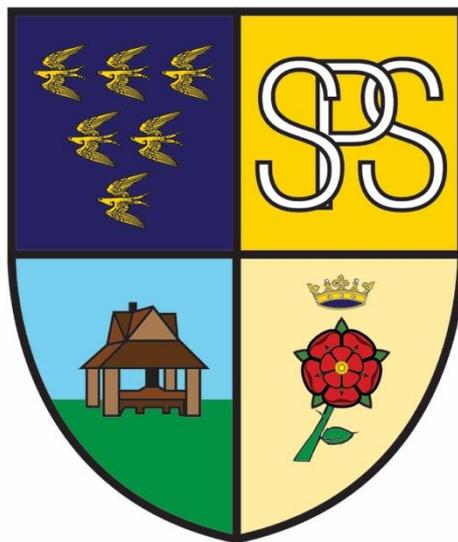


# Sedlescombe Church of England Primary School



## First Aid Policy 2022- 2023

Implemented	January 2022
Review Cycle	Annual
Review Date	January 2023

Learning, Loving and Growing Together with God

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# First Aid Policy

## Key Points:

- 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 work and regularises the long-standing first aid arrangements
- Responsibilities in relation to this policy fall on Chief Officers, Managers, Controllers of Premises and employees
- All First Aid training can be booked through the East Sussex Training Portal or through through a provider regulated by Qfqual such as Freedom Leisure
- Electronic copies of all the Health and Safety Policies can be found on the school server or on the school website and hard copies are available in the staffroom
- This policy has been written in line with the latest guidance from East Sussex County Council (April 2019)

## 1. Introduction

- 1.1 It is the policy of Sedlescombe Church of England Primary School, that through the risk assessment process, there is sufficient First Aid cover in place i.e. First Aiders, Emergency First Aiders or Appointed Persons, to meet the needs of our school, taking into account:
- Proximity to external medical services
  - Staffing levels including the requirement for lone working
  - Risk levels and workplace hazards e.g. tools, machinery, hazardous substances and kitchens
  - Previous incidents that required first aid treatment
  - Employees, school visitors or pupils with disabilities
  - Allowance for absence of trained staff and working patterns
- 1.2 Where first aid is carried out in connection with a work-related incident, this must be reported to the Health and Safety Lead (Mrs. Hardes). A report will then be completed and submitted to the Trust.
- 1.4 Adequate numbers of clearly marked First Aid boxes and kits, stocked with the appropriate quantity of first aid materials, must be provided for each workplace or work activity and kept under the control of a First Aider or an Appointed Person.
- 1.5 First aid at work is primarily intended for the needs of employees, but the policy is to make such facilities available to visitors, members of the public, parents and pupils etc. on the school premises.
- 1.6 The First Aid Room should only be used for first aid, and must be available and ready to use at all times. It should not be used as a storage space.

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## 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 day course) delivered by an organisation regulated by Ofqual. Re-certification must take place every 3 years (2 day course).
- 2.2 The role of the first aider is to administer first aid to staff, visitors to the premises, members of the public, parents and pupils 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 for the qualification to remain valid.
- 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 The Early Years Foundation Stage (EYFS) Statutory Framework states 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. There must be at least one person on outings who has a paediatric first aid certificate." This has been a requirement from September 2008 and applies to all children aged 0-5. Refresher training is 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 Headteachers will:**

- 3.1.1 Implement and monitor this Policy and associated documentation.
- 3.1.2 Ensure that sufficient persons are nominated and trained to provide first aid, in accordance with the criteria outlined in paragraph 1.1 above. There will be one First Aider qualified in First Aid at Work on site at all times and a Paediatric First Aider with EYFS children at all times.
- 3.1.3 Ensure that risk assessments incorporate appropriate reference to suitable first aid provision.
- 3.1.4 Ensure First Aiders receive adequate training, delivered by organisations regulated by Ofqual, to enable them to carry out their duties
- 3.1.5 Ensure First Aiders hold current First Aid training certificates.
- 3.1.6 Ensure that, where required, First Aiders re-qualify before the expiry date of their certificate.
- 3.1.7 Provide and maintain appropriate first aid provision, including efficient systems for dealing with injuries, ill-health etc.
- 3.2.8 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.
- 3.1.9 Ensure that adequate communications are in place for contacting all First Aiders.
- 3.1.10 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).
- 3.1.11 Ensure that sufficient First Aid boxes are provided and First Aid notices displayed.

- 3.1.12 Ensure the safe disposal of surplus and waste substances/containers in accordance with the relevant waste regulations, taking into account ecological factors.
- 3.1.13 Provide personal protective clothing or equipment as necessary and ensure staff know how to use and maintain them.
- 3.1.14 Take the requirements of this Policy into account when placing orders for goods or services.
- 3.1.15 Ensure that staff who have witnessed or have been subject to a traumatic incident are familiar with the Staff Counselling Service.

### **3.2 Controllers of Premises must:**

- 3.2.1 Ensure there are adequate First Aid Notices indicating local first aid arrangement around the premises, in particular meeting rooms and training rooms.
- 3.2.3 Ensure that contractors and others working temporarily on the premises are familiar with the first aid arrangements.

### **3.3 First Aiders and EFAWs will:**

- 3.3.1 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
- 3.3.2 In a serious emergency clear the area of anyone not involved in the incident. The area also needs to be made clear for medical professionals responding to the emergency call.
- 3.3.3 Be responsible for checking the contents of first aid boxes and ensuring there is an adequate supply of materials and those supplies have not passed any expiry date (see Appendix 1). Supplies will be purchased through the normal procurement channels. This task may be delegated to the clerical assistant.
- 3.3.4 Ensure that all used first aid material/soiled dressings etc. are disposed of appropriately. Note that infectious items are to be treated as hazardous waste and placed in appropriate containers (e.g. yellow bags) and disposed of in accordance with local arrangements.

- 3.3.5 Ensure that secure records are kept of all first aid administered, in a First Aid book or similar, and if arising from an incident at work, also reported to the Health and Safety Co-ordinator so that incidents can be reported to the Trust.
- 3.3.6 Be aware that the Trust's Employers' Liability and Public Liability Insurance arrangements extend to the provisions of first aid at work.

## **4. Training**

- 4.1 First Aid training must only be delivered by organisations regulated by Ofqual.
- 4.2 The following training will need to be accessed through an approved trainer regulated by Ofqual such as Freedom Leisure:
- First Aid at Work Certificate (3 days)
  - First Aid at Work Re-certification course (2 days)
  - Emergency First Aider in the Workplace (1 day)
  - Annual Skills Update (3 hours)
- 4.4 Where specific risks are identified in the workplace, additional specialised training to deal with these situations may also be necessary.

## Appendix 1: Approved Contents of First Aid Boxes

### What should a first-aid box in the workplace contain?

There is no mandatory list of contents for first-aid boxes and the HSE does not 'approve' or endorse particular products. Deciding what to include should be based on an employer's assessment of first-aid needs. As a guide, where work activities involve low hazards, a stock of first-aid items might include:

Contents	First Aid Kit Sizes			
	SMALL	MEDIUM	LARGE	TRAVEL
Burn relief dressing 10cm x 10cm	1	2	2	1
Wash proof assorted plasters	40	60	100	10
Eye pad dressing with bandage, sterile	2	3	4	1
Foil blanket, adult size	1	2	3	1
Large HSE dressing 18cm x 18cm, sterile, unboxed	1	2	2	1
Medium HSE dressing 12cm x 12cm, sterile, unboxed	4	6	8	1
Nitrile gloves pair	6	9	12	1
Mouth to mouth resuscitation device with valve	1	1	2	1
Finger dressing with adhesive fixing 3.5cm	2	3	4	-
First aid guidance leaflet	1	1	1	1
Conforming bandage 7.5cm x 4m	1	2	2	1
Microporous tape 2.5cm x 5m	1	1	1	1
Cleansing wipes	20	30	40	4
Safety pins assorted	6	12	24	2
Single use triangular bandage 90cm x 127cm	2	3	4	1
Universal shears, small 6"	1	1	1	1
Eye wash 250ml	-	-	-	1

This is a suggested contents list taken from the British Standards Institute (BSI).

### Important points:

- Where clean mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline solution (0.9%) in sealed disposable containers should be provided. Once opened they **must not be re-used** and **must be used within their use-by date**.
- The **use of eye baths/cups or re-fillable containers is not permitted**
- The use of antiseptics is **not necessary** for first aid treatment of wounds.
- **Under no circumstances** must medication or tablets be kept in first aid boxes/kits.