



First Aid Policy

Approved by Somerville Federation Governors: Feb 2016.

Reviewed: Jan 2017

Next Review date: Jan 2018

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 FRONT OF THE HEALTH AND SAFETY POLICY . CERTIFICATES ARE KEPT IN THE SCHOOL OFFICE.

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 School Business Manager and 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 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.wirralmbc.gov.uk/HealthandSafety/admin/PolicyGuidlines/Files/HS_First%20Aid%20220909.doc

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.

<http://www.wirral-abc.gov.uk/HealthandSafety/admin/PolicyGuidlines/Files/HS-ECS-058%20PRINCIPLES%20FOR%20THE%20CONTROL%20OF%20INFECTION.doc>

1.6 Automatic Emergency Defibrillator

Our school has 3 Automatic Emergency Defibrillator on site. We have 20 Federation staff trained in the use of these defibrillators.

1.7 First Aid Training

There are 2 types of recognised first aid trained staff within the school;

- 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
- Appointed persons who have attended an approved 1-day course and can take charge in an emergency or can help assist the first aid trained staff.

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 located in the medical/first aid room on the ground floor.

Detailed records of any accidents are also kept in the school's Incident File. This is located in the deputy head teacher's room for confidentiality.

These records are reported by the head teacher to the Health & Safety 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 updates 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

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 of 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

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.

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.

Appendix 1.1

Somerville Nursery School

MANAGING MEDICINES/FIRST AID TRAINED STAFF – JUNE 2016

Lead Person for Managing Medicines – B. KELL

School First Aider	Provider	Date of training	Expiry Date
Debra Holsgrove	Local Authority - 3 day course	5,12 & 19 October 2015	18 October 2018
Hanna Saville	Local Authority – 3 day course	5,12 & 19 October 2015	18 October 2018

School Paediatric First Aider	Provider	Date of training	Expiry Date
Lisa Murray	TQUK Level 2 Award in Paediatric First Aid (QCF). The Training Co.	12 and 13 February 2014	11 February 2017
Hanna Saville	Local Authority	20 & 21 July 2015 2 day course	19 July 2018
Debra Holsgrove	Local Authority	20 & 21 July 2015 2 day course	19 July 2018

Ann Jarratt	Local Authority	20 & 21 July 2015 2 day course	19 July 2018
Katy Sharp	Local Authority	20 & 21 July 2015 2 day course	19 July 2018
Sarah Jordan	Local Authority	20 & 21 July 2015 2 day course	19 July 2018
Kathy Casey	Local Authority	20 & 21 July 2015 2 day course	19 July 2018
Bruna Kell	Local Authority	20 & 21 July 2015 2 day course	19 July 2018

School Emergency Appointed Persons	Provider	Date of training	Expiry Date
Bruna Kell	TQUK Level 2 Award in emergency First Aid in the Workplace (QCF) The Training Co.	24 February 2014	23 February 2017
Debra Holsgrove	TQUK Level 2 Award in emergency First Aid in the Workplace (QCF) The Training Co.	24 February 2014	23 February 2017
Helen Anders	TQUK Level 2 Award in emergency First Aid in the Workplace (QCF) The Training Co.	24 February 2014	23 February 2017
Hanna Saville	TQUK Level 2 Award in emergency First Aid in the Workplace (QCF) The Training Co.	24 February 2014	23 February 2017
Lisa Murray	TQUK Level 2 Award in emergency First Aid in the Workplace (QCF) The Training Co.	24 February 2014	23 February 2017
Ann Jarratt	TQUK Level 2 Award in emergency First Aid in the Workplace (QCF) The Training Co.	24 February 2014	23 February 2017
Defibrillator Training	Provider	Date of training	Expiry Date
Bruna Kell	Automated External Defibrillator (The Oliver King Foundation) Primary First Aid	29 September 2015	September 2016
Debra Holsgrove	Automated External Defibrillator (The Oliver King Foundation) Primary First Aid	29 September 2015	September 2016
Helen Anders	Automated External Defibrillator (The Oliver King Foundation) Primary First Aid	29 September 2015	September 2016
Hanna Saville	Automated External Defibrillator (The Oliver King Foundation) Primary First Aid	29 September 2015	September 2016
Lisa Nisbet	Automated External Defibrillator (The Oliver King Foundation) Primary First Aid	29 September 2015	September 2016
Ann Jarratt	Automated External Defibrillator (The Oliver King Foundation) Primary First Aid	29 September 2015	September 2016
Julie Hull	Automated External Defibrillator (The Oliver King Foundation) Primary First Aid	29 September 2015	September 2016
Paul Thompson	Automated External Defibrillator (The Oliver King Foundation) Primary First Aid	29 September 2015	September 2016

Nicole Molyneux	Automated External Defibrillator (The Oliver King Foundation) Primary First Aid	29 September 2015	September 2016
Kathy Casey	Automated External Defibrillator (The Oliver King Foundation) Primary First Aid	29 September 2015	September 2016
PLEASE NOTE DEFIBRILLATOR REFRESHER TRAINING IS BOOKED FOR ALL STAFF ON 26 th SEPTEMBER 2016 3.45 – 5.45 P.M.			

Somerville Primary School

First Aid (3 day course)

Mr J Sullivan (Sept 2017)
Miss L Murray (Sept 2017)
Miss K Lewis (May 2018)
Mr M Forber (Sept 2018)
Miss K Fanning (course booked Feb 2016)
Mrs E Dellius (course booked Feb 2016)
Miss C Butt (course booked Feb 2016)
Miss J Wright (course booked March 2016)
Mrs C Macdonald (June 2019)
Mrs D Norris (June 2019)
Miss R Brislen (June 2019)

Emergency First Aid (1 day)

Miss J Thompson (June 2016)
Miss J Wright (Nov 2017)
Mr I White (Nov 2017)

Paediatric First Aiders:

Miss E Dellius (Jan 2016)
Mrs J Darwent (Mar 2016)
Mrs J Gleeson (Feb 2017) – St John Ambulance
Miss K Fanning (June 2018) – St John Ambulance
Mrs A Quest (June 2018) – St John Ambulance
Mr M Williams (Nov 2018)
Mr C Cuthbert (Jan 2018)
Miss R Brislen (Jan 2018)
Miss L Murray (Jan 2018)

Primary First Aid – Moving and handling children 01.12.2015

Mrs T Jones **Miss R Brislen** **Mrs L Delisle**
Mrs K Swanick **Mrs E Dellius**

Defibrillator Trained Sept/Oct 2015:

Mrs K Sloan **Miss H Rambton** **Miss P McInnes**
Mrs V Melvin **Mr M Williams** **Miss J Price**
Miss L Makin **Miss D Johns** **Miss L Murray**

**Mr I White
Mrs F Morris
Miss M Ford
Miss A Carlyle
Miss K Henderson
Mrs A Quest**

**Mr S Lamont
Mr A Shennan
Miss N Gregory
Miss E Arevalo
Mr J Sullivan**

**Miss E Hanson
Mrs D Renshaw
Mrs R Thorne
Miss J Gleeson
Mrs S Williams**

Defibrillator Trained March 2013:

**Mrs J Wright
Mrs E Delliuss
Miss Z Tran
Miss A Sandles
Mrs L Cadogan
Miss C Little
Mrs D Norris
Mr C Cuthbert**

**Miss K Fanning
Mrs L Delisle
Mrs St Evans
Miss K Sadler-Jones
Miss K Lewis
Mrs C Macdonald
Mrs K Penketh
Mrs N Parry**

Mrs H Butterfield

Mrs L Pike

Anaphylaxis/Epipen Trained Sept 2014:

**L Murray, S Williams, R Brislen, I White,
C Cuthbert, C Butt, J Thompson, Z Tran,
C Macdonald, D Norris,
J Darwent, L Cadogan, J Gleeson, A Quest,
K Fanning, K Sadler-Jones**

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.