

Aims

The aim of the policy is to ensure that children and adults in our care receive good quality first aid provision.

All staff are made aware of this policy and any new members of staff, and volunteers are made aware when they are appointed or begin work.

This policy

- Clearly defines the responsibilities of the school staff
- Provides a framework for responding to an incident, recording and reporting the outcomes and where appropriate investigate all accidents.
- Identifies equipment and materials required to carry out first aid treatment.
- Outlines arrangements to provide training to employees, and maintain a record of that training which is reviewed annually
- Ensures good first aid cover is available in the school and on visits.
- Has safety as its priority for the children and adults receiving first aid and safety for the adults who administer first aid.
- Is regularly reviewed and updated

Legislation and guidance

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate numbers of first aiders, facilities, and equipment to enable first aid to be given to employees who are injured or who fall ill at work.

These regulations apply to schools in the same way as all other workplaces. Their requirements deal only with employees and do not specifically cover non-employees such as, pupils and other visitors to the school premises. Nevertheless, under the provisions of the Health and Safety at Work etc Act 1974, employers have a duty to ensure, so far as is reasonably practicable, the health and safety of non-employees. Moreover, Health and Safety Executive (HSE) guidance strongly recommends that non-employees are included in an assessment of first aid needs and that provision is made for them.

An assessment must be made of the school's first aid needs in order to establish what provision is required. Factors to consider include the location and size of the school, the number of sites, the number of employees and pupils, the age of pupils, their health needs and activities carried out.

In summary, the minimum requirements for school first aid provision are.

- a first aid needs assessment
- a written policy on first aid
- an appointed person to take charge of first aid arrangements
- a number of first aiders
- suitably stocked first aid boxes in appropriate locations such as labs and PE departments. There is no mandatory content, but it is recommended that schools consider the content of BS 8599.
- a number of first-aid containers for off-site activities/trips
- a list of first aiders easily assessable to all staff
- out of school hours arrangements

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).

Inkpen Primary school is the employer.

The employer is responsible, under the Health and Safety at Work Act 1974 (HSWA), for making sure that a school has comprehensive a health and safety procedures in place. This should include arrangements for first aid, based on a risk assessment of the school. The employer should also make sure that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

It is the employer's responsibility to make sure that the statutory requirements for provision of first aiders are met, that appropriate training is provided and that correct procedures are followed. The employer should be satisfied that any training has given staff sufficient understanding, confidence and expertise. 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.

The Head teacher is responsible for: putting policies into practice and for developing detailed procedures.

The Head teacher should.

- make sure that parents are aware of the school's health and safety policy, including arrangements for first aid,
- that provision for employees does not fall below the required standards; at least one first aid appointed person at all times based on a first aids needs assessment

The schools appointed persons 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 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 and completing the online Crest reporting system
- keeping their contact details up to date

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are and have a means to contact them straight away.
- Completing accident reports on Crest for all incidents they attend where a first aider is not called
- Informing the Head teacher of any specific health conditions or first aid needs.

First Aid Accommodation

In schools, the 2012 Education (School Premises) Regulations require a medical space for pupils to be provided and this can, where necessary, be used for giving first aid to staff, pupils or visitors.

They should contain essential first aid facilities and equipment, be easily accessible to stretchers and be clearly signposted and identified. They should have washable surfaces and adequate heating, ventilation and lighting, and should display a notice on the door advising of the names, locations and, if appropriate, telephone extensions of first aiders and how to contact them. Hot and cold running water, soap, paper towels and drinking water should also be provided.

First Aid Procedures 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 the injury and decide if further assistance is needed from a colleague or the emergency services; they will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- 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 Head teacher or deputy will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form the same day or as soon as is reasonably practical after an incident resulting in an injury

Off-site procedures, when taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Access to information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the class teacher prior to any educational visit that necessitates taking pupils off school premises. There will always be at least one first aider on school trips and visits.

First aid equipment

Employers must provide at least one fully stocked first aid container for every work site, and first aid procedures should make sure that someone is responsible for examining the contents of the containers and keeping them stocked. Additional first aid containers will be needed where there are split sites, split levels and for high-risk areas such as, sports pitches, outdoor teaching areas, etc.

As a minimum the contents of a first aid box should include:

- a leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (hypoallergenic plasters can be provided if necessary)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins • 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 1 pair of disposable gloves.

The HSE recommend where no specific risk is identified a travelling first aid container should contain the 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

All first aid containers must be marked with a white cross on a green background.

Record-keeping and reporting

The Crest on-line reporting system is a question-and-answer site, staff are only expected to register significant incidents. In primary schools where pupils bump heads and graze knees, we would not expect these to be entered onto Crest site however, we would expect the usual accident reporting approach to be completed and parents notified in head bump incidents.

A first aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE.

- First Aid at Work (FAW)
- Emergency First Aid at Work (EFAW)

Both these qualifications permit an employee to be designated as a first aider. An 'appointed person' however, is not the same as a first aider and does not have to undergo first aid training. The FAW and EFAW certificates are valid for three years, the National Education Union strongly recommends that schools use the EFAW course.

Paediatric First Aid covers from infancy up to 18 years of age and the certificate is valid for three years.

Employers must arrange refresher training and retesting of competence before certificated expire. If a certificate expires, the individual will have to undertake another full course of training to become a first aider. Refreshers courses can be arranged up to three months before the expiry date of their certificate. The new certificate will then take effect from the date of expiry. Schools should keep records of first aiders and certification dates.

Links with other policies

This first aid policy is linked to the.

- Health and safety policy
- Risk Assessment Procedure
- Medical Conditions Procedure
- Guidance on accident and incident reporting on Crest

Policy review and monitoring

The implementation of this procedure will be monitored by the Governing board and head teacher

Appendix 1

Appointed Person(s) for first aid	Contact Number	Training date and expiry
Name		

Appendix 2

Revision	Status	Date	Reviewer	Purpose/Outcome
1	Draft	12.10.22	Head teacher / Governors	

Further guidance can be found at the following

<https://www.hse.gov.uk/pubns/priced/l74.pdf>

<https://www.hse.gov.uk/firstaid/needs-assessment.htm>

<https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education#schools-and-colleges>

Appendix 3

Paediatric First Aiders

Paula Bowyer	07/10/2022
Gaynor Mousley	16/11/2022
Francis Buck	16/11/2022

First Aid (3 yearly)

Amanda Banks	01/09/2020
Paula Bowyer	24/01/2020
Shelley Boulton	01/09/2020
Lil Calvert	01/09/2020
Zara Nighy	01/09/2020
Jane Obin	01/09/2020