



First Aid Policy

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First Aid Policy

Contents

- 1. Introduction 1
- 2. Definition of Terms 1
- 3. Responsibilities..... 2
- 4. First Aid Provision..... 4
- 5. First Aid Supplies 5

1. Introduction

This policy describes how the Health and Safety (First Aid) Regulations 1981 and any guidance issued by the HSE, are implemented to ensure appropriate first aid provision at Pevensey and Westham CE Primary School.

First Aid is a vital part of our school's provision for Health and Safety. The school will try and prevent accidents wherever possible but accept that accidents will occur despite best efforts.

The purpose of first aid is two-fold:

- a) Where a person will need help from a medical practitioner or nurse, to give treatment for the purpose of preserving life and minimising the consequences of injury or illness until such help is obtained.
- b) To treat minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

2. Definition of Terms

2.1 A first aider is an adult who has successfully completed and holds a current first aid at work certificate (3 days) (delivered by organisations regulated by Ofqual). Re-certification 2 day course every 3 years

2.2 The role of the first aider is to administer first aid to pupils, staff, and visitors to the premises when required. Where possible first aid treatment should only be administered by trained persons.

2.3 An emergency first aider in the workplace is an adult who will take control in a situation when a first aider is not available and holds a current Emergency First Aider in the Workplace certificate (1 day). This course requires re-attendance every 3 years.

2.4 Emergency First Aiders in the Workplace (EFAW) have far less training than qualified first aiders (learning only resuscitation, control of bleeding, treatment of unconscious casualties, contents of first aid boxes and communication in an emergency) they cannot, therefore, be considered as substitutes for first aiders.

2.5 Appointed Person - some low-risk workplaces will only need a first-aid box/es and a person or persons appointed to take charge of first-aid arrangements such as calling the emergency services and stocking the first-aid box. The appointed persons do not need specific first-aid training but must have been instructed in their role in relation to first aid incidents.

2.5 The Early Years Foundation Stage Statutory Framework states that, "at least one person who has a current paediatric first aid certificate must be on the premises at all times and attends trips when children 5 and under are present. This became a requirement from September 2008 and applies to all children aged 0-5. Refresher training required every 3 years.

2.6 The Health and Safety Executive (HSE) has issued the following guidance: “Research has shown that following training, the practical skills of first aiders can deteriorate. Therefore, the HSE strongly recommends that it is good practice for first aiders to complete an Annual Skills Update during any three year First Aid at Work or Emergency First Aider in the Workplace certification period. It is important that employers make sure qualified first aiders attend these courses to help maintain their basic skills and keep up-to-date with any changes to first aid procedures.”

2.7 On successful completion of a First Aid at Work or Emergency First Aider in the Workplace course, candidates are issued with a certificate for three years. They then need to undertake a First Aid at Work re-certification course or Emergency First Aider in the Workplace course, as appropriate to obtain another three year certificate.

2.8 Every effort should be made to make sure that first aiders attend the relevant course within the three month period prior to the certificate expiry date. The new certificate will then take effect from the date of achievement. However, where it has not been possible to re-qualify in this three month period, there is a 28 day period of grace within which a First Aid at Work recertification course or Emergency First Aider in the Workplace course should be completed. Please note that first aid cannot be administered beyond the date of expiry of the appropriate first aid certificate until the member of staff has re-qualified.

2.9 Anyone re-qualifying within a period of certificate extension will have their new certificate dated from the date of the new achievement. Any first aider who is not able to complete a course up to a maximum of 28 days after the expiry date of their three year certificate, will need to undertake a full First Aid at Work or Emergency First Aider in the Workplace course, to obtain a valid certificate.

3. Responsibilities

3.1 The Headteacher will:

- Determine the level of first aid provision required in the school.
- Ensure that risk assessments incorporate appropriate reference to suitable first aid provision
- Ensure First Aiders receive adequate training, delivered by organisations regulated by Ofqual, to enable them to carry out their duties
- Ensure First Aiders hold current First Aid training certificates
- Ensure that, where required, First Aiders re-qualify before the expiry date of their certificate
- Provide and maintain appropriate first aid provision, including efficient systems for dealing with injuries, ill-health etc
- Bring to the attention of all staff, particularly at induction, the first aid arrangements e.g. names of First Aiders and locations of First Aid boxes
- Ensure that adequate communications are in place for contacting all First Aiders
- Arrange for the annual honorarium to be made to employees who hold a current Full First Aid at Work Certificate (three day course) by way of a grant in recognition of their services (contact Personnel Support Unit, County Hall)

- Ensure that sufficient First Aid boxes are provided and First Aid notices displayed
- Ensure the safe disposal of surplus and waste substances/containers in accordance with the relevant waste regulations, taking into account ecological factors
- Provide personal protective clothing or equipment as necessary and ensure staff know how to use and maintain them
- Take the requirements of this Policy into account when placing orders for goods or services
- Arrange for counselling to be offered to staff that have witnessed or have been subject to a traumatic incident.
- Ensure there are adequate First Aid Notices indicating local first aid arrangement around the premises, in particular meeting rooms and training rooms
- Ensure that contractors and others working temporarily on the premises are familiar with the first aid arrangements.

3.2 Staff will:

- Deal with very minor first aid 'in situ' using small class first aid bags following the traffic light system
- Keep class first aid bags sufficiently stocked.
- Send children, as necessary, to the relevant first aider and/or the first aid room.
- Release first aiders from their class promptly when they are summoned.
- Inform parents, when necessary, at the end of the school day of accidents involving children from their class.

3.3 First Aiders will:

- Take control of an emergency situation and give appropriate first aid in line with their training and where necessary delegate members of staff to undertake the following tasks:
 - ring emergency services
 - wait for ambulance
 - direct paramedics to scene of incident
- In a serious emergency clear the area of any staff not involved in the incident to ensure that other staff are not subjected to further personal stress which might arise if they were to remain. The area also needs to be made clear for medical professionals responding to the emergency call
- Ensure all medical waste is disposed of in the medical waste bin provided.
- Record all accidents on medical tracker, if this is unavailable then use the manual record book (Appendix 4)
- Record the accident / incident to ESCC Health & Safety department via Web Shop when necessary.
- Inform parents/carers, as necessary, of any head injuries and the need to seek further medical advice by Medical tracker standard templates or phone.
- Children who it is deemed, following first aid, need further treatment should, in the first instance, have their parents/carers contacted. If parents/carers cannot be contacted an ambulance should be called.
- Inform class teachers of incidents that involve children from their class as necessary.

3.4 Appointed Persons will:

Take charge of first-aid arrangements such as calling the emergency services and stocking the first-aid box where a First Aider is not appointed to do so.

3.5 The Senior First Aider will:

- Ensure that the first aid supplies are kept in good order and replenish supplies when necessary, and at least termly check all classroom first aid kits
- Ensure that a termly log of all first aid kits and their contents is completed
- Ensure first aid kits are stocked ready for use prior to trips and visits.
- Ensure each classroom has a completed asthma/first aid classroom poster
- Ensure all records are archived at the end of the academic year.
- Ensure the defib machine is checked and ready for use at least annually, and after any use.

4. First Aid Provision

4.1 Staff appointed to be first aiders should be available to perform the task at all times of the working day. Staff qualified as first aiders must be able to leave their post immediately to attend a casualty. All other staff should be aware of this.

4.2 A school should have a minimum of 1 first aider and 2 emergency first aiders in attendance at all times during the school day. Guidelines state that Pevensey & Westham School, as a school with 350 – 999 persons on site, should have at least 3 first aiders and 3 emergency first aiders.

4.3 Assigned senior first aider sign posted around site

4.4 Any accidents that occur when no first aiders are on the premises will be dealt with by a responsible adult.

4.5 When teaching staff are organising school trips, first aid supplies should be taken. Staff should inform the senior first aider in advance of the trip and she will ensure that the first aid equipment for the school trips is adequate for the day of the trip.

4.6 Whenever possible one supervising adult on a school visit should hold a first aid qualification. A first aid kit should be taken by the first-aider or member of staff organising the visit.

4.7 Any accident occurring off site during a school visit should be reported in the same way as accidents, which occur in school.

4.8 When the hall is hired by outside organisations a first aid kit is available. A telephone is in the office for emergency use.

4.9 Visitors should be made aware of the school's first aid provision. Any visitor in need of first aid should be taken to the first aid room and a first aider called.

5. First Aid Supplies

5.1 First aid supplies are kept in the First Aid room.

5.2 Spillage powder is located in the caretaker's cupboard.

5.3 All classrooms have a waist-bag containing basic first aid supplies – tissues, plasters, plastic gloves and a 'resuci-aid'. These should accompany staff to PE lessons and to the playground. It is the teacher's responsibility to keep their first aid kits replenished.

5.4 Travelling First Aid bags for off-site activities are kept ready for use in the first aid room.

5.5 There are small first aid kits for playground use these contain basic first aid provision i.e. gloves, plasters, wipes.

Appendices

Appendix 1 Traffic Light Poster

Appendix 1

First Aid Traffic Light System

<p>GREEN – Dealt with in class / on playground by any member of staff. Does not need recording.</p>	<ul style="list-style-type: none"> ● small graze / cut ● bruise ● small rash ● itchy bite ● old plaster fallen off ● scab fallen off ● wobbly tooth (fallen out), ● minor bumped head i.e. with friend (no mark) ● mild illness (i.e. headache, tummy ache) to be monitored in class – call office if to be sent home (stay in class until parent arrives, unless obviously sick) ● use of asthma inhaler ● minor nose bleed (less than 10 minutes, minimal blood loss) ● paper cut
<p>AMBER – To be sent to first aid room – seen by first aider</p>	<ul style="list-style-type: none"> ● major bumped head (i.e. hit head on floor) visible mark ● larger cut / graze (bigger than a normal plaster) ● high temperature ● twisted joint with obvious swelling ● trapped finger ● vomiting / diarrhoea ● bee / wasp sting ● nose bleed (gushing or longer than 10 minutes) ● minor hot glue gun burn (run under cold water for 20 minutes first) ● burns / scalds (run under cold water for 20 minutes first)
<p>RED – call for a first aider to the incident</p>	<ul style="list-style-type: none"> ● Asthma attack, ● suspected fracture, ● loss of consciousness ● fitting ● severe bleeding / trauma ● choking ● etc