



Everyone matters, every day counts

PROVISION OF FIRST AID POLICY

Policy created:

Policy first adopted:

Signed chair of Governors:

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Re-adopted & signed:

5.10.20



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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.

First aid courses will be arranged by the Business Manager. Providers will meet the above requirements.

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.

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.

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

Staff will be given a formal letter of appointment to provide first aid upon issue of their certificates.

Contacting First Aiders

All staff must know how to summon a first aider in an emergency. A list of First Aiders should be displayed in every room and the procedure 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 will 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.

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.

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 (December 2015)

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.

Accidents/Incidents

All accidents /incidents must be recorded in school, serious injuries to staff, students or visitors must be reported using the online WSCC form. For further details please see the [Business](#) [Manager](#).

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. There is one spare epipen in college, this is kept in PA office.

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.

Paracetamol

Students can only be administered paracetamol if the parent/carer has signed a pink form stating they give permission to do so. A phone call home must be made before administering paracetamol to ensure that there is the required level of time between dosages and inform the parent/carer that they are going to be given paracetamol. The member of staff administering it must complete the form stating date, time and dosage given, this must be witnessed and signed by another member of staff. Any member of staff can administer Paracetamol.

Non-prescription travel sickness medication

Non-prescription travel sickness medication will be administered by staff providing they are supplied in the original packaging and accompanied by a pink 'Medicine form'. It must be suitable for the child's age and supplied by the parent.

Antihistamine

Students can only be administered antihistamine if the parent/carer has signed a pink form stating they give permission to do so. A phone call home must be made before administering antihistamine to ensure that there is the required level of time between dosages and inform the parent/carer that they are going to be given antihistamine. The member of staff administering it must complete the form stating date, time and dosage given, this must be witnessed and signed by another member of staff. Any member of staff can administer antihistamine.

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.

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, residential will require more, alongside a locked medical case for any medicine. The minimum requirements for a day off-site visit should be a mini waist green first aid kit containing:

- 1 x large sterile unmedicated wound dressing (approximately 18cm x 18cm)
- 3 x Individually wrapped moist cleansing wipes
- 1 pair of disposable gloves
- Face shield
- Small, Medium and Large Plasters
- Small eye liquid
- Ice Packs
- Wet Wipes
- Evolve/School Details

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.

First Aid qualified staff are responsible of ensuring that the first aid kits are stocked up and materials in date in their designated area, as per the First Aider list. First Aiders are required to attend regular meetings regarding First Aid.

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'.

Defibrillator

There is a Defibrillator on site, situated next to the entrance to The Space. The code for opening the cabinet is on top of cabinet and displayed in staffroom. The code for this 1270.