

Hillside Primary School

First Aid at Work Policy + Needs Assessment



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 kits 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
- Ensuring that RED medical boxes are regularly checked and kept well-stocked
- Informing their headteacher / manager of any specific health conditions or first aid needs

3. First Aid Needs Assessment (See Appendix 1)

A first aid needs assessment should be carried out in order to establish your required first aid provision. The assessment takes account of individual circumstances, for example the size of your setting, age of your pupils, the activities that you carry out, how many people use the premises, your offsite visits.

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.

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

Date: Feb 2023

Review date: Feb 2025

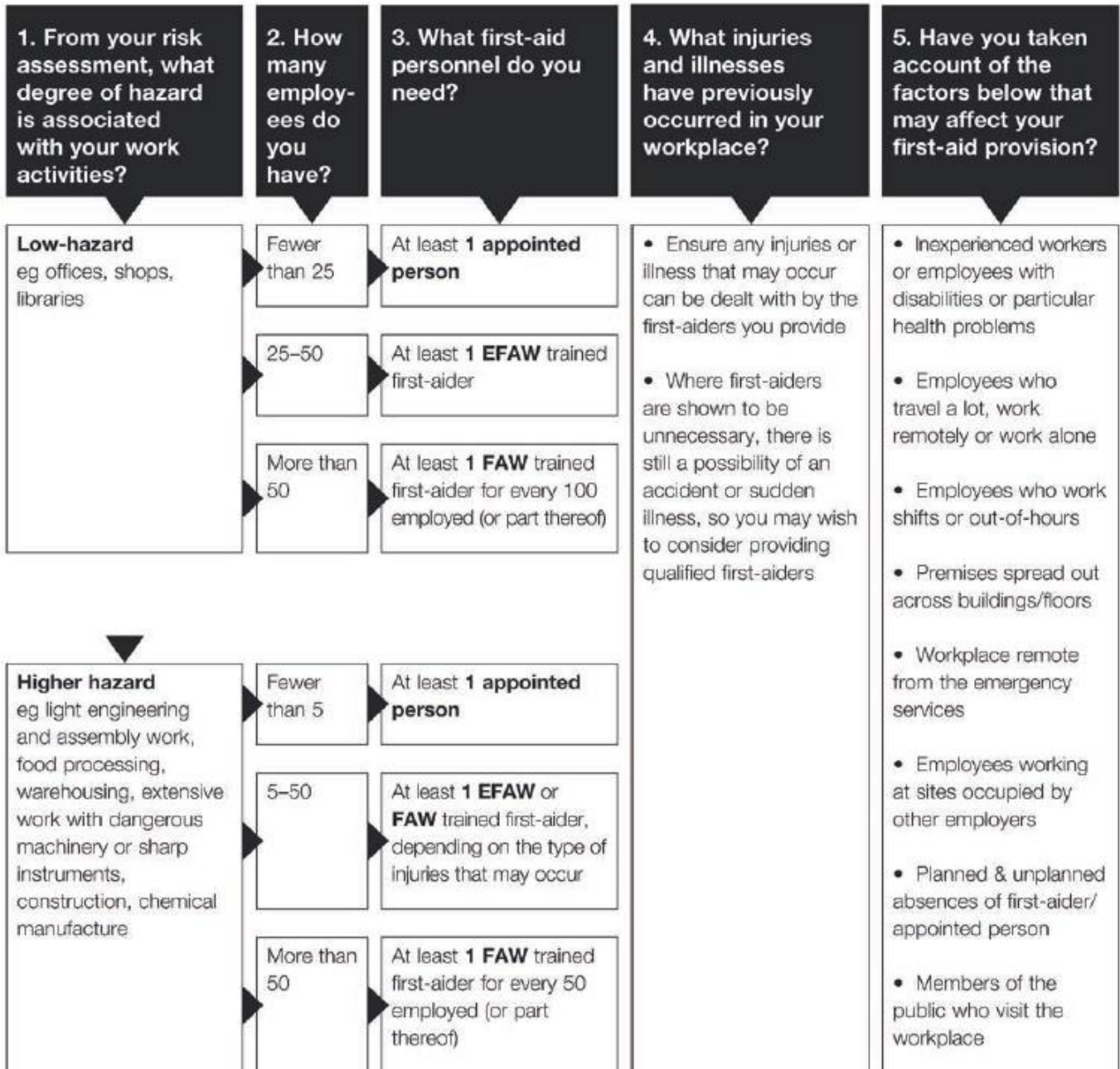
Appendix 1 – First Aid Needs Assessment Form G608b

Name and address of premises/site: Hillside Primary School		
Factors	Guidance	Comments (box is expandable)
Does your workplace have low level hazards such as those that might be found in offices?	The minimum provision is: <ul style="list-style-type: none"> - an appointed person to take charge of first aid arrangements - a suitably stocked first aid box 	Yes
Does your workplace have higher level hazards such as chemicals or dangerous machinery?	You should consider: <ul style="list-style-type: none"> -providing first aiders -providing suitably stocked first aid boxes -the precise location of first aid equipment -informing the emergency services of specific hazards in advance 	No
Do your work activities involve special hazards such as working at height, working with acids or in confined spaces?	You should consider: <ul style="list-style-type: none"> -providing first aiders -additional training for first aiders to deal with injuries resulting from special hazards -additional first aid equipment -the precise location of first aid equipment -providing a first aid room -informing the emergency services of specific hazards in advance 	No
The nature of the workforce The particular needs of young workers, trainees, pregnant workers and employees with disabilities or particular health problems, where known (e.g. asthma, diabetes, peanut allergy, epilepsy or a history of heart disease), should be addressed		
How many people are employed on site?	Generally, the larger the workforce, the greater the first-aid provision that is required. However, employee numbers should not be the sole basis for determining first-aid needs. A greater level of provision may be required when fewer people are at work but are undertaking more high-risk tasks such as maintenance work. This is a general guide to first aid personnel requirements. It should be balanced against the other factors applicable to your premises / operations. Where there are small numbers of employees, the minimum provision is: <ul style="list-style-type: none"> – an appointed person to take charge of first-aid arrangements; – a suitably stocked first-aid box. Where there are large numbers of employees, ie more than 25, even in low- hazard	Up to 50

	environments, you should consider providing: – first-aiders; – additional first-aid boxes	
Are there any inexperienced workers on site, or employees with disabilities or particular health problems?	You should consider: – additional training for first-aiders; – additional first-aid equipment; – local siting of first-aid equipment. Your first-aid provision should cover any work experience trainees	Yes, but we need to audit this and make any necessary provisions e.g. Care Plan and/or medication kept onsite.
What is your injury / ill health record (i.e. what injuries / illness has occurred and where)	Ensure your first-aid provision will cater for the types of injuries and illnesses that have occurred in your workplace. Monitor accidents and ill health and review your first-aid provision as appropriate.	Our First Aid provision is suitable for our workplace and the type of injuries that we occasionally see.
Do you have employees who travel a lot, work remotely or work alone?	The assessment should determine whether those who travel long distances or are continuously mobile should carry a personal first-aid kit. Are your communications arrangements appropriate?	No
Do any of your employees work shifts or out of hours?	You should ensure there is adequate first-aid provision at all times people are at work.	No
Are the premises spread out, e.g. are there several buildings on the site or multi floor buildings?	You should consider how the size of the premises could affect quick access to first-aid facilities. For example, whether additional first-aid provision is needed on a site with more than one building, or whether the distance between buildings is such that additional provision would be unnecessary. If you have a multi-floor building you should consider how many first-aiders or appointed persons will be required to give adequate provision to employees on each floor. You should also consider employees who work in self-contained areas and how their needs are assessed and met.	No
Is your workplace remote from emergency medical services?	If you are remote from emergency medical services you may need to consider emergency transport arrangements should an incident occur. Consider too how employees can summon help – do they have easy access to a phone?	No
Do any of your employees work on shared / multi occupied sites, occupied by other employers or other sections of	You can either decide to make separate provision for your employees, or you may wish to have an agreement whereby one of the employers / partners takes responsibility for all	No

NCC?	the first aid facilities. If you have the situation where another employer / partner is taking care of the first aid provision you need to fully explain your identified hazards and risks to them so that you can be satisfied that the provision is adequate for your needs. A written agreement is always recommended to help avoid misunderstandings	
Do you have sufficient provision to cover absences of first aiders or appointed persons?	It is essential to ensure first aid cover is available at all times people are at work. You need to ensure that there is cover for both planned and unplanned absences of first aid personnel. Remember to cover situations such as lunch breaks, planned annual leave, training courses and for unplanned absences such as sick leave.	Yes – although we would like to get another member of staff trained in First Aid at Work.
Do members of the public / people using our services / pupils etc visit or use your premises?	<p>When assessing your first aid needs you should take into account the number of non-employees (visitors, people using our services, pupils for example) that may use or be present in the building at any one time. As an example, a museum may have 15 employees but possibly 100 visitors each day. As a result, first aid provision should be based on 115 people using those premises.</p> <p>In other premises, for example schools, the relationship and degree of responsibility we have for the pupils, means that we would normally make comprehensive provision for their first aid needs. There are DfE first aid requirements for some children.</p> <p>If you are organising a large event at your premises, you will need to ensure adequate first aid assistance is available, including quick access to medical and ambulance services.</p>	In general we have adequate provision, although we could do with having one person responsible for first Aid on our Sports Days e.g. from EYFS

Suggested numbers of first aid personnel to be available at all times people are at work.




The provision of first aiders and first aid equipment

Based upon your findings above, you will now be in a position to make decisions on the personnel and equipment that you will need.

[First Aid Training G608c](#) provides guidance on the training of first aiders and the NCC contract for first aid training

Personnel	Qualified Staff	Numbers Required	Comments / Action (including dates for actions)
Appointed person/s	Helen Sofokleous (resources) Deborah Oldham (training)	N/A	
First Aid at Work	James Loome Clare Martins	2 - minimum	Ideally train one more member of staff – possibly in SRB
Paediatric First Aider	Clare Martins Nadine Barber Debra Martin Gemma Lark Kim Smith Machala Yaxley Sharon Mansfield Trish Joyce Margaret Trentham	2 - minimum	No Actions Necessary
Emergency First Aider	Rebecca Twinley		
Other Training: Defibrillator EpiPen			Names not logged. Check required frequency of Defib Training
Equipment	Number and type required, location	Comments / Action (including dates for actions)	
First Aid Equipment (first aid boxes etc.) required.	9 – First Aid “Red” Box in every class. 5 First Aid Kits in School Office Spare First Aid resources in cupboard in School Office.	All in Place	

Assessor’s name (please print) Simon Minter	Assessor’s signature 	Date assessment completed 21.2.23
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