



## **Ifield Community College - First Aid Policy**

**Approved by Governing Body 1<sup>st</sup> March 2017**

**Date of next review: 1<sup>st</sup> March 2019**

**Updated and Approved by Governing Body 1<sup>st</sup> March 2018**

**Signed: (Chair of Governors)**

### **Introduction**

It is a legal requirement that all educational establishments provide first aid to any person for whom we have a duty of care if they are injured or become ill, either while on our premises or involved in an off-site activity. There must be sufficient suitably qualified first aiders and adequate first aid facilities to ensure that assistance will be provided quickly to casualties and a call made to the emergency services when appropriate. The legal requirements for providing first aid in schools are set out in the Health and Safety (First Aid) Regulations and the Early Years Foundation Stage Statutory Framework.

Contractors who work on site must provide their own first aid.

To ensure that the arrangements are appropriate for a specific establishment, the Business Manager will undertake a first aid risk assessment. This risk assessment should be reviewed if there is any significant change at the school, and at a nominal yearly interval. (see page 5)

A responsible member of staff should be allocated the duty of day-to-day management of first aid within the establishment. This will include:

- reviewing the first aid risk assessment whenever necessary;
- providing letters of appointment to first aiders;
- co-coordinating first aid training to ensure continuation of competency; and
- ensuring that first aid supplies are replenished, kept in date and correctly stored.

Contractors who work on site must provide their own first aid.

## QUALIFICATION AND TRAINING

All appointed First Aiders, must hold a relevant current certificate that has been obtained through attendance on a training course run by an approved organisation:

- Health and Safety at Work training providers must be approved by the Health and Safety Executive
- Emergency First Aid at Work training providers must be a recognised Awarding Body of the QCDA.

Courses may be booked through the CPD Co-ordinator using normal school procedures.

### ➤ **Appointment of First Aiders**

Where staff volunteer to be trained as First Aiders, the Headteacher must decide whether they are suitable to be appointed as such, taking into account:

- 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
- Normal duties. A First Aider must be able to leave to go immediately to an Emergency

Upon issue of their certificate, staff that agree to provide first aid must be given a formal letter of appointment, unless the role of first aid provider is already included in their job description.

## CONTACTING FIRST AIDERS

Students and staff should contact the welfare room or reception so that a first aid response can be coordinated. An up to date list of First Aiders is kept in Reception for reference, and available at all the sites of first aid kits. Staff working in outside areas will be expected to contact reception in the case of an emergency using a walkie talkie or mobile phone.

## APPROPRIATE PRACTICE

First Aiders are responsible for assessing injuries or ill health and using their training to decide upon the most appropriate response. This can involve treating the casualty if the injury is within the scope of their training, referring them to hospital for assessment or further treatment, or making an emergency call to summon an ambulance. In non-urgent situations where the guidance contained in the First Aid Manual is insufficient, they can also contact NHS Direct. **Urgent treatment should not be delayed in order to consult with parents or carers.**

## CALLING THE EMERGENCY SERVICES

When dialing 999, staff are not calling an ambulance but alerting the emergency services to an incident. They will decide on the response that they will provide; this can range from verbal advice over the telephone to an emergency evacuation by air ambulance.

Calling 999 should not be delayed - let the emergency services decide the appropriate course of action based on the information that you give them.

## **REPORTING OF ACCIDENTS AND INCIDENTS**

The guidance on what kinds of accidents and incidents you must report to WSCC is printed on the front of the pre-printed duplicate pads. Accidents of a minor nature will only need to be recorded locally.

Details of major accidents will need to be entered onto the electronic Health and Safety Management System school incident recording site where they will be reviewed by the authorities Health and Safety team. The computer database will also be used for annual analysis and trend monitoring. Sometimes it will be necessary for a WSCC health and Safety Officer to investigate major accidents, or to contact you for further information.

By law, some kinds of accidents need to be reported to the Health and Safety Executive within 10 days; deaths and major injuries need to be reported without delay. Although the Health and Safety Team are responsible for doing this, you must make sure these incidents are reported to the Health and Safety team as soon as possible after the accident so they can report it in time.

All accidents or incidents must be referred to the Business Manager who will coordinate the reporting to County. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) accidents must be reported to the HSE if they involve employees or self-employed people working on the premises and they:

- result in death or major injury (including as a result of physical violence)
- prevent the injured person from doing their normal work for more than three days. For definitions, see HSC/E guidance on RIDDOR1995, and information on Reporting School Accidents (Annex A).

Accidents must be reported to the HSE if they involve students or visitors and they:

- result in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work. i.e. if it relates to any school activity, both on or off the premises, the way the school activity has been organised and managed, equipment, machinery or substances, the design or condition of the premises

HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The West Sussex County Council Health and Safety team will do this on behalf of schools, but the electronic portal system must be completed as soon as possible, and the Health and Safety team notified as a matter of urgency.

## **RECORD KEEPING**

All first aiders should ensure that a record is made of all first aid treatment they give. This must include:

- the date, time and place of the injury or illness occurring;
- the name of the injured or ill person and their status, such as employee, pupil, client, visitor;
- details of the injury or illness and what first aid was given;
- what happened to the person immediately afterwards, for example, sent home, sent to hospital, returned to normal duties; and
- the printed name of the first aider or person dealing with the casualty.

Records should be kept according to the following schedule:

- pupils - 6 years from the date of 18th birthday
- employees and others - 6 years from the date of the accident

### **PUPILS WITH MEDICAL CONDITIONS**

First aiders will need to be informed if a pupil with a medical condition is likely to need special emergency treatment. The designated nurse from the school nursing service can assist in preparing a health care plan for such pupils and arrange any necessary training. Pupil health care plans must be available to first aiders, and a copy should be provided to any medical practitioner providing emergency medical treatment to such pupils.

The schools '**Managing Medicines**' policy provides further information regarding the issuing of medicines in school.

### **HYGIENE AND INFECTION CONTROL**

First aiders must follow their training and maintain good standards of infection control. Whenever small amounts of body fluids have to be cleaned up, disposable plastic gloves should be worn and disposable paper towels and a detergent solution should be used to absorb and clean surfaces. These items should be disposed of in black plastic bin bags, tied up and placed directly into waste bins with other inert waste.

### **MEDICAL ACCOMMODATION**

Schools must have accommodation to care for children during school hours, and for health professionals to carry out medical and dental examinations. It does not need to be used solely for these reasons, but it must be appropriate for this use and be available when needed.

It must be well lit and also contain a washbasin and have a toilet reasonably nearby, and the floor and surfaces must be easy to clean and disinfect. It should be located on the ground floor with reasonable access for a wheelchair or gurney to the space reserved for emergency vehicles.

You should equip the room with adequate first aid facilities and equipment.

### **FIRST AID KITS**

There must be an adequate level of first aid materials, equipment and facilities in every establishment, to ensure that an injured person can be treated quickly in an emergency. The number and content of first aid kits will depend upon the risk assessment.

The minimum provision for an educational establishment will be at least one first aid kit for use on the premises and one or more kits to be taken on off-site visits.

High-risk areas such as laboratories and workshops require their own first aid kits, and kits should be immediately available on playing fields.

First aid kits must be stored in a robust container designed to protect the contents from damp and dust and marked with a white cross on a green background.

The contents of the first aid box should be checked regularly to ensure there is adequate stock and to replenish out of date items.

There is a new British Standard for the First Aid box contents. All new kits should conform but existing kits conforming to the previous standard do not need to be replaced until new kits are required.

Based on the British Standard, first aid kits should contain:

- 1 leaflet giving general guidance on first aid
- 1 leaflet giving a list of first aid kit components included in kit
- 6 Pairs of Nitrile disposable gloves (Conforming to BS EN 455-1 and BS EN 455 -2, Large size (8-9))
- 40 individually wrapped sterile adhesive dressings (water resistant, sterile, an island design and blue ones for food technology or kitchen areas);
- 2 sterile eye pad dressing with bandage
- 2 individually wrapped sterile triangular bandages
- 1 conforming bandage
- 6 safety pins
- 4 medium-sized individually wrapped sterile unmedicated wound dressings (approximately 12cm x 12cm)
- 1 large individually wrapped sterile unmedicated wound dressings (approximately 18cm x 18cm)
- 1 foil blanket 130cm x 210 cm
- 1 mouth-to-mouth resuscitation device which includes a one-way valve
- 20 alcohol free moist cleansing wipes individually wrapped (sterile)
- 1 micro-porous adhesive tape
- 2 finger sterile dressing with adhesive fixing
- 1 burn relief dressing
- Shears.

**Do not keep antiseptic creams, lotions, or any type of medication or drug in a first aid kit.**

The contents of a travelling first aid kit for off-site visits must be appropriate to the type and duration of visit, but should contain as a minimum:

- 1 leaflet giving general advice on first aid
- 1 contents list giving the first aid components in the kit
- 1 Pair of Nitrile disposable gloves (Conforming to BS EN 455-1 and BS EN 455 -2, Large size (8-9))
- 10 individually wrapped sterile adhesive dressings (water resistant, sterile, an island design and blue ones for food technology or kitchen areas)
- 1 sterile eye pad dressing with bandage
- 1 individually wrapped sterile triangular bandage
- 1 conforming bandage
- 2 safety pins
- 1 medium-sized, individually wrapped, sterile, unmedicated wound dressing (approximately 12cm x 12cm)
- 1 large, individually wrapped, sterile, unmedicated wound dressing (approximately 18cm x 18cm)
- 1 foil blanket 130cm x 210 cm

- 1 mouth-to-mouth resuscitation device which includes a one-way valve
- 4 alcohol-free, moist cleansing wipes individually wrapped (sterile)
- 1 micro-porous adhesive tape
- 1 burn relief dressing
- Shears
- 1 eye wash (250ml) - Laboratories can have different arrangements for eye irrigation; see the WSCC Health and Safety information for Science CD-ROM.

## INDEMNITY

WSCC employees who hold a valid first aid qualification are indemnified by the county council's insurance against any claims for negligence or injury, provided they relate to first aid provided in the course of their employment and they acted in good faith and in accordance with their training. The indemnity is regardless of where and to whom the first aid was provided.

## RISK ASSESSMENT

The following table shows the Local Authority's minimum levels for schools, colleges, special support units and pupil referral units. The actual number necessary will depend upon a risk assessment (see below).

Number of children	less than 100	100-299	300-999	over 1000
Minimum number of First Aiders (FAW)	1	1	2	3
Minimum number of First Aiders (EFAW)	1	2	3	3

The Principal will decide if the minimum numbers specified in the table above are adequate or if more will be needed. The following checklist, adapted from the Health and Safety Executive Guide L74 (2009) provides guidance for the risk assessment.

	Assessment Factor	Apply?		Impact on First Aid Provision
		Yes	No	
1	Are there any specific risks such as hazardous substances, dangerous tools or machinery, or dangerous loads or animals?	X		Chemicals, paints, equipment in DT rooms (Including ovens). All risk assessed and impact of first aid provision low.
2	Are there parts of the workplace with different levels of risk?	X		Hazardous areas identified as Science labs, Technology rooms, Sports Hall/Multi Gym. Risk assessments made of each area – risks deemed low. 'Emergency First aiders at work' available in all identified areas.
3	Where is your record of accidents and cases of ill health? What type are	X		Held in Welfare Room. Welfare room manned by 2 permanent First Aid at Work trained staff, with three further backups

	they and where did they happen?			to be called on if necessary. All accidents and ill health issues referred to them and recorded. Impact minimal on first aid requirements – Any serious accidents immediately referred to emergency services.
4	Are there inexperienced workers on site, or people with disabilities or special health problems?	X		PEEPS issued for any member of staff/student with disability or health issue. Emergency evacuation procedures in place. Welfare team escort identified staff/students to evacuation point and take care of them. School staff/students complete health care plans and records of any health related issues are kept confidentially by the welfare team. School nurse provides training in specialised areas such as use of Epi Pen.
5	Are the premises spread out, e.g. are there several buildings on the site or multi-storey buildings?	X		Building spread over three floors but all easily accessible. Telephones available in every room to ensure first aider can be contacted.
6	Is there shift work or out-of-hours working?		X	First-aid provision in place at all times while people are at work, but no shift working takes place.
7	Is your workplace remote from emergency medical services?		X	N/A
8	Do you have staff who travel a lot or work alone?		X	Minimal levels of travel in local area. Longer journeys undertaken by train. No lone working situations identified. Risk assessments used to confirm this.
9	Do any of your staff work at sites occupied by other employers?	X		School area is self-contained. Other users have their own arrangements in place.
10	Do you have any temporary workers, volunteers or customers on site?	X		Covered by first-aid provision in place

Based on the guidance, we should currently have:

**3 x “FAW”** (A First Aider trained in First Aid at Work). This is a member of staff who has successfully completed an approved 3-day course in first aid delivered by an HSE approved training provider. Certificates are valid for three years and can be renewed by attending a 2-

day refresher course. Renewal must be completed within 28 days of expiry of the previous certificate.

**3 x “EFAW”** (A First Aider trained in Emergency First Aid at Work). This is a member of staff who has successfully completed an approved 1-day course in first aid. Certificates are valid for three years.

**1x “Appointed Person”** This is a member of staff who has been designated to take charge when somebody is injured or becomes ill at work, when a qualified First Aider is absent in temporary and exceptional circumstances. The appointed person’s role is to call the emergency services when required, and to look after the first aid equipment and facilities. While there is no statutory requirement for Appointed Person’s to have training, it is recommended that they are provided sufficient instruction to understand the duties they are expected to undertake, and that they must not attempt to give first aid for which they have not been trained.

To ensure that provision will be maintained during foreseeable absences such as sickness, and to accommodate educational visits and sporting fixtures, we will seek to maintain the following levels as a minimum.

**4 x “FAW”** personnel, based in the Welfare Room and/or on each floor.

**10x “EFAW”** personnel, so that we always have the capacity for a First Aider to accompany students to off-site activities and to provide First Aid back up in high risk areas such as Science, DT and PE.

**1 x “Appointed Person”** personnel

**Other related policies are:**

- Intimate Care Policy
- Health and Safety Policy
- Educational Trips & Visits Policy
- Child Protection Policy and Child Protection Procedures