

BOURNE PRIMARY SCHOOL

First Aid Policy

Key Points:

- This policy describes how the Health and Safety (First Aid) Regulations 1981 and any guidance issued from time to time by the HSE, are implemented to ensure appropriate first aid provision at work and regularises the long-standing first aid arrangements in departments
- Responsibilities in relation to this policy fall on Chief Officers, Managers, PAT Health and Safety Advisers, Controllers of Premises and employees
- All First Aid training can be booked through the Corporate Training & Development Team
- Copies of all the Health and Safety Policies can be found on the intranet.

1. Introduction

- 1.1 It is the policy of the County Council that there are sufficient First Aiders qualified in Emergency First Aid at Work (one day course) or First Aid at Work (three day course), to meet the needs of departments, taking into account:
- Proximity to external medical services
 - Staffing levels and type of establishment, school, office etc
 - Risk levels and workplace hazards e.g. tools, machinery, hazardous substances, kitchens and workshops
 - Previous incidents that required first aid treatment
 - The needs of peripatetic staff e.g. lone workers, single staffed mobile libraries
 - Employees, service users or pupils with disabilities
 - Annual leave, shift patterns and other foreseeable absences of first aiders and appointed persons.
- 1.2 Where first aid is carried out in connection with a work-related incident, a report must be completed on the on-line incident reporting system, located on the intranet or Czone for schools.
- 1.3 Where a building is shared with other departments or agencies, agreement must be reached on first aid arrangements with the other parties so as to ensure suitable and sufficient first aid provision for the whole premises and all staff concerned. Such agreements should, for preference, be properly documented.
- 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.
- 1.5 First aid at work is primarily intended for the needs of employees, but it would not be inappropriate to make such facilities available to clients, service users, pupils, members of the public etc. on County Council premises.

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 staff, service users, clients, 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). Refresher training required 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 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 when children are present. There must be at least one person on outings who has a paediatric first aid certificate.” This became 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 expiry. 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 expiry date of the previous one. 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 Chief Officers will ensure that:

- 3.1.1 arrangements are in place for implementing this Policy, through department-specific guidance on its application, where appropriate
- 3.1.2 systems are in place for the periodic monitoring of the implementation of this Policy
- 3.1.3 Chief Officers should be aware that in the event of a civil claim the following documents may be subject to disclosure:
- records of training
 - records of first aid treatment
 - incident/accident records.

3.2 **Headteachers and Line Managers will:**

- 3.2.1 implement and monitor this Policy and associated documentation within their area of responsibility
- 3.2.2 ensure that sufficient persons are nominated to provide first aid, in accordance with the criteria outlined in paragraph 1.1 above; for example, in low risk situations such as offices and libraries, with fewer than 50 employees, at least one First Aider qualified in Emergency First Aid at Work (one day course) would suffice. Whereas if more than 50 persons are employed there, at least one First Aider qualified in First Aid at Work (three day course) will be required. Remember, however that you may need to have more than one to ensure the site is covered allowing for shift or part time working patterns
- 3.2.3 ensure that risk assessments incorporate appropriate reference to suitable first aid provision
- 3.2.4 ensure First Aiders receive adequate training, delivered by organisations regulated by Ofqual, to enable them to carry out their duties
- 3.2.5 ensure First Aiders hold current First Aid training certificates
- 3.2.6 ensure that, where required, First Aiders re-qualify before the expiry date of their certificate
- 3.2.7 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
- 3.2.9 ensure that adequate communications are in place for contacting all First Aiders
- 3.2.10 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 Support Unit, County Hall)
- 3.2.11 ensure that sufficient First Aid boxes are provided and First Aid notices displayed
- 3.2.12 ensure the safe disposal of surplus and waste substances/containers in accordance with the relevant waste regulations, taking into account ecological factors
- 3.2.13 provide personal protective clothing or equipment as necessary and ensure staff know how to use and maintain them
- 3.2.14 take the requirements of this Policy into account when placing orders for goods or services
- 3.2.15 arrange for counselling to be offered to staff that have witnessed or have been subject to a traumatic incident.

3.3 **PAT Safety Advisers will:**

- 3.3.1 provide additional advice and guidance, on request, to assist with the implementation of this Policy and ensure it is kept up to date in accordance with any changes in legislation and reflecting current best practice.

3.4 **Controllers of Premises must:**

- 3.4.1 ensure there are adequate First Aid Notices indicating local first aid arrangement around the premises, in particular meeting rooms and training rooms

- 3.4.2 agree common first aid arrangements where a workplace is shared with other agencies or departments
- 3.4.3 ensure that contractors and others working temporarily on the premises are familiar with the first aid arrangements.

3.5 First Aiders will:

- 3.5.1 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
- 3.5.2 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
- 3.5.3 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
- 3.5.4 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
- 3.5.5 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 on the on-line incident reporting system by the Pupil Support Officer
- 3.5.6 be aware that the County Council's Employers Liability and Public Liability Insurance arrangements extend to the provisions of first aid at work.

3.6 Appointed Persons will:

- 3.6.1 take control of a situation when a First Aider is either not appointed or not available and give appropriate assistance 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
- 3.6.2 be responsible for first aid equipment where a First Aider is not appointed to do so.

4. Training

- 4.1 First Aid training must only be delivered by organisations regulated by Ofqual.
- 4.2 Where specific risks are identified in the workplace, additional specialised training to deal with these situations may also be necessary.

5 Off Site Activities

- 5.1 Headteachers should consider the need for first aid cover when activities are taking place off site and decide on the level of provision required. They should consider the nature of the

activity, the accessibility of a hospital, the provision of a mobile telephone, any particular needs or conditions of pupils, the length of time spent off site and the result of risk assessments carried out prior to the activity.

- 5.2 It is recommended that all off site activities are accompanied by at least one adult who holds a current qualification in first aid, however this will depend on the scale, location and nature of the trip, and will reflect the trip leader's risk assessment. Consideration should also be given to adequate provision remaining in school when activities are taking place off site.
- 5.3 The Early Years Foundation Stage Statutory Framework states that, "there must be at least one person on outings who has a paediatric first aid certificate." This became a requirement from September 2008 and applies to all children aged 0-5.
- 5.4 Further information and guidance is contained in the Off-site Activities and Educational Visits, Regulations and Guidance.

6 Recording and Record Keeping

- 6.1 Most incidents are recording in the First Aid Book, an Excel Spreadsheet which records;
 - Pupil's name;
 - Pupil's class;
 - Date of the incident;
 - Time of the incident;
 - Location of the incident;
 - Incident details;
 - Treatment given;
 - Initials of the First Aider who treated the child;
 - Any further action
- 6.2 At the end of the academic year, the spreadsheet is printed up and filed for future reference. A new spreadsheet is started for the next academic year.
- 6.3 Any incidents (injuries and illnesses) which require referral on to another professional (e.g. GP, dentist, hospital) will require a 'referred illnesses or Injuries record' form to be completed (see Appendix 4).
- 6.4 All First Aid and medical records are kept until the pupil is 21 years of age.

7 Monitoring and Review

- 7.1 It is the responsibility of the Governing Body to monitor the effective deployment of this policy. This responsibility has been delegated to the Senior Leadership Team.
- 7.2 The school will constantly monitor and update the Policy as appropriate and will undertake a formal review every two years seeking endorsement from the Full Governing Body.

Appendix I: 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
Washproof 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.

Appendix 2: First Aid Measures in Schools

Personal Hygiene

- Hand washing at appropriate times cannot be over emphasised for both children and staff. Hot and cold water, together with soap and disposable towels or hot air dryers should always be available. Old fashioned roller towels are unhygienic (and physically dangerous) and contra-indicated for use
- Pupils and all staff should be regularly and positively encouraged to cover minor cuts, open or weeping skin grazes, boils, etc, with waterproof or other suitable dressings
- Staff who routinely administer first aid to children, however minor, should at all times have breaks in their own skin covered with a waterproof dressing
- Face flannels, toothbrushes, towels and razors should never be shared and must be hung individually without touching.

Materials for Use in First Aid Procedures

- The school will need to maintain an adequate supply of waterproof and other dressings
- Staff who administer first aid to children will need access to a supply of disposable vinyl gloves and aprons for use at all times when dealing with situations involving vomit, blood or other body fluids
- They should also have swift access to a small first aid kit containing a selection of clean dressings and pads, a pair of disposable gloves, a plastic apron, some clean disposable towels and a yellow plastic bag large enough to accept the used dressings and pads
- The basic disinfectant for use on work surfaces where there have been spillages of blood and/or other bodily fluids is household bleach freshly diluted one part bleach plus nine parts cold water. Such solutions must not come into contact with the skin. Bleach can corrode metal and burn holes in fabric if used for too long or in the wrong concentration and must never be used on the skin
- The basic material for mopping up spillages of blood and other bodily fluids is disposable paper towels. Discard fluid contaminated material together with your disposable gloves into a plastic bag - seal and secure the bag and dispose according to local guidance. Where small quantities are involved, soft toilet tissue is appropriate as it is easily flushed down the toilet. Gloves must be worn at all times when dealing with any of the above.

Accidents Involving External Bleeding (these guidelines should always be followed)

- Normal first aid procedures should be followed and should include the use of disposable gloves and where possible apron for dealing with any injury to any child
- For minor wounds where possible, wash the wound immediately and rinse copiously with water. Apply a suitable dressing and pad if needed
- For extensive, open wounds apply firm pressure and seek medical advice
- Splashes of blood on skin should be washed off immediately with soap and water
- Splashes of blood into the eyes and mouth should be washed out immediately with water and medical advice should be sought
- Soak up all blood/vomit using paper towels and disposable gloves; these are disposed of in a yellow clinical waste bag
- Wash surface with household detergent and rinse
- Disinfect surface using 1 part bleach to 9 parts water. Disposable gloves and aprons should be worn
- Small quantities of soiled but disinfected paper may be flushed down the toilet where this will not cause a blockage. Larger quantities, together with the disposable gloves, apron and pads should be placed in a plastic bag, sealed, placed in a second bag and sealed then disposed of with normal refuse. Schools with consistently large quantities of first aid waste should consider disposal via a yellow bag (clinical waste) system. The service is available at a small cost through local refuse collection and waste disposal services

- Normal mouth to mouth resuscitation should be carried out when required by trained personnel
- Report in the accident book any puncture wound caused by a sharp instrument contaminated by another person's blood as well as biting. Encourage any such wounds to bleed freely if possible under running water before applying a dressing. Medical advice should be sought
- Clothes and linen that are stained with blood should be washed in a washing machine on the hottest wash for that material.

These measures have been agreed by the health authorities as being effective against infectious diseases including HIV and Hepatitis B. They should be drawn to the attention of teaching staff, ancillary staff and all those working in the school. They should be applied in all cases involving adults as well as children.

Note: Care should be taken when using bleach on soft furnishings and carpets as it will remove some colour and stain.

Appendix 3: Procedure for Dealing with Dental Emergencies in Schools

Dental emergencies are likely to fall into two categories:

- the child who attends school with dental pain or sepsis, or develops either of these during the time s/he is at school
- injuries to the teeth and mouth which occur during school hours.

Where a child attends school with dental pain or sepsis, headteachers should firstly endeavour to contact parents or guardians to establish whether they have taken, or will be taking, appropriate action. The Community Dental Service will always try to help a child who is a dental emergency, but it should be noted that treatment is not normally possible unless parental consent has been obtained. If headteachers are unable to contact parents, or would like advice on a particular dental condition, then they should contact the relevant District Dental Officer (Eastbourne (01323) 440022).

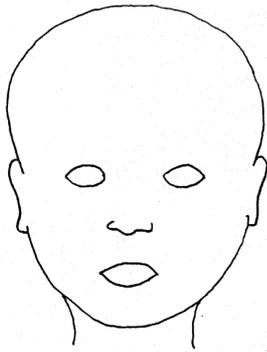
In cases of dental accident at school such as teeth being fractured or knocked out, headteachers should again endeavour to contact parents to ascertain whether there is a family dentist a child can attend. If it is not possible to contact parents, or if headteachers wish to obtain advice on how best to proceed, they should ring the District Dental Officer (Eastbourne (01323) 440022).

In any cases where teeth are fractured, every effort should be made to find missing teeth or parts of teeth. On no account should anyone attempt to put back in a child's mouth a tooth or part of a tooth. These should be stored immediately in fresh milk or water and taken quickly to the dentist for professional advice.

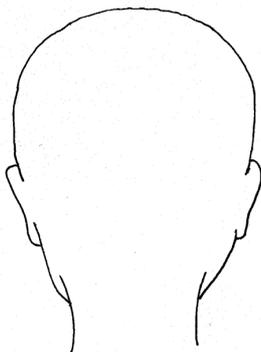
Appendix 4: Referred Injuries or Illnesses Record

PUPIL DETAILS			
Child's Name:		Class:	
INCIDENT DETAILS:			
Date:		Time:	
Location:			
Type of Incident	✓	Brief Description of incident	
Fall on the level (slips/trips)			
Struck by an object (impact)			
Striking against (walking into)			
Struck by person (bump/collision)			
Fall from height (stairs/ladders)			
Animals (including insect stings)			
Other			
INJURY AND TREATMENT DETAILS			
Description of injury:		Treatment given:	
ILLNESS AND TREATMENT DETAILS			
Illness:		Brief Description & Action Taken:	
ADDITIONAL ACTIONS (Please circle if applicable)			
Parents called	Advised to see GP	Advised to go to hospital	Ambulance Called
Time:			Time:
Signed			First Aider

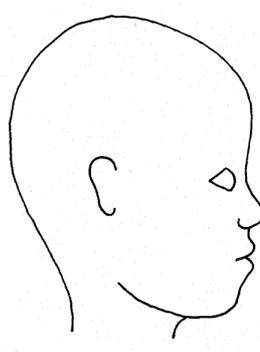
INJURY TO THE HEAD:



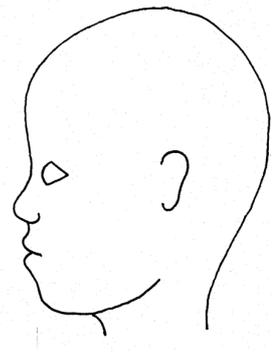
FRONT



BACK



RIGHT SIDE



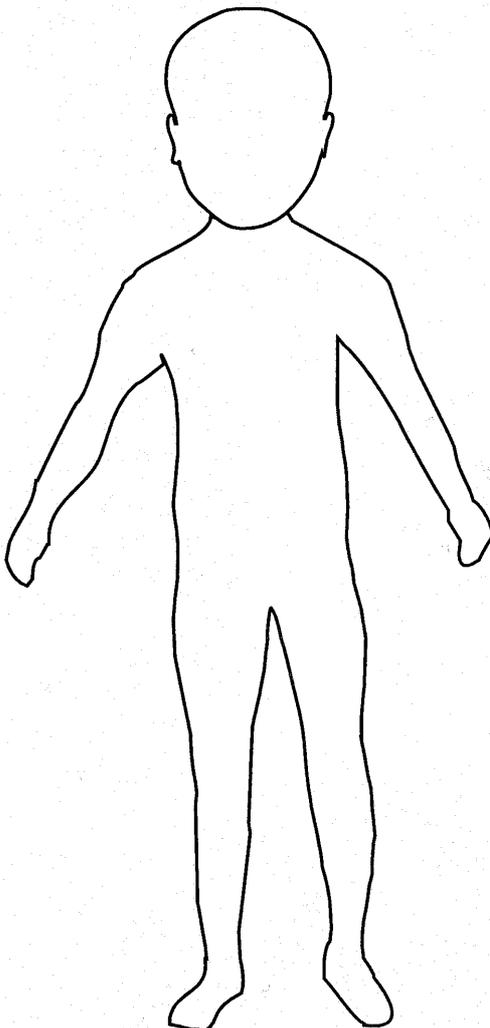
LEFT SIDE

If your child has had a bump to the head, it is advisable to watch for the following symptoms:

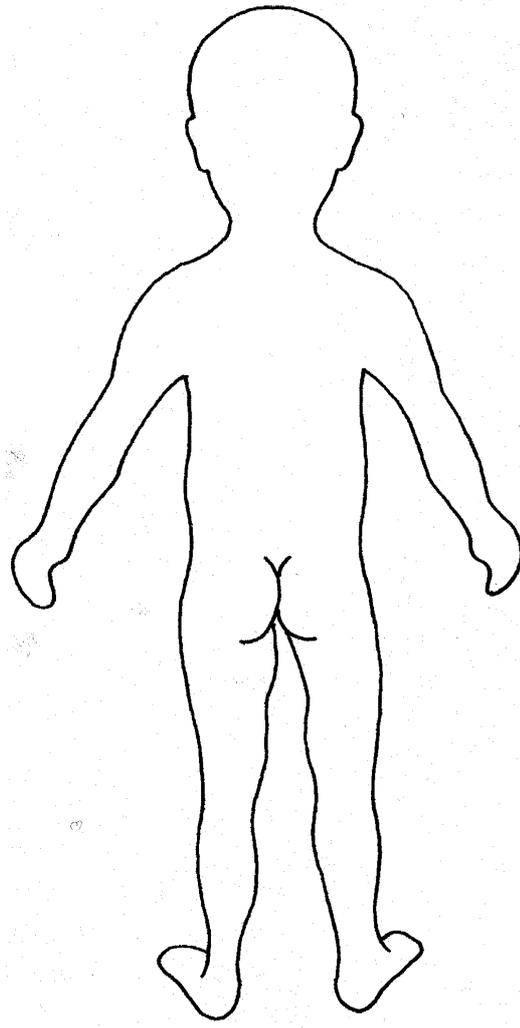
- Increasing drowsiness or tiredness
- Difficulty speaking
- Personality changes or unusual behaviour
- Being sick
- Severe headaches
- Fits

If you have any concerns, please seek urgent medical advice

INJURY TO THE REST OF THE BODY:



FRONT



BACK