Everybody Learns - Everybody Cares

Bede Community Primary School's First Aid Policy

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Gateshead Council
www.gateshead.gov.uk

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First Aid Provision in Schools

1. Background

1.1 This guidance details the requirements for compliance with the Health & Safety (First Aid) Regulations 1981. The regulations have been revised with changes in relation to training which came into force on 1st October 2013.

2. Definition

2.1 First Aider:
Someone who has undergone a recognised training course in administering first aid at work and holds a current first aid at work (FAW) certificate.

2.2 Appointed Person:
The person who looks after the first-aid equipment, facilities and calling the emergency services when required. They can also provide emergency cover within their role and competence, where a first-aider is absent due to unforeseen circumstances.

It is the policy of Gateshead Council that all appointed persons receive Emergency First Aider in the Workplace training.

2.3 Emergency First Aider in the Workplace (EFAW):
Someone who has undergone the 1 day training course which enables them to give emergency first aid to someone who is injured or becomes ill while at work.

2.4 Paediatric First Aid

At least one paediatric first aider who holds a current paediatric first aid certificate must be on the premises at all times when children from birth to 7 years old are present. There must also be at least one person who holds a current paediatric first aid certificate available to accompany off site activities. **Training providers must meet the criteria set out in the EYFS document.** This requirement is monitored by Ofsted through their Inspection Framework. In addition see section 7.2

3. Introduction

3.1 The Health and Safety (First Aid) Regulations require the employer to provide adequate and appropriate equipment, facilities and personnel to

enable first aid to be given to employees if they are injured or become ill at work. In order to do this a risk assessment will need to be carried out to ensure the appropriate level of provision.

3.2 Technically, the First Aid regulations require that provision is made only for employees. However, the Health and Safety Executive strongly recommend that provision where appropriate should be made for pupils, volunteers, visitors and non-employees, when assessing the numbers of first aid personnel required.

Therefore, Gateshead Council requires that first aid provision is made for non-employees, as well as employees.

3.3 People undertaking work experience or voluntary work have the same status as employees and should be added to employee totals when considering first aid provision.

3.4 Schools must provide suitable and sufficient accommodation for first aid according to the assessment of first-aid needs identified. Every school should have a suitable room that can be used for medical or dental treatment when required and for the care of pupils during school hours. The area, which must contain a washbasin and be reasonably near to a toilet, need not be used solely for medical purposes, but it should be appropriate and readily available for use when needed.

4. Head Teachers/Governing Bodies Responsibilities

4.1 Arrange first aid provision depending on the outcome of the assessment of first aid needs (refer to checklist at appendix 1). This involves consideration of workplace hazards and risks, the size of the school, special needs of children and other relevant factors, to determine what first aid equipment, facilities and personnel should be provided. In some schools, different areas of activity may pose higher risk. This may include some physical education and sports activities, design/food technology areas, workshops and science laboratories etc.

4.2 Assess the risk to employees (and others from operational activities) and ensure appropriate first aid arrangements are in place. This involves consideration of the size and layout of the school, hazards and risks identified and other relevant factors, to determine what level of first aid equipment, facilities and personnel should be provided.

When assessing what is adequate and appropriate, schools should take account of the following (not exhaustive):-

- The risk associated with work and activities in different parts of the school
- Off site activities
- Breakfast/after school clubs
- Pupils with medical conditions who may need support with administration of medication
- The size and layout of the school
- Any history or patterns of accidents
- The nature, working patterns and distribution of the employees

- The remoteness of the site
- The needs of lone workers
- Employees working on shared or multi-occupied sites
- Provision for lunchtimes and breaks. (It is good practice to encourage lunchtime supervisors to undergo some form of first-aid training)
- Adequate provision for leave/absences
- Adequate provision for practical areas such as science, technology, and physical education departments
- Provision for out-of-school-hours activities, e.g. sports and clubs
- Agreed procedures for emergencies in isolated areas, e.g. on the playing field
- If a first aider accompanies pupils on off site activities will there be adequate provision left available for the school?
- Kitchen staff need to provide their own first aid or should arrange to share first aid provision with the school.

4.3 Ensure appropriate first aid arrangements are in place. These arrangements should be reviewed if there is a significant change to the workplace, tasks or hazards to which employees and others may be exposed.

4.4 Ensure first aid provision is available at all times when the premises are occupied.

4.5 Ensure that all employees are advised of the school's first aid arrangements, including the name, location and contact details of the nearest first aider. New employees should be made aware of this information during their induction.

4.6 Ensure that the parents are aware of the school's health and safety policy, including the arrangements for first aid.

4.7 Ensure compliant first aid notices are displayed prominently in all work places (white St Georges cross on a green background) and include the names and locations of the first aiders/emergency first aiders.

4.8 Ensure that at least one person who has a current paediatric first aider certificate is available on site at all times when under 7 years old children are present and ensure that at least one person who has a current paediatric first aider certificate is accompanying KS1 pupils during out of school trips.

4.9 Ensure that all first aiders, emergency first aiders and paediatric first aiders are provided with the correct training and arrange timely updates. Ensure that they receive all the necessary information, guidance and instruction which are relevant to fulfil their duties.

5. First Aider and Emergency First Aider Responsibilities

5.1 Attend to a casualty when requested and administer appropriate first aid if required.

5.2 Monthly inspect the first aid boxes, checking that they are adequately stocked at all times and keep a record of it.

5.3 Record all first aid treatment administered, either by using existing school arrangements or by using the first aid treatment record form **(appendix 2).** Any such book / forms should be kept in accordance with the requirements of the Data Protection Act.
The record book/form is not the same as the Council's Incident Reporting Procedure, which still must be followed.

5.4 First aid personnel must inform the head teacher/ line manager in sufficient time when their training certification period is nearing expiry so that updated training can be arranged. A training record, e.g. training matrix should be kept and updated accordingly.

6. Absence of First Aiders or Emergency First Aiders

6.1 Absence of First Aider or Emergency First Aider from the workplace where there is a low risk or no specific hazard:

Where a first aider has been appointed, but the undertaking is low risk, an emergency first aider is acceptable as a minimum standard under the categories above, an emergency first aider can cover for the temporary absence of the first aider. This includes foreseeable absences such as annual leave.

Where an emergency first aider has been selected rather than a full first aider, there should be sufficient numbers available to cover for absences.

6.2 Absence of First Aider from a workplace where there is a higher risk or a specific hazard:

Where first aiders are needed because of a higher risk or specific hazard, there should be sufficient numbers of first aiders to ensure cover. An emergency first aider may only be an alternative to a first aider in exceptional and temporary circumstances. Annual leave or foreseeable absences are not considered to be exceptional and temporary circumstances.

7. Training

7.1 First aiders and emergency first aiders must have received training and hold a current first aid certificate.

All first-aid training certificates, whether FAW, EFAW or some other appropriate training, are valid for three years.

If the first-aider does not retrain or requalify before the expiry date on their current certificate they are no longer considered competent to act as a first-aider in the workplace. They can requalify at any time after the expiry date by undertaking the two-day requalification course. However, it may be prudent to complete the three-day FAW course, especially where a considerable period – i.e. in excess of one month – has elapsed since the

FAW certificate expired. It is for the employer to decide the most appropriate training course to requalify the first-aider. An EFAW requalification course should be of the same duration and content as the initial EFAW course.

The HSE strongly recommends that first-aiders and emergency first aiders undertake annual refresher training during any three-year certification period**.** Although not mandatory, this will help first-aiders maintain their basic skills and keep up to date with any changes to first aid procedures.

7.2 Paediatric first aid (PFA) training courses must meet the criteria set out in the *Practice Guidance for the Early Years Foundation Stage*. A Paediatric first aid training certificate is valid for three years from the date of issue.

All newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3 in an early years setting.

7.3 First Aid at Work, and Emergency First Aid At Work courses, including annual refresher training and Paediatric training can be arranged through external training providers. It is therefore the employer's responsibility to assess the competence of the training provider. Some first-aid course providers are given in section 8.

7.4 Employees selected to provide first aid should be capable of coping with the training and be able to effectively use the knowledge and skills learned during the course. They should be capable of performing duties that may on occasions be physically demanding and they must be available to leave other tasks to respond immediately and more rapidly to the scene of the emergency.

7.5 Where an automated external defibrillator is available in the workplace, it is important that those who may use it are appropriately trained. It is recommended that the maximum time between practice training sessions should be no more than 12 months. (Refer to section 8.3)

8. Suggested First Aid Course Providers

8.1 Education Gateshead can arrange First Aid at Work, and Emergency First Aid At Work and Paediatric First Aid courses.

Education Gateshead Tel: 0191 433 8614
Email: educationgateshead@gateshead.gov.uk

8.2 The employer may wish to choose any competent first-aid course provider, such as:

British Red Cross
North East Ambulance Service
St. John Ambulance

In-house defibrillator training only:
Tel: Workforce Development: 0191 433 8355
Or email: workforcedevelopment@gateshead.gov.uk

8.3 Schools should note that standard first aid at work training courses do not include resuscitation procedures for children. Schools will need to take this into consideration when assessing their levels of first aiders on site and during off site activities. Therefore, schools may need to have both adult and paediatric provision available at all times.
Additional risk assessments may be required to determine what level of first aid provision is required to ensure that there are appropriate numbers of trained first aiders available. (Refer to Appendix 1: first aid risk assessment for further guidance).

9. First Aider Allowance

9.1 An employee who is authorised and designated as a full first aider, responsible for first aid and holds a current certificate (i.e. not simply an emergency first aider) shall receive annual payment paid as a monthly allowance, pro rata where applicable. Failure to renew the First Aid at Work qualification within the timescale will result in the monthly allowance being suspended until the first aider is again qualified**.**

9.2 For the first aider to receive the monthly allowance, the head teacher / line manager should write to their named Admin contact requesting the payment amount, together with a copy of the designated first aider's certificate. This information will be sent to payroll who will then arrange for the first aid payment to be made.

9.3 Payment will not be received by employees when first aid is a requirement in their job profile.

10. First Aid Boxes and Equipment

10.1 Location and Number of First Aid Boxes

As a minimum requirement, one first aid box should be supplied at all times when employees are at work and at all locations where the employees are based. They should be sited at a point which is convenient, clearly identifiable and readily accessible for the majority of the workforce or where there is the greatest risk of injury occurring. The box should be suitable, protect the contents from damp and dust and be marked with a white cross on a green background.

Washing facilities containing soap, water and disposable drying materials should be available close to the location of the first aid box. If washing facilities are not available, individually wrapped, moist cleaning wipes (not alcohol based) may be used.

In large schools with several separate, divided locations/floors, more boxes may be required and in some circumstances consideration may need to be given to setting up a main first aid facility with supplementary equipment or first aid boxes in each working area or floors.

Travelling first aid kits are required for any out of school activities/visits.

Boxes should also be located in more hazardous areas around the school such as Science, Craft, Design and Technology, Gymnasiums, PE areas etc. All boxes should be regularly checked by the first aider (against the contents list below) and replenished when necessary.

10.2 Contents of a First Aid Box

There is no standard list of items to put in a first-aid box. It depends on what the assessed needs are. However, as a guide, and where there is no special risk in the workplace, a minimum stock of first-aid items would be:

- a leaflet giving general guidance 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 (approx 12cm x 12cm) individually wrapped sterile unmediated wound dressings;
- two large (approx 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
- disposable (non latex) gloves

Tablets or medicines of any kind should not be kept in the first-aid box.

In certain circumstances, it could be identified that first aiders may require additional items, for example: resuscitation mask, spillage kit, apron, clinical waste bags etc. and these should be provided.

10.3 Travelling First Aid Kit – Minimum Contents

Where travelling first aid kits are provided (e.g. on vehicles/ off site activities) the minimum contents should be:

- one guidance card;
- six individually wrapped sterile adhesive dressings;
- one large sterile unmedicated dressings (approximately 18cm x 18cm)
- two triangular bandages;
- two safety pins;
- individually wrapped moist cleaning wipes (not impregnated with alcohol);
- disposable (non-latex) gloves

10.4 Additional First Aid Equipment

Eye Care Provision:
Where mains tap water is not available for eye irrigation, at least 1 litre of sterile water or sterile saline (0.9%) should be provided in sealed disposable containers. These containers must not be re-used once the seal is broken but disposed of immediately. The containers must be checked frequently to

ensure the seal remains unbroken. The containers must be disposed of by the 'use by' date.

Patient Carrying Equipment:
Unless there is a serious and immediate threat to the lives of the casualty or those giving assistance, a casualty must not be moved before the arrival of the Emergency Services. Therefore, stretchers and carrying equipment are not necessary in the majority of locations. However, where in specialist circumstances a stretcher or carrying equipment has been provided, it should be stored alongside the first aid box in such a way that it is protected from damage, dust or damp. The carrying equipment should be checked regularly to ensure that it is in good, operable condition.

Blankets:
If provided, blankets must be washable and stored alongside the first aid box in a way, which keeps them free from dust and damp. If blankets are wrapped or stored in plastic or polythene they must be examined frequently to ensure they remain in good condition. In some circumstances the provision of disposable thermal blankets may be an alternative.

Specialist Equipment:
Where specialist first aid equipment is required, (e.g. defibrillators) the first aider should receive additional training and be issued with a certificate of competence to administer/use the specialist equipment.

Disposal of Used Equipment, Dressings etc
All used first aid dressings, gloves and aprons etc must be disposed of into a sealed bag, e.g. plastic bag tied securely, before disposal into the waste. Where clinical waste arrangements are already in place disposal should be in accordance with these arrangements.

11. Employees' Liability as a First Aider or Emergency First Aider

11.1 The legal implications for employees carrying out their role as a trained first aider or emergency first aider on behalf of their employer are no different from those arising any other way during the course of employment. If a client or another employee makes a civil law claim for damages, this claim will invariably be against the "employer" i.e. Gateshead Council/ Diocese. In the extremely unlikely event of a civil claim being made against an individual employee, then Gateshead Council has a policy of indemnifying the employee against any claims made against them, including costs awarded, unless the employee has acted with gross or wilful negligence or recklessness without regard for the consequences of his or her actions.

11.2 First aiders and other members of staff must be aware that if they have to transport casualties in their own vehicle, they must ensure that their car insurance covers them for business use.

12. Hygiene and Infection Control in First Aid

12.1 First Aiders and Emergency First Aiders will be taught the basics of hygiene and infection control during their training courses. Spillages of blood, vomit, urine and excreta should be cleaned up promptly.

The following general actions must be taken by the person dealing with the spill:

- Clear the immediate area of people. Hazard signs and cordoning may be necessary according to the circumstances.

- Disposable personal protective equipment (PPE), including disposable gloves or equivalent and a disposable plastic apron must be worn.

- Waste created by the administration of first aid is categorised as hazardous, as it may contain bodily fluids. However, in schools the amount produced is minimal and as such special arrangements for disposal are not generally required.

13. Advice and Support for First Aiders and Emergency First Aider

13.1 The Occupational Health Unit's Physician and advisers can provide advice and support to the schools first aiders/emergency first aiders.

14. Provision of Information

14.1 LCS-HS-27 First Aid

14.2 Resuscitation Council (UK) and British Heart Foundation "A guide to Automated External Defibrillators (AEDs)"

Footnote: further assistance and guidance is available by contacting Health and Safety. Telephone numbers: 0191 433 2270, 2237 or 3827.

Appendix 1 Checklist for assessment of first – aid needs

Hazards
Use the findings of your risk assessment and take account of any parts of your school that have different work activities/hazards which may require different levels of first aid provision.

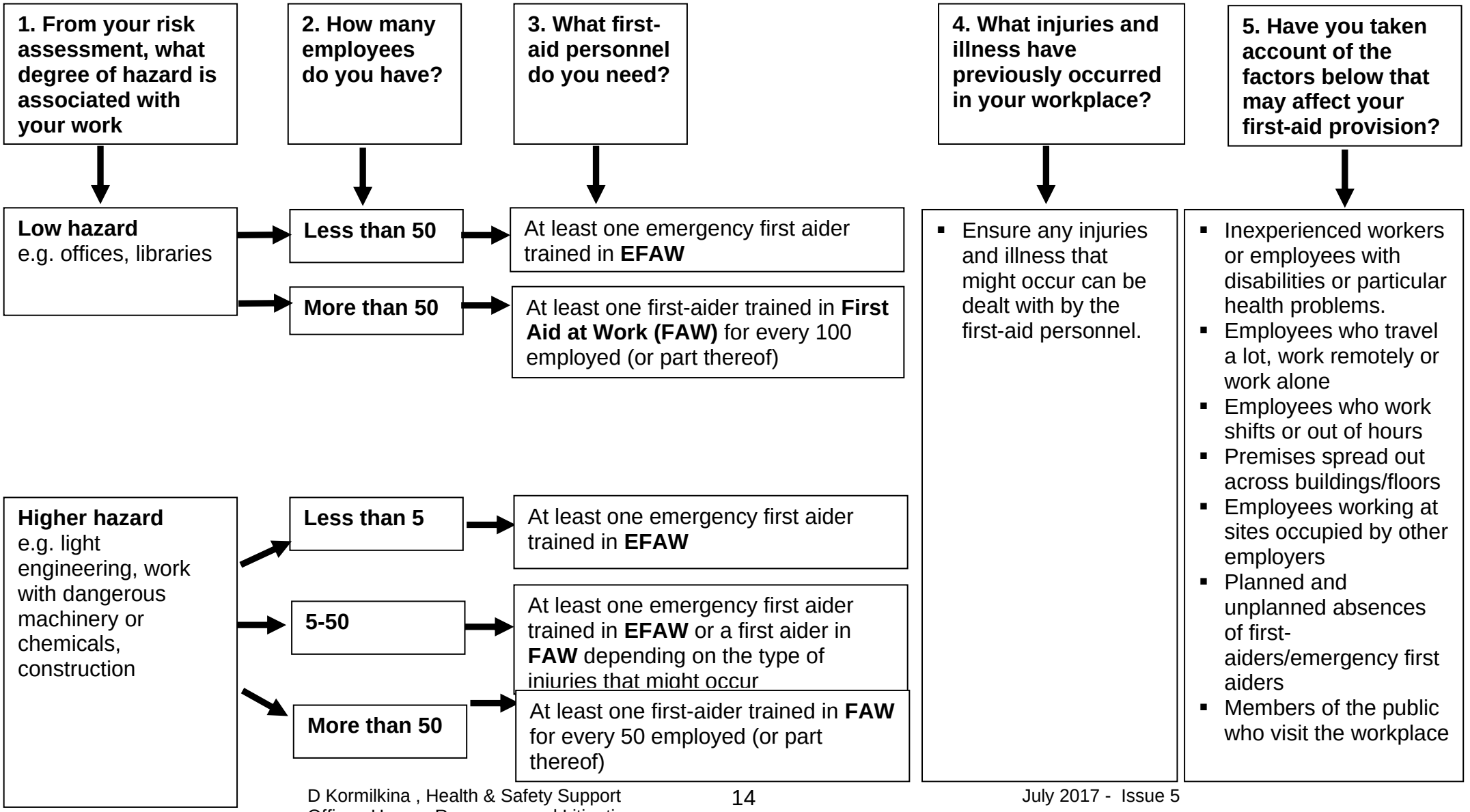
Aspects to consider	Impact on levels of first aid provision	Adequate provision Yes/No	Action required
What size is the school? Is it a split level site?	The head teacher/governing body will need to consider additional first aid provision depending on the layout and size of the site. They should consider how many first aid personnel are needed to provide adequate cover on each floor on a split level site and out-lying building etc. Schools may need to consider provision to deal with mobile or lone working employees.		
Are there any high risk activities such as:- Use of chemicals or dangerous machinery, substances, hazardous tools, off-site activities, extra-curricular activities	Consider:- Extra first aid equipment i.e. eyewash . Make special arrangements for first aid provision close to the areas where there is a high risk as well as in other parts of the building. Practical departments such as D&T, Science, P.E. and Food Technology areas will have specific hazards associated with them and you will probably need to make different levels of provision available in these higher risk areas.		

Aspects to consider	Impact on levels of first aid provision	Adequate provision Yes/No	Action required
Very young pupils or pupils with special educational needs on site or involved in off site activities	Determine what level of first aid is required to ensure appropriate levels of both adult and paediatric trained staff available at all times when children are on the premises, including any off-site visits.	First aid provision must be available at all times when children are on site or off site during visits and outings	
Passenger Carrying Vehicles .	If a school uses a minibus or public service vehicle as a means of transport during off site activities, they need to have on board a first aid kit and a suitable fire extinguisher.		
Are there any pre/after school activities or lettings?	Remember that there needs to be appropriate levels of first aiders available at all times when children /adults are on school premises. Consider provision of both first aid at work and paediatric trained staff available as required.		
Are there any parent volunteers or NQT student teachers employed in the school	Pupils and visitors should be considered as well as employees remember to include them in your risk assessment		
Play/lunch breaks, as well as out of school hours activities Off site educational visits	Many accidents at school occur at these times. You will need to consider the provision of first aid cover for all off site activities. If a first aider accompanies pupils on off site activities, will there be adequate provision left available for the school, including paediatric first aid.	Consider the levels of first aid provision available at key times	
Do you have sufficient provision to cover absences of first aiders/emergency first aiders or	When deciding on the number of First Aiders, Emergency First Aiders and Paediatric First Aiders consider that there is enough cover available when they		

paediatric first aiders	are away from work e.g. annual leave, sickness leave, training, etc.		
Specific needs e.g. staff or pupils with special health needs, administration of medication, or disabilities **Aspects to consider**	Different first aid procedures may apply to pupils in primary and secondary school, e.g. the age of the pupils may affect the type of first aid arrangements required. **Impact on levels of first aid provision**	**Adequate provision Yes/No**	First aid training provider can deliver training to suit the needs of schools e.g. paediatric first aid **Action required**
Are there areas of the school where different levels of risk can be identified i.e. PE areas, sports fields, design technology areas, science blocks, laboratories or kitchens food technology areas, e.g. there is the potential for burn, eye injuries or sporting injuries	You may need to consider different levels of provision in these higher risk areas.		
What is your record of accidents and ill health? What type are they and where did they happen?	You may need to consider your provision in certain areas.		

Appendix 2

Suggested number of first-aid personnel to be available at all times whilst people are at work



Appendix 3 Note – this is not an incident report form, but a first aid record.

Incident – Date, time and place of incident	**Patient – Name of injured party, Category (i.e. employee, pupil visitor member of the public**	**Details of illness or injury (i.e. area of body, type of injury, details of injury**	**Treatment Given**	**Defib used (where appropriate) Please tick ✓**	**What happened to person immediately afterwards (e.g. went back to work, went home, went to hospital). ✓**	**Name and signature of person making the entry.**
01/02/14 10.00 am, school hall	John Smith , employee - caretaker	Minor cut to right hand caused by piece of wood protruding from door frame	Adhesive dressing applied	N/A	Went about his duties	D Mitchell (first aider)