Policy for:

First Aid Policy

Document Control

A. Confidentiality Notice

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First aid policy

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1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

Success Indicators

The following indicators will demonstrate success in this area:

a. Premises Managers have complete assessments of first aid provision for all workplaces.
b. Managers of teams who work in the community have assessed employee's first aid requirements.
c. First aid training is provided to the required level and frequency.
d. First aid materials are provided and regularly checked.
e. Appointed persons designated and aware of their responsibilities.

1. Legislation and guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

The School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils.

Current Government, Public Health England and HSE Guidance regarding Covid-19.

First Aid Policy sits within school First Aid and supporting medical needs policies

2. Roles and responsibilities

Statutory Guidance: *In schools with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid certificate must be on the premises at all times.*

Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2. If you don't have an appointed person you will need to re-assign the responsibilities listed below accordingly.

All schools should adapt this section to reflect their circumstances, in line with their assessment of first aid needs.

2.1 APPOINTED PERSON(S) AND FIRST AIDERS

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. (See section on training for more details). Their role involves:

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

The school's identified and appointed a team of staff who work directly with children in school as a First Aid Team. School has identified a First Aid Training/CPD programme to support the First Aid Team. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date.

Our school's appointed person(s) and/or first aiders their names are displayed prominently around the school.

School has 1 x Mental Health First Aiders accredited with MHFA England and 2 accredited Senior Mental Health First Aiders.

2.2 THE GOVERNING BOARD

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

The governing body will determine each year the number and type of first aiders on the staff. They will use The Assessment of First Aid Provision, HSF16 to assist in this determination.

2.3 THE HEADTEACHER

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of [appointed persons and/or trained first aid personnel] are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

2.4 STAFF

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider/appointed person is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs.

3. First aid procedures

3.1 IN-SCHOOL PROCEDURES

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess if the environment is safe to proceed with assessing the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives. If the environment is not safe to enter to administer First Aid the Emergency

services are to be called immediately, staff are to remain at a safe distance, and reassure the injured person from the place of safety.

- The first aider will also decide whether the injured person should be moved, placed in a recovery position or if DRABC is to be administered if the injured person is unresponsive.
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the School Business Team will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

3.1A FIRST AID ARRANGEMENTS AT INDIVIDUAL PREMISES

School Business Team are 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;
- 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
- where the workplace is shared/multi occupied, co-ordinate first aid arrangements with the other occupiers and ensure information is shared as necessary
- 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 when the need is identified
- 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 must be recorded in the accident book appropriate to the child's year group. These are kept in the school medical room or in the Early Years classroom. Accident Slips are currently used to inform parents of First Aid Administered in school. School are working to amend by recording on Arbor and e-mail of accident sent to parents at end of school day – minor first aid treatment.
  - Incidents requiring additional medical advice (e.g. doctor or hospital) must also be passed to the Office Manager for further reporting to SCC

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

Classteaching/Teaching assistants/Midday Supervisors are responsible for ensuring here is adequate provision of first aid equipment which is stored in suitable containers within the classroom and Concourse areas.

3.2 OFF-SITE PROCEDURES

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the Class teacher/Education Visits Co-Ordinator prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current pediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

3.3 ASSESSMENT OF FIRST AID REQUIREMENTS

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

- The governing body in conjunction with the head teacher 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 Headteacher shall keep the completed assessment readily available in his/her risk assessment file (i.e. at point of use).
- The Headteacher will monitor the adequacy of first aid provision and revise as necessary.
- The Headteacher 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.
- Employees who spend a significant amount of time away from their main workplace must have their first aid needs assessed.
- All County Council vehicles must carry a travelling first aid kit (this does not apply to County Council Lease Cars).

3.4 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.

Course	Intended For	Duration of Course	Refresher training	When revalidation is required	Revalidation Training
HSE Approved First Aid at Work Certificate (FAW)	*First Aiders*	*3 days or 2 days revalidation if completed within 1 month of expiry date* *(From October 2009)*	*Annual basic skills update 3 hours *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 *Strongly recommended from October 2009*	*Before certificate expires (3 years from date of certificate)*	*Repeat of original 1 day course.*

In certain cases, where activities might expose individuals to unusual risks e.g. remote outdoor activities, additional specifically focused training might be necessary according to the circumstances.

Appointed persons are not first aiders and so should not attempt to give first aid for which they have not been trained. However, as the appointed person is required to look after the first aid equipment and should ideally know how to use it, managers are strongly advised to consider the need for emergency first aid training for appointed persons.

3.5 PAYMENT OF FIRST AIDERS

A payment can be made to certified First Aiders (FAW) who are recognised by their establishment as being necessary to meet the minimum requirements identified by the assessment of first aid needs at the individual premises.

Payment will not be made where the job requires the job-holder to have a full First Aid at Work Certificate (i.e. first aid duties are in respect of service users, not staff) and/or where this requirement is demonstrably reflected in their grade. Payment will not be made to Appointed Persons or Emergency First Aiders (EFAW). Any queries relating to payment of First Aiders should be referred to Directorate HR units.

If an establishment has more certified First Aiders (FAW) than the minimum requirements identified by the assessment, it is a matter for the unit to determine whether it is prepared to recognise and meet the cost of paying any qualified first aider in excess of the identified minimum requirement.

Managers should consult with HR prior to deselecting anyone who is currently a first aider to ensure consistency of treatment throughout the county council.

3.6 INFECTION CONTROL

To minimise risk of infection whilst administering first aid, employees 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. 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 Management Arrangements. 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 from Occupational Health Provider or other health practitioner.

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

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

3.7 MEDICINES

First aid at work does not include giving tablets or medicines. The only exception is when aspirin is used as first aid to a casualty with a suspected heart attack for those over 16 (usually under the instruction of the emergency services). Aspirin should never be given to a child younger than 16 unless it has been prescribed by a doctor.

Medication should not be kept in a first aid container and can only be administered in school in an emergency under the instruction of advice from Emergency Services and by a staff member who is First Aid at work (level 3) qualified.

3.8 SPECIALIST FIRST AID KIT – TRAUMA OR MAJOR INCIDENT FIRST AID KITS

A trauma kit is designed to treat major injuries or control bleeding until professional medical attention can be received. Trauma first aid kits include specialist items such as tourniquets and are more effective at controlling catastrophic bleeding than the standard wound dressings. Major Incident First Aid Kits provide equipment to help deal with major trauma in workplaces with high volumes of employees or visitors.

Specialist first aid kits may be needed where there is a risk of an incident resulting in multiple casualties or injuries within or close to the workplace. School has a Specialist First Aid Kit located within the Medical Room,

contents can be used by staff in school who are qualified First Aid at Work Level 3 or under the guidance of Emergency services.

3.9 AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS)

Having a defibrillator is not a legal requirement but can help save the life of someone having a cardiac arrest. School has 2 AED's as our first aid needs assessment has identified an AED need staff are trained to use AED's in school.

The Government encourages schools to have an automated external defibrillator (AED) on their premises as part of their first aid equipment. AEDs are currently available for schools and other education providers in the UK to purchase through the NHS Supply Chain at a reduced cost. These arrangements are available to all UK schools, including academies and independent schools, sixth-form colleges, FE institutions and early years settings (including holiday and out-of-school providers).

Automated External Defibrillators (AEDs) guidance for schools (publishing.service.gov.uk)
Where an Automated External Defibrillators (AEDs) is present ensure, it is always accessible, and employees are aware of its location. Our Defibrillators are registered on The Circuit, the national defibrillator network. This will ensure they are visible to local ambulance services and means someone can be directed to the defibrillator location.

The Circuit - the national defibrillator network
Modern AEDs undertake self-tests and indicate if there is a problem with a warning light or sign. School has a process in place to regularly (at least weekly) check the equipment and appropriate action taken if there is an issue. The manufacturer's instructions regarding maintenance and servicing must be followed.

3.10 STAFF TRAINING

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current Paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

3.11 FIRST AID KITS IN SCHOOL

A typical first aid kit in school includes the following:

Contents	First Aid Boxes in School	Travelling First Aid Bag
A leaflet with general first aid advice	1	1
Contents List/Checklist	1	1
Handsanitiser	1	1
Roll bandages	2	1
Triangle bandages	2	1
Large Sterile Dressings	2	1

Assorted Waterproof Plaster	40	15
Gauze Pads	2	1
Microtape	1	1
Alcohol Free wipes sterile	20	10
Disposable gloves	10	5
Face Shield/ Resus aid	1	1
Tweezers	1	0
Scissors	1	1
Thermometer	1	0
Foil Blanket	1	1
Safety Pins	small pack	small pack
Eye Wash	1	0
Sterile Eye Pads	1	1
Clinical waste disposal kit	1	1

FIRST AID KITS ARE STORED IN: No medication is kept in first aid kits.

- The medical room
- Reception (at the desk)
- The school hall
- The school kitchens
- Each Classroom
- KS1 and KS2 Concourse area (First Aid Kits and First Aid Bum Bags)
- Grab Bag – School Office
- School Office

Equipment	Location
Sick buckets / body spills (for use by all staff at any time)	All classrooms Medical room
First aid boxes	All classrooms Medical room KS1 concourse area KS2 concourse area School Office Grab Bag
First aid bum bags	KS1 concourse area KS2 concourse area
First aid – back up stock materials **Pupil Medical Bags**	Medical room Medical Room
Bleed-Control Kit Tourni-key	Medical room ONLY TO BE USED BY FIRST AID AT WORK LEVEL 3 TRAINED STAFF
PPE Protection Packs	All Classrooms Medical Room School Office

	SENCO Room Deputy Headteacher room Headteacher room Kitchen Hall Library Area

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

Each classroom should have at least one first aid box supplied with a sufficient quantity of first-aid materials suitable for the particular circumstances, PPE Protection pack 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 must be identified by a white cross on a green background.

First-aid boxes should be easily accessible, and sited, if possible, near to hand washing facilities. First aid boxes must only be used to store first aid materials and nothing else. They must not contain tablets, medications, creams etc.

Class Teaching Assistant and Class teachers will be responsible for ensuring their first aid class kits remain stocked as per above table. The contents must be restocked as soon as possible after use. A check list and a record sheet are kept with the First Aid box and are signed by the named person for each box each term after inspection (Appendix A). Sufficient supplies are held in a back-up stock on site, this is in the school's medical room. Care is taken to discard items safely after the expiry date has passed.

4. Record-keeping and reporting

4.1 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.

4.2 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 background information on this topic is available on the following Website:
www.hse.gov.uk

4.3 FIRST AID AND ACCIDENT RECORD BOOK

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form
- A copy of the accident report form will also be added to the pupil's educational record

- Hardcopy Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

4.4 REPORTING TO THE HSE

The School Business Team will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
    - Fractures, other than to fingers, thumbs and toes
    - Amputations
    - Any injury likely to lead to permanent loss of sight or reduction in sight
    - Any crush injury to the head or torso causing damage to the brain or internal organs
    - Serious burns (including scalding)
    - Any scalping requiring hospital treatment
    - Any loss of consciousness caused by head injury or asphyxia
    - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
    - The collapse or failure of load-bearing parts of lifts and lifting equipment
    - The accidental release of a biological agent likely to cause severe human illness
    - The accidental release or escape of any substance that may cause a serious injury or damage to health
    - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report, HSE
http://www.hse.gov.uk/riddor/report.htm

4.5 NOTIFYING PARENTS

The School Business Team will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. If a sustained injury results in marks being sustained school are to contact the parents to inform as soon as reasonably possible.

4.6 REPORTING TO OFSTED AND CHILD PROTECTION AGENCIES

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher/DSL will also notify Staffordshire Local Children's Safeguarding Board of any serious accident or injury to, or the death of, a pupil while in the school's care.

5. Mental ill health and first aid

To raise awareness of mental health and to help challenge the stigma which can surround it, school has arrangements in place to be able to support staff who might be experiencing symptoms of poor mental health.

School support for staff includes:

- Mental health awareness information and training. Mental Health First Aid training teaches staff how to recognise warning signs of mental ill health and what they can do to help while keeping themselves safe (National College – Core training for all staff – reviewed and updated annually)
- Promotion of support services such as ThinkWell and Mental Health First Aiders.
- Wellbeing Strategy 'WellMe' Links to Mindkind - Home (sharepoint.com) SLN = MindKind - Staffordshire County Council
- Providing information and links to external resources such as the NHS and Mind websites.
- 2 x Senior Mental Health Leads.

6. Monitoring arrangements

This policy will be reviewed by the School Business Manager/Office Manager annually.

At every review, the policy will be approved by the Headteacher, Health and Safety Committee **Links with other policies**

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

Appendix A

Termly First Aid Checklist

First Aid Box Number_____ Location:_____

Contents	Quantity Required	Autumn Term	Spring Term	Summer term
First Aid manual	1			
Contents CheckList	1			
Handsanitiser	1			
Roll Bandages	2			
Triangle Bandages	2			
Large Sterile Dressing	2			
Assorted waterproof plasters	40			
Gauze pads	2			
Microtape	1			
Alcohol Free Sterile wipes	20			
Disposable gloves	10			
Face shield/ resus aid	1			
Tweezers	1			
Scissors	1			
Thermometer	1			
Foil Blanket	1			
Safety Pins	small pack			
Eye wash	1			
Clinical body waste kit	1			
Checked by				
Date Checked				