

Newdale Primary

School and Nursery

First Aid Policy

(Statutory framework for early years foundation stage Section 3.50 – 3.51)



Review Date: June 2018

Next review date: June 2019

Checked and complies with GDPR regulations.

Newdale Primary School and Nursery

First Aid Policy

Newdale Primary School and Nursery will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities. All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

In the EYFS at least one person who holds a current paediatric first aid certificate is on the premises at all times when children are present, and must accompany children on outings.

First Aid Training

All first aiders must complete a training course approved by the Health and Safety Executive (HSE) including paediatric first aid for all Nursery staff (Mrs Evans also paediatric first aid trained). This qualification is valid for 3 years and requalification is required before the expiry date. A list of qualified first aiders is available in the school office, Phase 3, The Den, Staff room and Family room.

All school staff receive epipen training.

Assessment of First Aid Provision

The Head Teacher carries out an assessment of the first aid provision for the school taking into account the types of hazards, how many people access the building and special medical needs. The Governing Body regularly reviews the school's first aid needs (at least annually) to ensure that the provision is adequate.

First Aid Provision

Basic first aid is located in the office, staff room, family room and phase 3. KS1 and KS2 have basic first aid supplies located in The Den in the main school corridor. **ALL MEDICATION WILL BE KEPT IN THE FIRST AID AREA IN THE OFFICE.** Medicines in school should be clearly labelled with the child's name. First aid supplies will be checked and replenished regularly by a nominated first aider.

The Treatment of Asthma

Two asthma inhalers and spacers must be clearly labelled with the child's name and kept in the child's classroom in a named bag which also displays the child's photograph. The emergency inhaler box is taken out at break time and lunch time by the designated person on duty.

(Please see Asthma policy for more details).

Educational Visits and Journeys

(Also see Educational Visits Policy)

A risk assessment is carried out by the organiser. A named first aider will attend every visit and will take portable first aid kits, having checked the contents and expiry dates.

Staff should also take with them a list of the medical needs and necessary medication required for their pupils and is familiar with the pupils and their medical needs.

Procedure

Children should be sent to a first aider for serious injuries as well as minor injuries for example:

- Head injuries (not headaches)
- Heavy bleeding- cuts, nosebleeds etc.
- Strong possibility of (or actual) vomiting
- Likelihood the child will be sent home due to temperature etc, (unless vomiting the child will return to class to await collection)
- Sprains
- Suspected fractures- if sensible to move the child
- Distinctive rashes
- Cuts, grazes and bruises.

Play time:

TA first aiders on duty (if no TA, first aider teachers to cover) All children are sent to the office at break time if they require first aid.

Lunch time:

Lunchtime supervisors. All children are sent to phase 3 (GP) if they require first aid.

In Class:

Support staff in class, teacher, support staff in neighbouring classrooms.

Any spilt blood must be washed away or mopped up with sanitizer.

Injuries must be dealt with as quickly and calmly as possible and the child reassured whilst the treatment takes place.

Injuries should be treated with the appropriate remedy i.e.

Bruises- cold water compress ice pack

Grazes- wash area with cold water

Creams- must not be applied

Cotton wool must not be used.

Cuts and grazes should be covered with an appropriate sized plaster.

All first aid waste e.g. rubber gloves etc, must be placed inside a bag and placed in the usual refuse bin for disposal.

Parents must be informed of any major accident or injuries involving their child and notified to seek medical advice where appropriate.

If a child should require further medical treatment, the first available person must call an ambulance using the **999 service**, giving school address and nature of the problem. A staff member must stay with the child until the parent arrives. Should the parent not be available then a member of staff will attend hospital with the child. Contact should be made with the parent to explain what has been done and for the parent to meet the member of staff and child at the hospital.

Accident Book and Forms

The accident book is to be completed for significant injuries. Accident forms must be completed for more serious injuries and all head injuries. These forms once completed must be sent to the LA within three working days. Yellow forms are kept in the office with the Health and Safety files.

During the summer months parents should be reminded to take extra precautions for their children against sunshine, they should be asked that they apply sun cream or sun block to their children before they come to the school and provide their child with a hat to wear in the playground.

Insurance

In the event of a claim alleging negligence by a member of school staff, action is likely to be taken against the employer rather than the employee. The school's insurance arrangements provide full cover for any claims arising from the actions of staff acting within the scope of their employment. In addition, the Council's insurance policy covers claims arising from first aid treatment given by staff acting within the scope of their employment.

Care Plans

In some cases children will require care plans to be created by the Inclusion Manager in conjunction with the family and the appropriate agencies. Copies of these are kept in the inclusion room, with the child's class teacher and in the staff room.

FIRST AID GUIDANCE

Contents:

1. The Law
2. Key Action Points
3. First Aiders
4. Appointed persons
5. First aid needs assessment
6. Communication of first aid arrangements
7. Accident reporting and record keeping
8. First Aid equipment
9. First Aid rooms
10. Further information

Appendix 1: Record of first aid treatment.

1. THE LAW

1.1 The Health and Safety (First-Aid) Regulations 1981(as amended 1st October 2013) require the provision of First-Aiders/Appointed Persons and first-aid materials for employees.

1.2 Whilst the regulations do not state that employers have to provide first-aid for anyone other than their own staff the approved code of practice strongly recommends that the non employees are considered in the assessment of first aid needs and provision is made for them. It is Council policy to do this.

2. KEY ACTION POINTS

Carry out first aid needs assessment to determine the level of first-aid provision required in terms of the following:

- the number of first-aiders/appointed persons/paediatric trained
- the number, content and locations of first aid equipment
- arrangements for off-site activities / remote working
- arrangements for activities taking place outside core hours

3. FIRST AIDERS

3.1 First aiders may either be contractually obliged to take on this role or be selected from staff volunteers. A first aider needs to:

- Have a suitable calm, reliable disposition, an empathetic approach and good communication skills.
- Be willing and able to undertake the necessary training.
- Put their skills into practice when the need arises in sometimes stressful and physically demanding situations.
- Be employed in a post where they are readily accessible in case of emergencies.

3.2 First aiders are expected to:

Check and replenish first aid boxes on a rota basis (to be agreed with other first aiders in the vicinity)

Ensure the most up to date first aid list for their area is displayed next to first aid boxes and in core areas where needed

Ensure contact and location details registered with the health and safety team are kept up to date

Maintain confidential records of first aid treatment in accordance with section 7.

There are now two types of training for first aiders:

3.3 Emergency First Aid at Work (EFAW)

At least a 6 hour course (not including breaks), over a minimum period of 1 day.

On completion of training, successful candidates should be able to:

- Understand the role of the first aider, including reference to:
 - The importance of preventing cross infection;
 - The need for recording incidents and actions;
 - Use of available equipment;
 - Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency;
 - Administer first aid to a casualty who is unconscious (including seizure);
 - Administer cardiopulmonary resuscitation (CPR);

- Administer first aid to a casualty who is choking;
- Administer first aid to a casualty who is wounded and bleeding;
- Administer first aid to a casualty who is suffering from shock;
- Provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters).

This must be renewed every three years by means of a one day re-qualification course.

3.3 First Aid at Work (FAW)

At least an 18 hour course (not including breaks), over a minimum period of three days.

On completion of training, whether a full FAW course or a FAW requalification course, successful candidates should have satisfactorily demonstrated competence in all of the subject areas listed under 3.2 and also be able to:

- Administer first aid to a casualty with:
 - Injuries to bones, muscles and joints, including suspected spinal injuries;
 - Chest injuries;
 - Burns and scalds;
 - Eye injuries;
 - Sudden poisoning;
 - Anaphylactic shock;
 - Recognise the presence of major illness and provide appropriate first aid (including heart attack, stroke, epilepsy, asthma, diabetes).

This must be renewed every three years by means of a two day re-qualification course.

3.4 Defibrillator Training

Some Council locations because of the high number of visitors, including leisure centres have defibrillators on site. These are also provided in Darby House, Southwater One and Addenbrooke House due to the large number of employees on site. First Aiders in these locations are encouraged to undertake additional training, (currently provided by the ambulance service), to enable them to use a defibrillator.

3.5 All first aiders must be allocated enough time to:

- attend training
- carry out their routine responsibilities to check and restock first aid equipment
- review their first aid training materials.

3.6 Insurance The council's insurance policy covers claims arising from first-aid treatment given by staff acting within the scope of their employment.

3.7 First aid training provider

First aiders must complete a training course administered by a competent First Aid training provider.

From 01.10.13 the requirement for first aid training providers to be HSE registered has been removed, however training organisations will still be required to meet certain standards/criteria set by the HSE.

To book places on courses run by approved training providers

- Non-school based staff should contact People Services by email or on 01952 383601 to book places on courses.
- School based staff should book direct with Telford Occupational Health Service Ltd, Halesfield 13, Telford, TF7 4QP. 01952 581251 or email jandt@tohs.co.uk
- Also Richard Jones at edufit4schools@gmail.com

4.0 APPOINTED PERSONS

An appointed person is someone who:

- takes charge when someone is injured or becomes ill
- ensures that an ambulance or other professional medical help is summoned when appropriate.
- looks after first aid equipment and restocking as necessary.
- ensures that the necessary accident reporting is carried out.

Appointed persons are not first aiders and should not administer first aid treatment that they have not been trained to do.

5.0 FIRST AID NEEDS ASSESSMENT

To work out what level of first aid provision is needed in any Telford & Wrekin workplace consider the factors listed in the table below. Where one factor indicates that a higher level of first aid provision is needed than another factor then the higher level should be implemented. The table below gives the **minimum** acceptable level of first aid provision.

For further details on the number of first aiders required for Telford and Wrekin core buildings see appendix 2

Factor to consider	Space for notes	Impact on first-aid provision
Hazards (use the findings of your general risk assessment and take account of any parts of your workplace that have different work activities/hazards which may require different levels of first-aid provision)		
Does your workplace have low-level hazards such as those that might be found in offices and shops?		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.
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 additional training for first-aiders to deal with injuries resulting from special hazards; • Providing a suitably stocked first-aid box; • Providing additional first aid equipment; • Precise location of first aid equipment; • Providing a first-aid room; • Informing the emergency services of specific hazards etc in advance.
Do your work activities involve special hazards such as hydrofluoric acid or 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; • Precise location of first-aid room; • Providing a first-aid room; • Informing the emergency services of specific hazards etc in advance.
Employees		
How many people are employed on site?		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. <p>Where there are large numbers of employees, ie more than 25, even in low-hazard environments, you should consider providing:</p> <ul style="list-style-type: none"> • First aiders; • Additional first-aid equipment; • A first-aid room.
Are there inexperienced workers on site, or employees with disabilities or particular health problems?		<p>You should consider:</p> <ul style="list-style-type: none"> • Additional training for first-aiders; • Additional first-aid equipment; • Local siting of first-aid equipment. <p>Your first-aid provision should cover any work experience trainees.</p>
Accidents and ill-health records		
<p>What is your record of accidents and ill health?</p> <p>What injuries and illness have occurred and where did they happen?</p>		<p>Ensure your first-aid provision will cater for the type of injuries and illness that have occurred in your workplace. Monitor accidents and ill health and review your first-aid provision as appropriate.</p>
Factors to Consider	Space for notes	Impact on first-aid provision
Working arrangements		
Do you have employees who travel a lot, work remotely or work alone?		<p>You should consider:</p> <ul style="list-style-type: none"> • Issuing personal first-aid kits; • Issuing personal communicators/mobile phones to employees.
Do any of your employees work shifts or out-of-hours?		<p>You should ensure there is adequate first-aid provision at all times people are at work.</p>
Are the premises spread out, eg are there several buildings on the site or multi-floor buildings?		<p>You should consider the need for provision in each building or on each floor.</p>

Is your workplace remote from emergency medical services?		You should: <ul style="list-style-type: none"> • Inform the emergency services of your location; • Consider special arrangements with the emergency services; • Consider emergency transport requirements.
Do any of your employees work at sites occupied by other employers?		You should make arrangements with other site occupiers to ensure adequate provision of first-aid. A written agreement between employers is strongly recommended.
Do you have sufficient provision to cover absences of first-aiders or appointed persons?		You should consider: <ul style="list-style-type: none"> • What cover is needed for annual leave and other planned absences; • What cover is needed for unplanned and exceptional absences.
Non-employees		
Do members of the public or non-employees visit your premises?		Under the health & Safety (First-Aid) Regulations 1981, you have no legal duty to provide first aid for non-employees but HSE strongly recommends that you include them in your first-aid provision.

6 COMMUNICATION OF FIRST AID ARRANGEMENTS

6.1 It must be made clear on all Telford & Wrekin premises who the first aiders are and where the first aid materials are kept. The standard white cross on a green background should be used to indicate first aid information. Lists of first aiders should be posted in prominent positions including adjacent to first aid boxes, on first aid room doors, in or near lifts and at reception areas. They are also available on the intranet for all the core buildings.

7 ACCIDENT REPORTING AND RECORD KEEPING

7.1 All first aiders should keep a record of first aid treatment given, when and to whom. This information should be kept securely in accordance with data protection principles. A suitable form for recording this is given in appendix 1.

7.2 If the administration of first aid was needed due to a work related accident or violent incident then the first aider should complete the relevant accident or violent incident form on behalf of the casualty if they are unable to do this themselves. Advice and forms are available at

8 FIRST AID EQUIPMENT

8.1 First aid equipment should be kept in a known location where it is readily accessible in an emergency. This has to be balanced against trying to keep the equipment secure so that it doesn't suffer from pilfering. In a multi floor building where any first aider could be called to any floor the first aid kits should be kept in the same location on each floor as far as possible so that they can be found quickly. Where possible hand washing facilities should be close by.

8.2 Additional first aid equipment should be sited close to identified hazard areas eg kitchens, workshops, science laboratories.

8.3 At all times a balance needs to be struck between having sufficient first aid materials readily to hand to deal with likely emergencies and avoiding overstocking which causes wastage due to dressings exceeding their guaranteed sterility date and needing to be replaced. First aiders are responsible for replenishing first aid boxes.

8.4 First aid box contents:

8.4.1 A standard first aid kit should contain:

- A leaflet giving general guidance on first aid, eg HSE leaflet - "*Basic advice on first aid at work*" <http://www.hse.gov.uk/pubns/indg347.pdf>
- 20 Individually wrapped sterile plasters (Assorted sizes)
- 2 Sterile eye pads
- 4 Individually wrapped triangular bandages (Preferably sterile)
- Safety pins
- Medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 2 large (approximately 18 cm x 18 cm) sterile individually wrapped unmedicated wound dressings
- One pair of disposable gloves (vinyl)
- 1 Revive aid

It may also be useful to have 10 individually wrapped alcohol free wipes.

No tablets, ointments or medicines should be kept in the First Aid box

8.4.2 Eye wash is only required where there isn't ready access to mains water. Where it is needed it should be provided in the form of at least one litre of normal saline in a sealed disposable container. Containers should not be kept for reuse once the seal is broken and must not be used beyond their expiry date. Eye wash should be kept close to eye contamination hazards.

8.4.3 Portable first aid kit for personal use For employees who travel around a lot it makes sense for them to be provided with a small first aid kit to enable them to clean and dress a minor injury without the need to return to base. Their kit should contain as a minimum:

- 6 Individually wrapped sterile plasters (Assorted sizes)
- 6 individually wrapped alcohol free wipes.

9. FIRST AID ROOMS

9.1 Some Council premises, due the number of people using the premises and the nature of the activities taking place there, may warrant the provision of a first aid room. This room can be used for other compatible purposes eg as a place for expression of breast milk or carrying out medical examinations but should be readily available for first aid purposes whenever needed. Guidance on criteria and contents of first aid rooms is given in the approved code of practice <http://www.hse.gov.uk/pubns/priced/l74.pdf>

9.2 First aiders are encouraged to familiarise themselves on the location and contents of any first aid rooms in their premises so they could use them quickly and easily should the need arise.

10. FURTHER INFORMATION

- The Health and Safety (First Aid) Regulations 1981 Approved Code of Practice and Guidance <http://www.hse.gov.uk/pubns/priced/l74.pdf>
- General guidance on a number of first aid issues from the HSE <http://www.hse.gov.uk/firstaid/index.htm>
- Council Guidance on first aid issues <http://ecouncil/CommunityProtection/OccupationalHealthSafety/Pages/FirstAid.aspx>
- First aid guidance for Educational Visits & Journeys: [Section 3 Planning and Organisation.docx](#)

Appendix 1

FIRST AID TREATMENT RECORD

1. Date and time of incident:
2. Name of casualty:
3. Address of casualty:
4. Place of incident:
5. Circumstances of incident (ie what happened):
6. Name and contact details of witness(es)
7. Injuries/ ill health suffered:
8. Treatment given:
9. Did the casualty: (please circle)
 - Return to work/continue what they were doing?
 - Go home?
 - Go to their GP?
 - Go to hospital?
10. Name of First Aider:
11. Date of report:

NB If the incident was as a result of an accident or a violent incident please ensure that the relevant reporting form is completed.

First Aiders in School and Nursery		
Name	Type	Expiry Date
Nursery		
Sarah Ferriday	Paediatric First Aid	20 th July 2018- booked 11 th and 12 th June 2018
Shelley Giordano- Evans	Paediatric First Aid	11 th September 2018
Joanne Turner	Paediatric First Aid	13 th October 2018
Hilary Mann	Paediatric First Aid	21 st October 2018
Rebecca Fenn	Paediatric First Aid	26 th November 2018
Kerry Hall	Paediatric First Aid	10 th May 2019
Robyn Wheeler	Paediatric First Aid	26 th May 2019
Sharon Adkins	Paediatric First Aid	28 th June 2019
Chloe Angus	Paediatric First Aid	10 th November 2019
Alysha Lloyd-Bill	Paediatric First Aid	14 th March 2020
Paula Pugh	Paediatric First Aid	3 rd May 2020
Louise Jones	Paediatric First Aid	3 rd May 2020
Debbie Jones	Paediatric First Aid	16 th January 2021
Sarah Wilson	Paediatric First Aid	13 th February 2021
Teachers		
Sally Evans	Paediatric First Aid	13 th October 2018
Teaching Assistants		
Tracy Marshall	Emergency First Aid	29 th June 2018- Booked 11 th June 2018
Sara Marshall	Paediatric First Aid	26 th November 2018
Anita Clarke	Paediatric First Aid	22 nd February 2019
Michelle Hickenbottom	Paediatric First Aid	11 th May 2019
Jayne Perkins	Emergency First Aid	25 th May 2019
Nicki Martin	Emergency First Aid	25 th May 2019
Debbie Bailey	Emergency First Aid	25 th May 2019
Zoe Stevens	Emergency First Aid	9 th November 2019
Paula Thomas	Emergency First Aid	16 th January 2020
Hoyun Levien (ASC)	Emergency First Aid	20 th February 2020
Mireille Hammond	Emergency First Aid	5 th June 2020
Gethin Beven	Emergency First Aid	11 th September 2020
Samantha Morrow	Emergency First Aid	11 th September 2020
Carol Azzopardi	Paediatric First Aid	10 th October 2020
Lyndsey McLeod	Emergency First Aid	19 th October 2020
Nichola Bethewaite	Emergency First Aid	27 th November 2020
Sian Horler	Emergency First Aid	27 th November 2020
Charlottle Goodwin	Paediatric First Aid	13 th February 2021
Lesley Croft	Emergency Paediatric First Aid	15 th March 2021
Lunchtime Supervisors		
Teresa Kirwan	Emergency First Aid	8 th March 2019
Sonia Walker	Emergency First Aid	20 th June 2019
Vicky Johnston	Emergency First Aid	20 th June 2019
Amanda Nguyen- Xuan	Emergency First Aid	20 th June 2019
Julie Edwards	Emergency First Aid	5 th June 2020
Cheri Carpenter	Emergency First Aid	27 th November 2020
Tina Smart	Emergency First Aid	27 th November 2020
Danielle McLeod	Emergency First Aid	27 th November 2020
Tracy Rouse	Emergency First Aid	7 th February 2021
Kerry Slattery	Paediatric Emergency First Aid	24 th April 2021
Office Admin		
Rebecca Thorneycroft	Emergency First Aid	27 th November 2020
Ellen Silman	Emergency First Aid	27 th November 2020
Joanne Steele	Emergency First Aid	15 th May 2021
Justina Millington	Emergency First Aid	15 th May 2021