



**Deanery C.E. Primary School**  
Academy Status

# **First Aid Policy**

**September 2019**

## **1. THE LAW.**

Three key elements within guidance issued in relation to First Aid policy is :

### **1.1 The minimum first-aid provision is:**

- a suitably stocked first-aid container (see paragraphs 12.3 & 12.5);
- an appointed person to take charge of first-aid arrangements (see paragraph 16);
- information for employees on first-aid arrangements (see paragraph 7).

**1.2** This minimum provision must be supplemented with a risk assessment to determine any additional provision.

**1.3** First-aid provision must be available at all times while people are on school premises, and also off the premises whilst on school visits.

## **2. FIRST AID IN SCHOOLS - WHO IS RESPONSIBLE?**

### **The Employer**

**2.1** Health and safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. In schools this includes responsibility for the head teacher and teachers, non-teaching staff, pupils and visitors (including contractors). The governing body is the employer in voluntary-aided schools.

**2.2** The employer is responsible, under the Health and Safety at Work etc Act 1974 (HSWA), for making sure that a school has a health and safety policy. This should include arrangements for first aid, based on a risk assessment of the school, and should cover:

- \_ numbers of first aiders/appointed persons;
- \_ numbers and locations of first-aid containers;
- \_ arrangements for off-site activities/trips;
- \_ out of school hours arrangements eg lettings are the responsibility of the person letting.

All staff have a basic level of first aid training and are able to deal with low level first aid concerns.

### **The Governing Body**

**2.3** The governing body are required to develop policies to cover their own school. This should be based on a suitable and sufficient risk assessment carried out by a competent person. The governing body has general responsibility for all the school's policies, even when it is not the employer. In county and controlled schools the governing body should follow the health and safety policies and procedures produced by the LEA as the employer. In practice, most of the day to day functions of managing health and safety are delegated to the head teacher.

### **Teachers and other school staff**

**2.4** Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks.

Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. (reference - see page 4 paragraph 17 'Guidance for First Aid Schools – DCSF)

**2.5** The employer must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. The employer must ensure that there

are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site.

### **3. WHAT ARE A FIRST AIDER'S MAIN DUTIES?**

**3.1** First aiders must complete a training course approved by the Health and Safety Executive (HSE).

**3.2** At school, the main duties of a first aider are to:

give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;

when necessary, ensure that an ambulance or other professional medical help is called.

### **4. WHAT IS AN APPOINTED PERSON?**

**4.1** An appointed person is someone who:

- takes charge when someone is injured or becomes ill;
- looks after the first-aid equipment eg restocking the first-aid container;
- ensures that an ambulance or other professional medical help is summoned when appropriate.
- an appointed person does not always have to be first aid trained, but it is good practice that they are.

### **5. FIRST AID - WHAT DO SCHOOLS NEED TO DO?**

**5.1** The Health and Safety (First-Aid) Regulations 1981 set out what employers have to do.

**5.2** Employers must provide adequate and appropriate equipment, facilities and qualified first aid personnel.

**5.3** The Regulations do not oblige employers to provide first aid for anyone other than their own staff, but employers do have health and safety responsibilities towards non-employees.

### **6. REASSESSMENT OF FIRST AID PROVISION**

**6.1** The governing body and/or head teacher should regularly review the school's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate. Where minimum numbers of trained first aiders are set, these should be monitored to ensure that these standards are being met.

### **7. PROVIDING INFORMATION**

**7.1** The employer or the manager with the delegated function (usually the head teacher) must inform all staff of the first-aid arrangements. This should include the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the school's first-aid needs. This is communicated via notice boards and also through induction procedures when new staff start (Every new member of staff is given an induction list of issues they should be made aware of. A health and safety discussion (including first aid) should be on the first day of attendance). Cover staff on a casual basis are given a booklet identifying this. Full time staff sign a document indicating their induction and this is returned into their personal file via the office.

### **8. RISK ASSESSMENT OF FIRST-AID NEEDS – WHAT SHOULD SCHOOLS CONSIDER?**

**8.1** Schools normally include staff, pupils and visitors when carrying out risk assessments for first-aid needs.

**8.2** The governing body/head teacher need to consider additional first aid provision if there is more than one building. They should consider how many first-aid personnel are needed to provide adequate cover on each floor on a split level site and outlying buildings, and on each site of a split-site school.

**8.3** Accident statistics can indicate the most common injuries, times, locations and activities at a particular site. These can be a useful tool in risk assessment, highlighting areas to concentrate on and tailor first-aid provision to. Accident statistics are reviewed at each half termly health and safety meeting.

**8.4** There are no rules on exact numbers as a judgement is based on each school's circumstance

**8.5** The HSC provide guidance on numbers of first-aid personnel based on employee numbers. As a general guide, they recommend that:

- a lower risk place of work (eg shops, offices, libraries), with fifty to one hundred employees, should consider having at least one first aider; Schools will generally fall into the lower risk category.
- a medium risk place of work (eg light engineering and assembly work, food processing) with twenty to one hundred employees, should consider having at least one first aider for every fifty employees (or part thereof).

## **9. SELECTION OF FIRST AIDERS**

**9.1** Unless first-aid cover is part of a member of staff's contract of employment, people who agree to become first-aiders do so on a **voluntary basis**.

## **10. CONTACTING FIRST AID PERSONNEL**

**10.1** There are notices around the school identifying first aid provision and its usual location.

## **11. QUALIFICATIONS AND TRAINING**

**11.1** Training courses cover a range of first aid competences. Safeaid are our training provider.

**11.2** First aid at work certificates are only valid for **three years**. Employers should arrange refresher training and retesting of competence before certificates expire. If a certificate expires, the individual will have to undertake another full course of training to become a first aider. Schools should keep a record of first aiders and certification dates. The first aider themselves should also be pro-active and prompt their need for refresher training.

## **12. FIRST-AID MATERIALS, EQUIPMENT AND FIRST AID FACILITIES**

**12.1** Employers must provide the proper materials, equipment and facilities at all times. First-aid equipment must be clearly labelled and easily accessible. Each of the school halls have a fully stocked hand case of first aid equipment for emergencies. These cases are clearly marked. Each first aid area (year 3/4, 5/6 shared, year 1/2 shared area) should have first aid containers clearly indicated through labels.

- Each year group has a box of wipes and plasters in order to treat minor scrapes – these boxes are not to be considered as a first aid container.
- First aid stations at play time and lunchtimes are currently outside on the playground (outdoor classroom in key stage 1 and the courtyard in key stage 2). More serious incidents are taken into the first aid bases in the year one/two and five/six shared areas.
- During lesson time in the morning, all year groups have teaching assistants trained to adequate levels, with the ability to call for nominated first aiders in the case of a more serious first aid incident. In the afternoons the juniors have to send for a first aider from the infants. This person is on a rota basis.
- After school club is responsible for maintaining their level of first aiders relevant to their risk assessments. Teaching staff working late are able to be treated by these first aiders if required. Lettings are responsible for their own first aiders, but have access in an emergency to the first aid cases mounted on the walls in the halls.

### **12.2 How many first-aid containers should a school have?**

Every employer should provide at least one fully stocked first-aid container for each site. **All first-aid containers must be marked with a white cross on a green background.** The Children's Centre has their own first aid area and container as it is on a separate site.

### 12.3 Contents of a first-aid container

There is no mandatory list of items for a first-aid container. However, the HSE recommend that, where there is no special risk identified, a **minimum** provision of first-aid items would be:

- a leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
- one pair of disposable gloves.

### 12.4 Containers being checked

The first aid containers are checked weekly by year 6 service team, who are closely monitored by the person responsible for examining the contents of first-aid containers. A member of staff (teaching assistant), as part of their role is also checking the emergency first aid kits on a weekly basis ensuring stocks are complete). These should be restocked as soon as possible after use. There should be extra stock in the school. This stock is kept in the main office.

Lettings MUST inform the school site supervisor if emergency boxes are used – this is notified to all lettings through a lettings meeting/letter.

### 12.5 Travelling first-aid containers

Unless a risk assessment indicates otherwise an off-site visit will need a minimum of:

- a leaflet giving general advice on first aid;
- six individually wrapped sterile adhesive dressings;
- one large sterile unmedicated wound dressing - approximately 18cm x 18cm;
- two triangular bandages;
- two safety pins;
- individually wrapped moist cleansing wipes;
- one pair of disposable gloves.

## 13. HYGIENE/INFECTION CONTROL

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

## 14. REPORTING ACCIDENTS AND RECORD KEEPING

### Statutory requirements

**14.1** Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

**14.2** The employer must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

### What accidents to employees do LEAs and/or schools need to report?

**14.3** RIDDOR forms must be completed if there are;

- accidents resulting in death or major injury (including as a result of physical violence);

- accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).
- all accidents involving staff should be recorded in the school accident books.

#### **How should schools report them?**

**14.4** HSE must be notified of **fatal and major injuries and dangerous occurrences without delay** (eg by telephone). This must be followed up within ten days with a written report on Form 2508.

Other reportable accidents do not need immediate notification, but they must be reported to HSE within ten days on Form 2508.

#### **What about pupils and other people who are not at work?**

**14.5** An accident that happens to pupils or visitors must be reported to the HSE on Form 2508 if:

the person involved is killed or is taken from the site of the accident to hospital; **and** the accident arises out of or in connection with work.

**14.6** Like fatal and major injuries to employees or dangerous occurrences, these accidents must be notified to HSE without delay and followed up in writing within ten days on Form 2508.

### **15. FIRST AID RECORDING**

**15.1** Schools should keep a record of any first aid treatment given by first aiders and appointed persons. This should include:

- the date, time and place of incident;
- the name (and class) of the injured or ill person;
- details of the injury/illness and what first aid was given;
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- name and signature of the first aider or person dealing with the incident.

There are standard incident books kept in each first aid station (year 5/6 and year 3/4 shared areas for juniors; year 1/2 shared area for infants and for Early Years, in the kitchen area in Reception in a cupboard and in Nursery).

### **16. STAFFING – KEY CONTACTS JAYNE LUCKETT, KIRSTY CULLEN, ANITA MORRIS**

The office maintain a list of all staff qualified, to ensure qualifications are up to date.

Beyond 3:30 and prior to 8.55, there are first Aiders in the Before and After School Club that could be called in the event of an emergency.

The above members of staff **MUST BE CONSULTED** in the event that a child (or member of staff) should sustain **a major injury** or injury of the following nature:

- Cut to head or serious knock
- Suspect sprain or break
- Burns
- Stings: i.e. bees/wasps/insects (due to the possibility of allergic reaction)

In addition, the above members of staff **MUST BE CONSULTED** to treat pupils who are known to have a specific illness i.e. diabetics/pupils known to have allergic reactions/pupils with epipens in school - irrespective of the type of illness or injury sustained. **On NO ACCOUNT must these pupils be left/sent to self-administer their own treatment.**

Appointed person – Kirsty Cullen

Member of staff responsible for maintaining First Aid Stock – Claire Elliot

It is our aim that all lunchtime staff and teaching assistants have training in first aid in order to deal with minor incidents and initially with major ones until the nominated first aiders arrive on scene

Classification for incidents such as these is '**FIRST AID**'

Consultation from the designated member of First-Aid staff **should not be sought** in the event of **minor incidents** which may be treated with Pastoral care.

Examples of these are:

- Minor cuts or grazes
- Pupils who feel - or who are actually – sick
- Minor bumps to the head – i.e. pupils colliding in the playground.
- Minor marks to the body (bruises), skipping rope burns etc

#### **FIRST-AID:**

In the event of **major injury**, the designated member of First-Aid staff should be sent for immediately. An informed assessment will be carried out and the appropriate treatment given. Should the injury require medical assistance (i.e. Parent called into school/hospital visit/ambulance/), a member of the office staff should be contacted immediately to seek urgent authorisation from the Head/Deputy Head Teacher (injury type permitting) and the relevant action taken.

The use of an EPI-Pen would normally require the calling of an Ambulance. The pen should be disposed of through the Ambulance Service.

A child whose Epi-Pen has been used, **cannot** be allowed back into school, until there is a replacement pen.

In the event that first aid is administered to a child, a slip must be completed in the green Standard Incident Book and a copy handed to the class teacher at the end of lunchtime. The teacher will then distribute the slips to the relevant parents. If it is felt that an incident may warrant a parent being informed, advice and guidance should be requested from a Senior Leader.

In the event of a serious accident to a child or a member of staff, including lunchtime leaders, an Accident Form must be completed.

Should the decision be that Parents be notified/the child needs to go home, the office should be contacted to confirm authorisation with the Head/Deputy Head Teacher, and parents contacted.

#### **Administration of Medicines**

Please see Administration of Medicines policy for the storage and administration of medication.

#### Sources of information –

**GUIDANCE ON FIRST AID FOR SCHOOLS - a good practice guide (DFEE)**

Policy reviewed by Kirsty Cullen

September 2019

Agreed and accepted by Governing Body

September 2019

Signed \_\_\_\_\_

Date \_\_\_\_\_