

**Hillside Primary School**

# **First Aid at Work Policy**



# Hillside Primary School First Aid at Work Policy

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(Based on the latest version of the NCC Compliance Code P608)

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## 1. Introduction

Schools must, according to health and safety law, provide first aid personnel and equipment for its staff in case they are injured or become ill at work. Schools should also provide first aid cover for other people who are not our employees but come to our premises as clients or visitors.

The term *First Aid* means treating someone who is injured or unwell to keep them alive or stop their condition worsening until medical health arrives, and; treating minor injuries which do not require medical help.

First aid does not normally include giving medicines.

## 2. Responsibilities

Headteachers are responsible for:-

- Ensuring a First Aid Needs Assessment is carried out and reviewed at least annually or sooner as necessary
- Ensuring adequate and appropriate identified first aid equipment and facilities are provided
- Ensuring that an appropriate number of trained first aid personnel are present in the workplace at any one time
- Ensure the provision of sufficient numbers of first aid boxes, and that these are regularly checked and first aid supplies replenished as necessary
- Ensuring staff under their control are aware of the first aid arrangements
- Undertake personal needs assessments for lone/mobile workers or those with specific health needs

First Aid Personnel are responsible for:-

- Responding to incidents in the workplace
- Recording any first aid treatment given
- Keeping first aid treatment records secure in line with data protection
- Appropriately maintain the medical confidentiality of the person they are treating
- Keeping their training up to date including refreshers and keeping a record of this
- Treat casualties in accordance with the training they have been given
- Ensuring contents of first aid box(es) are regularly checked to establish supplies are sufficient to meet requirements
- Ensure their contact details are updated if they move premises or change their usual working location
- Take effective measures to protect themselves from any blood borne infection
- Report insufficiencies in first aid arrangements to their Headteacher / Manager

Staff are responsible for:-

- Ensuring they are familiar with the name and location of the nearest first aider or appointed person
- Ensuring an incident report is completed for all accidents
- Informing their headteacher / manager of any specific health conditions or first aid needs

### 3. First Aid Needs Assessment

First aid provision is no longer based upon fixed numbers of first aiders per member of staff and a list of required contents of first aid boxes. Instead the approach we are now required to use involves making an assessment at our own workplaces and determining for ourselves: the numbers and types of first aiders we need; what we need in our first aid boxes, and whether we need any other facilities or equipment. This is called a *first aid needs assessment*.

The aim of the first aid needs assessment is to produce first aid provision that is tailored to our own individual workplaces, the people who work there and the risks they face from the work that they do. The process of performing the first aid needs assessment is explained in [First aid needs assessment guidance G608b](#).

### 4. Types of First Aid Personnel

#### Appointed Person

If your assessment identifies that a first aider is not necessary, the minimum requirement is to appoint a person to take charge of the first aid arrangements. The role of this person includes looking after first aid equipment and facilities and calling the emergency services when required. Appointed persons do not require First Aid training. However, they must receive instruction on how to carry out their duties. You do not need to have an Appointed Person if you have Emergency First Aiders or First Aiders on duty.

#### Emergency First Aider

Emergency first aiders are trained to carry out basic first aid and perform life-saving interventions whilst waiting for the emergency services. Emergency first aiders will need to undertake the Emergency First Aid at Work (EFAW) course.

#### First Aider

First Aiders are trained to perform the duties of emergency first aiders, above, and also to provide first aid for a range of specific injuries and illnesses. First Aiders will need to undertake the First Aid at Work (FAW) course.

#### Paediatric First Aid

Schools and other settings with young children (from birth to the end of the academic year in which they have their fifth birthday) are required to have at least one person trained in Paediatric First Aid. This is a *Department for Education* requirement.

#### Additional Training

To ensure illness or injuries can be adequately dealt with, you may have identified the need for more specialised training for some first aid personnel. Some examples could be:-

Additional Training Need	When this may be relevant
being able to recognise the presence of major illness and provide appropriate first aid for issues such as heart attack, stroke, epilepsy, asthma, diabetes	where you have identified there is a risk either based on the known health profile, age and number of staff or a need to consider members of the public / school pupils etc
use of an AED (automated external defibrillator)	where you have identified this as a requirement through your needs assessment

Additional training may be required to be refreshed or requalification undertaken more frequently than basic first aid skills e.g. defibrillator training should be refreshed every 6 months

Details of training courses and providers can be found in the Health and Safety Learning Directory available on HR Info Space.

All levels / types of first aiders must attend annual refresher training to update basic skills

## 5. First Aid Kits

There is **no** definitive list of what should be in a first aid kit. The contents of each kit will be determined by the first aid needs assessment. The following list is a suggestion only, for general and low-risk environments.

- a leaflet giving general guidance on first aid (for example, HSE's leaflet *Basic Advice on First Aid at Work*)
- individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary)
- sterile eye pads
- individually wrapped triangular bandages, preferably sterile
- safety pins
- large sterile individually wrapped unmedicated wound dressings
- medium-sized sterile individually wrapped unmedicated wound dressings
- disposable gloves

### Travelling first-aid kits

Again there is **no** mandatory list of items to be included in first-aid kits for travelling workers but they might typically contain:

- a leaflet giving general guidance on first aid (for example HSE's leaflet *Basic Advice on First Aid at Work*)
- individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary);
- individually wrapped triangular bandages, preferably sterile;
- safety pins;
- large sterile un-medicated dressing;
- individually wrapped moist cleansing wipes;
- disposable gloves.

## Medication

First aid does not include administering medication. It is recommended that medication is not normally kept in first aid kits.

### **6. First Aid Rooms**

First aid rooms are normally only necessary where employees are engaged in higher risk activities. Some larger premises may have sick rooms in case staff are taken ill and schools may provide quiet rooms where children can be treated for minor injuries.

### **7. Recording First Aid Treatment**

When first aid is given, the person giving first aid must make a record of:

- Date, time and place of incident
- Name and job title (where relevant) of the injured person
- Details of the injury / illness and what first aid was given
- What happened to the person immediately afterwards (for example, went home, went back to work, went to hospital)
- Name and signature of the person dealing with the incident

The form **First aid record of treatment (confidential when completed) Form F608a** can be used to record first aid treatment and can be found on HR Info Space. All completed records of first aid treatment must be kept in a secure location to comply with the requirements of data protection legislation. Only blank copies of the form should be kept with first aid equipment.

Where necessary, an Incident form will need to be completed using the NCC's on-line reporting system (Oshens).

### **8. Automated External Defibrillator (AED)**

An AED is a device that delivers a shock to the heart to re-establish regular heart rhythm after it has become unstable resulting in arrest. The use of AEDs in cases of sudden cardiac arrest does not replace the need for Cardio Pulmonary Resuscitation (CPR), it complements it, and CPR will still be required between shocks to enable blood to continue to be pumped round the body.

Hillside Primary School has an AED which is stored in the Staff Room (next to the general office). 3 members of staff are trained to use the device.

### **9. Links to Other Policies**

- Supporting Pupils with Medical Conditions Policy

**Designated Governor Committee:** Premises/Health & Safety

**Name/Signature of Headteacher:** Simon Minter

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