

Waterfield Primary School



First Aid Policy

Approved by: Principal & LGB

Date: Sept 2022

Last reviewed on: Sept 2022

Next review due by: Sept 2023



The Collegiate Trust
Exceptional Education for All

Policy Statement

The School shall provide first-aid for staff, visitors and children. Contractors working on the premises must provide their own first-aid. First-aid must be available at all times when people are on the premises and to school groups which are off the premises.

The Principal is responsible for the control and implementation of this policy and for the appointment of willing, trained and competent staff to carry out first-aid duties in accordance with this policy.

The Local Governing Body is responsible for monitoring the implementation of this policy.

The Governors are responsible for the reviewing of this document, in cooperation with the Principal, no less frequently than yearly and immediately following a major change to legislation or regulation or DfE guidance, or a change of the Principal or Chair of the Governors.

All previous First-aid Policies and Model Forms issued by the Governors are hereby withdrawn.

Definitions

First-aid

The Health and Safety First-Aid (Regulations) 1981 define “first-aid” as:

- (a) cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and
- (b) treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

First-aider

A first-aider is someone with a current certificate from a recognised first-aid course.

The first-aider’s main duty is to give immediate help to an injured person. S/he is responsible for looking after the first-aid equipment specified by the Principal. The Trust’s insurance covers claims that may be made against first-aiders provided that the treatment was given:

- In good faith
- In the course of their work
- To someone on the Trust’s premises, or to someone associated with the Trust.

Appointed Persons

Appointed persons are not first-aiders and must only give treatment for which they have received training. An appointed person is someone nominated to take charge when someone is injured or becomes ill, and call the emergency services. They are responsible for looking after the first-aid equipment specified by the Principal. They must also do a short course such as an emergency aid, or an appointed person’s course.

Setting the school's first-aid requirements

A risk assessment must be carried out to decide how many first-aiders and appointed persons are necessary, which numbers will be the minimum required of each in the school during term times.

The recommended minimums for schools and colleges are:

Number of children	less than 100	100 - 299	300 - 999	over 1000
Minimum number of first-aiders	1	1	2	3
Minimum number of appointed persons to support first-aiders	1	2	3	3

The risk assessment will also have to detail the quantity, type (static or travelling) and location of first-aid kits and other things such as first-aid rooms and notices.

The Principal will give a letter of appointment to all staff who agree to be first-aiders or appointed persons. Duty may be shared between appropriate staff so that a first-aider is available throughout the school day.

First-aid risk assessment

When carrying out a first-aid risk assessment, the following must be taken into account:

- the past history of incidents
- the number of children
- people/pupils with specific special health needs – ***these pupils will in all likelihood have individual Health Care Plans that may or may not supersede this policy.***
- the risks involved in higher risk activities, such as DT and PE
- the number of sites, the number of buildings on site, and building complexity
- the distance from emergency services
- other groups of people on a shared site
- the needs of travelling and lone workers
- annual leave and other absences of first-aiders
- the consequences of teaching staff having to leave classes to give first-aid.

Staff may volunteer to give first-aid but they are not compelled to. The risk assessment should take account of DfE guidance, which states that staff are expected to do their best at all times, particularly in emergencies, but the risk assessment may address matters where first-aid should not be given.

Contacting first-aiders

A rota of first-aiders and appointed persons should be displayed throughout the school, which states where they can be contacted and explaining how to contact them.

Ideally, first-aiders should be located close to areas of higher risk.

First-aiders shall maintain effective communications as outlined in the manual Health and Safety Information for Educational Establishments (HSIEE).

Training

The preferred first-aid training courses must be recognised by the Health and Safety Executive and must include resuscitation procedures for children.

All new staff shall be informed of the location of first-aid equipment and the names of first-aiders as part of their induction under the Health and Safety Policy.

First-aid boxes

First-aid boxes must be clearly marked with a white cross on a green background. Each must be durable, protect their contents from contamination, and be kept in accessible locations. First-aid boxes are to be maintained according to the standards outlined in the HSIEE. There are no mandatory items that must be kept in a first-aid box, but as a guide there should be at least:

- pairs of disposable gloves
- individually wrapped sterile dressings
- Mouth mask for resuscitation

If tap water is not available for eye irrigation, 300 ml containers of sterile water should be put into the first-aid box. These have a limited shelf life and need to be replaced periodically. Where soap and water are not available, individually wrapped moist cleaning wipes should 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 box. Antiseptic creams, lotions, or any type of medication or drug are not to be kept in the box.

First-aid boxes shall be located on the premises and take account of:

- the layout of the premises
- the risks of injury in any given area
- the number of children and staff
- accessibility

Travelling first-aid kits

Travelling first-aid boxes are to be maintained according to the standards outlined in the HSIEE. The minimum stock is normally:

- 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 the first-aid kit, they must be blunt-ended. Antiseptic creams, lotions, or any type of medication or drug are not to be kept in the box.

When a travelling first-aid box is taken with a school group off the premises, the Principal shall name the first-aider responsible for the first-aid box and for monitoring its contents.

Working on the premises outside of term time or alone

The Principal shall make necessary arrangements to cover first-aid requirements for any staff or visitors authorised to be on the premises outside of term time.

Lone workers should be issued with a travelling first-aid kit.

Medical accommodation

The school must have designated accommodation to care for children during school hours and for health professionals to carry out medical and dental examinations. First-aid accommodation is to be maintained in accordance with the HSIEE.

The designated accommodation 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 contain a washbasin and have a toilet reasonably nearby.

The accommodation and equipment should also be suitable for use by adults should the need arise.

Monitoring

The Principal shall report on any significant first-aid matters in the termly Health and Safety Report (see Health and Safety Policy).

The contents of all first-aid kits on the premises, or with school groups off the premises, must be checked termly by the first-aider(s) or appointed person(s) named by the Principal and a record made of the check.

The first aid equipment in the medical room is checked weekly.

Any listed items found to be missing, used or out of date must be replaced immediately.

A record is kept of first aid administered to children, staff and visitors.

ALL FIRST AID administered (and thereby their pertaining incidents) must be reported to the child's class teacher and parent/carer.

Extra precaution is taken administering First Aid to the head. In the event of injury/bumped head – an alert band is placed on the child and their parents MUST be verbally informed to monitor for delayed signs and symptoms of concussion.

The Health and Safety Governor shall check the contents of at least one first-aid box during any formal premises inspection (generally, twice a year). The Health and Safety Governor shall check the medical accommodation and its equipment no less frequently than once per year.