



First Aid Policy

**Approved by Somerville Federation Governors
To be reviewed annually**

1.0 Introduction

First aid can save lives and prevent minor injuries becoming major ones. These arrangements provide guidance to managers with staff or premises responsibilities to ensure first aid provisions and sufficient cover is available at all times. These arrangements will reflect the HSE Approved Code of Practice L74 and comply with the Health and Safety (First Aid) Regulations 1981. The Council will provide information, instruction, training and supervision to ensure whenever employees require emergency medical attention that sufficient numbers of trained staff are available to provide first aid.

1.1 Essential Information

FIRST AID BOXES ARE LOCATED IN THE MAIN SCHOOL OFFICE.

There is also a first aid kit near to the school library.

Each class has their own basic first aid kit for mild cuts and grazes.

A LIST OF FIRST AID TRAINED STAFF IS LISTED IN THE STAFF ROOM.

When assessing first aid needs it is recommended that the likely risks to pupils and visitors, as well as to staff, are included.

We have staff trained in every department of the school.

There are also first aid staff trained during lunchtimes and in the school's breakfast and after school club.

Every trip (including residential trips) must have a first aid member of staff included in that trip.

All vehicles used for trips including coaches must have first aid kits available. Our office manager checks this as part of the booking process.

The Teaching Assistant for Medical Needs is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

A list of staff designated to deliver first aid is listed in section 1.1 of this policy.

The Executive Head teacher will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

1.2 Transport to Hospital

Where the first aider or a member of the Executive Team considers that hospital treatment is required the school should summon the emergency services for transport by ambulance.

If, despite being fully appraised of the situation, the emergency service does not consider it necessary for transport by ambulance, but the school consider that further medical advice is required, the school should contact the pupil's next of kin. If the next of kin cannot be contacted and/or do not have access to own transport, the school can, **only** in these **exceptional** circumstances arrange to transport the injured person using their school staff transport.

Please note that that they must be accompanied by an additional responsible adult to support the injured person. A member of staff should stay with the injured child until their parents/guardians arrive at the hospital.

Only a member of staff with business insurance can drive a vehicle with a child in. The school has designated members of staff with business insurance. All staff who are likely to use their own vehicles for business travel must have the appropriate business insurance, a valid MOT certificate (if required). It is the responsibility of the school's business manager to check and log these documents together with the individual's driving licence making note of any endorsements on an annual basis and maintain appropriate records.

1.3 First Aid away from School Premises

A travel first aid kit must be taken by an appointed member of staff when taking a group of children out of school.

- All members of staff must check whether first aid is available at their designation.
- All coaches must also be fitted with first aid kits.
- Each trip must include a member of staff who is first aid trained.

The school will follow the procedure for completion of incident/accident records in accordance with Local Authority guidance Health and Safety Management Arrangements for First Aid Provision

<http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid/a0010619/assessment -of- first-aid-needs>

1.4 Clinical Waste

In accordance with the "Duty of Care" - Code of Practice all swabs, tissues etc used for first aid treatment will be placed in the medical bin provided by the Authority. These are located in the medical first aid room and a medically adapted washroom on the ground floor.

Incontinence waste such as disposable nappies, stoma bag etc will be placed in the disposal unit provided by the Authority. These are located in the medical first aid room and a medically adapted washroom on the ground floor.

Items such as needles, syringes and other sharps will be placed in the "sharps bin" provided by the Authority. This is located in the first aid room.

All of these bins are emptied regularly under a service contract with Initial.

1.5 Blood Spillages

CYPD guidance on Protection from Blood borne viruses and basic infection control will be followed.

1.6 Automatic Emergency Defibrillator

Our school has 3 Automatic Emergency Defibrillator on site.

1.7 First Aid Training

- Fully qualified first aid trained staff who have attended an approved 3 day course who are able to deal with immediately life threatening conditions or provide first aid assistance in almost all situations likely to occur

All fully qualified first aid trained staff will hold a nationally accepted first aid at work certificate recognised by the Health & Safety Executive. Appointed persons have gained a certificate of competence in emergency first aid techniques. All first aid trained staff and appointed persons must undertake refresher training every 3 years.

First Aid trained staff must be allowed time to attend incidents and approved training. They should have easy access to appropriate first aid kit and supplies. At least one fully stocked first aid box has to be available at all times in all buildings. In large buildings where it is occupied by more than one department then all staff should be made aware of its location by signage and during local induction.

1.8 Monitoring First Aid and Record Keeping

A written record of the departmental current first aid needs should be kept for reference and as evidence of effective Health & Safety management.

An accident form should be completed every time first aid-trained staff provides assistance to a casualty arising from the condition of the premises or the work they were undertaking. The name of the person giving first aid together with summary details of the treatment given should be recorded.

First aid records are recorded via MedicalTracker.

Detailed records of any accidents are also kept in the school's Health & Safety , accident reporting File. This is located in the lockable cupboard in the office for confidentiality.

These records are reported by the head teacher to the FGB Committee and evaluated annually.

1.9 Signage

First Aid Notices should be on all Health & Safety notice boards and in communal areas e.g. reception, entrance hall, canteen etc. Notices should be easily recognisable and be green with white writing. They should provide the name of the First Aid staff and a contact telephone number.

2.0 Responsibilities

2.1 Executive Team and Band Leader Responsibilities

It is the responsibility of every band leader to ensure:

- They assess the requirements for first aid trained staff within their team, including agile workers (*see appendix 2*)
- They assess the requirements for first aid supplies within their team . These are monitored by the school's business manager.
- They consider short term and long term absence when assessing the need for first aid provision.
- They arrange suitable first aid provision to ensure that children's needs are met throughout the school day.
- They consider the first aid requirements of employees and visitors.
- Ensure that persons administering first aid have the appropriate training.

2.2 First Aid Trained Employee's Responsibilities

It is the responsibility of all first aid trained employee's to ensure:

- An M13 is completed when an employee is injured in an accident/incident.
- That anybody receiving first aid is treated with compassion and sympathy.
- Pupil first aid records are ALWAYS updated if first aid is administered..
- Parents are informed of any head injuries using the appropriate notification form.
- The relevant line manager is informed of any accident or incident so that an investigation can be conducted if necessary
- The first aid room is kept clean and is only used for its intended purpose
- There is sufficient first aid stock and it is within its 'use by date' (*see appendix 1*). *Please inform the office manager of any stock requirements.*
- *That any concerns about safety are communicated to a senior member of staff.*
- *They respect the confidentiality of children involved at all times.*

3.1 Emergency Contact Numbers

NHS Direct	0845 4647
Accident & Emergency	0151 678 5111
Schools Nurse	0151 334 4000 x 5201
Infection control Nurse	0151 604 7750

First Aid Box Checklist -

Minimum Recommendations by Health & Safety Executive Depending on the risk assessment , additional items can be included within the first aid box, but this should not include any medicines or drugs.

Appendix 1

- First Aid Leaflet (Giving basic first aid advice)
- 20 Individually wrapped sterile adhesive dressings
- 2 Sterile eye pads
- 4 Triangular bandages
- 6 Safety pins
- 6 Medium sized sterile wound dressings (12cm x 12cm)
- 2 Large sized sterile wound dressings (18cm x 18cm)
- 1 Pair of disposable gloves

First-aid kits for traveling/lone workers would typically contain:

- A leaflet giving general guidance on first aid (for example HSE leaflet)
- Basic advice on first aid at work
- Six individually wrapped sterile adhesive dressings
- One large sterile un-medicated dressing - approximately 18 cm x 18 cm
- Two triangular bandages
- Two safety pins
- Individually wrapped moist cleansing wipes
- One pair of disposable gloves

Note: First aid supplies do have an expiry date. Ensure stocks are replenished. Old stock can be sent to The Health, Safety & Resilience team or taken to the local St Johns ambulance.

Risk matrix for determining numbers of qualified first aid trained staff

First aid risk assessments

Assessments for first aid provision should consider the following factors;

- Number of occupants within the premises, not just the department/section
- Are there any specific risks, e.g. working with hazardous substances, dangerous tools, machinery, dangerous animals.
- Are there inexperienced workers on site, or employees with disabilities or specific health problems
- Are the premises spread out, e.g. are there several buildings on the site or multi-story building
- The history of accidents within the premises
- Hours of work – cover for shifts etc
- Availability of back up support available on site
- Foreseeable absence of first aid trained staff
- Mobile workers/Lone working/agile workers
- Are there parts of your establishment where different levels of risk can be identified
- Remoteness from emergency medical services
- Do any of your employees work at sites occupied by other employers
- Do members of the public visit your premises
- Periodic review of assessments.