CHRIST CHURCH C.E. FIRST SCHOOL

-First Aid Policy-

Adopted from the Local Authority

Health, Safety and Wellbeing Service

Supporting you in managing Health, Safety & Wellbeing

Staffordshire County Council

Headteacher: Mrs A Graham
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1. Success Indicators

The following indicators will demonstrate success in this area:

a. Premises Managers have complete assessments of first aid provision for all workplaces.
b. Managers of teams who work in the community have assessed employee's first aid requirements.
c. First aid training provided to the required level and frequency.
d. First aid materials are provided and regularly checked.
e. Appointed persons designated and aware of their responsibilities.

2. Overview

First aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner.

It is a legal requirement to implement and maintain effective systems for ensuring the provision of adequate and appropriate first aid equipment, facilities and personnel at individual workplaces and during off-site activities.

3. Health, Safety and Wellbeing Management Arrangements

These arrangements will apply to employees and workplaces.

3.1 First Aid Provision

The first aid provision at each workplace will be decided based on an assessment of need. Premises Managers and Team Managers must use The Assessment of First Aid Provision Form to assess their first aid requirements against set criteria. This assessment needs to be reviewed annually and where changes occur.

In low risk environments the assessment may require minimal first aid provision (e.g. suitably stocked first aid box and an appointed person). In larger workplaces/hazardous environment, first aid needs will be greater, and managers may need to increase the number of first aiders so that someone is always available to give first aid immediately following an incident.

First aid provision must be adequate during all working hours, so planned annual leave, agile working arrangements, maternity leave of first aiders and appointed persons must be covered. If first-aiders are absent, an appointed person must be available. Premises Managers should consider what cover is needed for unplanned and exceptional absences such as sick leave or special leave due to bereavement. An emergency first aider may be provided in addition to, but not replace, the required number of first aiders with the current First Aid at Work Certificate.

The individual workplace arrangements must be effectively communicated to employees and visitors indicating how to access first aid, and on shared sites the premises managers must co-ordinate the approach to first aid arrangements.

3.2 Types of First Aid Personnel

A First Aider (FAW) is someone who has undergone a training course in First Aid at Work and who holds a current First Aid at Work Certificate. Their role involves:

- undertaking first aid treatment in accordance with their training,
- summoning an ambulance or other external medical services,

- liaising with the premises manager to ensure first aid kits are fully stocked and refilled after use,
- keeping suitable records of all treatment administered.

An Appointed Person is someone who is nominated to take charge of a situation in the absence of a qualified first aider or emergency aider. Their role includes:

- taking charge when someone is injured or falls ill,
- calling an ambulance (where required), and
- being responsible for first aid equipment e.g. re-stocking the first aid box.
- appointed persons are not first aiders and so should not attempt to give first aid for which they have not been trained. They may give emergency first aid where trained to do so (normally by completing the Emergency First Aid at Work Certificate).

An Emergency First Aider (EFAW) is someone who has undergone an Emergency First Aid at Work training course (of minimum one day duration) and who holds a current Emergency First Aid at Work Certificate. They are normally used in low hazard locations where the majority of people that may need first aid are members of the public and not employees. Their role involves:

- undertaking basic emergency first aid in accordance with their training,
- summoning the assistance of a First Aider where available,
- summoning an ambulance or other medical services
- liaising with the premises manager to ensure first aid kits are fully stocked and refilled after use,
- keeping suitable records of all treatment administered

Additional First Aid Requirements Early Years

The Statutory Framework for the Early Years Foundation Stage requires that at least one person who has a current Paediatric First Aid Certificate must be on the premises at all times when children are present. In addition, there must be at least one person on outings who has a current paediatric first aid certificate.

Coach Assistants/Drivers and Attendants

Coach Guides, Drivers and attendants are required to undertake Emergency First Aid training to enable them to respond to an emergency medical situation until skilled help arrives.

3.3 First-Aid Materials and Equipment

Once the assessment of first aid provision has been undertaken, the necessary materials, equipment and facilities must be provided and maintained in accordance with the determined need. This will involve ensuring that first-aid equipment is suitably marked, easily accessible and available in all places identified by the assessment.

Each workplace should have at least one first aid box supplied with a sufficient quantity of first-aid materials suitable for the particular circumstances, and a body spills kit. Large sites will require more than one first-aid box, and suitable quantities of body spills kits.

The decision on what to include in a first aid kit will be influenced by the findings of the first-aid needs assessment. As a guide, where work activities involve low hazards, a minimum stock of first-aid items might be:

- 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 un-medicated wound dressings;
- medium-sized sterile individually wrapped un-medicated wound dressings;
- Disposable gloves.

First Aiders, Emergency First Aiders and Appointed Persons must regularly inspect the contents of first-aid containers and the contents must be restocked as soon as possible after use. Sufficient supplies should be held in a back-up stock on site. Discard items after the expiry date has passed.
Where an Automated External Defibrillators (AEDs) is present, the manufacturer's instructions regarding maintenance and servicing must be followed. Batteries, leads and pads will normally have a life of between 3 and 5 years. Modern AEDs undertake self tests and indicate if there is a problem with a warning light or sign. A process should be in place to regularly (at least weekly) check the equipment and appropriate action taken if there is an issue.

3.4 Training of First Aid Personnel

Employees who volunteer or are selected to be first aiders should be suitable for the task. All employees who undertake first aid duties must be competent to carry out their role. The content and duration of training necessary will depend on the role of an individual.

Course	Intended For	Duration of Course	Recommended Refresher training	When revalidation is required	Revalidation Training
First Aid at Work Certificate (FAW)	First Aiders	3 days	Annual basic skills update 3 hours	Before expires (3 years from date of certificate)	2 day revalidation
Emergency First Aid at Work Certificate (EFAW)	Emergency First Aiders and Appointed Persons if deemed necessary	1 day	Annual basic skills update 3 hours	Before certificate expires (3 years from date of certificate)	Repeat of original 1 day course.

In certain cases, where activities might expose individuals to unusual risks e.g. remote outdoor activities, additional specifically focused training might be necessary according to the circumstances.

3.5 Liability

The employer's liability insurance policy will provide indemnity for employees acting as first aiders or emergency aiders as defined above. First Aiders and Emergency First Aiders must ensure that any treatment they give is administered in accordance with the training they have received. So long as treatment is administered with good intent and in accordance with current good practice, the County Council and its insurers will support the actions of its employees in the event of a legal case relating to first aid treatment.

3.6 Payment of First Aiders

Payment will be made to First Aiders (FAW) who are recognised by their establishment as being necessary to meet the minimum requirements identified by the assessment of first aid needs. Payment will not be made where the post requires the post-holder to have a full First Aid at Work Certificate. Payment will not be made to Appointed Persons or Emergency First Aiders (EFAW). Any queries relating to payment of First Aiders should be referred to Human Resources.

3.7 Infection Control

To minimise risk of infection whilst administering first aid, personnel must cover all exposed cuts/abrasions on their own bodies with a waterproof dressing before administering treatment. They must also wash their hands before and after applying dressings. Disposable nitrile/vinyl gloves and aprons must be worn whenever blood, or other body fluids are handled, and disposable materials, such as paper towels and sanitising powder, must be used to mop up any substances. All disposable items must be disposed of in plastic bags in line with the Infection Control Management Arrangements. Contaminated work areas must be suitably disinfected and soiled clothing should be washed on a hot cycle or advice given to this effect if washing sent home.

If contact is made with any other person's body fluids the area should be washed immediately and medical advice sought from Occupational Health.

3.8 Mental ill health and first aid

After completing your first aid needs assessment, it is recommended that you consider how you manage mental ill health at work. This may include consideration of mental health first aid as well as physical first aid.

Although this is not a legal requirement, you might decide that it will be beneficial to have arrangements in place to be able to support someone who might be experiencing a mental health issue.

You should consider appropriate information, instruction and training for staff which might include all or some of the following:

- Mental health awareness information and training.
- Promotion of the ThinkWell Service.
- Providing information and links to external resources such as the NHS and Mind websites.
- Providing Mental Health First Aid training which teaches delegates how to recognise warning signs of mental ill health and what they can do to help while keeping themselves safe.

4. Record keeping

All records of first aid administered must be recorded on the Record of First Aid Treatment HSF26. Assessment of First Aid Provision and records of first aid administration must be kept in

accordance with the organisation's retention schedule. Training records must be kept in line with the organisation's retention schedule.

5. Monitoring and reviewing these arrangements
First Aid provision must be reviewed by managers regularly and when they believe the assessment to be no longer valid.

6. Health Safety and Wellbeing Supporting Information
- Infection Control Management Arrangements

7. Forms
HSF 16 Assessment of First Aid Provision
HSF 26 Record of First Aid Treatment

Appendix 1 HSF16

Establishment/Location: …….

Name of Assessor(s): **……**

Assessment of First Aid Factors

In order to assess the first aid requirements, you should identify whether any of the following factors apply to the workplace or employees by ticking Yes or No in all cases: -

Table 1

Assessment Factor	Apply?		Impact on First Aid Provision
	Yes	No	
1. Have your risk assessments identified significant risks of injury and/or ill health?			If the risks are significant you may need to employ first aiders.
2. Are there any specific risks such as working with hazardous substances, dangerous tools or machinery, and dangerous loads or animals?			You will need to consider: - specific training for first aiders - extra first-aid equipment - precise siting of first-aid equipment
3. Are there parts of the establishment with different levels of risk?			You may need to make different levels of provision in different parts of the establishment.
4. Have you had any accidents or cases of ill-health in the past 12 months?			You will need to check your record of accidents and cases of ill health – type and where they happened. You may need to: - locate your provision in certain areas - review the contents of the first aid box.
5. Are there inexperienced workers on site, or employees with disabilities or special health problems?			You will need to consider: - special equipment - local siting of equipment.
6. Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?			You will need to consider provision in each building or on several floors.
7. Is there shift work or out-of-hours working?			Remember that there needs to be first aid provision at all times that people are at work.
8. Is your workplace remote from emergency medical services?			You will need to: - inform local medical services of your location - consider special arrangements with the emergency services.

9. Do you have employees who travel a lot or work alone?			You will need to consider: - issuing personal first aid kits and training staff in their use.
10. Do any of your employees work at sites occupied by other employers or is your site used by other occupiers?			You will need to make joint arrangements with the other site occupiers.
11. Do you have any work experience or other trainees?			Your first aid provision must cover them.
12. Do members of the public visit your premises?			There is no legal responsibility for non-employees however you are strongly recommended to consider them i.e. schools would consider and include their pupils and libraries their customers.
13.How many people are employed on site: - less than 25? - 25 to 49? - more than 50?			You may need to employ first aiders – see table 2 below.
14 Is a first aid room required?			

The following table offers suggestions on how many first aiders or appointed persons might be needed in relation to levels of risk and number of employees on site. Increased provision will be necessary to cover for absences. The table does not take into consideration any non-employees who may be affected so an allowance will need to be made in such circumstances.

Table 2

	Type of Workplace	Numbers of First Aid Personnel Required
Lower Risk	Shops, offices, libraries, schools and similar workplaces	**Fewer than 25 employed at any location**: at least one appointed person. (It may be appropriate to provide an EFAW trained first aider if large numbers of the public visit the workplace.) **25-50 employed**: at least one EFAW trained first aider. **More than 50**: A least 1 FAW trained first aider for every 100 employed (or part thereof).
Higher Risk	Light engineering and assembly work, food processing, warehousing extensive work with dangerous machinery or sharp instruments construction, chemical manufacture, work involving special hazards***** such as hydrofluoric acid or confined spaces.	**Fewer than 5**: at least one appointed person. **5-50**: At least one EFAW or FAW trained first aider depending on the type of injuries that may occur. **More than 50 employed** At least one first-aider trained in FAW for every 50 employed (or part thereof) *****Additional training may be needed to deal with injuries resulting from special hazards.

The minimum first aid provision on any work site is:

- a suitably stocked first aid box
- a person appointed to take charge of first aid arrangements,

- information for all employees about what they need to do in an emergency.

Assessment of First Aid Requirements

Having regard to the factors identified in table 1 and advice contained in table 2 above, the following first aid equipment/facilities/personnel are required to be provided (includes sufficient personnel necessary to cover for absences).

	Required ✓	Number
Appointed person		
First-aider with Emergency First Aid at Work certificate		
First-aider with First Aid at Work certificate		
First-aider with additional training (specify):		
First-aid boxes		
First-aid room		
Additional equipment e.g. eye wash, foil blanket (specify):		
Travelling First Aid Kits		

Have arrangements been made to appoint/train the necessary appointed persons/first aid personnel and for the required amount of first aid equipment to be supplied? **Yes/No**

Informing Employees
Have arrangements been made to inform employees of the first aid arrangements (ideally at their induction) and notices posted to inform staff who and where the first aid personnel or appointed persons are and where the first aid box is? **Yes/No**

Signature of Assessor(s): …… ……

Date: ……..……Review Date…….

Review Date…….

Review Date…….

Review Date…….

Appendix 2 – HSF26

Record Of First Aid Treatment

A written record must be made and retained of all cases where first aid is given. This register should be kept alongside the first aid equipment. It should be available for use and inspection at all times

Full name and address of person receiving treatment	Occupation	Date of entry	Date of accident	Place and circumstances of accident. (State clearly the work activity)	Accident form completed	Signature of person making entry