



Statement of Intent

The school is committed to providing sufficient numbers of first aid personnel to deal with accidents, illness and injuries occurring to all users of school premises and services. To this end, the school will provide information and training on first aid to sufficient employees to ensure that statutory requirements and the needs of the school are met. The person responsible for the implementation of this policy is the Headteacher.

Scope

First Aid is considered to comprise the initial management of any injury or illness suffered at school, with the purpose of saving life and preventing minor injuries or illness becoming major. **First Aid** does **not** include giving tablets or medicines to treat illness, but does include the treatment of minor injuries which may otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse. The **First Aid** Regulations do **not** prevent staff who are **speciallly trained** from taking action beyond the initial management stage.

Legal Duty

The Health and Safety at Work Act places a general duty on employees to take reasonable steps to ensure that employees and other people who may be affected by their actions are not exposed to risks to their health and safety. This duty extends to outside the workplace as well i.e. School trips etc.

The legal duty of employers to provide adequate and appropriate first-aid equipment and facilities for the benefit of their employees who are injured or become ill at work and to appoint suitable persons to administer first-aid treatment is laid down in the Health and Safety (First Aid) Regulations 1981.

The Regulations apply only to **employees**, and as such the School is not duty bound to provide first-aid facilities for the benefit of the pupils, visitors and members of the public. However, as a responsible employer, the School, when deciding the level of provision of first aid, shall ensure that pupils, visitors and members of the public are included in the process. This provision shall not affect the School's capability for satisfying its statutory requirements under the **First Aid Regulations**, but is consistent with satisfying its statutory general duty of care under the **Health and Safety at Work Act**.

Under the **First Aid Regulations** sufficient first aid personnel and facilities should be available to:

- (a) Give immediate assistance to casualties with both common injuries or illnesses and those likely to arise from **specific** hazards at work.
- (b) Summon an ambulance or other professional help.

School Policy

- 4.1 The First-Aid arrangements shall be combined and common for employees and non-employees (pupils), there shall be **no** differentiation of treatment or facilities.
- 4.2 All new staff and pupils, as part of their induction training shall receive instructions and information on the provisions and use of first aid facilities.
- 4.3 **Trained first aiders** shall be appointed according to a risk assessment to meet the school's statutory duties and associated responsibilities.
- 4.4 Before taking up first-aid duties, a first aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE.
- 4.5 All premises shall have an adequate number of **first aid boxes**, stocked in accordance to a risk assessment and the Regulations, based in accessible locations. They shall also be provided in each area where there is a laboratory, workshop, gymnasium, art/pottery studio or catering facility. First aid boxes are intended for emergency use by **all** employees, not just trained first aiders, for treating minor injuries to themselves, other staff, pupils and members of the public.
- 4.6 The school shall arrange refresher training of first aid trained staff with re-testing of competence before certificates expire. However, if a certificate expires, the affected individual shall undertake a full HSE approved course again, to be re-established as a first-aider.
- 4.7 Written records shall be kept of **all** first-aid treatment provided by the School. Such information shall include:
 - Date/time and place of incident
 - Name, job/status of the injured or ill person
 - Details of the injury/illness and what first aid was given
 - What happened to the person immediately afterwards (e.g. to hospital, sent home etc.)

- Name and signature of the first aider or person dealing with the incident
 - Accident forms will be kept for a minimum of 3 years from the date of the last entry
 - The above information will be recorded on the School Accident form
- 4.8 In the case of a pupil under 18 years of age who needs to be removed to hospital for further treatment, contact shall be made with the parent or guardian to inform them of the situation. **All** pupils under 18 years of age must be accompanied to hospital either by their parent/guardian or by a responsible member of staff. (All pupils shall be required to provide the School with at least one emergency contact number for parents/guardians etc.).
- 4.9 All certified first-aiders shall be indemnified by the School against any legal action alleging negligence while carrying out their first aid duties.

Risk Assessment

In order to determine the first-aid needs to suit the School's local circumstances and the requirements detailed above the Head Teacher shall ensure that a full **assessment** of first aid needs is carried out and recorded. Such an assessment shall consider the following issues:

- The hazards and risks associated with the School's operational activities, buildings, plant and equipment;
- The size of the School, the number of employees, pupils, visitors, etc;
- The School's accident record and analysis of first aid statistics;
- The nature and distribution of employees, pupils, contractors, visitors etc;
- The proximity and availability of emergency medical services, and any arrangements required for communication/liaison etc;
- The needs of travelling, remote and lone workers;
- Special arrangements for dealing with the physically impaired, and accidents away from the establishment or outside normal hours etc;
- Availability/absences/demands of **First Aiders** and **Appointed Persons**.

First Aid Personnel

The appointed person need not necessarily be a qualified first aider but will be given the training required in order to work effectively. First aiders are qualified personnel who have received training and passed an examination in accordance with Health and Safety Executive requirements. First Aid personnel will be provided with retraining at regular intervals in order to ensure that their skills are maintained. The School will ensure that there are sufficient first aid personnel to adequately cover for all times of day. This includes weekend working (where relevant). Notices will be displayed as required giving the location of first aid equipment and the name(s) and location(s) of personnel concerned. Lists of qualified personnel will be displayed in prominent areas around the school.

First Aid Boxes

First aid boxes are provided within the workplace to ensure that there are adequate supplies for the nature of the hazards involved. Only first aid supplies specified by risk assessment or the regulations will be kept. No creams, lotions or drugs, however seemingly mild, will be kept in these boxes. The responsible person will issue a list of permitted items and will from time to time update this list. First aid boxes are maintained and restocked when necessary by the School Business Manager.

Portable First Aid Kits

Portable first aid kits are available for those members of staff who are First Aid personnel. Portable kits will also be provided where access to facilities may be restricted. Examples of these circumstances include:

- (a) Staff traveling in school vehicles or their own vehicle on a regular basis
- (b) Staff participating in sporting or social events arranged or supported by the school.

Legal Indemnity of First Aiders

It is unlikely that first aid personnel rendering assistance to a colleague or pupil will become subject to legal action because of deterioration in the person's condition. However, the school has arranged to guard against this possibility by providing through its insurance policies indemnification for any member of staff who assists an employee who becomes ill or is injured at work, either on or off the premises.

Code of Practice

The following steps should be followed in order to ensure that suitable and sufficient provision of first aid personnel and equipment is available at the workplace.

Responsibilities

- The Headteacher is responsible for putting the governing body's policy into practice and for developing detailed procedures. The Head Teacher should also make sure that parents are aware of the school's health and safety policy, including arrangements for first aid.
- Ensure that staff are familiar with the identity and location of their nearest first aider and first aid box.
- Ensure that the name(s) and location(s) of first aid personnel and equipment are displayed on notice boards or other appropriate places using the approved Green and White sign.
- Ensure that information displayed on notice boards is updated to reflect any changes in location or changes in appointed personnel, which may have taken place.

First Aiders

- Ensure that the contents of each first aid box are regularly checked to establish that supplies are sufficient to meet requirements.
- Order replacement supplies immediately after equipment has been used.
- Ensure that there is easy access to first aid equipment at all times.
- Where appropriate call an ambulance, doctor or nurse to administer aid.
- To provide help to preserve life and to minimise the consequences of any injury or illness, while waiting for the ambulance, doctor or nurse to arrive, where appropriate.
- Whilst waiting for support services to arrive to provide resuscitation, treatment of unconsciousness, or control of bleeding etc., as appropriate.
- To supervise and control the incident until the support services arrive and ensuring that the patient is safe from any danger and only moved in a safe manner, if absolutely necessary.