



Title of Policy: First Aid Policy

Headteacher	Mr S Tonks	
Education Advisory Board	Mr P Hamilton	
Date adopted by the Education Advisory Board	October 2016	
	Signed	
	Date	
Date for policy review	November 2016	

The Wilnecote School			
Issue: 1	Approved By	Date September 2016	
Policy Title	First Aid Policy and Risk Assessment		

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Version Control

Version	Date Approved	Changes	Reasons for Alterations
Issue 1	TBA	New Policy	Replaces the Wilnecote High School Academy policy because of joining Community Academies Trust

1. Application

This policy applies to all activities undertaken by and the responsibility of The Wilnecote School and in all work situations. It also requires consideration in respect to the provision of extra-curricular activities beyond the normal school day and during educational visits.

2. Introduction

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.

The object of first aid is to offer assistance to anyone injured or suddenly taken ill before expert help from a doctor or nurse is available, or before an ambulance arrives. The aims of first aid are threefold:

- To preserve life by prompt and initial action;
- To prevent the injury or condition from deteriorating;
- To promote recovery through reassurance and protection from further danger.

3. Aims and Objectives

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.

4. The Arrangements for Applying the Policy

4.1 First Aid Provision

There must be adequate and appropriate provision of first aid equipment, facilities and appropriately trained staff to enable first aid to be administered to employees and non-employees if they become injured or ill.

The actual level of first aid provision at each workplace will be decided based on an assessment of need. The Assessment of First Aid Provision Appendix 1 lists the main factors to be considered when undertaking an assessment of the establishment's first aid needs.

Where an establishment's assessment identifies a comparatively low risk to health and safety, managers may only need to provide a clearly identified and suitably stocked first aid box and an appointed person to look after first aid arrangements and take charge in emergencies. An appointed person must be on-site at all times when there are personnel on-site.

However, where the work involves particular risks, for example work with hazardous substances or with dangerous tools or machinery, 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.

It is important to ensure that first aid provision is adequate and appropriate during all working hours, so planned annual leave, maternity leave of first aiders and appointed persons must be covered. If first-aiders are absent, an appointed person must be available. 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 (EFAW) may be provided in addition to, but not replace, the required number of first aiders (FAW) with the current First Aid at Work Certificate.

It may be appropriate to train appointed persons or others to be an emergency first aider (EFAW) if the assessment indicates that no first aider is required but large numbers of the public visit the premise. Table 2 in The Assessment of First Aid Provision form Appendix 1 gives an outline indication of the level of first aid provision according to type of risk and numbers employed. Managers should use this information to help determine and record the appropriate level of provision for their establishment.

A First Aider (FAW) is someone who has undergone an approved training course in First Aid at Work and who holds a current First Aid at Work Certificate. (See section on training for more details). 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 approved 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

4.2 Additional First Aid Requirements

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. The training is not the full Emergency First Aid at Work Certificate course (see 4.1 above)

4.3 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. All first aid boxes must be identified by a white cross on a green background.

First-aid boxes should be easily accessible, and sited, if possible, near to hand washing facilities. First aid boxes must only be used to store first aid materials and nothing else. They must not contain tablets, medications, creams etc.

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. Care should be taken to discard items safely after the expiry date has passed.

Reference should be made to Appendix 2 for further guidance on the content of first aid boxes.

4.4 First Aid Arrangements at Individual Premises

The Assistant School Business Manager is responsible for undertaking first aid assessments, ensuring adequate first aid arrangements at individual premises. These include ensuring that: -

- There are sufficient numbers of first aid trained personnel to meet the need identified in the assessment throughout the times that the premises are in use.
 - The Wilnecote School uses a First Aid rota which identifies two members of staff who are on call to deal with First Aid incidents throughout the school day. See Appendix 7 for an example.
- there is adequate provision of first aid equipment which is stored in suitable containers;
- Sufficient notices are displayed at appropriate places indicating the location of first aid equipment and trained first aiders so that assistance can be quickly summoned. These should be reviewed and amended regularly. An example of a suitable first aid notice that is coloured green/white is attached as Appendix 3;
- adequate access to a telephone is always available to call emergency services when required;
- where the workplace is shared/multi occupied, co-ordinate first aid arrangements with the other occupiers and ensure information is shared as necessary;
- Managers inform employees of the local first aid arrangements at induction and whenever changes are made;
- staff are made aware of the location of first aid equipment/facilities and personnel;
- A suitable first aid rooms is available when the need is identified;
- First Aiders who respond to a situation where they need support will send out a radio message stating “All Available First Aiders To” Which signals an emergency which all first aiders should attend.
- When having dealt with a first aid incident contact should be made with that person’s primary contact. This can be a voicemail for less serious incidents and where possible this task can be given to the receptionists.
- Where a first aider feels that an appropriate course of action is to give paracetamol this should be passed to either the School Welfare Officer or one of the Pastoral House Manager Team, who will follow the appropriate procedure. First Aiders should not give out medication.
- visitors and contractors are provided with information regarding first aid procedures and how to access first aid provision prior to commencing work, if this will be available to them whilst working on-site;
- All first aid administered must be recorded in the Record of First Aid Treatment kept with the first aid box or on the accident form.

Managers are responsible for assessing the first aid requirements for off-site activities where there may be an increased risk of injury.

4.5 Assessment of First Aid Requirements

A first aid assessment must be completed for all workplaces. The assessment procedure is as follows:

- The ASBM shall make a formal assessment of first aid requirements. The Assessment of First Aid Provision Form (First Aid Form 01) shall be used to record the assessment.
- The ASBM shall keep the completed assessment readily available in his/her risk assessment file (i.e. at point of use).

- The premises manager will monitor the adequacy of first aid provision and revise as necessary.
- The premises manager shall review the assessment annually, in the light of any significant changes or if there is reason to suspect that it is no longer valid.
- Where activities are arranged in the community, line managers should undertake an assessment to determine whether first aid equipment should be provided. E.g. plasters or travel first aid kit.
- Employees who spend a significant amount of time away from their main workplace must have their first aid needs assessed.
- All Academy vehicles must carry a travelling first aid kit.

4.6 Training of First Aid Personnel

Employees who volunteer or are selected to be first aiders should be suitable for the task. For example, an individual who is susceptible to fainting at the sight of blood is unlikely to be a suitable first aider.

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	Refresher training	When revalidation is required	Revalidation Training
HSE Approved First Aid at Work Certificate (FAW)	First Aiders	3 days	Annual basic skills update 3 hours	Before certificate expires (3 years from date of certificate)	2 day revalidation
HSE Approved Emergency Aid 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.

Appointed persons are not first aiders and so should not attempt to give first aid for which they have not been trained. However, as the appointed person is required to look after the first aid equipment and should ideally know how to use it, managers are strongly advised to consider the need for emergency first aid training for appointed persons.

4.7 Liability

The school's insurers have confirmed that our employer's liability insurance policy will provide indemnity for staff 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. Whether or not employees receive payment for acting as first aiders is irrelevant in this respect and has no effect on the provision of insurance cover. So long as treatment is administered with good intent and in accordance with current good practice, the school and its insurers will support the actions of its employees in the event of a legal case relating to first aid treatment.

4.8 Infection Control

To minimise risk of infection whilst administering first aid (for example, from hepatitis B and HIV), 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. If the casualty is bleeding from the mouth the blood must be wiped away using a clean cloth or handkerchief.

Although mouthpieces are available for administering mouth-to-mouth resuscitation, they should only be used by trained personnel as incorrect use may cause bleeding.

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 Policy. 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.

Further advice on infection control is available in the HR 53 Infection Control Policy and Strategic Health and Safety Service.

5 Legislative Framework

- a. The Health and Safety at Work Act
- b. The Management of Health and Safety at Work Regulations
- c. The Health and Safety (First Aid) Regulations
- d. HSE Approved Code of Practice & Guidance L74 – First Aid at Work

6 Further Advice and Information

This policy document is for general guidance only. If you need any further assistance on the interpretation or practical application of this policy please contact The Strategic Health and Safety Service.

Further background information on this topic is available on the following Website:
www.hse.gov.uk

7 Standard Documents

Appendices

Appendix 1 - Assessment of First Aid Provision First Aid Form 01

Appendix 2 - Contents of First Aid Boxes

Appendix 3 - Example First Aid Sign

Appendix 4 - Training requirements for first aid personnel

Appendix 5 – Example of 'Record of First Aid Treatment' form

Appendix 6 – Example First Aid Rota

Appendix 1

The Wilnecote School – First Aid Policy

Assessment of First Aid Provision

Establishment/Location: The Wilnecote School

Name of Assessor(s): Mike Stevenson
Kevin Skeet

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	Identification of significant risks of injury and/or ill health?	Y		Higher risks apply to the following work areas or operations; <ul style="list-style-type: none">- Work from height (including use of ladders, working platforms or mobile towers, work from an elevated level, work from roof)- Hot works (generally conducted by contractors, but may include some technology activities)- Work in confined spaces (including work in loft spaces and under the swimming pool area etc...)- Work with electrical equipment (specifically with any portable appliance and although may apply to all staff premise, ICT and other technicians may be a higher risk)- Work with specific additional risk equipment. (Including premise staff, science staff, D&T technology equipment and PE staff etc...)- Work with specific additional risk chemicals (including premise staff, science staff, and D&T technology)- Physical Education, Performing Arts (dance & drama), Science and D&T areas of the curriculum present a higher risk of injury than other curriculum areas.

2	Does the provision consider the areas where specific risks such as working with hazardous substances, dangerous tools or machinery, and dangerous loads occur?	Y		<p>First Aiders and equipment has been sited with these additional risk in mind;</p> <ul style="list-style-type: none"> - ICT covers the areas of the school science & D&T. - Pastoral House Managers office is central to the school - PA Tech is in close proximity to PA and PE - Other FAW staff are located around the building. - Additional First Aid room available to all FA's
3	Are there other parts of the establishment with different levels of risk occur?	Y		It has been considered desirable to have all SEN TA's trained @ EFAW level due to the nature and number of additional needs pupils on site.
4	Have you had any accidents or cases of ill-health in the past 12 months?	Y		<p>Accidents and incidents are recorded on two forms;</p> <ul style="list-style-type: none"> - Student record form - Staff record form - Details are transferred to the form provided by Strategic H&S where further investigation is deemed necessary.
5	Have inexperienced workers on site, or employees with disabilities or special health problems been considered?	Y		<p>All staff receive H&S induction including accident reporting within their initial period of employment, This is recorded on their individual induction record. Work experience students are supervised or mentored whilst on site. Staff and students with disabilities have individual care plans in place.</p>
6	Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?	Y		This siting of first aiders has been considered to cover the main areas and floors of the school, see point 2
7	Is there shift work or out-of-hours working?	Y		Caretakers open the building but have first aid qualifications. After School activities take place with Leisure Centre staff supervision.
8	Is your workplace remote from emergency medical services?		N	The school is not consider a remote location.
9	Do you have employees who travel a lot or work alone?		N	The school does not employ person considered to travel a lot or work remotely.
10	Do any of your employees work at sites occupied by other employers or is your site used by other occupiers?		N	The school does not share its premise with other businesses.
11	Do you have any work experience or other trainees?	Y		The current first aid provision will cover student and under graduate work experience/placement trainees.
12	Do members of the public visit your premises?	Y		The County library and school leisure centre have dedicated first aid trained staff.

13	How many people are employed on site: - less than 5? - 5 to 49? - 50 to 100? - more than 100?	Y		- Employed circa 100 - Visitors including students circa 1000 Full FAW = 15 persons (inc 5 part time) Pastoral House Managers x 3 Welfare Officer x 1 Site Team x 3 ICT Manager x 1 PA Tech x 1 Inclusion x 1 Community Leisure Manager x 1 Additional Part Time Full FAW Lunch Time Supervisors x 4 (Part Time Only) EFAW = All SEN/TA's x 8 Lunchtime Supervisor x 1
14	Is a first aid room required?	Y		Used by first aiders and visiting health nurses.

The following table is guidelines 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 50 employed at any location: at least one appointed person. (It may be appropriate to provide an Emergency First Aider (EFAW) if large numbers of the public visit the workplace.) 50-100: at least one first aider. More than 100: one additional first aider for every 100 employed.
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. 5-100: At least one first aider (FAW) per 50 employees or part thereof.

The minimum first aid provision on any work site is:

- a suitably stocked first aid box
- an appointed person to take charge of first aid arrangements, at all times whilst people are at work

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).

	No.		No.
Qualified First Aiders	8	Qualified Emergency First Aiders	4
Appointed Persons	0	First Aid Boxes / areas	5
		- Reception	
		- Pastoral House Managers Office	
		- Swimming Pool	
		- Science Prep Room	
		- First Aid Cupboard	
First Aid Room	Y	Eye Wash Ampoules (within FA Boxes)	3
Travelling First Aid Kits Held as grab boxes in Pastoral House Managers Office	2		

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? **No, There should be additional appointer persons, on reception, in PE, Tech and Science.**

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**

Signature of Assessor(s): **Mike Stevenson**
Kevin Skeete

Date: September 2016

Review Date: September 2017

Appendix 2

The Wilnecote School

First Aid Policy - Contents of First Aid Boxes

Where no special risk arises in the workplace, a minimum stock of first aid items is indicated in the table below.

Where activities are undertaken away from a recognised base, it will usually be appropriate to take a suitable first aid kit. As with first aid boxes, the contents of traveling kits should be kept stocked from the back-up stock at the home site.

Where the first aid assessment identifies additional equipment is required due to the circumstances of an activity, this may also be carried.

Item	First Aid Box	Travelling First Aid Box
Leaflet or card giving general guidance on first aid at work.	1	1
Individually wrapped sterile adhesive dressings (plasters) of assorted sizes appropriate to the type of work (dressings may be of a detectable type for food handlers)	20	6
Sterile eye pads.	2	-
Individually wrapped triangular bandages (preferably sterile).	4	2
Safety pins	6	2
Medium sized (12cm x12cm) individually wrapped sterile unmedicated wound dressings.	6	-
Large (18cm x 18cm) sterile individually wrapped unmedicated wound dressings.	2	1
Individually wrapped moist cleaning wipes	10	6
Disposable gloves (non-latex powder free)	2 Pairs	1 pair

Where additional equipment such as scissors, adhesive tape, disposable aprons, individually wrapped moist wipes, blankets, or protective equipment such as resuscitators, these may be kept in the first aid box or stored separately as long as they are available for immediate use if required.

Where mains tap water is not readily available for eye irrigation, at least one litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be provided. Once the seal has been broken, the containers should not be kept for re-use.

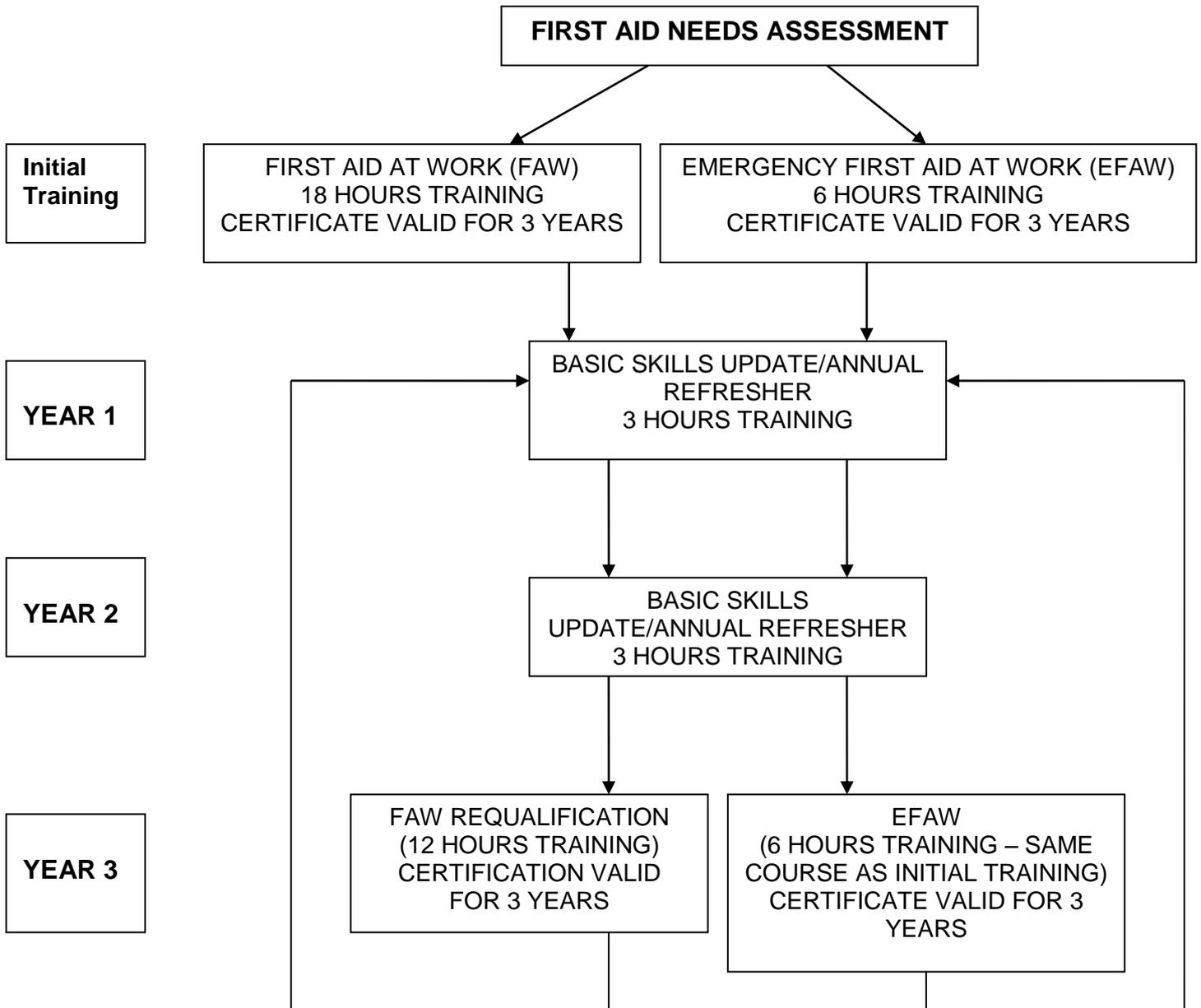


List of First Aid Personnel

<u>Name</u>	<u>Location</u>	<u>Internal Extension</u>
<u>Main Qualified – First Aid @ Work</u>		
<u>Additional Qualified Staff - ' Emergency First Aid @ Work'</u>		
<u>Other Useful Numbers</u>		
School Reception		
Emergency Services		
Sir Robert Peel: Minor Injuries		

Appendix 4

Training Requirements for First Aid Personnel



Appendix 5

Example : Record of First Aid Treatment Given

Wilnecote High School Record of First Aid

- ♦ Accidents to Staff & Visitors shall be reported using the blue 'BI510' Accident Report form only & forwarded immediately to the H&S Manager for further investigation.
- ♦ For all Students:
 - If taken directly to hospital from site - complete this form & forward immediately to the H&S Manager for further investigation.
 - For all other injuries to students, dealt with on-site, complete this form and retain.

About the Person who had the accident			
Name:			
House / Form:			
About the Person filling in this record			
Name:			
Date Accident Reported <i>(this may be different from the date of the accident)</i>			
About the Accident			
Date of Accident?		Time of Accident?	
Accident Location?			
How did the accident happen?			
Description of Injury?			
Describe First Aid treatment given?			
Names of Witnesses:			
Contact with Home? (Y/N)		Was the Injured Person sent directly to Hospital? (Y/N)	
<i>Does this form require forwarding to the H&S Manager?</i>			
To be completed by the H&S Manager: Complete this box if the accident is reportable under RIDDOR 1995			
How was it reported?			
Date reported to H&S Manager:		Date Reported to SCC:	

FM 40a First Aid Accident report 2016

Appendix Six

First Aid Rota: Week Commencing 20th June 2016

		First Aider on Call	
Mon	8:30AM - 11AM	Fran	Mike
	11AM - 2:00PM	Carl	Andy
	2:00PM-4:00PM	James	Dean
Tue	8:30AM - 11AM	Fran	Andy
	11AM - 2:00PM	Mike	LTS
	2:00PM-4:00PM	Carl	Christine
Wed	8:30AM - 11AM	Mike	Andy
	11AM - 2:00PM	Mike	LTS
	2:00PM-4:00PM	Chrstine	Dean
Thu	8:30AM - 11AM	Carl	Andy
	11AM - 2:00PM	Mandy	Dean
	2:00PM-4:00PM	Christine	James
Fri	8:30AM - 11AM	Carl	Andy
	11AM - 2:00PM	Dean	Mandy
	2:00PM-4:00PM	Dan	Christine

First Aid Rota: Week Commencing 27th June 2016

		First Aider on Call	
Mon	8:30AM - 11AM	Fran	Mike
	11AM - 2:00PM	Carl	Andy
	2:00PM-4:00PM	Mike	Dean
Tue	8:30AM - 11AM	Fran	Andy
	11AM - 2:00PM	Mike	LTS
	2:00PM-4:00PM	Carl	Christine
Wed	8:30AM - 11AM	Mike	Andy
	11AM - 2:00PM	Mike	LTS
	2:00PM-4:00PM	Christine	Dean
Thu	8:30AM - 11AM	Carl	Andy
	11AM - 2:00PM	Mandy	Dean
	2:00PM-4:00PM	Christine	Dan
Fri	8:30AM - 11AM	Carl	Andy
	11AM - 2:00PM	Dean	Mandy
	2:00PM-4:00PM	Mike	Christine

