

West Earlham Infant and Nursery School
First Aid at Work Policy

1. Introduction

- a. As a school according to health and safety law, we must provide first aid personnel and equipment for staff in case they are injured or become ill at work. We will also provide first aid cover for other people who are not our employees but come to our premises as clients or visitors including children.

2. What does First Aid Include:

- a. The term First Aid means treating someone who is injured or unwell to keep them alive or stop their condition worsening until medical help arrives, and; treating minor injuries which do not require medical help.
- b. First aid does not normally include giving medicines. For our Policy on this please see 'supporting children with a medical conditions policy including the administration of medicines'.

3. Responsibilities

- a. Headteachers are responsible for:-
 - a. Ensuring a First Aid Needs Assessment is carried out and reviewed at least annually or sooner as necessary
 - b. Ensuring adequate and appropriate identified first aid equipment and facilities are provided
 - c. Ensuring that an appropriate number of trained first aid personnel are present in the workplace at any one time
 - d. Ensure the provision of sufficient numbers of first aid boxes, and that these are regularly checked and first aid supplies replenished as necessary
 - e. Ensuring staff under their control are aware of the first aid arrangements
 - f. Undertake personal needs assessments for lone/mobile workers or those with specific health needs
- b. First Aid Personnel are responsible for:-
 - a. Responding to incidents in the workplace
 - b. Recording any first aid treatment given
 - c. Keeping first aid treatment records secure in line with data protection
 - d. Appropriately maintain the medical confidentiality of the person they are treating
 - e. Keeping their training up to date including refreshers and keeping a record of this
 - f. Treating casualties in accordance with the training they have been given
 - g. Ensuring contents of first aid box(es) are regularly checked to establish supplies are sufficient to meet requirements
 - h. Ensuring their contact details are updated if they move premises or change their usual working location
 - i. Taking effective measures to protect themselves from any blood borne infection
 - j. Reporting insufficiencies in first aid arrangements to the Head teacher
- c. Staff are responsible for:-
 - a. Ensuring they are familiar with the name and location of the nearest first aider or appointed person
 - b. Ensuring an incident report is completed for all accidents
 - c. Informing their head teacher of any specific health conditions or first aid needs

4. First Aid Needs Assessment

- a. First Aid provision is not based upon fixed numbers of first aiders per member of staff, it involves undertaking a First Aid Needs Assessment annually to identify the first aid requirements. Significant

risks in the workplace or service must be included in the assessment process, which should then help identify what your first aid needs will be.

- b. First aid needs assessment guidance will be followed as part of this process and recorded on the First Aid Needs Assessment form.
- c. First Aid Provision must be reviewed at least annually or sooner if no longer relevant, for example
 - a. There is a significant change in the number of people in the premises
 - b. There are changes in the way people work or use the premises
 - c. There is an increase in the hazard of the activities carried out on site
 - d. There is a change in legislation or guidance
- d. Review does not necessarily mean carrying out a new assessment, but checking the existing one to ensure it is still valid or recording any amendments to reflect changes in circumstances.

5. Types of First Aid Personnel

- a. According to the findings of the first aid needs assessment, we will provide appropriate first aid personnel.
- b. **Appointed Person.** If the first aid needs assessment identifies that we do not need any trained first aiders, we will at least have an appointed person available. The role of an appointed person is to: look after any first aid equipment; take charge if there is an incident, and call and liaise with the emergency services when this is necessary. They will be instructed on and clear about their duties.
- c. **Emergency First Aider.** Emergency first aiders are trained to carry out basic first aid and perform life-saving interventions whilst waiting for the emergency services. Emergency first aiders will undertake the Emergency First Aid at Work (EFAW) course.
- d. **First Aider.** First Aiders are trained to perform the duties of emergency first aiders, above, and also to provide first aid for a range of specific injuries and illnesses. First Aiders will undertake the First Aid at Work (FAW) course.
- e. **Paediatric First Aid.** Schools and other settings with young children (from birth to the end of the academic year in which they have their fifth birthday) are required to have at least one person trained in Paediatric First Aid. This is a *Department for Education* requirement.
- f. All trained staff will undertake a requalification course every three years to keep their qualification current. They will also undertake annual refresher training to ensure they are able to use their skills if called upon.

6. First Aid Kits

- a. There is not a definitive list of what items should be in the first aid kit, the contents will be determined by the First Aid Needs Risk Assessment. The following is a guide of suggested minimum stock where there is no special risk in the workplace, and is what we will follow within school:-
 - a. A leaflet giving general guidance on first aid e.g. HSE leaflet – basic advice on first aid at work (this leaflet can be accessed via a link on schools peoplenet)
 - b. 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (you can provide hypoallergenic plasters if necessary)
 - c. 2 sterile eye pads
 - d. 2 individually wrapped triangular bandages, preferably sterile
 - e. Six safety pins
 - f. Two large, individually wrapped, sterile, unmedicated wound dressings
 - g. Six medium sized, individually wrapped, sterile, unmedicated wound dressings
 - h. At least three pairs of disposable gloves (preferably latex free)
- b. First aid kits will be checked regularly so that stocks can be maintained.
- c. First aid kits will be clearly identifiable (container should have a white cross on a green background) and readily accessible to staff.

7. Recording First Aid Treatment

- a. When first aid is given, the person giving first aid will make a record of:
 - a. Date, time and place of incident
 - b. Name and job title (where relevant) of the injured person
 - c. Details of the injury / illness and what first aid was given
 - d. What happened to the person immediately afterwards (for example, went home, went back to work, went to hospital)
 - e. Name and signature of the person dealing with the incident
- b. All completed records of first aid treatment will be kept in a secure location to comply with the requirements of data protection legislation. Where necessary, an Incident form will need to be completed using the NCC's on-line reporting system.

8. Automated External Defibrillator (AED)

- a. An AED is a device that delivers a shock to the heart to re-establish regular heart rhythm after it has become unstable resulting in arrest. The nearest AED to school is located at West Earlham Health Centre.

Approval

This policy has been reviewed in line with the 2010 Equality Act and Public Sector Equality Act. Due regard has been given to Equality.

This policy will be adopted in **November 2018**. The date of the next formal review will be **November 2019** and every year thereafter, unless statutory legislation changes.

Policy approved by the **Finance, Premises and Personal Committee** of West Earlham Infant and Nursery School.