

## **First Aid Policy**

**Last Reviewed: June 2020**

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## 1.0 INTRODUCTION

**1.1** Employers are required to provide adequate and suitable first aid equipment and facilities for employees (staff and students) under the Health and Safety (First-Aid) Regulations 1981 amended 2013. An assessment must be made of the first aid needs that are appropriate, taking into account factors such as the size and location of the workplace, and hazardous work activities undertaken. Employers must provide a suitable number of first aiders and/or appointed persons. First aiders must hold a certificate from an accredited training organisation.

**1.2** First aid equipment includes a suitably stocked first aid box within the first aid room and numerous portable first aid kits for designated first aiders. Analgesics, e.g. paracetamol, are not included in the portable first aid bags, but are available from the first aid room after gaining suitable consent from the parent/carer.

**1.3** Employees must be informed of the first aid arrangements in the workplace:

- During the normal school day, week days during normal term time, there will always be a number of qualified first aiders on site. Contact is via the first aid room or Main Reception.
- In the event that the duty first aider is summoned to the scene of an incident further provision can be sought from Main Reception or from the list in the first aid room.
- During holiday periods when the school is open there will always be at least one qualified first aider on site.
- If anyone should become ill or suffer injury after school hours, dependent on the degree of injury, emergency services should be called for.

## 2.0 LEGISLATION

**2.1** The Health and Safety at Work etc Act 1974 (HSWA), requires the school to have a Health

and Safety policy. Each school will have a risk assessment which covers:

- Numbers of first aiders
- Numbers and locations of first-aid containers
- Arrangements for off-site activities
- Out of hours' arrangements
- Covid 19

**2.2** The Health and Safety (First-Aid) Regulations 1981 set out what employers have to do.

Under these Regulations the employer must provide adequate and appropriate equipment, facilities and qualified first aid personnel. Where first aid is provided the school will ensure that:

- Provision for employees (staff and students) does not fall below the required standard
- Provision for others complies with other relevant legislation and guidance

**2.3** The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to the health and safety of their

employees at work and others who may be affected by their undertaking, to identify what measures they need to take to prevent or control these risks.

### 3.0 SCOPE

3.1 This policy advises the Principal of the statutory duties of the school that are required by the Health and Safety (First Aid) Regulations (known as First Aid at Work Regulations), and the way these regulations are to be implemented in the school. The Regulations are backed by an Approved Code of Practice (ACOP L74).

### 4.0 POLICY

**4.1** The school is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries at work. The school will provide information and training on first aid to employees to ensure that statutory requirements and the needs of the organisation are met.

**4.2** Should employees have concerns about the provision of first aid within the school, they should inform their line manager so the school can investigate and rectify the situation if necessary.

**4.3** The Principal is responsible for the implementation of this policy.

### 5.0 RESPONSIBILITIES

#### 5.1 The Principal's Duties

5.1.1 The Headteacher will ensure that:

- Suitable and sufficient equipment and facilities are provided.
- There are an adequate and appropriate number of suitable persons to provide first aid to employees, students and visitors who are injured or become ill at work.
- They have appointed a person to take charge of first aid facilities and equipment if the first aider is absent.
- They inform their employees and any agency staff under their control of first aid provisions, including the location of equipment, facilities and personnel.
- Insurance policies carry indemnification for qualified first aid staff who assist an employee, student and visitor who becomes ill or is injured.

#### 5.2 First Aider (trained in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW)) - Main Duties

**5.2.1** First aiders must complete a training course provided by a competent training provider. The main duties of a first aider are:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the school.
- When necessary, ensure that an ambulance is called or other professional medical help via NHS111 is sought.

#### 5.3 Employees' Duties

**5.3.1** Employees have a duty to take reasonable care of their own health and safety and that of other people who may be affected by their work under the Health and Safety at Work etc Act 1974.

**5.3.2** Employees have a duty to co-operate with the employer's health and safety arrangements.

**5.3.3** Employees must ensure they complete an entry in the accident book as soon as possible

after an injury. If this is not practical the entry needs to be made by a first aider.

**5.3.4** All new staff as part of their induction at the beginning of their employment, will cover First Aid and identifying the facilities within the school.

## **6.0 HIRE OF THE PREMISES**

**6.1** It is the responsibility of hirers to ensure that they have adequate First Aid provision whilst

using the site.

## **7.0 FIRST AID PERSONNEL**

**7.1** First aid personnel are employees and have been assessed as suitable. The school will also nominate a person to take charge if a first aider is unavailable in exceptional circumstances. The appointed person does not need to be a qualified first aider, but will be given a clear indication of the responsibilities and training required.

**7.2** In accordance with current HSE guidelines, First Aiders at Work (FAW) are qualified personnel who have received training and passed an examination. Emergency First Aiders At Work (EFAW) are qualified personnel who have received training and passed the course by assessment. All first aid personnel will be provided with refresher training at regular intervals to keep their skills up to date. An employer will still need to make an assessment of their first-aid needs to establish what provision for first aid is required. This will depend upon the workplace, taking into account, among other things, the number of employees, size, location and activity.

**7.3** HSE has published final guidance to the Health and Safety (First Aid) Regulations 1981, and provided further guidance on the selection of first aid training providers.

**7.4** The school will ensure there are sufficient first aid personnel (or an appointed person) within the school to adequately cover the school day. This includes school related evening and weekend events. A notice will be displayed in the first aid room, giving the location of first aid equipment and the names and locations of first aiders.

## **8.0 LEGAL INDEMNITY OF FIRST AIDERS**

**8.1** It is unlikely first aid personnel giving assistance to a colleague, student or visitor will become subject to legal action because of deterioration in the colleague, student or visitor's condition. The school insurance policies carry indemnification for qualified first aid staff who assist an employee, student and visitor who becomes ill or is injured.

## 9.0 URGENT TRANSPORTATION TO HOSPITAL

**9.1** If it is considered necessary to send a patient to hospital by ambulance every effort will be made to contact next of kin or other designated emergency contact for the patient concerned. A member of staff will accompany a student to hospital if no designated contact person is available in time. A member of staff may accompany an adult patient, depending on the severity of injury.

**9.2** In the event that contact with a parent or next of kin cannot be made, it may be necessary for the member of staff to stand 'in loco parentis' and give permission for a medical procedure to be carried out. This would only happen in an emergency and as a last resort.

## 10.0 NON URGENT TRANSPORTATION

**10.1** School staff may decide, in the light of such training, knowledge or skills as they may possess, that the nature of the patient's illness or injury, whilst not sufficient to require the attendance of the ambulance service, is such that medical opinion (either at a hospital casualty department or a local health centre) is advisable. In the case of head injuries, advice will always be taken from NHS111.

**10.2** In such circumstances every effort will be made to contact the next of kin for the patient concerned.

**10.3** If the contact is unable to attend then at least 2 staff members shall accompany the patient, who shall be transported in a member of staff's own car, provided that the appropriate business user insurance is in force.

**10.4** Circumstances may also arise when such a patient still remains on site at the end of the school day and no designated emergency contact has been raised. The patient may be transported to their home address (by at least 2 members of staff as 10.3 above) and in the case of a student, provided it is felt reasonable for the student to be safely left at that address with parent/carer consent. School staff may similarly be called upon to exercise similar judgements when deciding whether the patient should return home using their normal mode of transport.

## 11.0 MINOR INJURIES OR ILLNESS

**11.1** Following treatment for minor injuries or illness in the first aid room the first aider will assess

if the student/member of staff can carry on with their daily routine or if they need to be sent home or be collected.

**11.2** If a student needs to be sent home, the First Aider will make contact with the parent/carer

to arrange collection.

## 12.0 FIRST AID BOXES/BAGS

**12.1** First aid boxes will be provided within the workplace to ensure there are adequate supplies for the nature of the hazards involved. All kits will contain at least the minimum supplies suggested by L74: First Aid at Work: Approved Code of Practice. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept.

**12.2** The location of all first aid boxes/bags and the name of the person responsible for their upkeep will be clearly indicated on the notice board in the First Aid room. Further supplies are available from the First Aid room. Accidents need to be reported to the Main First Aider in school Mrs J Boorman.

**12.3** First aid boxes/bags will be maintained and restocked when necessary by authorised personnel. These personnel will be aware of the procedure for re-ordering supplies.

Records of restocking will be kept in the First Aid room. As a minimum first aid boxes/bags will be checked on a termly basis (including use by dates).

## 13.0 PORTABLE FIRST AID KITS

**13.1** Portable first aid kits will be available for staff members required to work away from the normal workplace, where access to facilities may be restricted, such as:

- School trips

## 14.0 ACCIDENT RECORDING

**14.1** All accidents, however minor, must be recorded on the school online Accident Log.

**14.2** It is the responsibility of the injured person to complete an accident form and this is then recorded in the accident log as soon as possible after an injury. When the injured person is unable to complete an accident form the first aider or witness (where relevant) should do so. When an accident results in admittance to hospital or inability to continue work, the School Business Manager must be informed immediately.

**14.3** Details of all first aid given are recorded in the online Accident Log by the First Aider on duty.

**14.4** All accident forms are reviewed by the School Business Manager and investigated when deemed necessary. All serious incidences are reported the Resources Committee.

## 15.0 STATUTORY REQUIREMENTS

**15.1** Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents must be reported on PRIME and PCC reports to HSE.

**15.2** The school must keep a record of any reportable specified injuries, disease or dangerous occurrences. 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.

- Covid 19 infections

**15.3** The following accidents must be reported to the PCC/HSE:

- Accidents resulting in death or major injury
- ☒ Accidents which prevent the injured person from continuing their normal work for more than 7 days (including as a result of physical violence) not counting the day of the accident but including weekends and other rest days must be reported within 15 days of the accident.
- Accidents must be recorded but not reported where they result in a worker being incapacitated for more than 3 consecutive days.
- For definitions of Injuries, Diseases and Dangerous Occurrences refer to HSE Guidance on RIDDOR 2013.

**15.4** For definitions of major injuries, dangerous occurrences and reportable diseases refer to HSE guidance on RIDDOR 2013 on [www.hse.gov.uk](http://www.hse.gov.uk)

**15.5** PCC/HSE must be notified of accidents resulting in death or a specified injury without delay (eg by telephone). Other reportable accidents do not need immediate notification, but they must be reported to PCC/ HSE within 15 days. See [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)

**15.6** For full details of Incident reporting in schools (accidents, diseases and dangerous occurrences) see <http://hse.gov.uk/pubns/edis1.htm>

## 16.0 MEDICAL CONDITIONS POLICY

16.1 Refer to Supporting Pupils with Medical Conditions found at:

<https://www.kscs.org.uk/information/policies/supporting-pupils-medical-conditions>

## 17.0 REVIEW

17.1 The Governing Body (or responsible committee) will review this policy in line with the procedure for policy review.

17.2 Date for Review 1 June 2020

**If no other reason for review (see policy review procedure) this policy will be reviewed in June 2021**

## APPENDIX A

This document supplements the existing first aid arrangements for your school. Where the school follow PCC arrangements these will be outlined in the following:

- First Aid Compliance Code
- First aid needs assessment and guidance form Specific considerations relating to management of first aid is covered in COVID-19 Guidance for all education settings.  
<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

### **Practicing First Aid**

#### **Safe Working arrangements**

Avoid close contact in the first instance. Consider where you may be able to instruct a person about what to do, or pass them items that they need in order to treat minor injuries. Stand at a distance if this is age-appropriate.

If a person has suspected COVID-19, wherever possible, ask them to move to a location away from others. If there is no physically separate room, or the individual is not able to move to another room, ask all other persons not required to assist in first aid provision to leave the vicinity.

Where a close contact response is needed (for symptomatic people), the following equipment is required:

- Disposable gloves
- Plastic apron
- Fluid repellent surgical mask
- Disposable eye protection (where there is an anticipated risk of contamination with splashes, droplets of blood or body fluids)
- Resus face shield
- Hand sanitiser
- Two bin bags
- Disinfectant wipes (for cleaning first aid box)

If all steps set out in the guidance have been exhausted and settings cannot meet the First Aid

requirement, they must carry out a written risk assessment and ensure that someone with a current First Aid at Work certificate is on site at all times.

#### **Personal Protective Equipment (PPE) – to support previous guidance**

**Storing PPE** - PPE should be kept in a labelled box or bag with First Aid kits so that it is readily available and can be accessed quickly.

**Using PPE** - Schools and settings might want to designate particular staff to support children with suspected symptoms but it is vital that any member of staff who uses PPE reads the national guidance (COVID-19 Personal Protective Equipment Guidance) and takes the time to familiarise themselves with the instructions for donning and doffing PPE. We would ask that staff watch this video, and read the guidance note prepared by our Public Health Team, in readiness for responding to a first aid event.

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe>

[https://www.youtube.com/watch?v=-GncQ\\_ed-9w](https://www.youtube.com/watch?v=-GncQ_ed-9w)

**Removal of PPE** - Remove PPE when close contact is no longer required by following the sequence for removal included within the guidance note. It is critical that you do this in order to avoid self-contamination. You should not walk through the premises whilst wearing this.

You can use hand washing facilities after you have followed the PPE removal sequence, or hand sanitizer, where hand washing facilities are not in close proximity.

**Cleaning** - If you provided first aid to a symptomatic person, all surfaces that the person has come into contact with after they developed symptoms should be cleaned following the cleaning requirements which are outlined in the specific guidance document for the school/setting that you work in.

Additional cleaning is not required in areas where a symptomatic person has passed through and spent minimal time (e.g. corridors). If these are not visibly contaminated, they can be cleaned using the setting's usual procedures.

**Clothing** - You do not need to change your clothing, unless your clothing has become contaminated or soiled as a result of close contact but should change your clothing on arrival at home (after close contact or wearing PPE). Clothes should be washed separately from other household linen, in a load not more than half the machine capacity - at the maximum temperature the fabric can tolerate, then ironed or tumble dried.

### **Staff Responsibilities**

Principal must ensure that:

- The requirements relating to the management of first aid outlined in COVID19 Guidance for all education settings have been implemented.
- The additional equipment that is specified within the 'Safer Working Arrangements' section is provided.
- An adequate supply of PPE is available to enable first aiders to familiarise themselves with the equipment, or practice using it as required (for circumstances where they are not otherwise familiar with wearing PPE).
- First aiders take time to practice the use of PPE prior to needing to use it.
- First aiders do not fall into a clinically vulnerable group (unless a specific assessment has been carried out).

- Discuss this guidance with first aiders and ensure that they understand the requirements included within it.
- First Aiders must ensure that: They familiarise themselves with the guidance and follow these requirements where it is possible to do so.
- They undertake first aid duties applying the principles of social distancing and infection control as much as is possible.
- Where close contact is required they follow the requirements for wearing PPE, specifically paying attention to the sequence for PPE removal in order to avoid self-contamination.
- Ensure that the equipment is ready for use as part of their response arrangements.

### **Cardiopulmonary resuscitation**

If you need to perform cardiopulmonary resuscitation (CPR), you should conduct a risk assessment and adopt appropriate precautions to reduce the risk of virus transmission. It is acknowledged that you may not have had the opportunity to put on PPE.

In adults, it is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen). The following steps are recommended:

- Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth (unless you are wearing a fluid resistant mask). If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.
- Make sure an ambulance is on its way. If the individual is suspected to have COVID-19, make the operator aware when you dial 999.
- If there is a perceived risk of infection, first aiders should place a cloth/towel over the victim's mouth and nose (unless the first aider is wearing a face mask) and attempt compression only CPR and early defibrillation until the ambulance arrives. Put hands together in the middle of the chest and push hard and fast.
- Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection.
- After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser.
- Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective. If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, use a resuscitation face shield where available.

We do recognise that some first aiders will still choose to administer rescue breaths or instinctively respond in this way. This is a personal choice.

### **First Aider Actions**

- If you have been in close contact with a person and/or have given mouth-to-mouth ventilation, there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the following 14 days.
- Wipe down the first aid box after use using a disinfectant wipe.
- Replace used PPE so that it is available for the next first aid event
- Follow your normal arrangements for recording first aid and checking stock.

## APPENDIX 1

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## APPENDIX 2

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