergency services.</li> </ul>   |
| 9  | Do you have employees who travel a lot or work alone?  |  |  | You will need to consider: <ul style="list-style-type: none"> <li>- issuing personal first aid kits and training staff in their use.</li> </ul>  |
| 10 | Do any of your employees work at sites occupied by other employers or is your site used by other occupiers?  |  |  | You will need to make joint arrangements with the other site occupiers.  |
| 11 | Do you have any work experience or other trainees?   |  |  | Your first aid provision must cover them.  |
| 12 | Do members of the public visit your premises?  |  |  | There is no legal responsibility for non-employees however you are strongly recommended to consider them i.e. schools would consider and include their pupils and libraries their customers. |
| 13 | How many people are employed on site: <ul style="list-style-type: none"> <li>- less than 5?</li> <li>- 5 to 49?</li> <li>- 50 to 100?</li> <li>- more than 100?</li> </ul> |  |  | You may need to employ first aiders - see table 2 below.   |
| 14 | Is a first aid room required?  |  |  |  |

The following table offers suggestions on how many first aiders or appointed persons might be needed in relation to levels of risk and number of employees on site. Increased provision will be necessary to cover absences. The table does not take into consideration any non employees who may be affected so an allowance will need to be made in such circumstances.

**Table 2**

|                   | Type of Workplace   | Numbers of First Aid Personnel Required   |
|-------------------|---|---|
| <b>Lower Risk</b> | Shops, offices, libraries, schools and similar workplaces | <p><b>Fewer than 50 employed at any location:</b> at least one appointed person. (It may be appropriate to provide an Emergency First Aider (EFAW) if large numbers of the public visit the workplace.)</p> <p><b>50-100:</b> at least one first aider.</p> <p><b>More than 100:</b> one additional first aider for every 100 employed.</p> |

|                    |   |  |
|--------------------|---|--|
| <b>Higher Risk</b> | Light engineering and assembly work, food processing, warehousing extensive work with dangerous machinery or sharp instruments construction, chemical manufacture, work involving special hazards* such as hydrofluoric acid or confined spaces.. | <p><b>Fewer than 5:</b> at least one appointed person.</p> <p><b>5-100:</b> At least one first aider (FAW) per 50 employees or part thereof.</p> <p>*Additional training may be needed to deal with injuries resulting from special hazards.</p> |
|--------------------|---|--|

The minimum first aid provision on any work site is:

- a suitably stocked first aid box
- an appointed person to take charge of first aid arrangements, at all times whilst people are at work

**Assessment of First Aid Requirements**

Having regard to the factors identified in table 1 and advice contained in table 2 above, the following first aid equipment/facilities/personnel are required to be provided (includes sufficient personnel necessary to cover for absences).

|                           | No. |
|---------------------------|-----|
| Qualified First Aiders    |     |
| Appointed Persons         |     |
| First Aid Room            |     |
| Travelling First Aid Kits |     |

|                                  | No. |
|----------------------------------|-----|
| Qualified Emergency First Aiders |     |
| First Aid Boxes                  |     |
| Eye Wash Bottles                 |     |
|                                  |     |

Have arrangements been made to appoint/train the necessary appointed persons/first aid personnel and for the required amount of first aid equipment to be supplied? **Yes/No**

**Informing Employees**

Have arrangements been made to inform employees of the first aid arrangements (ideally at their induction) and notices posted to inform staff who and where the first aid personnel or appointed persons are and where the first aid box is? **Yes/No**

**Signature of Assessor(s):** \_\_\_\_\_

**Printed Names of Assessor(s)** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Review Date** \_\_\_\_\_

# Staffordshire County Council

## Location of First Aiders and First Aid Equipment



### Nearest First Aiders are located:

| NAME | LOCATION | PHONE |
|------|----------|-------|
|      |          |       |
|      |          |       |
|      |          |       |
|      |          |       |
|      |          |       |
|      |          |       |
|      |          |       |

### First Aid Equipment Located:

| DESCRIPTION     | LOCATION |
|-----------------|----------|
| First Aid Box   |          |
| Eye Wash Bottle |          |
| First Aid Box   |          |
| Emergency Phone |          |
|                 |          |



## **Appendix 5**

### **How to Access First Aid at Work Training**

#### **Development Services Directorate**

Courses may be booked through the Quality Learning Services

#### **Children and Lifelong Learning Directorate**

Courses may be booked through the Quality Learning Services

Except Cultural and Library Services who should contact the Divisional Training Co-ordinator

#### **Chief Executives Directorate**

Courses may be booked through the Quality Learning Services

#### **Social Care and Health Directorate**

Courses are booked directly with St John Ambulance (Staffordshire Branch) 24 Lichfield Road, Stafford ST17 4LJ. Phone 01785 257124 Fax 01785 224451. Participants full name, pay reference number, designation and place of work will be required to book a place on a course.