



First Aid Policy

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Contents

1. Introduction – Equal Opportunities and Scope
2. Responsibilities
3. First Aids Needs assessment
4. Types of First Aid Personnel
5. First Aid Kits
6. First Aid Rooms
7. Recording First Aid Treatment.

1. Introduction – Equal Opportunities and Scope

Old Buckenham Primary School (under Sapientia Education Trust) acknowledges its responsibility to have appropriate first aid arrangements in all its workplaces and services. This will include ensuring there is adequate and appropriate equipment, facilities and personnel available to enable first aid to be given to its staff and others who may be affected by its business, should they become injured or become ill whilst at work.

Old Buckenham Primary School expects staff to adhere to this policy in line with obligations under equality legislation. The Headteacher must ensure that all reasonable adjustments or supportive measures are considered to allow equality of access and opportunity regardless of age, gender, ethnicity, sexual orientation, disability, faith or religion, gender identity, pregnancy or marital status.

2. Responsibilities

The Headteacher is responsible for:-

- Ensuring a First Aid Needs Assessment is carried out and reviewed at least annually or sooner as necessary
- Ensuring adequate and appropriate identified first aid equipment and facilities are provided
- Ensuring that an appropriate number of trained first aid personnel are present in the workplace at any one time
- Ensure the provision of sufficient numbers of first aid boxes, and that these are regularly checked and first aid supplies replenished as necessary
- Ensuring staff under their control are aware of the first aid arrangements

- Undertake personal needs assessments for lone/mobile workers or those with specific health needs

First Aid Personnel are responsible for:-

- Responding to incidents in the workplace
- Recording any first aid treatment given
- Keeping first aid treatment records secure in line with data protection
- Appropriately maintain the medical confidentiality of the person they are treating
- Keeping their training up to date including refreshers and keeping a record of this
- Treat casualties in accordance with the training they have been given
- Ensuring contents of first aid box(es) are regularly checked to establish supplies are sufficient to meet requirements
- Ensure their contact details are updated if they move premises or change their usual working location
- Take effective measures to protect themselves from any blood borne infection
- Report insufficiencies in first aid arrangements to their Headteacher / Manager

Staff are responsible for:-

- Ensuring they are familiar with the name and location of the nearest first aider or appointed person
- Ensuring an incident report is completed for all accidents
- Informing their headteacher / manager of any specific health conditions or first aid needs

3.First Aid Needs Assessment

A First Aid Needs Assessment will be carried out by the Headteacher to identify the first aid requirements. Significant risks in the workplace or service must be included in the assessment process, which should then help identify what your first aid needs will be.

First Aid Provision will be reviewed at least annually or sooner if no longer relevant, for example:-

- There is a significant change in the number of people in the premises
- There are changes in the way people work or use the premises
- There is an increase in the hazard of the activities carried out on site
- There is a change in legislation or guidance

Review does not necessarily mean carrying out a new assessment, but checking the existing one to ensure it is still valid or recording any amendments to reflect changes in circumstances.

4.Types of First Aid Personnel

Appointed Person

Old Buckenham Primary School assessment identifies that a first aider is not necessary, however there is a minimum requirement is to appoint a person to take charge of the first aid arrangements. The role of this person includes looking after first aid equipment and facilities and calling the emergency services when required. Appointed persons do not require First Aid training. They will receive instruction on how to carry out their duties.

The school's appointed person is – Michelle Canwell

Emergency First Aider

Staff taking on this role will undergo Emergency First Aid training (6 hour course) and will undertake a requalification course every three years to keep their qualification current.

First Aider

These staff will have undergone First Aid at Work training (an 18 hour course) and will undertake a requalification course every three years to keep their qualification current.

Paediatric First Aid

Schools and other settings with young children (i.e. children from birth to the end of the academic year in which a child has their fifth birthday) are required to have at least one person on site trained in paediatric first aid. The requalification course will be undertaken every three years to keep the qualification current.

A register of staff training can be found in the school office.

Additional Training

To ensure illness or injuries can be adequately dealt with, we will access specialised training for some personnel where necessary. Some examples could be:-

Additional Training Need	When this may be relevant
use of an AED (automated external defibrillator)	where you have identified this as a requirement through your needs assessment

5. First Aid Kits

There is not a definitive list of what items should be in the first aid box. The following is a guide of suggested minimum stock where there is no special risk in the workplace:-

- A leaflet giving general guidance on first aid e.g. HSE leaflet – basic advice on first aid at work (this leaflet can be accessed via a link on schools peoplenet)
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (you can provide hypoallergenic plasters if necessary)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile
- Six safety pins
- Two large, individually wrapped, sterile, unmedicated wound dressings
- Six medium sized, individually wrapped, sterile, unmedicated wound dressings
- At least three pairs of disposable gloves (preferably latex free)

First aid kits which are compliant with British Standard BS 8599 which contain slightly more than the recognised minimum stock. Whether using a kit compliant with BS 8599, or an alternative kit, the contents should reflect the outcome of the first aid needs assessment.

No medication of any kind, for example, paracetamol, antiseptic creams, burn sprays, epipens, insulin, asthma inhalers etc, will be kept in first aid boxes or kits, nor should these be used as a form of first aid. The reasoning behind this is:-

- In the case of tablets, you may not know if any medication has previously been taken, or if it has, what dosage and when. Giving such medication may adversely affect treatment or surgery that may be required.
- If the wrong cream is used for the wrong injury, or used inappropriately, there may be serious scarring or long term discomfort for the casualty. There may also be the chance of an adverse allergic reaction.
- A first aiders role is to assist persons to self medicate and contact emergency services not to be a medic replacement.

Since first aid kits are available to anyone who wishes to use them, the possibility of these highlighted problems occurring could be quite high.

Prescribed medicines kept for individual pupils do not fall under this policy. The school's Administering Medicines must be read alongside this policy.

First aid kits will be checked regularly (termly) so that stocks can be maintained. The First Aid cupboard should protect first aid items from dust and damp. Any items with expiry dates must not be used beyond their expiry date.

First aid kits will be clearly identifiable (container should have a white cross on a green background) and readily accessible to staff. Kits should be placed conveniently, if possible near to hand washing facilities. Kits should also be available in areas of greater risk, for example, the ASC mobile, medical room and kitchen.

6.First Aid Rooms

The First Aid room will contain essential first aid facilities and equipment, typically:-

- A sink with hot and cold running water
- Drinking water and disposable cups
- Liquid soap and disposable paper towels
- A store for first aid materials
- Foot operated waste bins, lined with yellow clinical waste bags or container suitable for safe disposal of clinical waste
- A couch with waterproof protection, clean pillows and blankets (and a system for keeping them clean)
- A chair
- A method of recording all incidents where the first aid has been given

Ideally, the room should be reserved specifically for providing first aid. It should be easily accessible to stretchers and be clearly signposted and identified. It should be kept clean and tidy at all times and not used as a store room.

7.Recording First Aid Treatment

When first aid is given, the person giving first aid must make a record of:

- Date, time and place of incident
- Name and job title (where relevant) of the injured person
- Details of the injury / illness and what first aid was given
- What happened to the person immediately afterwards (for example, went home, went back to work, went to hospital)
- Name and signature of the person dealing with the incident

All completed records of first aid treatment must be kept in a secure location to comply with the requirements of data protection legislation. Only blank copies of the form should be kept with first aid equipment.

Where necessary, an Incident form will need to be completed using the RIDDOR on-line reporting system.
