

First Aid Policy

Introduction

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.

Aims and Objectives

To implement and maintain effective systems for ensuring the provision of adequate and appropriate first aid equipment, facilities and personnel at school and during off-site activities.

First Aid Provision

School provides adequate and appropriate provision of first aid equipment, facilities and appropriately trained staff to enable first aid to be administered if staff and pupils become injured or ill. One first aider at work (FAW) for every 100 people.

A First Aider (FAW) is someone who has undergone an approved training course in First Aid at Work 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 health and safety Co-ordinator to ensure first aid kits are fully stocked and refilled after use
- keeping suitable records of all treatment administered on the incident and illness register form in the medical room, reporting back to class teachers as necessary and giving incident/illness report slips

Please note all head injuries must be seen by a qualified first aider, and then followed up with the class teacher to ensure all informed of incident.

Additional First Aid 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. The criteria for effective paediatric first aid training is included in Appendix 1 of Practice Guidance for the Early Years Foundation Stage.

See Appendix 3 for number of FAW and Paediatric First Aiders.

First-Aid Materials and Equipment

School has a medical room that has a sufficient quantity of first-aid materials suitable for the particular circumstances, and a body spills kit. Hand washing facilities are available. Several first aid kits are available for day trips and excursions. They must not contain tablets, medications, creams etc.

First Aiders must regularly inspect the contents of first-aid containers and the contents must be restocked as soon as possible after use. Sufficient supplies should be held in a back-up stock on site. Care should be taken to discard items safely after the expiry date has passed.

First Aid Arrangements at Individual Premises

The Health and Safety Co-ordinator is responsible for undertaking first aid assessments, ensuring adequate first aid arrangements at individual premises. 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
- 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
- a suitable first aid room is available
- 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 supplies each term
 - all first aid administered must be recorded in the Record Of First Aid Treatment in the medical room.

Staff creating the risk assessments are responsible for assessing the first aid requirements for out of school activities

Assessment of First Aid Requirements

A first aid assessment must be completed for all workplaces. The assessment procedure is as follows:

- The premises manager 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 premises manager shall keep the completed assessment readily available in his risk assessment file (i.e. at point of use).
- The premises manager will monitor the adequacy of first aid provision and revise as necessary.

- The premises manager 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, line managers should undertake an assessment to determine whether first aid equipment should be provided. E.g. plasters or travel first aid kit. E.g. school trips
- Employees who spend a significant amount of time away from their main workplace must have their first aid needs assessed.

Training of First Aid Personnel

Employees who volunteer or are selected to be first aiders should be suitable for the task. For example, an individual who is susceptible to fainting at the sight of blood is unlikely to be a suitable first aider.

All employees who undertake first aid duties must be competent to carry out their role. The content and duration of training necessary will depend on the role of an individual.

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.

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.

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*

Further Advice and Information

This policy document is for general guidance only. If you need any further assistance on the interpretation or practical application of this policy please contact The Strategic Health and Safety Service.

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

www.hse.gov.uk

Standard Documents

Appendices

Appendix 1 - Assessment of First Aid Provision HSF 16

Appendix 2 - Contents of First Aid Boxes

Appendix 3 - Example First Aid Sign

Staffordshire County Council – First Aid Policy

Assessment of First Aid Provision

Establishment/Location: Christ Church Primary School

Name of Assessor(s): Victoria Anderson

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?		No	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?		No	You will need to consider: <ul style="list-style-type: none"> - specific training for first aiders - extra first-aid equipment - precise siting of first-aid equipment.
3	Are there parts of the establishment with different levels of risk?		No	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?	Yes		You will need to check your record of accidents and cases of ill health – what type they are and where they happened. You may need to: <ul style="list-style-type: none"> - locate your provision in certain areas - review the contents of the first aid box.
5	Are there inexperienced workers on site, or employees with disabilities or special health problems?	Yes		You will need to consider: <ul style="list-style-type: none"> - special equipment - local siting of equipment.
6	Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?		No	You will need to consider provision in each building or on several floors.
7	Is there shift work or out-of-hours working?		No	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?		No	You will need to: <ul style="list-style-type: none"> - inform local medical services of your location - consider special arrangements with the emergency services.

9	Do you have employees who travel a lot or work alone?		No	You will need to consider: - issuing personal first aid kits and training staff in their use.
10	Do any of your employees work at sites occupied by other employers or is your site used by other occupiers?	Yes		You will need to make joint arrangements with the other site occupiers.
11	Do you have any work experience or other trainees?	Yes		Your first aid provision must cover them.
12	Do members of the public visit your premises?	Yes		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: - more than 100	Less than 100		See appendix 3
14	Is a first aid room required?	Yes		

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 for 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
Lower Risk	Shops, offices, libraries, schools and similar workplaces	<p>Fewer than 50 employed at any location: 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>50-100: at least one first aider.</p> <p>More than 100: one additional first aider for every 100 employed.</p>

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.		No.
Qualified First Aiders	3	Qualified Paediatric First Aiders	15
Appointed Persons	1	First Aid Boxes	3
First Aid Room	1	Eye Wash Bottles	1

Travelling First Aid Kits	3		
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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**

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**

Signature of Assessor(s): V Anderson

Date: January 2017

Reviewed Date: September 2018

Review: September 2019

Staffordshire County Council

First Aid Policy - Contents of First Aid Boxes

Where no special risk arises in the workplace, a minimum stock of first aid items is indicated in the table below.

Where activities are undertaken away from a recognised base, it will usually be appropriate to take a suitable first aid kit. As with first aid boxes, the contents of travelling kits should be kept stocked from the back-up stock at the home site.

Where the first aid assessment identifies additional equipment is required due to the circumstances of an activity, this may also be carried.

Item	First Aid Box	Travelling First Aid Box
Leaflet or card giving general guidance on first aid at work.	1	3
Individually wrapped sterile adhesive dressings (plasters) of assorted sizes appropriate to the type of work (dressings may be of a detectable type for food handlers)	✓	✓
Sterile eye pads.	✓	✓
Individually wrapped triangular bandages (preferably sterile).	✓	✓
Safety pins	✓	✓
Medium sized (12cm x12cm) individually wrapped sterile unmedicated wound dressings.	✓	✓
Large (18cm x 18cm) sterile individually wrapped unmedicated wound dressings.	✓	✓
Individually wrapped moist cleaning wipes	✓	✓
Disposable gloves (non-latex powder free)	pairs	pair

Where additional equipment such as scissors, adhesive tape, disposable aprons, individually wrapped moist wipes, blankets, or protective equipment such as resuscitators, these may be kept in the first aid box or stored separately as long as they are available for immediate use if required.

Where mains tap water is not readily available for eye irrigation, at least one litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be provided. Once the seal has been broken, the containers should not be kept for re-use.

Location of First Aiders and First Aid Equipment



Nearest First Aiders are located:

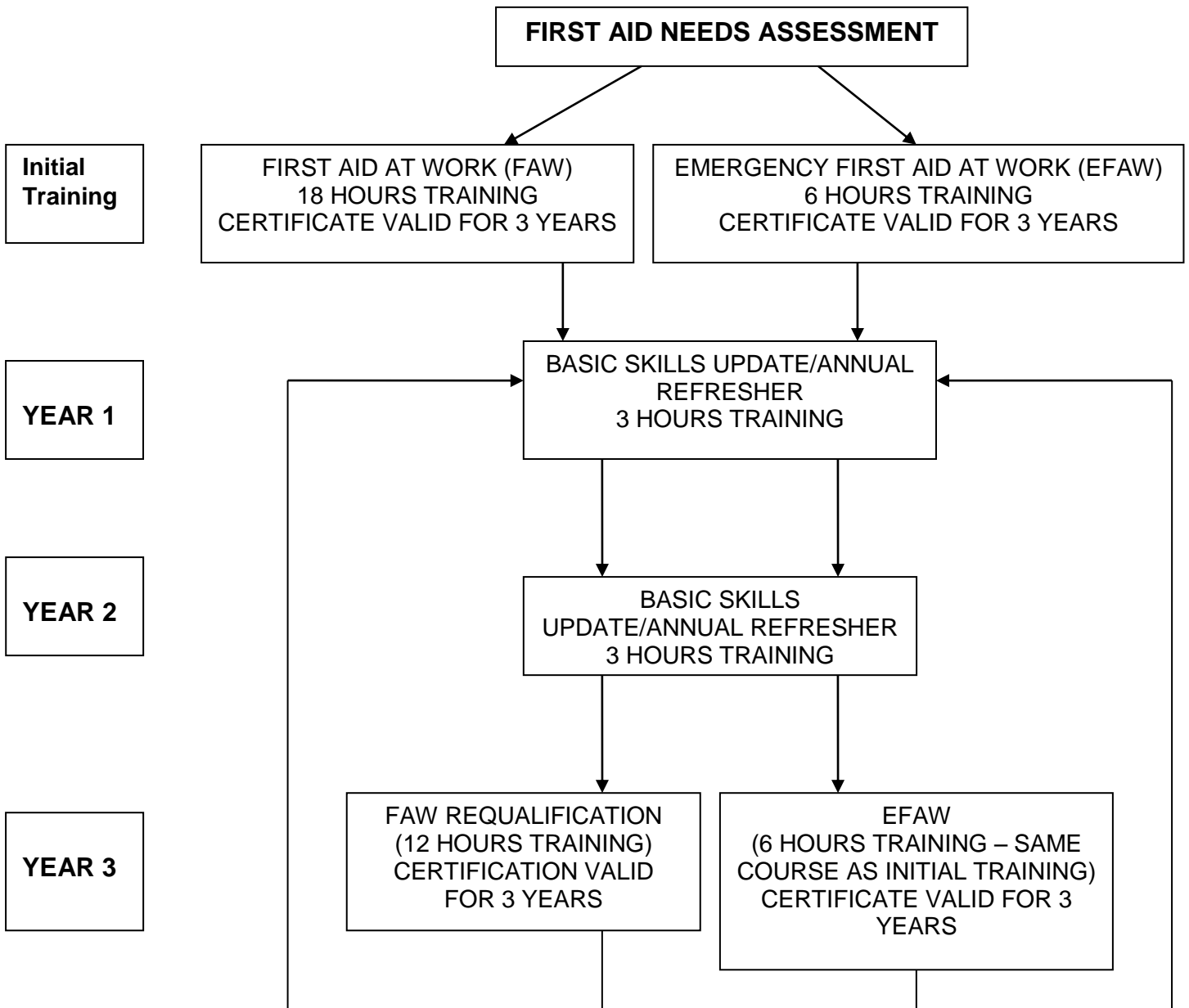
PAEDIATRIC FIRST AID	
Victoria Anderson	Headteacher
Susannah Baker	Office/ Reception desk
Alison Charlton	Office/Reception desk
Jane Brown	Breakfast club and kitchen staff
Donna Dunn	HLTA
Adiba Akhtar	Nursery
Sara Attwood	Nursery and Juniors
Julie Johnson	Nursery
Katie Neish	Year 1
Nicola Bingham	EYFS Reception
Donna Quarterman	Breakfast Club, Juniors
Shahnaz Aslam	Lunchtime Supervisor
Alex Cairns	Lunchtime Supervisor
Sajida Chaudhry	Lunchtime Supervisor
Nazia Jabeen	Lunchtime Supervisor
Monika Singh	Lunchtime Supervisor
Kauser Sultan	Lunchtime Supervisor
Emergency First Aid at Work	
Alison Charlton	Office/ Reception Desk
Vikar Dost	Juniors
Vicki Mason	Year 1/2 First floor
First Aid at Work	
Alice Foster	Year 5 First floor
Nicola Hunt	EYFS Reception
Jason Cunningham	Year 5 Second floor

First Aid Equipment Located:

DESCRIPTION	LOCATION
First Aid Boxes	First Aid Room-Ground floor Staff Room-First floor Learning Laboratory-Second floor
Eye Wash Bottle	First Aid Room
Emergency Phone	Reception Area, Office, Family Liaison Room, Nursery, Headteacher's Office, Assistant Headteacher-Mr Cunningham's Room-Second floor
Defibrillator	Reception Area

Appendix 4

Training Requirements for First Aid Personnel



HSF 26

Appendix 5

Record of First Aid Treatment Given

Record Of First	A written record must be made and	Signature of Person Making Entry	
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		Has Accident Report Been Complete	
		Place and circumstances of accident (please state clearly the work activity)	
		Date of accident	
		Date of entry	
		Occupation	
		Full name and address of person receiving treatment	

Appendix 6

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.