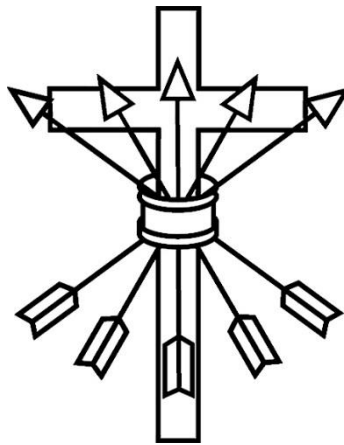


# WADDESDON CHURCH OF ENGLAND SCHOOL



## FIRST AID POLICY

<b>STATUS OF POLICY:</b>	<b>Statutory</b>
<b>COMMITTEE RESPONSIBLE:</b>	<b>CSWB</b>
<b>GOVERNING BODY APPROVAL:</b>	<b>17.06.24</b>
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# FIRST AID AT WORK

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## **PART ONE - POLICY AND RESPONSIBILITIES**

### **1. INTRODUCTION**

The Health and Safety (First Aid) Regulations 1981 and the amended regulations 2018 govern the provision of first aid at work. These regulations apply only to employees; there is no legal requirement to provide first aid cover to members of the public. However, the Health and Safety Executive (HSE) strongly recommends non-employees are included in first aid provision and it is school policy to follow that advice. In addition, first aid provision for pupils is enshrined in common law under the “in loco parentis” doctrine.

Volunteers will be treated in the same way as employees for the purposes of first aid provision.

The following document sets out guidance for how the school will fulfil its responsibilities for first aid provision.

This Code of Practice does not cover giving tablets or medicines to treat illness which is dealt with by specific medication guidelines.

This policy should be read and considered in conjunction with the Supporting Students with Medical Conditions Policy, Safeguarding & Child Protection Policy and provision for students' wellbeing and mental health as outlined in the Relationship and Sex Education and Health Education Policy.

## **2. THE LEADERSHIP TEAM WILL:**

- Carry out a risk assessment to ensure that first aid cover is adequate bearing in mind the number of employees, pupils and visitors and the type of activities, equipment and premises that are under their control.
- Ensure that there are sufficient numbers of first aiders, emergency first aiders or appointed persons as appropriate and available at all times while the premises are occupied.
- Ensure that there are sufficient first aid facilities and equipment available.
- Ensure that employees are made aware of the first aid provision in their place of work
- Ensure travelling first aid kits meet the minimum criteria in Para 8.4.
- Ensure that there are suitable first aid arrangements in place for off site activities, based on a risk assessment.

HSE guidance states that in assessing first aid needs, consideration should be given to:

- the nature of the work
- workplace hazards and risks (including specific hazards requiring special arrangements)
- the nature and size of the workforce
- the work patterns of staff
- holiday and other absences of those who will be first-aiders and appointed persons
- the organisation's history of accidents
- the needs of travelling, remote and lone workers
- the distribution of the workforce
- the remoteness of any sites from emergency medical services
- whether employees work on shared or multi-occupancy sites
- first aid provision for non-employees (eg members of the public).

HSE has published [further guidance](#) on all the factors above that will help you carry out your first-aid needs assessment.

Further guidance can be found at <https://www.gov.uk/government/publications/first-aid-in-schools>.

## PART TWO TOOLKIT – GUIDANCE FOR IMPLEMENTING FIRST AID ARRANGEMENTS

### 3. DEFINITIONS

**First Aid** means: -

- Treatment for the purpose of preserving life and minimising the consequences of injury and illness until medical help is obtained.

Or

- Treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a nurse or doctor.

**First Aider at Work (FAW)** is someone who holds an up-to-date First Aid at Work Certificate.

The First Aid at Work Certificate is a formal qualification recognised by the HSE (Health & Safety Executive). The initial qualification course is normally of three days' duration; retraining and requalification should take place every three years by attending a 2-day course. It is recommended that a 3-hour refresher course is attended annually to prevent skills decay.

**Emergency First Aider at Work (EFAW)** is **someone** who holds an up to date Emergency First Aid at Work Certificate.

The EFAW course is certificated one-day course covering the basic first aid. A one-day retraining and requalification course must be completed every three years. It is recommended that a 3-hour refresher course is attended annually to prevent skills decay.

The **Appointed Person** has overall responsibility for implementing the school's First Aid Policy. They will:

- take charge of an emergency first aid situation
- ensure that an ambulance or other professional medical help is called in an emergency
- ensure that first aid boxes are replenished regularly and particularly after an incident

### 4. PROVISION OF FIRST AIDERS

#### 4.1 First Aid for Employees

The amount and type of first aid cover which should be provided in a school is covered by the First Aid Regulations and should be based on the circumstances in each school.

The aim should be to ensure that there is a first aider, emergency first aider or appointed person available at all times during normal school hours.

The amount of first aid cover should be based on an assessment of risk using the checklist.

Employees carrying out hazardous activities on site (use of chainsaws and other equipment) may also require specialist first aid training.

#### **4.2 First Aid for Non Employees and Pupils**

First aid provision for pupils is enshrined in common law under the “in loco parentis” doctrine.

The age of the casualty may affect the type of first aid procedure required such as resuscitation techniques. This training should be in addition to any first aid at work provision for employees.

First aid arrangements should also take into account off site trips. First aid cover for the visit and for those remaining in the establishment must be considered.

### **5. RECRUITMENT AND SELECTION OF FIRST AIDERS AND APPOINTED PERSONS**

Selection of first aiders, emergency first aiders and appointed persons should take account of the following factors:

- reliability, disposition and communication skills
- aptitude and ability to absorb new knowledge and skills
- ability to cope with stressful and physically demanding procedures eg staff must be capable of kneeling to provide CPR.

There should be adequate cover in the workplace. Selection of staff as first aiders, emergency first aiders and appointed persons should take account of the importance of ensuring sufficient cover. Priority should be given to full-time employees who would be more readily available in an emergency. Part-time employees or those who work away from their work base should not be designated unless no other suitable staff are available.

### **6. TRAINING**

First Aid Training is through an authorised and approved trainer.

Training is organised through the Medical Officer and Business Manager. First aiders and emergency first aiders are recommended to attend an annual first aid skills refresher course in between formal requalification courses.

### **7. PERSONAL LIABILITY OF FIRST AIDERS**

No personal liability for injuries sustained to a first aid casualty will be attached to any individual first aider, emergency first aider or appointed person acting in the course of their employment as long as they follow any training or other guidance they have been given. In the event of a claim alleging negligence, action is likely to be taken against the employer rather than the employee.

Employees are expected to do their best at all times and particularly in emergencies, to secure the welfare of their fellow employees and pupils. The consequences of taking no action may be more serious than those of trying to assist in an emergency.

## **8. FIRST AID FACILITIES AND EQUIPMENT**

### **8.1 First Aid Boxes**

The number, location and content of first aid boxes should depend on an assessment of the risk.

The first aid boxes are the responsibility of the Appointed Person and are kept readily available to all staff. A record of the location of all first aid boxes including travelling ones should be kept.

A standard first aid box would normally contain the following although quantities may vary depending on an assessment of the risk.

- HSE leaflet; Basic Advice on First Aid at Work
- individually wrapped, sterile plasters of assorted sizes. Blue detectable dressings should be available in kitchens
- sterile eye pads
- individually wrapped triangular bandages
- safety pins.
- large and medium sized individually wrapped, sterile unmedicated wound dressings
- disposable gloves
- disposable resuscitation face shields
- alcohol free cleansing wipes

First aid items may be printed with an expiry date, the designated person should check these regularly and items which have passed their expiry date should be disposed of safely.

### **8.2 Supplementary Items**

A risk assessment may recommend that additional items are necessary. They may be kept in the appropriate first aid box or can be stored separately e.g.

- Adhesive tape.
- Disposable aprons.
- 'Tough cut' Scissors (only required where there is a possibility that clothing may have to be cut away)
- Spills kit
- Thermal foil blanket
- Saline (eye wash) pods

### **8.3 Items Not Permitted in First Aid Kits**

First aid at work does not include giving tablets or medicines to treat illness. Therefore, tablets, medicines, antiseptics (Dettol, TCP, Savlon, etc.) burn and sting treatments must not be kept in the first aid box.

### **8.4 First Aid Kits in Vehicles**

The school minibus must carry a small travelling first aid kit. This should be regularly checked.

The contents of travelling first aid kits should reflect the circumstances in which they are likely to be required. As a minimum they should contain:

- HSE Leaflet: Basic Advice on First Aid at Work
- individually wrapped, sterile plasters.
- medium and large sterile, unmedicated dressings.
- eye pads
- triangular bandages.
- safety pins.
- alcohol free cleansing wipes
- disposable gloves
- disposable resuscitation face shield
- thermal foil blanket

The same advice regarding the regular checking of the expiry dates of sterile items applies (8.1).

### **8.5 First Aid Room**

The school provides a centrally located Medical Room consisting of an adjustable couch and toilet facilities and basic first aid supplies. The room is sign posted with a signs complying with the Safety Signs Regulations and general first aid advice poster guidance. There is a labelled first aid bag and school spare asthma inhaler hanging on the wall to be used as needed.

### **8.6 Defibrillator/Automated External Device**

The Resuscitation Council UK guidance on AEDs is that this equipment is safe to use and can be readily used by untrained bystanders.

There is a defibrillator in the Medical Room and a checklist log is completed regularly. Staff are given regular awareness training in the use of an AED.

### **8.7 Bodily Fluid Spillage**

Following an incident, any bodily fluids must be dealt with sensitively and appropriately ensuring proper and safe disposal.

## 8.8 Notifiable Diseases

Any notifiable disease to any pupil will be reported to Public Health England (PHE). Notifiable diseases are those identified by PHE on the Guidance on Infection Control in Schools and other Childcare Settings poster.

## 9. NOTICES

The school holds a central record of all qualified first aid staff with dates of their training.

In the Medical Room the following information is displayed:

- Nearest Accident and Emergency Department and contact details.
- Illustrations of special procedures e.g. life saving, allergy and asthma

## 10. RECORD KEEPING AND REPORTING

A record should be kept of any first aid given.

A record is kept in a bound book of first aid given on site. It is kept secure and confidential with access as appropriate for those who require information complying with DPA. The treatment books are kept no longer than necessary in accordance with the UK GDPR. A record is kept of administered medications. This bound medication book is kept as long as the students are pupils at the school.

### 10.1 Reporting an Accident/Incident/Near Miss

Any accident, incident or near miss must be reported to the Appointed Person.

**Accident** – An undesired, unplanned incident that resulted in injury, damage or loss to persons or property. All accidents, incidents and near misses to employees, non-employees and pupils, if they occur on the school's premises, or as a result of our activities should be recorded onto the [accident reporting system AssessNet](#).

**Near miss** – An undesired, unplanned incident, which had the potential to, but did not result in injury, damage or loss to persons or property. This is also recorded onto the accident reporting system AssessNet.

### **Reporting serious accidents, dangerous occurrences or occupational diseases (RIDDOR - F2508)**

An F2508 is a report to the Health and Safety Executive of a serious accident, dangerous occurrence or occupational disease. The Appointed Person has responsibility for making such report. The report must be made within 15 days of the accident. More information on reportable incidents in school can be found by going to <http://www.hse.gov.uk/pubns/edis1.pdf>



The AssessNet system will be able to self-identify RIDDOR reportable incidents as information is entered onto the system. An F2508 form will be automatically sent to the HSE. The Health and Safety team will also receive notification of all RIDDOR reportable incidents.