



# PROVISION OF FIRST AID POLICY

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## PROVISION OF FIRST AID POLICY

Educational establishments must provide first aid for staff, pupils and visitors. Contractors who work on site must provide their own first aid. First aid must be available at all times when people are on site, and to groups who are doing off-site activities or are otherwise in the establishment's duty of care.

### First Aid Personnel

At Oak Grove College our staff are trained in either:

1. **A First Aider trained in First Aid at Work (FAW)** is someone who has successfully completed an approved 3 day course in first aid delivered by an HSE approved training provider. Certificates are valid for three years and can be renewed by attending a 2 day refresher course. Renewal must be completed within 28 days of expiry of the previous certificate.
2. **A First Aider trained in Emergency First Aid at Work (EFAW)** is a person who has successfully completed an approved 1 day course in first aid. This level of training is only suitable for low-risk workplaces with small numbers of people. Certificates are valid for three years.

**Both of the above courses include basic life support.**

### Qualifications and Training

All appointed first aiders, must hold a relevant current certificate that has been obtained through attendance on a training course run by an approved organisation:

- Health and Safety at Work training providers must be approved by the Health and Safety Executive.
- Emergency First Aid at Work training providers must be a recognised Awarding Body of the Qualifications and Curriculum Authority.
- Paediatric/ Early Years First Aid training providers must be approved by the Local Authority.

Courses may be booked through the health and safety team. First aid courses arranged by the health and safety team for staff in primary schools are specifically designed for the primary sector age range. If educational establishments intend to seek first aid

training elsewhere, they should ensure that the providers meet the above requirements and that the course will suit the age of the establishment occupants.

Only staff who are qualified in basic life support can administer rescue medication and have been deemed competent to do so by the School Nurse.

**Refresher Training**

Although certificates are valid for three years, the Health and Safety Executive strongly recommends that first aid providers receive annual refresher training. Three hour refresher courses can be booked through the Health and Safety Team.

**How Many First Aiders**

The number of qualified first aiders necessary for an educational establishment will depend upon the size and layout of the premises, the number of people it accommodates and the nature of the activities carried out. There must be a sufficient number of first aiders, strategically located to ensure that assistance will be provided quickly in an emergency. The number must also be sufficient to ensure provision will be maintained during foreseeable absences such as sickness, and to accommodate educational visits and sporting fixtures. First aid duties can be shared between qualified staff, provided the appropriate level of provision is maintained.

The following table shows the Local Authority's minimum levels for schools, colleges, special support units and pupil referral units. Split site establishments must apply these criteria to each site. The actual number necessary will depend upon a risk assessment (see below).

Number of children	less than 100	100-299	300-999	over 1000
Minimum number of first aiders (FAW)	1	1	2	3
Minimum number of first aiders (EFAW)	1	2	3	3

For other children services establishments, the provision must be decided by risk assessment (see below), but there must be a minimum of one person qualified for emergency first aid at work available at all times when there is a duty of care towards occupants.

**Letters of Appointment**

Heads of establishment should give a formal letter of appointment to staff who agree to provide first aid, upon issue of their certificates. Model letters are attached below.

### Contacting First Aiders

You must ensure that everybody on the premises knows how to summon a first aider in an emergency. Notices should be displayed in conspicuous places and the procedure should be included in staff and volunteer induction training and pupil safety briefings. Unaccompanied visitors will also need to be informed when they sign in.

### Off-site Activities

Students who require emergency medication must be accompanied by a qualified member of staff with basic life support qualification who can administer the medication.

### Carrying Out a Risk Assessment

First aid must be provided to any person that we owe a duty of care to if they are injured or become ill while on our premises or involved in an off-site activity. There must be sufficient suitably qualified first aiders and adequate first aid facilities to ensure that immediate assistance will be provided to casualties and an ambulance will be summoned when appropriate.

Heads of establishments must decide if the minimum numbers specified in the table above are adequate or if more will be needed. The following checklist, adapted from the Health and Safety Executive Guide L74 (2009) may help.

	Assessment Factor	Apply?		Impact on First Aid Provision
		Yes	No	
1	Are there any specific risks such as hazardous substances, dangerous tools or machinery, or dangerous loads or animals?			You will need to consider: <ul style="list-style-type: none"><li>- specific training for First Aiders</li><li>- extra first-aid equipment</li><li>- precise positioning of equipment.</li></ul>
2	Are there parts of the workplace with different levels of risk?			You may need to make different levels of provision
3	What is your record of accidents and cases of ill health? What type are they and where did they happen?			You will need to check your records You may need to: <ul style="list-style-type: none"><li>- locate first aid in certain areas</li><li>- review the provision.</li></ul>
4	Are there inexperienced workers on site, or people with disabilities or special health problems?			You will need to consider special equipment.  What special; equipment would you need for an inexperienced worker?

5	Are the premises spread out, e.g. are there several buildings on the site or multi-storey buildings?			You will need to consider provision in each building and on several floors.
6	Is there shift work or out-of-hours working?			First-aid provision is required at all times while people are at work.
7	Is your workplace remote from emergency medical services?			You will need to tell them where you are or make special arrangements.
8	Do you have staff who travel a lot or work alone?			You will need to consider: - issuing personal first-aid kits and training staff how to use it; - issuing personal communications.
9	Do any of your staff work at sites occupied by other employers?			You will need to make arrangements with the other site occupiers.
10	Do you have any temporary workers, volunteers or customers on site?			Your first-aid provision must cover them.

### **Appropriate Practice**

First Aiders are responsible for assessing injuries or ill health and using their training to decide upon the most appropriate response. This can involve treating the casualty if the injury is within the scope of their training, referring them to hospital for assessment or further treatment, or making an emergency call to summon an ambulance. In non-urgent situations where the guidance contained in the First Aid Manual is insufficient, they can also contact NHS Direct. Urgent treatment should not be delayed in order to consult with parents or carers.

The current first aid manual is the 8th edition published by Dorling Kindersley Limited in 2006 (ISBN 1-4053-1573-3).

### **Indemnity**

WSCC employees who hold a valid first aid qualification are indemnified by the county council's insurance against any claims for negligence or injury, provided they relate to first aid provided in the course of their employment and they acted in good faith and in accordance with their training. The indemnity is regardless of where and to whom the first aid was provided.

### **Calling the Emergency Services - as stated in Supporting pupils at school with medical conditions (April 2014)**

Where a child has an individual healthcare plan, this should clearly define what constitutes as an emergency and explain what to do, including ensuring that all relevant staff are aware of the emergency symptoms and procedures.

If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany the child in the ambulance to the hospital.

### **Pupils with Medical Conditions**

First aiders will need to be informed if a pupil with a medical condition is likely to need special emergency treatment. The designated nurse from the school nursing service can assist you to prepare a health care plan for such pupils. Pupil health care plans must be available to first aiders and a copy should be provided to any medical practitioner providing emergency medical treatment to such pupils.

### **Medicines**

Schools must keep records of any medicines that are administered by school staff. These records must also be available to first aiders, and if a pupil who has received medicines is referred for further treatment or assessment, or emergency medical treatment, a record of any medicines administered that day must be provided to the medical practitioners.

### Epipens

Staff should be trained in the use of Epipens and they are accountable for updating their training annually.

### Salbutamol Inhalers

These inhalers can be stored in school and can be administered by any member of staff providing that the student has been diagnosed as suffering from Asthma and has this written in their school records.

### **First Aid Materials, Equipment and Facilities**

There must be an adequate level of first aid materials, equipment and facilities in every establishment, to ensure that an injured person can be treated quickly in an emergency. The number and content of first aid kits will depend upon risk assessment.

### **First Aid Kits**

The minimum provision for an educational establishment will be at least one first aid kit for use on the premises and one or more kits to be taken on off-site visits. High-risk areas such as laboratories and workshops should have their own first aid kits, and kits should be immediately available on playing fields. Very large or split site establishments will need sufficient kits to ensure they are readily available across the entire site.

First aid kits must be stored in a robust container designed to protect the contents from damp and dust and marked with a white cross on a green background (see image above).

There are no particular items that must be kept in a first aid kit, but as a guide there should always be at least:

- a leaflet giving general guidance on first aid

- several pairs of disposable gloves
- 20 individually wrapped sterile adhesive dressings (assorted sizes and blue ones for food technology or kitchen areas)
- 2 sterile eye pads
- 4 individually wrapped sterile triangular bandages
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings (approximately 12cm x 12cm)
- 2 large individually wrapped sterile unmedicated wound dressings (approximately 18cm x 18cm).

If tap water is not available for eye irrigation, at least one litre of sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. These have a limited shelf life and need to be replaced periodically. (Laboratories have different arrangements for eye irrigation; see the WSCC Health and Safety Information for Science CD-ROM.)

Where soap and water are not available, individually wrapped moist cleaning wipes must be provided. If scissors are put into the first aid box, they must be blunt-ended. Disposable aprons and waste bags must be kept near the first aid kit. Do not keep antiseptic creams, lotions, or any type of medication or drug in a first aid kit.

The contents of a travelling first aid kit for off-site visits must be appropriate to the type and duration of visit, but should contain as a minimum:

- 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.

If scissors are put into a first aid kit, they must be blunt-ended. Do not keep antiseptic creams, lotions, or any type of medication or drug in a first aid kit.

### **Minibuses**

It is a legal requirement that all minibuses carry a first aid kit.

### **Medical Accommodation**

Schools must have accommodation to care for children during school hours, and for health professionals to carry out medical and dental examinations. It does not need to be used solely for these reasons, but it must be appropriate for this use and be available when needed. It must be well lit and also contain a washbasin and have a toilet reasonably nearby, and the floor and surfaces must be easy to clean and disinfect. It should be located on the ground floor with reasonable access for a wheelchair or gurney

to the space reserved for emergency vehicles.

You should equip the room with adequate first aid facilities and equipment. It would be reasonable to expect:

- a sink with hot and cold running water;
- soap and paper towels;
- disposable gloves;
- drinking water and disposable cups;
- a range of first aid equipment (at least the contents of a standard first aid kit);
- apparatus for the safe disposal of clinical waste such as a foot-operated refuse container lined with disposable yellow clinical waste bag;
- a sharps container if it is foreseeable that sharps will be used;
- a couch with waterproof protection, clean pillows and blankets;
- a chair;
- a telephone;
- a record book for recording the first aid given
- a current edition of the First Aid Manual
- a copy of the Health Protection Agency poster 'Guidance on Infection Control in Schools and other Child Care Settings'.

Educational establishments other than schools are not normally required to provide medical accommodation.