



## FIRST AID POLICY

The Governors and Headteacher at St Paul's CE Junior School accept their responsibilities under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school. The Governors are committed to the Local Authorities procedures for reporting accidents and recognise their statutory duty to comply with RIDDOR Regulations 1995. The provision of first aid in school is in accordance to the Local Authority guidance. It is available at all times whilst school is in session and also off the premises whilst on school visits. First aid can save lives and prevent minor injuries becoming major ones. An assessment of first aid needs is made annually by the Headteacher and Governors and reviewed with the HSE Committee annually in the Autumn Term. See Appendix 2.

### Legal framework

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. Employers do have responsibilities towards non employees but are not obliged under the Regulations to provide first aid for anyone other than their own staff. In the case of schools, however, Wokingham Borough Council (WBC) follows the recommendations made by the Health and Safety Executive (HSE) and the Department for Children, Schools and Families (DCSF) and requires for pupils and visitors to be considered and accounted for in the first aid provision in WBC schools.

### Definitions

<b>First Aid at work:</b>	the treatment of injury or illness suffered at work, whether or not caused by the work being done, in order to save life and prevent conditions worsening and, in serious cases, to call an ambulance.
<b>First Aider:</b>	someone who has undergone an HSE approved training course in administering first aid at work and holds a current first aid at work certificate.
<b>Appointed Person:</b>	someone who takes charge when someone is injured or falls ill, including calling an ambulance if required, and looks after the first aid equipment or for example, takes responsibility for restocking the first aid box.

### Assessment of first aid needs

The Headteacher is responsible for ensuring that an assessment of first aid needs is carried out for the school. First-aid provision must be available at all times while people are on school premises and also off the premises whilst on school visits.

The assessment considers the following points:

- the number of staff, pupils on site and visitors to the school;
- past accident history, check the school's first aid and accident records;
- specific needs e.g. the school's age range, staff or pupils with disabilities or special health needs;
- the size of the school and whether it is on split sites and/or levels;
- the location of the school, in particular its remoteness from emergency services;
- specific hazards or risks on site such as hazardous or dangerous substances, check your general risk assessments;
- any out of hours activities.

When deciding on numbers of first aid personnel, other factors to consider include:

- adequate provision for absences and practical departments e.g. science;
- first aid provision for school trips ensuring that the first aid cover back at the school remains adequate;
- cover for lunchtimes and breaks; it is good practice to encourage lunchtime supervisors to have first aid training.

Schools are generally regarded as low risk establishments; however, some schools or areas of activity might fall into the medium risk category. The law does not specify fixed levels of first aid personnel; however, the HSE has provided guidance for workplaces: refer to Appendix 1 to this document. Schools must base their first aid provision on the results of their assessment of needs. See Appendix 1. To ensure that the first aid provision is adequate and remains so, the assessment should be reviewed at least annually; sooner if changes occur.

### **Training for first aid personnel**

The school has a minimum of one First Aider at any time. This is a full time member of staff trained in Emergency First Aid at Work (EFAW). In addition there are a number of Appointed Persons trained in Paediatric First Aid. Training records are kept by the Office Manager and are updated annually.

### **First Aider**

The First Aider(s) will have attended an HSE approved Emergency First Aid at Work Course. The certificate is valid for 3 years.

### **Appointed Persons**

There are no legal requirements for Appointed Persons to have any approved training, however, in order to carry out their responsibilities effectively the WBC standard requires that schools provide Appointed Persons with suitable training including emergency first aid; this one day training course should be refreshed every three years.

Appointed Persons should not attempt to give first aid for which they have not been trained. An Appointed Person cannot act as cover for absent First Aiders if the assessment of first aid provision has indicated that a First Aider is needed; they can only cover when the absence of the First Aider is due to "exceptional, unforeseen and temporary" circumstances.

### **Keeping first aid records**

At St Paul's, we keep a record of the first aid treatment administered to any person on site; this information can be useful for identifying accident trends and for reviewing the level of first aid cover. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) requires employers to report work related injuries to the enforcement authorities; the Health and Safety Executive (HSE) enforces health and safety law in schools. RIDDOR's reporting requirements state that the trigger point for reporting an employee's absence or inability to do their normal work is over seven consecutive days (not counting the day on which the accident happened but including weekends and non-work days). The deadline by which the over seven day injury must be reported by the employer is 15 days from the day of the accident. Employers must still keep a record of all over three day injuries. All incidents of violence and aggression are also reported.

Reports and investigations must be completed by those involved and given to the Headteacher as soon as possible after the incident. Forms are obtained from the Office. All **accident and first aid records** are kept by the school for a minimum of 3 years.

Parents are informed immediately of any serious incidents. Letters are sent home if a child has bumped their head as effects may not be evident immediately. Also written notice is given to parents when a child has been physically sick or had an upset stomach, stating that they should not return to school for 48 hours, on the advice of the Health Protection Agency.

### **First aid kits**

First aid kits are clearly identifiable with a white cross on a green background, easily accessible. There are Kits in the medical room, the staff room and also a portable kit that is taken out on to the playground by lunchtime staff. These are only used for minor incidents. First aid for more significant injuries/conditions is dealt with in the Medical Room.

A travelling first aid kit is taken on all trips and is checked by the user before they leave school. A bottle of water is also taken as a source of clean water for washing wounds.

First aid boxes must be kept fully stocked at all times. Arrangements are in place for checking and restocking first aid containers on a regular basis with nominated first aid personnel given the responsibility for the task. Any items in the first aid box that have passed their expiry date should be disposed of safely. Once a month the boxes are checked and signed off by the Admin Assistant.

Tablets and medication are not kept in the first aid box but in a locked cupboard. Medicine that must be refrigerated is stored in the Medical Room fridge.

### **Medical Room**

The Education (School Premises) Regulations 1996 requires every school to have a suitable room to be used for medical treatment. At St Paul's we have a dedicated room that has washable surfaces, adequate heating and ventilation and is kept clean and tidy. It contains the following:

- a sink with hot and cold running water;
- defibrillator
- drinking water and disposable cups;
- soap and paper towels;
- a store for first aid materials;
- foot-operated refuse containers, lined with disposable clinical waste bags or a container for the safe disposal of clinical waste;

- a camp bed
- chairs.

The room is centrally located and easily accessible to stretchers. It is clearly signposted.

### Hygiene/infection control

All staff must follow basic hygiene procedures to avoid infection. Disposable gloves must be worn. Staff have easy access to single use disposable gloves and hand washing facilities. They must dispose of all waste in the containers provided.

### Information for employees

First aid notices keep employees informed on first aid arrangements. A list of first aid personnel are on the medical room wall and displayed in the staff room.

### School procedures

A red and yellow card alert system is used if a member of staff requires immediate assistance. Each classroom has cards in a prominent position. This is sent with a responsible child to the office and an immediate response is made by a member of staff.

Children who have an accident or who are not well during breaks are assessed and treated by trained staff. Children who have an accident or are unwell during lesson times are managed by support staff or the Admin Team. They are sent with a responsible child to the Office if appropriate.

### Transport to hospital or home

First aiders and other members of staff should be aware that if they transport casualties home or to hospital in their own vehicle, their **own** motor insurance policy applies and **not** the Council's motor insurance. Staff should, therefore, ensure that their existing motor policy covers them for business use.

An ambulance will be called in an emergency and parents contacted immediately.

- Parents will be contacted if hospital treatment is required but not an emergency, so that they can assume responsibility;
- The Headteacher or senior staff member will determine the best course of action to take if an ambulance is not required and parents cannot be contacted;
- Two staff members will take a child to hospital and stay with them until a parent takes over, with the safeguarding of the child and staff members considered.

### Insurance

Generally, work carried out as an employee on behalf of the Council is covered by the Council's insurance arrangements. Any claim for compensation alleging negligence by a member of staff is likely to be made against the Council, not the individual employee. Individual members of staff acting within the scope of their employment are indemnified against having to pay damages and would only be vulnerable personally if their actions were criminal or malicious or they were acting outside the scope of their authority.

The provision of first aid at work by trained personnel is also covered by the Council's insurance and this cover extends to administering first aid to non-employees, for example, a school pupil or, in the case of a member of the public, someone who is 'within council facilities or in the vicinity of council premises'.

This policy will be reviewed biennially.

### Guidance on the number of first aid personnel needed

Suggested numbers of first-aid personnel to be available at all times people are at work, based on assessments of risk and number of workers. Where there are special circumstances, such as remoteness from emergency medical services or sites with several separate buildings, there may need to be more first-aid personnel than set out below. Increased provision will be necessary to cover for absences.

Category of risk	No. employees	Suggested number of first-aid personnel
<b>Lower risk</b> e.g. shops, offices, libraries	Fewer than 50 50-100 More than 100	At least one appointed person At least one first aider One additional first aider for every 100 employed
<b>Medium risk</b> e.g. light engineering and assembly work, food processing, warehousing	Fewer than 20 20-100 More than 100	At least one appointed person At least one first aider for every 50 employed (or part thereof) One additional first aider for every 100 employed
<b>Higher risk</b> e.g. most construction, slaughterhouses, chemical manufacture, extensive work with dangerous machinery or sharp instruments	Fewer than 5 5-50 More than 50	At least one appointed person At least one first aider One additional first aider for every 50 employed

## Assessment of first aid needs

Name of School: St Paul's CE Junior School - January 2017	
Aspects to consider	Details/comments
Number of staff	51
Number of pupils	386
Approximate number of staff / pupils with disabilities or special health problems	Red card system in place 2 diabetics 5* Asthmatics 8 anaphylactics /epipens 1* food allergies
Split sites / split levels	No
Remote location	Separate Music & Art Studios located on far side of the playground. School playing fields & outdoor swimming pool
Departments with a higher level of risk e.g. science, physical education?	No
Any specific risks e.g. hazardous substances, dangerous tools or machinery?	Close supervision of the use of gardening tools, DT hand tools and science equipment.
Accident records: numbers by academic year, types and locations	Recorded in accident book. Analysis of nature, frequency, location and any trends completed each term by admin assistant and reported to the Headteacher. Summary reported to governors.
First aid records: how often first aid administered; any trends?	First aid is administered most frequently at break and lunch times. Most injuries are trips and falls on the playground as a result of children playing. See accident book analysis for details.
Lunchtime / break cover adequate?	Excellent levels of supervision at break and lunch and at the end of the school day. 5 members of staff are on duty at break time, including at least one trained in paediatric first aid. At lunchtime, there is at least 8 staff on duty, and the majority are paediatric first aid trained.
Out of hours activities?	PTA provide their own first aid cover and insurance for school events. School staff are available on site until 5.00pm each day and, if necessary, support any external providers.
Off site activities cover required? (providing for the activity whilst maintaining adequate cover at school)	First aid trained staff attend every school trip and off site visit. Travelling first aid kits are always taken with an up to date list of any medical issues affecting pupils, necessary medication and emergency contact numbers.
Visitors: volumes generally, any public events?	No recorded incidents this year.

Estimation of risk level =	Low
Current levels of first aid cover	First Aiders = 1 Appointed Persons = 23
Is current first aid cover adequate?	Yes
Recommendations:	

Assessment conducted by:	Julianne Taylor - Headteacher
Assessor's signature	
Date of assessment:	January 2017
Review Date	Termly
Approved by HSE Chair:	
Approver's signature	

