

PROVISION OF FIRST AID - POLICY

1. Purpose

This policy is designed to ensure that the College meets its safeguarding responsibilities to provide adequate medical cover for adults and children, and to ensure that staff working at the College understand what their responsibilities are and how to maintain them.

2. Principles

- Educational establishments must provide first aid for staff, pupils and visitors. The College will ensure that: first aid is available at all times when people are on site, and to groups who are doing off-site activities or are otherwise in the establishment's duty of care.
- Contractors who work on site must provide their own first aid.
- There are sufficient number of suitably qualified staff on the staff team.

3. First Aid Rota

The First Aid rotas are displayed around the College which cover all break and lunch duties and 'on call' availability at other times. All staff included on the First Aid rota have undertaken the 3 day First Aid at Work (initial 3 day training) an approved trainer. The First Aid certificate is valid for three years. Prior to the expiry date a 2 day refresher course will be completed to ensure that the First Aider's certificate remains valid.

4. Carrying Out a Risk Assessment

First aid will be provided to any person to whom we owe a duty of care, if they are injured or become ill while on our premises or involved in an off-site activity. The College ensure that there are sufficient suitably qualified first aiders and adequate first aid facilities available to ensure that immediate assistance will be provided to casualties. An ambulance will be summoned when appropriate.

The College will decide a level of First Aid cover that exceeds the minimum numbers specified in the table (See Appendix 3).

The College will ensure that:

- Risk Assessments are completed for all students who have a serious pre-existing medical condition.
- Risk Assessments are completed for all off site trips and activities.
- Staffing levels and qualifications meet the expected standards of First Aid cover identified in the Risk Assessment.

5. Appropriate Practice

First Aiders are responsible for assessing injuries or ill health and 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 making an emergency call to summon an ambulance. In non-urgent situations where the guidance contained in the First Aid Manual is insufficient, they can also contact NHS Direct. Urgent treatment will not be delayed in order to consult with parents or carers.

6. Indemnity

WSCC employees who hold a valid first aid qualification are indemnified by the county council's insurance against any claims for negligence or injury, provided they relate to first aid provided

in the course of their employment and they acted in good faith and in accordance with their training. The indemnity is regardless of where and to whom the first aid was provided.

7. Calling the Emergency Services

The 'Template F' guidance document will be completed and displayed as an aide-memoire for staff who may be required to call the emergency services in the College Medical Room.

'Template F' from *Supporting Pupils with medical conditions Templates document* see link: (https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/349435/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf)

8. 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. The designated nurse from the Community School Nursing Team can assist you to prepare a health care plan for such pupils. Pupil health care plans must be available to first aiders and a copy should be provided to any medical practitioner providing emergency medical treatment to such pupils.

9. Medicines

The College will keep records of any medicines that are administered by school staff, these will only be administered by trained staff who have completed a managing medication course or a WSCC competency assessment. These records will also be available to first aiders, and if a pupil who has received medicines is referred for further treatment or assessment, or emergency medical treatment, a record of any medicines administered that day will be provided to the medical practitioners.

10. First Aid Materials, Equipment and Facilities

The College will ensure that there is an adequate level of first aid materials equipment and facilities in the Medical Room, 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.

11. 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 on off-site visits. High-risk areas such as laboratories and workshops should have their own first aid kits, and kits should be immediately available on playing fields, staff can take the offsite first aid kits when using the field for activities.

First aid kits will 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.

12. Minibuses

It is a legal requirement that all minibuses carry a first aid kit. The college will ensure that this requirement is met and that the kits are checked regularly.

13. Medical Accommodation

The College has allocated and dedicated 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. The specification for a school medical room are set out in Appendix 5. The College will ensure that the requirements of this guidance are maintained and regularly checked.

The school has a AED which is located in the staff room, all staff are trained how to use this as part of there first aid training.

Relevant Documents for further information and Government statutory guidance for schools access link as follows:

www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3

This Policy was formally ratified by the Governing Body on: _____

Signed: John Drury _____

Date: _____

Chair of Governors

This Policy will be reviewed on a bi-annual basis.

Review Date: Spring Term 2021

Appendix 1

First Aid Personnel

There are three first aid qualifications, and a fourth unqualified role:

1. **A First Aider trained in First Aid at Work (FAW)** is someone who has successfully completed an approved 3 day course in first aid delivered by an HSE approved training provider. Certificates are valid for three years and can be renewed by attending a 2 day refresher course. Renewal must be completed within 28 days of expiry of the previous certificate.
2. **A First Aider trained in Emergency First Aid at Work (EFAW)** is a person who has successfully completed an approved 1 day course in first aid. This level of training is only suitable for low-risk workplaces with small numbers of people. Certificates are valid for three years.
3. **A First Aider trained in Paediatric or Early Years First Aid** is a person who has successfully completed a 2 day training course specializing in first aid for children aged up to 5 years. Certificates are valid for three years. This qualification is required in addition to other first aid qualifications in any establishment where staff will have a duty of care for children up to the age of 5 years.
4. **An Appointed Person** is a person who has been designated to take charge when somebody is injured or becomes ill at work, when a qualified first aider is absent in temporary and exceptional circumstances. The appointed person's role is to call the emergency services when required, and to look after the first aid equipment and facilities. While there is no statutory requirement for Appointed Person's to have training, it is recommended that they are provided sufficient instruction to understand the duties they are expected to undertake, and that they must not attempt to give first aid for which they have not been trained.

Qualifications and Training

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

- Health and Safety at Work training providers must be approved by the Health and Safety Executive
- Emergency First Aid at Work training providers must be a recognised Awarding Body of the Qualifications and Curriculum Authority
- Paediatric/ Early Years First Aid training providers must be approved by the Local Authority.

Refresher Training

Although certificates are valid for three years, the Health and Safety Executive strongly recommends that first aid providers receive annual refresher training. Refresher training can be booked via CPD Co-ordinator.

Appendix 2

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 a sufficient number of first aiders, strategically located to ensure that assistance will be provided quickly in an emergency. The number must also be sufficient to ensure provision will be maintained during foreseeable absences such as sickness, and to accommodate educational visits and sporting fixtures. First

aid duties can be shared between qualified staff, provided the appropriate level of provision is maintained.

The following table shows the Local Authority's minimum levels for schools, colleges, special support units and pupil referral units. Split site establishments must apply these criteria to each site. The actual number necessary will depend upon a risk assessment (see below).

Number of children	less than 100	100-299	300-999	over 1000
Minimum number of first aiders (FAW)	1	1	2	3
Minimum number of first aiders (EFAW)	1	2	3	3

For other children services establishments, the provision must be decided by risk assessment (see below), but there must be a minimum of one person qualified for emergency first aid at work available at all times when there is a duty of care towards occupants.

Appendix 3

The following checklist, adapted from the Health and Safety Executive Guide L74 (2009) may help.

	Assessment Factor	Apply?		Impact on First Aid Provision
		Yes	No	
1	Are there any specific risks such as hazardous substances, dangerous tools or machinery, or dangerous loads, dangerous loads or animals?			You will need to consider: <ul style="list-style-type: none"> - specific training for First Aiders - extra first-aid equipment - precise positioning of equipment.
2	Are there parts of the workplace with different levels of risk?			You may need to make different levels of provision
3	What is your record of accidents and cases of ill health? What type are they and where did they happen?			You will need to check your records You may need to: <ul style="list-style-type: none"> - locate first aid in certain areas - review the provision.
4	Are there inexperienced workers on site, or people with disabilities or special health problems?			You will need to consider special equipment. What special; equipment would you need for an inexperienced worker?
5	Are the premises spread out, e.g. are there several buildings on the site or multi-storey buildings?			You will need to consider provision in each building and on several floors.
6	Is there shift work or out-of-hours working?			First-aid provision is required at all times while people are at work.
7	Is your workplace remote from emergency medical services?			You will need to tell them where you are or make special arrangements.

8	Do you have staff who travel a lot or work alone?			You will need to consider: - issuing personal first-aid kits and training staff how to use it; - issuing personal communications.
9	Do any of your staff work at sites occupied by other employers?			You will need to make arrangements with the other site occupiers.
10	Do you have any temporary workers, volunteers or customers on site?			Your first-aid provision must cover them.

Appendix 4 sets out suggested contents of a school First Aid kit for both an on and off site use.

4a – On Site

There are no particular items that must be kept in a first aid kit, but as a guide there should always be at least:

- a leaflet giving general guidance on first aid
- several pairs of disposable gloves
- 20 individually wrapped sterile adhesive dressings (assorted sizes and blue ones for food technology or kitchen areas)
- 2 sterile eye pads
- 4 individually wrapped sterile triangular bandages
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings (approximately 12cm x 12cm)
- 2 large individually wrapped sterile unmedicated wound dressings (approximately 18cm x 18cm).
- resuscitation shield

If tap water is not available for eye irrigation, at least one litre of sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. These have a limited shelf life and need to be replaced periodically.

Where soap and water are not available, individually wrapped moist cleaning wipes must be provided. If scissors are put into the first aid box, they must be blunt-ended. Disposable aprons and waste bags must be kept near the first aid kit. Do not keep antiseptic creams, lotions, or any type of medication or drug in a first aid kit.

4b – Off Site Use

The contents of a travelling first aid kit for off-site visits must be appropriate to the type and duration of visit, but should contain as a minimum:

- a leaflet giving general advice on first aid
- six individually wrapped sterile adhesive dressings
- one large sterile unmedicated wound dressing (approximately 18cm x 18cm)
- two triangular bandages
- two safety pins
- individually wrapped moist cleansing wipes
- one pair of disposable gloves.
- resuscitation shield

If scissors are put into a first aid kit, they must be blunt-ended. Do not keep antiseptic creams, lotions, or any type of medication or drug in a first aid kit.

Appendix 5

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.

You should equip the room with adequate first aid facilities and equipment. It would be reasonable to expect:

- a sink with hot and cold running water;
- soap and paper towels;
- disposable gloves;
- drinking water and disposable cups;
- a range of first aid equipment (at least the contents of a standard first aid kit);
- apparatus for the safe disposal of clinical waste such as a foot-operated refuse container lined with disposable yellow clinical waste bag;
- a sharps container if it is foreseeable that sharps will be used;
- a 'couch' with waterproof protection, clean pillows and blankets (there is not a bed in the medical room at the College);
- a chair;
- a telephone;
- a record book for recording the first aid given
- a current edition of the First Aid Manual
- a copy of the Health protection Agency poster 'Guidance on Infection Control in Schools and other Child Care Settings'.