First Aid Policy

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First Aid

Introduction

ACE Derbyshire Trust uses the services of Derbyshire County Council for Health and Safety.

The school's Local Governing Body and Senior Leadership Team recognise their responsibilities for first aid.

Definition of First Aid

First aid at work covers the arrangements that establishments must make to ensure that people at work who suffer an injury or fall ill (whether work related or not), receive immediate attention and that an ambulance is called in serious cases. First aid can save lives and prevent minor injuries becoming major ones. It is designed to prevent situations getting worse and where necessary promote healing until suitably qualified medical attention can be sought if necessary. It does not include diagnosing medical conditions or giving tablets or medicines to treat illness. Although the regulations are intended to cover employees, the same level of treatment should be provided for any other person on council premises (e.g. pupils / young people, visitors, contractors, service users) and are a requirement for Early Years Providers.

Provisions

Within each workplace, there must be adequate and appropriate equipment, facilities, and competent persons to carry out first aid.

The decision on the level of provision should be based on a risk assessment of the first aid needs appropriate to the circumstances of each individual workplace.

Establishments must decide on the following: -

- the need for and the number of First Aiders and / or Appointed Persons required.
- the number and distribution of first aid boxes.
- the provision of a designated area to administer first aid.

Assessment

The factors to be considered in the assessment of first aid requirements, which should be reviewed regularly include:

- workplace hazards and risks (e.g. dangerous equipment, hazardous substances, etc).
    - the size of the establishment, layout of establishment (split site, distance of hazardous area from first aider etc).
- the establishment's history of accidents.

- the age range and needs of those at the establishment.
- the remoteness of the site from emergency medical services.
- the needs of travelling, remote and lone workers.
- employees working on shared or multi-occupied sites.
- annual leave and other absences of First Aiders and Appointed Persons.
- activities carried out off site or at remote locations on site.

The absolute minimum provision for any workplace is:

- one first aid box.
- one Appointed Person (someone who is designated to take charge of a first aid situation).

It is however strongly recommended that all Children's Services establishments taking the above into account should consider having at least one fully trained First Aider who holds the First Aid at Work Qualification.

Those establishments who cater for Early Years Foundation Stage **must** have at least 1 Paediatric First Aider on site when children are present and on any trip to ensure compliance with the Statutory Framework for the Early Years Foundation Stage.

In establishments where there are higher risk activities such as Design and Technology, Science, PE etc in Secondary Schools, craft activities in Adult Education venues or where the age or needs of pupils / young people may increase the likelihood of injury, consideration should be given to the number and locations of first aiders. It would be sensible to have some form of first aid provision and trained first aider readily available close to these areas to avoid any delay in treatment. This may mean appointing more than 1 first aider for the establishment and the assessment should be used to identify the numbers required.

First Aid provision must be always readily available. Establishments should therefore ensure that the arrangements they make for the provision of first aid following the risk assessment are adequate to cover their operations and that the risk assessment is recorded and is reviewed periodically or if there is a change in circumstances.

First Aid Personnel

Where the assessment has identified a need for people to be available for rendering first aid, enough First Aiders / Appointed Persons should be provided to enable first aid to be administered without delay.

The selection of First Aiders depends on several factors including an individual's:

- willingness to undertake the role.
- reliability, disposition, and communication skills.
- aptitude to absorb more knowledge and learn new skills.
- ability to cope with stressful and physically demanding emergency procedures.
- normal duties ~ these should be such that they may be left to go immediately and rapidly to an emergency

It is recommended that establishments have a minimum of one trained First Aider on the full-time staff with an Appointed Person to cover for absences unless the assessment justifies otherwise.

For primary schools where the risk has been assessed as lower an alternative to the above would be to have several of the staff trained as appointed persons (1 day emergency first aid course), to give a wider coverage of available first aiders. This is acceptable as an alternative strategy however there will need to be designated roles outlined such as who is responsible for checking and replenishing first aid supplies.

In schools the same cover should also be provided at lunchtime and so a similar arrangement will be required for the lunchtime supervisory staff.

Establishments which operate outside normal office hours, or which are residential should ensure that they have adequate first aid cover whenever they are open.

Adequate provision of first aid must be always available. Establishments should therefore ensure that the arrangements they make for the provision of first aid are adequate to cover for any absences of their first aiders or appointed persons.

Further guidance detailing first aid requirements when undertaking visits offsite is available via the School Visits Service svs@derbyshire.gov.uk.

Defibrillators in schools

Many schools now have or are considering having Automatic External Defibrillators (AED's). These are extremely good pieces of equipment, but we would advise the following for schools who have them.

You should have sufficient staff who have suitable first aid training, so it is covered at all times the school is open. The times the machine is available should be published.

You should have a means to summon the defibrillator operator to where it is needed in a timely fashion. This will vary from school to school depending on several factors such as size of school, number of buildings etc.

You should ensure everyone knows how to summon the defibrillator if required and when it would be required.

The AED needs to be readily available, i.e. not locked away and regularly checked.

Training

First Aiders

To be a First Aider, an employee must hold a valid certificate in First Aid at Work issued by an organisation whose training and qualifications are approved by the Health and Safety Executive. This certificate is valid for three years.

Paediatric First Aider

This is a person who has undergone a course of training which meets the requirements of the Statutory Framework for the Early Years Foundation Stage and Ofsted. This is usually a 2-day course delivered by an approved provider (NB the HSE approved First Aid at Work Course is not classed as appropriate to meet the requirements of Paediatric First Aider).

Appointed Person

It is recommended that the Appointed Persons attend an emergency First Aid Course which will give them the skills necessary to provide appropriate emergency treatment. This certificate is valid for three years. Please note an appointed person is not a First Aider and should only give treatment for which they have been trained.

For specific questions regarding training schools should contact the Children's Services Learning and Development team. All other Children's Services staff should contact the Corporate Learning and Development team

Accident Reporting Procedures

First Aiders and appointed persons must be made fully aware of the Children's Services accident reporting procedures and ensure all accidents are recorded in line with this and the establishment's procedures.

Training Records

Establishments need to ensure that First Aiders and Appointed Persons are retrained at the appropriate intervals, currently every three years. Training records should be maintained.

Information

Establishments must ensure that all employees and others within the workplace are aware of the first aid arrangements. First aid notices should be displayed in prominent positions, detailing the location of equipment, names of First Aiders / Appointed Persons and contact numbers. All staff must be aware of who the First Aider(s) is / are and how to contact them.

Further advice may be obtained from the Health, Safety and Wellbeing Team Corporate Services & Transformation, Advisory & Specialist Services (previously Children Services).

First Aid Equipment

First aid boxes must be identified by a white cross on a green background and should be easily accessible and contain appropriate first aid material. When the contents are used, the box should be refilled as soon as possible afterwards. Sufficient stocks of each item should be included. There is no standard list of items to put in a first-aid box. It depends on what establishments assess the needs to be. However, as a guide, and where there is no special risk in the workplace, a minimum stock of items would be: -

1 guidance card giving general advice on first aid e.g. HSE leaflet 'Basic advice on first aid at work'

20 Plasters – assorted sizes – individually wrapped and sterile

2 sterile eye pads

4 individually wrapped triangular bandages

6 safety pins

6 medium wound dressings (sterile)

2 large wound dressings (sterile)

2 extra-large wound dressings (sterile)

Disposable gloves and aprons

Moist cleaning wipes – not alcohol based (individually wrapped and sterile)

Where mains tap water is not readily available for eye irrigation, at least one litre of sterile water or sterile saline (0.9%) solution in sealed, disposable containers should be provided. These need to be checked regularly to ensure they are not used after the expiry date.

Additional items, e.g. blankets where they are required should be stored nearby.

Travel Kits

Where provided these should contain:

A leaflet giving general guidance on first aid

6 Individually wrapped sterile adhesive dressings (plasters)

1 large sterile un-medicated dressing–approximately 18 x 18cm

2 triangular bandages

2 safety pins

Individual wrapped moist cleansing wipes

1 pair of disposable gloves

A member of staff usually the First Aider or appointed person should be designated to periodically check the contents of the first aid box and replace any missing contents. This check should be recorded.

Employee Guidelines

You should be aware of the location of first aid equipment and First Aiders / Appointed Persons within your workplace.

If you receive an injury whilst at work, you should seek assistance from your First Aider / Appointed Person who will then administer first aid and / or seek further assistance as appropriate.

An accident report form should be completed in accordance with the Children's Services and establishments accident reporting procedures.

If you have any concerns regarding the provision of first aid facilities at your workplace, you should contact your line manager or safety representative.

The HSE publish a basic first aid information leaflet that contains useful first aid information which can be downloaded free from their website by clicking the following link

http://www.hse.gov.uk/pubns/indg347.htm