

Ursula Taylor C of E School



First Aid Policy – January 2020

Management of First Aid

First Aid must be provided to any person that we owe a duty of care if they are injured or become ill while on our premises or involved in an off-site activity. There must be sufficient suitably qualified first aiders and adequate first aid facilities to ensure that assistance will be provided quickly to casualties and a call made to the emergency services when appropriate.

Contractors who work on site must provide their own first aid.

To ensure that arrangements are appropriate for a specific establishment, the Headteacher must undertake a first aid risk assessment. This risk assessment should be reviewed if there is any significant change at the school, and at a nominal yearly interval. A copy of the Risk Assessment has been included in the Appendix.

Our three senior first aiders are allocated the duty of day-to-day management of first aid within the establishment. This will include:

- ✚ Reviewing the first aid risk assessment whenever necessary;
- ✚ Coordinating first aid training to ensure continuation of competency;
- ✚ Ensuring that first aid supplies are replenished, kept in date and correctly stored;
- ✚ Paperwork – draw up individual health Care Plans, liaising with parents as needed.

Supporting Documents

Appendix A – Checklist and Risk Assessment

Qualifications and Training

All first aiders must hold a relevant current certificate that has been obtained through attendance on a training course run by an approved organisation.

At UTPS our First Aiders either have the First Aid at Work (FAW) or the Paediatric or Early Years First Aid (EYFA) Qualification.

First Aid at work (FAW) a 3 day course in first aid delivered by a Health and Safety Executive (HSE) approved training provider. Certificates are valid for 3 years and the qualification can be maintained by attending a 2-day FAW renewal course. Renewal courses must be completed within 28 days of expiry of the previous certificate.

Paediatric or Early Years First Aid (EYFA) a 2 day course specialising in first aid for children aged up to 5 years. This qualification is required in addition to the standard first aid qualifications in any establishment where staff will have a duty of care for children up to the age of 5 years. Certificates are valid for 3 years.

How many first aiders?

The number of qualified first aiders necessary for an educational establishment will depend upon the size and layout of the premises, the number of people it accommodates and the nature of the activities carried out.

There must be sufficient number of first aiders strategically located to ensure that first aid treatment will be provided quickly in an emergency. The number must also be sufficient to ensure provision will be maintained during both planned and unplanned absences such as leave and sickness, and to accommodate off-site activities such as educational visits and sporting fixtures. First aid duties can be shared between qualified staff provided the appropriate level of provision is maintained.

UTS is open to staff between 7am and 6pm and children from 7:30 – 6pm. Fully qualified staff are available throughout that period and are distributed across the school to ensure rapid access to first aid support at all times.

Educational Establishments with children under 5. (Including Reception class children)

Educational establishments with children under 5 must also meet the first aid requirements of the Early Years Foundation Stage Statutory Framework. At all times when children under 5 are at the establishment, or on an off-site visit organised by the establishment, there must be at least one person present who has a current early year's first aid certificate (Paediatric First Aid)

At UTS adequate numbers of our Early Years team are first aid trained. This includes First Aid at Work and Paediatric First Aid Qualifications.

Contacting first aiders

Head teachers must ensure that everybody on the premises knows how to summon a first aider in an emergency. Notices should be displayed in conspicuous places and the procedure should be included in staff and volunteer induction training and pupil safety briefings.

At UTS information about first aid is displayed by the school office, in the Children's Centre, in the staffroom and in every classroom.

Appropriate Practice

First aiders are responsible for assessing injuries or ill health using their training to decide upon the most appropriate response. This can involve treating the casualty if the injury is within the scope of their training, referring them to hospital for assessment or further treatment, or calling the emergency services for urgent help.

If the first aider is in any doubt whether a casualty requires professional medical assistance, he or she should refer to the First Aid Manual, call 999 or phone NHS 111. **Urgent treatment should not be delayed in order to consult with parents or carers.**

Head Injury/Bump letters / Notification

Children often bump their heads without further consequences but parents should be informed about head bumps so that they can look out for signs that the injury could be more serious. NHS guidance is provided to parents so they can monitor their child at home.

AT UTS any head bump is noted and parents / carers are informed, either face to face if the child is fit to stay in school or over the telephone or in person if a child needs to be collected to seek medical treatment from a GP.

Calling the Emergency Services

When you dial 999 you are not calling the ambulance but alerting the emergency services to your incident. They will decide on the response that they will provide; this can range from verbal advice over the telephone to an emergency evacuation by air ambulance. Calling 999 should not be delayed – let the emergency services decide the appropriate course of action based on the information you give them.

At UTS the following staff have responsibility to telephone the emergency services:

Headteacher, Office Manager (Lead First Aider)

In the event that the HT or Office Manager are not available, the Deputy Headteacher, Assistant Headteacher or School Business Manager have delegated responsibility for calling 999.

Pupils with medical conditions

First aiders will need to be informed if a pupil with a medical condition is likely to need special emergency treatment. Pupil health care plans must be available to first aiders, and a copy should be provided to any medical practitioner providing emergency medical treatment.

Hygiene and infection control

First aiders must follow their training and maintain good standards of infection control. Whenever small amounts of bodily fluids have to be cleaned up, disposable plastic gloves should be worn and disposable paper towels and a detergent solution should be used to absorb and clean surfaces. These items should be disposed of in black plastic bin bags, tied up and placed directly into waste bins with other inert waste.

Human hygiene waste that is produced in places like schools and offices is generally assumed not to be clinical waste because the risk of infection is no greater than for domestic waste.

Record Keeping

All first aiders should ensure that a record is made of all first aid treatment they give. Each class has a specific accident recording book (carbon copy) so a copy can be sent home for information. This must include:

-  The date, time and place of the injury or illness occurring;
-  The name of the injured or ill person and their status, such as employee, pupil, client, visitor;
-  Details of the injury or illness and what first aid was given;
-  What happened to the person immediately afterwards, for example, sent home, sent to hospital, returned to normal duties; and
-  The printed name of the first aider or person dealing with the casualty.

Records should be kept according to the following schedule:

-  Pupils – 6 years from the date of their 18th birthday
-  Employees and others – 6 years from the date of the accident

This means you should record first aid provided to pupils separately from that provided to employees and others. You must also ensure that records are protected from unauthorised access.

Guidance of first aid kit sizes for a Workplace environment.

The size of the first aid kits to be used in a workplace is determined by the number of employees and the category of hazard incurred by the workplace environment; see Table A, 1.

Where there are special circumstances, such as remoteness from emergency medical services, there might need to be more first aid kits than set out in Table A, 1.

Table 1, 1 Guidance of first aid kit sizes for a workplace environment.

Category of Hazard	Number of employees	Number and size of first aid kits
Low Hazard. For example shops, offices, libraries etc.	Fewer than 25	1 small kit
	25 - 100	1 medium kit
	More than 100	1 large kit per 100 employees
High Hazard For example: Light engineering and assembly work. Food Processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture, etc.	Fewer than 5	1 small kit
	5-25	1 medium kit
	More than 25	1 large kit per 25

First aid materials, equipment and facilities

There must be an adequate level of first aid materials, equipment and facilities in every establishment, to ensure that an injured person can be treated quickly in an emergency. The number and content of first aid kits will depend upon risk assessment.

First Aid Kits

The minimum provision for an educational establishment will be at least one first aid kit for use on the premises and one or more kits to be taken off-site visits. Kits should be immediately available on playing fields.

First aid kits must be stored in a robust container designed to protect the contents from damp and dust and marked with a white cross on a green background.

The contents of the first aid box should be checked regularly to ensure there is adequate stock and to replenish out of date items.

At UTS the Office Manager is responsible for the upkeep of the first aid kits.

AT UTS 3 main first aid kits are available for access in school. One is secured in the server room, located directly opposite the school office. Another kit is available in the Year 4/5/6 block. The third kits is at the end of the corridor near F Stage for use during Playtimes and lunchtimes. Smaller first aid kits and supplies to address minor injuries are held in: After School Club, Classrooms and the School Kitchen.

Portable first aid kits are available for use when off site or when on a school trip.

At UTS we do not keep antiseptic creams, lotions, or any type of medication or drug in a first aid kit. We have emergency inhalers in school for use when required. (See Asthma in School Policy)

Medical Accommodation

Schools must have accommodation to care for children during school hours and for health professionals to carry out medical and dental examinations. It does not need to be used solely for these reasons, but it must be appropriate for this use and be available when needed.

It must be well lit and also contain a washbasin and have a toilet reasonably nearby, and the floor and surfaces must be easy to clean and disinfect. It should be located on the ground floor with reasonable access for a wheelchair or gurney to the space reserved for emergency vehicles.

At UTS the School Office and surrounding area is used as our Primary first aid location. There is a sink and toilet available as well as a quiet space if needed. The space is accessible for professional and emergency services.

Policy Updated January 2020

Review Due January 2022

APPENDIX 1

Ursula Taylor C of E School

First Aid Risk Assessment

Assessment of School:

The following list identifies areas in school that are considered higher risk. Each area has been considered and areas not applicable have been detailed as such.

Consider and identify any specific considerations and actions required in these areas in relation to the first-aid provision.

Department	Specific Considerations	Further Action
Design and Tech workshops	N/A	N/A
Photography Labs	N/A	N/A
Science Labs	N/A	N/A
Kitchens	School Kitchen Children's Kitchen Staffroom	First aid kit available in School and Children's Kitchen – YES.
Food Tech Labs	N/A	
Adventure Playgrounds	Trim Trail on school field Tyres near Foundation Stage Climbing equipment in Foundation Stage	
Swimming Pool	On site, shallow pool. Full Risk Assessments and Normal Operating Procedures available	Review of Risk Assessment Review of NOP (Both due pre-season annually)
Art Rooms (with kilns)	N/A	N/A
General workshops	N/A	N/A
Grounds Maintenance	Provided by external contractors	
Plant and Boiler Room	Site Manager responsible for the Plant and Boiler Room, ensuring all H and S regulations adhered to.	Frequent checks for safety
Caretaker duties offsite	N/A	N/A

Consider are there any specific hazards or risks on the site?

For example, hazardous substances, dangerous tools or machinery. Temporary hazards, such as a building or maintenance work, should also be considered and suitable short-term measures put into place.

No hazardous substances on site (Outside of cleaning materials which are kept locked in cleaning cupboards following COSHH regulations) Dangerous Tools or Machinery – e.g. floor cleaning machines are stored securely away from children.

Assessment of First Aid Personnel required:

When considering how many first-aid personnel are required the Governing Body or Headteacher should also consider:

- ✚ Adequate provision for lunchtimes and breaks. It is good practice to encourage lunchtime supervisors to undergo first-aid training.
- ✚ Adequate provision for leave and in case of absences
- ✚ First aid provision for off-site activities, e.g. educational visits
- ✚ Adequate provision for practical areas such as science, technology, food technology and physical-education departments
- ✚ Provision for out-of-school-hours activities, such as sports and clubs
- ✚ Agreements with contractors (e.g. school meals providers) on joint first-aid provision for their employees.
- ✚ Provision for trainees working on-site. They have the same status as staff for health and safety purposes.
- ✚ Agreed procedures for emergencies in isolated areas, e.g. on the playing field.

Personnel Requirements	Operational Hours
During what times is the building open to pupils and staff?	7am – 6pm for staff. 7:30am – 6pm for children. Occasional evening use for events, Governing Body Meetings and parent Consultations.
Please state the maximum likely number of persons on site at any one time. Remember to consider non-employees (pupils, service users, visitors, contractors and the public) who are likely to be on site.	Day to Day School – 385 children 50 staff totalling 385 Max Events e.g. Sports Day – 385 children 50 staff and approx. 150 parents Totalling 585 (Outside)
How many first aid personnel are available at the school? Has a person been identified and appointed in order to contact emergency services in the event of a medical emergency?	Appointed Persons: HT, DHT, AHT, OM and SBM First Aiders x 8 Paediatric x 5 First Aid qualified staff ratios to be reviewed regularly and new staff to be trained where required.
Are adequate numbers of first aid personnel available at all times that the building is open?	Yes AHT and Senior First Aider
Are adequate numbers of first aid personnel available for off site visits?	Yes – every off-site visit has at least 1 fully qualified first aider present
Are all staff briefed in procedures for contacting emergency services in the event of a medical emergency?	Yes
Have appropriate members of staff received setting specific Paediatric first-aid training for pupils in Early Years and Foundation setting?	Yes 3 staff qualified for 45 children.

Please note a first-aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE.

Further aspects of the first aid provision requiring consideration

Aspect Requiring Consideration	State Yes or No	Further Guidance	State any further action to be taken with timescales and Person required to take action.
Are there inexperienced staff on site; work experience students under the age of 19 and/or employees with disabilities	Yes	Consider: <ul style="list-style-type: none"> - whether special equipment is required - local site of equipment 	All staff and college students complete a full induction which covers first aid procedures and responsibilities.

or special health problems?			
Is there lone working or out of hours work at the school?	Yes	Adequate first aid cover must be available at all times that people are at work. The Lone Working Risk Assessment should consider first-aid provision.	Lone Working Policy in place
Is the workplace remote from emergency medical services?	No	Inform local medical services of your location and consider special arrangements with the emergency services	Nearest A and E is Bedford Hospital. 3.5 miles from school. School driveway is accessible for emergency vehicles.
Are buildings on the site spread out or is it a multi-floor building?	Yes	Consider provision in each building or on several floors.	Year 4, 5 and 6 is a 2 storey building. It has wide stairs for easy access and first aid kits available on each floor. Main school is single storey with many access points and first aid availability.

First Aid Facilities on site and off site:

Aspect Requiring Consideration	State Yes or No	Further Guidance	State any further action to be taken with timescales and Person required to take action.
Is appropriate personal protective equipment available for employees who may be exposed to biological hazards e.g. disposable gloves and aprons?	Yes	Both first-aiders and injured persons may be at risk from infection from each other. Clean up kits should be provided for the safe removal and disposal of blood, vomit and other bodily waste.	Clean up kits and PPE available
Are staff aware of the procedure for dealing with and disposal of bodily fluids and waste materials?	Yes	Information can be obtained from the School's Nurse Team.	All staff aware and Site Manager oversees clean up.

Allergies:

Aspect Requiring Consideration	State Yes or No	Further Guidance	State any further action to be taken with timescales and Person required to take action
Have appropriate numbers of staff received EpiPen Training?	Yes	Community School Nurse Team can attend to deliver training to staff.	All Class Teachers are trained with EpiPens and Teaching Assistants where required.

General:

Aspect Requiring Consideration	State Yes or No	Further Guidance	State any further action to be taken with timescales and Person required to take action
Is the first aid provision included in the School's health and Safety Policy and cross referenced with this assessment?	Yes	Cross referenced to the appropriate section of the Health and Safety policy	H and S policy to be updated to reference change of age range and size of building. V Morrall responsible.

Are all staff aware of this policy?	Yes		Staff are made aware of policies at the start of the school year and following updates when required.
Are appropriate records maintained for the administration of first aid?	Yes		All accident files are completed and filed on the premises
Has a member of staff been appointed to report on LA portal / HSE where appropriate?	Yes		Debbie Daley
Does someone maintain and monitor training records to ensure that first aid personnel receive refresher training?	Yes	First aid personnel require refresher training within three years of qualification.	Debbie Daley

First Aid Risk Assessment Completed 24th January 2020
Review Due January 2022