



July 2017

Lenham Primary School

First Aid Policy

July 2014.

Due for review: July 2017

Contents:

1. Introduction
2. First Aid provisions school is legally obliged to provide.
3. Roles and Responsibilities of the Headteacher.
4. Roles and Responsibilities of Staff
5. Roles and responsibilities of a First aider
6. What is an appointed first aider?
7. Administering medicines in school
8. Qualifications and training
9. First aid materials and equipment
10. Hygiene and infection control
11. Reporting minor accidents
12. Serious accidents
13. Record Keeping
14. Schools central record
15. Monitoring and review

1 Introduction

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation Lenham Primary School ensures that there is adequate and appropriate equipment and facilities for providing first aid in the school.

2. Legal obligations.

First-aid provision must be available at all times while people are on school premises, and also off the premises whilst on school visits. There are no rules on exact numbers.

Lenham Governing body in consultation with the head teacher, considers the likely risks to pupils and visitors, as well as employees, when drawing up policies and deciding on the numbers of first-aid personnel.

The school must provide :-

- Adequate provision for lunchtimes and breaks. It is good practice to encourage lunchtime supervisors to have first-aid training;
- Adequate provision for leave and in case of absences;
- First-aid provision for off-site activities ie school trips. If a first-aider accompanies pupils off-site, There must be adequate first-aid provision in the school
- Adequate provision for practical lessons, such as science, technology, home economics, physical education;
- Adequate provision for out of hours activities eg sports activities, clubs;
- Any agreements with contractors (eg school meals) on joint provision for first aid for their employees;
- Adequate provisions for trainees working on site.They have the same status as staff for the purposes of health and safety legislation.

Unless first-aid cover is part of a member of staff's contract of employment, people who agree to become first-aiders do so, on a **voluntary basis**.

In order too select appropriate first aiders, Lenham Primary School considers the individual's:

- reliability and communication skills;
- aptitude and ability to absorb new knowledge and learn new skills;
- ability to cope with stressful and physically demanding emergency procedures;
- normal duties. A first aider must be able to leave to go immediately to an emergency.

3. Roles and Responsibilities of the Headteacher.

Health and safety legislation places duties on th Headteacher for the health and safety of their staff; teachers, non-teaching staff, pupils and visitors (including contractors).

The Headteacher is responsible, under the Health and Safety at Work Act 1974 (HSWA), for making sure that the school has arrangements for first aid, based on a risk assessment of the school, and should cover:

- numbers of first aiders/appointed persons;
- numbers and locations of first-aid containers; arrangements for off-site activities/trips;
- out of school hours arrangements eg lettings,
- parents evenings.

Where first aid is provided for staff and pupils, schools should ensure that:

- provision for employees does not fall below the required standard;
- provision for pupils and others complies with other relevant legislation and guidance

For more information see Health and Safety Policy

Lenham primary School regularly reviews the school's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate. Where minimum numbers of trained first aiders are set, these should be monitored to ensure that these standards are being met.

Lenham Primary School also ensures that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. Lenham Primary School ensures that the statutory requirements for provision of first aiders are met, that appropriate training is provided and that correct procedures are followed.

4. Roles and Responsibilities of Staff

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavors at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

The employer must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. 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.

5. Roles and Responsibilities of a First aider

First aiders must complete a training course approved by the Health and Safety Executive (HSE).

At school, the main duties of a first aider are to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- when necessary, ensure that an ambulance or other professional medical help is called.

What is an appointed first aider?

An appointed person is someone who:

- takes charge when someone is injured or becomes ill;
- looks after the first-aid equipment eg restocking the first-aid container;
- ensures that an ambulance or other professional medical help is summoned when appropriate.

Appointed persons are **not** first aiders. They should **not** give first aid treatment for which they have not been trained. However, it is good practice to ensure that appointed persons have emergency first aid training/refresher training, as appropriate. These courses do not require HSE approval. They normally last four hours and cover the following topics:

- what to do in an emergency;
- cardiopulmonary resuscitation;
- first aid for the unconscious casualty;
- first aid for the wounded or bleeding.

Emergency first-aid training should help an appointed person cope with an emergency and improve their competence and confidence.

6. Administering medicines in school

Please see separate policy on Administering Medicines.

Pupils at Lenham Primary school with medical conditions will be properly supported so that they full access to education, including school trips and physical education.

7. Qualifications and training

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

Training courses cover a range of first aid competences. However, standard first aid at work training courses do not include resuscitation procedures for children. It is the responsibility of the Headteacher to arrange appropriate training for their first-aid personnel.

First aid at work certificates are only valid for **three years**. Employers should arrange refresher training and retesting of competence before certificates expire. If a certificate expires, the individual will have to undertake another full course of training to become a first aider. First aiders can attend a refresher course up to three months before the expiry date of their certificate. The new certificate takes effect from the date of expiry. Lenham Primary School holds a record of first aiders and certification dates.

8. First aid materials and equipment

In the Lenham Primary School Health and safety policy it states it is necessary that the proper materials, equipment and facilities are provided at all times. First-aid equipment must be clearly labeled and easily accessible.

Lenham Primary School provides at least one fully stocked first-aid container for each site. The assessment of a school's first-aid needs should include the number of first-aid containers. All first-aid containers must be marked with a white cross on a green background.

The siting of first-aid boxes is a crucial element in the school's Health and safety policy and should be given careful consideration. If possible, first-aid containers should be kept near to hand washing facilities.

Contents of a first-aid container

There is no mandatory list of items for a first-aid container. However, the HSE recommend that, where there is no special risk identified, a **minimum** provision of first-aid items would be:

- a leaflet giving general advice on first aid
- two sterile eye pads;
- four individually wrapped triangular bandages
- (preferably sterile);
- six safety pins;
- six medium sized (approximately 12cm x 12cm)
- individually wrapped sterile unmedicated wound dressings;
- two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
- one pair of disposable gloves.
- Equivalent or additional items are acceptable.

The Lenham Primary school Health and safety policy identifies the person responsible for examining the contents of first-aid containers. These should be checked frequently and restocked as soon as possible after use. There should be extra stock in the school.

Items should be discarded safely after the expiry date has passed.

Travelling first-aid containers

Before undertaking any off-site activities, the lead organizer in consultation with the Headteacher should assess what level of first-aid provision is needed. The HSE recommend that, where there is no special risk identified, a **minimum** stock of first-aid items for travelling first-aid containers is:

- a leaflet giving general advice on first aid.
- 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.
- Equivalent or additional items are acceptable.

Additional items may be necessary for specialized activities.

Public Service Vehicles

Transport Regulations require that all minibuses and public service vehicles used either as an express carriage or contract carriage have on board a first-aid container with the following items:

- ten antiseptic wipes, foil packaged;
- one conforming disposable bandage (not less than 7.5 cms wide);
- two triangular bandages;
- one packet of 24 assorted adhesive dressings;
- three large sterile unmedicated ambulance dressings (not less than 15 cm x 20 cm);
- two sterile eye pads, with attachments;
- twelve assorted safety pins;
- one pair of rustless blunt-ended scissors.

This first-aid container shall be:

- maintained in a good condition;
- suitable for the purpose of keeping the items referred to above in good condition;
- readily available for use; and prominently marked as a first-aid container.

9. Hygiene and infection control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

10. Reporting minor accidents

The employer must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records .

11. Serious accidents

The following accidents must be reported to HSE if staff are injured during an activity connected with work, or self-employed people while working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence);
- accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).

For definitions of major injuries, dangerous occurrences and reportable diseases see HSC/E guidance on RIDDOR 1995,

HSE must be notified of **fatal and major injuries and dangerous occurrences without delay** (eg by telephone). This must be followed up within ten days with a

written report on Form 2508. Other reportable accidents do not need immediate notification, but they must be reported to HSE within ten days on Form 2508.

What about pupils and other people who are not at work?

An accident that happens to pupils or visitors must be reported to the HSE on Form 2508 if:

- the person involved is killed or is taken from the site of the accident to hospital; **and**
- the accident arises out of or in connection with work.

Like fatal and major injuries to employees or dangerous occurrences, these accidents must be notified to HSE without delay and followed up in writing within ten days on Form 2508

How do I decide whether an accident "arises out of or in connection with work"?

In HSE's view an accident must be reported if it relates to:

- any school activity, both on or off the premises;
- the way a school activity has been organised and managed (eg the supervision of a field trip);
- equipment, machinery or substances;
- the design or condition of the premises.

12. Record Keeping

Schools should keep a record of any first aid treatment given by first aiders and appointed persons. This should include:

- the date, time and place of incident;
- the name (and class) of the injured or ill person;
- details of the injury/illness and what first aid was given;
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- name and signature of the first aider or person dealing with the incident.

The information in the record book can:

- help the school identify accident trends and possible areas for improvement in the control of health and safety risks;
- be used for reference in future first-aid needs assessments;
- be helpful for insurance and investigative purposes.

In an emergency, the Headteacher should have procedures for contacting the child's parent/guardian/named contact as soon as possible. It is also good practice to report all serious or significant incidents to the parents eg by sending a letter home with the child, or telephoning the parents.

13. Monitoring and review

This Policy was drafted in September 2014.

Policy agreed at the Premises committee on 16th September 2014.

This policy will be reviewed every three years and will also be subject to revision through usage.

The list of first aiders can be found in the staff room and office. This is reviewed annually.