



Telford & Wrekin
C O U N C I L

St Peter's C of E (VC) Primary First Aid



FIRST AID GUIDANCE

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1. THE LAW

1.1 The Health and Safety (First-Aid) Regulations 1981 require the provision of First-Aiders/Appointed Persons and first-aid materials for employees.

1.2 Whilst the regulations do not state that employers have to provide first-aid for anyone other than their own staff the approved code of practice strongly recommends that the non employees are considered in the assessment of first aid needs and provision is made for them. It is Council policy to do this.

1.3 The minimum first aid provision is:

- a suitably stocked first aid container
- an appointed person to take charge of first aid arrangements
- information for employees on first aid arrangements

1.4 This minimum provision must be supplemented with a risk assessment to determine any additional provision.

1.5 First aid provision must be available at all times while people are on school premises and also off the premises whilst on school visits.

2. KEY ACTION POINTS

Carry out risk assessments to determine the level of first-aid provision needed in terms of the following:

- the number of first-aiders/appointed persons/paediatric trained
- the number, content and locations of first aid equipment
- arrangements for off-site activities / remote working
- arrangements for activities taking place outside core hours

3. FIRST AID IN SCHOOLS – WHO IS RESPONSIBLE?

The Employer

- 3.1 Health and safety legislation places duties on employers for health and safety of their employees and anyone else on the premises. In schools this includes responsibility for the head teacher, teachers, non-teaching staff, pupils and visitors (including contractors).
- 3.2 The employer is responsible under the Health and Safety at Work Act 1974 (HSWA), for making sure that a school has a health and safety policy. This should include arrangements for first aid, based on a risk assessment of the school and should cover:
- numbers of first aiders/appointed persons
 - numbers and locations of first aid containers
 - arrangements for offsite activities/trips
 - out of school hours arrangements e.g. lettings are the responsibility of the letting.
- All staff have a basic level of first aid training and are able to deal with low level first aid concerns.

The Governing Body

- 3.3 The governing body are required to develop policies to cover their own school. This should be based on a suitable and sufficient risk assessment carried out by a competent person. The governing body has general responsibility for all the schools policies, even when it is not the employer. In county and controlled schools the governing body should follow the health and safety policies and procedures produced by the LEA as the employer. In practice, most of the day to day functions of managing health and safety are delegated to the Head Teacher.

Teachers and other school staff

- 3.4 Teachers conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.
- 3.5 The employer must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. The employer must ensure that there are enough trained staff to meet the statutory requirements and assessment needs, allowing for staff on annual/sick leave or offsite.

FIRST AIDERS

- 4.1 First aiders must complete a training course approved by the Health and Safety Executive (HSE). First aiders may either be contractually obliged to take on this role or be selected from staff volunteers.

A first aider needs to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school

- When necessary, ensure that an ambulance or other professional medical help is called
- Have a suitable calm, reliable disposition, an empathetic approach and good communication skills.
- Be willing and able to undertake the necessary training,
- Put their skills into practice when the need arises in sometimes stressful and physically demanding situations.
- Be employed in a post where they are readily accessible in case of emergencies.

There are now three types of training for first aiders:

4.2 **Emergency First Aid at Work (EFAW)**

A one-day course covering:

- Prevention of cross infection
- Reporting accidents and incidents
- Use of first aid equipment
- Assessment of the situation
- Treating the unconscious casualty
- Administration of cardiopulmonary resuscitation
- Dealing with choking, bleeding, shock and minor injuries.

This must be renewed every three years by means of a one-day re-qualification course. It is strongly recommended that the first aider also attends a half day annual refresher course.

Paediatric First Aid at Work (PFAW)

A two-day course covering:

- Prevention of cross infection
- Reporting accidents and incidents
- Use of first aid equipment
- Assessment of the situation
- Treating the unconscious casualty including fainting
- Administration of cardiopulmonary resuscitation
- Dealing with choking, bleeding, burns, shock and minor injuries.
- Head and eye injuries
- Diabetes, Meningitis and Anaphylaxis
- Fractures
- Infantile convulsions
- Foreign bodies
- Heat and cold
- Asthma
- Sickle cell anaemia

This must be renewed every three years by means of a two-day re-qualification course. It is strongly recommended that the first aider also attends a half day annual refresher course.

4.3 **First Aid at Work (FAW)**

A three-day course covering:

- Legalities
- Prevention of cross infection
- Reporting accidents and incidents
- Use of first aid equipment
- Assessment of the situation

- Treating the unconscious casualty
- Administration of cardiopulmonary resuscitation
- Dealing with choking, bleeding, shock and minor injuries.
- First aid for injuries to bones, muscles and joints including suspected spinal injuries
- Treatment of chest injuries
- Dealing with burn and scalds
- Treatment for eye injuries
- First aid for sudden poisoning
- Dealing with anaphylactic shock
- Recognition and treatment of major illness.
- Bandaging
- Heart attacks and Strokes
- Head and Eye injuries
- Sprains and strains
- Asthma
- Diabetes and Epilepsy

This must be renewed every three years by means of a two-day re-qualification course. It is strongly recommended that the first aider also attends a half day annual refresher course.

Employers should arrange refresher training and retesting of competence before certificates expire. If a certificate expires the individual will have to undertake another full course of training to become a first aider.

Schools should keep a record of first aiders and certification dates. The first aider themselves should also be pro-active and prompt their need for refresher training.

4.4 **Defibrillator Training**

Some Council locations because of the high number of visitors, including leisure centres and Spout Farm House have defibrillators on site. These are also provided in Darby House and Addenbrooke House due the large number of employees on site. First Aiders in these locations are encouraged to undertake additional training, currently provided by the ambulance service to enable them to use a defibrillator. St Peter's Primary School does not currently have a defibrillator on site.

4.5 **All first aiders must be allocated enough time to:**

- attend trainings
- carry out their routine responsibilities to check and restock first aid equipment
- review their first aid training materials.

4.6 **Insurance** The council's insurance policy covers claims arising from first-aid treatment given by staff acting within the scope of their employment.

4.7 **First aid training provider**

First aiders must complete a training course approved by the Health and Safety Executive (HSE).

Currently to book places on courses:

- School based staff should book direct with the training provider Telford Occupational Health Service Ltd, Halesfield 13, Telford, TF7 4QP. 01952-581251 or email jandt@tohs.co.uk.

- From 1st July 2011 all other staff (other than school based employees) should contact [Workforce Development](#) by email or on 01952 383601 to book places on courses session shown on the [training timetable](#).

5.0 APPOINTED PERSONS

An appointed person is someone who:

- takes charge when someone is injured or becomes ill
- ensures that an ambulance or other professional medical help is summoned when appropriate.
- looks after first aid equipment and restocking as necessary.
- ensures that the necessary accident reporting is carried out.

An Appointed person does not always have to be first aid trained but it is good practice that they are. They should not administer first aid treatment that they have not been trained to do.

Hazel Griffiths and Karen Jones are the appointed persons at St Peter's Primary School and are also responsible for maintaining First Aid Stock. Hazel Griffiths and Karen Jones are fully trained First Aiders.

6.0 FIRST AID NEEDS ASSESSMENT

- 6.1 The Health and Safety (First Aid) Regulations 1981 set out what employers have to do.
- 6.2 Employers must provide adequate and appropriate equipment, facilities and qualified first aid personnel.
- 6.3 The Regulations do not oblige employers to provide first aid for anyone other than their own staff, but employers do have health and safety responsibilities towards non employees.
- 6.4 The governing body and/or Head Teacher should regularly review the school's first aid needs (at least annually) and particularly after any changes to ensure the provision is adequate. Where minimum numbers of trained first aiders are set, these should be monitored to ensure that these standards are being met.

To work out what level of first aid provision is needed in any Telford & Wrekin workplace consider the factors listed in the table below. Where one factor indicates that a higher level of first aid provision is needed than another factor then the higher level should be implemented. The table below gives the **minimum** acceptable level of first aid provision.

FACTOR TO CONSIDER	IMPACT ON FIRST AID PROVISION
Hazards	
The workplace has low level hazards, like you might find in offices, shops or libraries	<ul style="list-style-type: none"> • Minimum two appointed persons to take charge of first aid arrangements • A suitably stocked first aid box
The work place has higher level hazards such as chemicals, dangerous machinery or confined	<ul style="list-style-type: none"> • Minimum two FAW trained first aiders. • First aid equipment located close to

spaces. E.g. secondary schools, leisure centres, golf course, ice rink, workshops.	<p>hazardous areas.</p> <p>May also need:</p> <ul style="list-style-type: none"> • First aid room. • To inform emergency services of the location of particular hazards
Employees	
Workers who have particular disabilities or health problems.	<ul style="list-style-type: none"> • It is advisable for such employees to let first aiders know of their particular needs and first aiders may need additional training.
The workplace has low level hazards, like you might find in offices, shops or libraries:	
With fewer than 25 employees	<ul style="list-style-type: none"> • Minimum two appointed persons
25-50 employees	<ul style="list-style-type: none"> • Minimum two EFAW trained first aiders
More than 50 employee	<ul style="list-style-type: none"> • Minimum two FAW trained first aiders for every 100 employed or part thereof
The work place has higher level hazards such as chemicals, dangerous machinery or confined spaces. E.g. secondary schools, leisure centres, golf course, ice rink, workshops:	
Fewer than 5 employees	<ul style="list-style-type: none"> • Minimum two EFAW trained first aiders
Over 5 employees	<ul style="list-style-type: none"> • Minimum two FAW trained first aiders for every 50 employed or part thereof
Accidents and ill health record	
Think about the injuries and illnesses that have occurred in the workplace and where they happened.	<ul style="list-style-type: none"> • Make sure the first aid provision will cater for these types of injuries and illnesses and review regularly in the light of experience.
Working arrangements	
Employees who travel a lot, work remotely (including on school playing fields) or work alone.	<ul style="list-style-type: none"> • Issue personal first aid kits to those who travel a lot. • Ensure that all such employees have a mobile phone or radio in order to summon assistance if required.
Employees working shifts or outside core hours e.g. cleaning and maintenance staff.	<ul style="list-style-type: none"> • Ensure that there is adequate first aid cover at all times people are at work.
Premises are spread out; there are several buildings on site or multi floor buildings e.g. secondary schools, Civic Offices, Darby House.	<ul style="list-style-type: none"> • First aid provision may be needed in each building or on each floor.
Employees working at sites occupied by other	<ul style="list-style-type: none"> • Make arrangements with other site

employers.	occupiers to ensure adequate first-aid provision. A written agreement between employers is strongly recommended.
First aid arrangements to cover for absences.	<ul style="list-style-type: none"> • Ensure there is sufficient cover for annual leave and planned absences as well as cover for unplanned and exceptional absences whenever possible. Minimum numbers given in this table recognise that every work place will need at least two people to take on these roles.
Non - employees	
Public visiting premises, this will include pupils and students, service users, customers and clients.	<ul style="list-style-type: none"> • Minimum of two EFAW trained first aiders
Non- employees with disabilities or particular health problems	<ul style="list-style-type: none"> • Additional training may be needed eg use of Epipens for school and leisure staff, moving and handling of casualties.
Off site activities such as educational visits and journeys.	<ul style="list-style-type: none"> • Minimum of one EFAW trained first aider with the group.
Premises on the OFSTED childcare register	<p>At least one person caring for children on the premises must hold a first aid qualification (in paediatric first aid) which is appropriate to the ages of children for whom childcare is provided and to the nature of the provision. This applies where children have not yet reached puberty.</p> <p>This first aid provision must be available at all times while people are on the childcare premises, and also off the premises whilst on visits as part of the care being provided. The registered provider is responsible for ensuring these requirements are met.</p>
Swimming pool users	Provision of sufficient qualified lifeguards in accordance with NPLQ guidance. This training includes first aid.

7 COMMUNICATION OF FIRST AID ARRANGEMENTS

- 7.1 It must be made clear on all Telford & Wrekin premises who the first aiders are and where the first aid materials are kept. The standard white cross on a green background should be used to indicate first aid information. Lists of first aiders should be posted in prominent positions including adjacent to first aid boxes and in reception areas. Lists can also be made available electronically.
- 7.2 The employer or the manager with the delegated function (usually the head teacher) must inform all staff of the first aid arrangements. This should include the location of equipment, facilities and first aid personnel and procedures for monitoring and reviewing the school's first aid needs. This is communicated via noticeboards and also through induction procedures when new staff start (every

new member of staff is given an induction list of issues they should be made aware of. A health and safety discussion (including first aid) should be on the first day of attendance).

7.3 First aid arrangements at key times during the school day:

Morning Break and Lunch Time – First Aider is located in the art room

During the day – There are first aiders in each block, every morning and first aiders across the school and in the school office in the afternoons. Please see lists of first aiders at the back of this policy. These lists are also available in the main office.

EYFS – There are always two qualified paediatric first aiders in the Early Years Foundation Stage.

8. RISK ASSESSMENT OF FIRST-AID NEEDS

8.1 Schools normally include staff, pupils and visitors when carrying out risk assessments for first aid needs.

8.2 Accident statistics can indicate the most common injuries, times, locations and activities at a particular site. These can be a useful tool in risk assessment, highlighting areas to concentrate on and tailor first aid provision to.

9. ACCIDENT REPORTING AND RECORD KEEPING

Statutory Requirements

9.1 Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

9.2 The employer must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

What accidents to employees do schools need to report?

9.3 RIDDOR forms must be completed if there are –

- Accidents resulting in death or major injury (including as a result of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence)
- All accidents involving staff should be recorded in the school accident books

How should schools report them?

9.4 HSE must be notified of fatal and major injuries and dangerous occurrences without delay (e.g. by telephone). This must be followed up within ten days with a written report on Form 2508. Other reportable accidents do not need immediate notification, but they must be reported to HSE within ten days on a Form 2508.

What about pupils and other people who are not at work?

9.5 An accident that happens to pupils or visitors must be reported to HSE on Form 2508 if:

- The person involved is killed or is taken from the site of the accident to hospital; and
- The accident arises out of or in connection with work.

9.6 Like fatal and major injuries to employees or dangerous occurrences, these accidents must be notified to HSE without delay and followed up in writing within ten days on Form 2508.

9.7 All first aiders should keep a record of first aid treatment given, which should include:

- The date, time and place of incident
- The name (and class) of the injured or ill person
- Details of the injury/illness and what first aid was given
- What happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital)
- Name and signature of the first aider or person dealing with the incident

This information should be kept securely in accordance with data protection principles. A suitable form for recording this is given in appendix 1.

When completing accident forms, first aiders should consider their wording as information should be accurate as it may need to be referred to in the future.

Where the accident involves more than a cut or graze, a second opinion is to be obtained. If there is any doubt, then the parent will be contacted. When parents have been contacted a record of this should be made on CPOMS.

When completing the accident books in school one copy should stay in the book and the other copy should go to the class teacher so they are aware of the incident. The class teacher will then pass a copy of the accident form to the child's parents.

- 9.8 If the administration of first aid was needed due to a work related accident or violent incident then the first aider should complete the relevant accident or violent incident form on behalf of the casualty if they are unable to do this themselves. Advice and forms are available at <http://ecouncil/CommunityProtection/OccupationalHealthSafety/Pages/AccidentsIncidentsEvacuation.aspx>

10 FIRST AID EQUIPMENT

- 10.1 Employers must provide the proper materials, equipment and facilities at all times. First aid equipment should be clearly labelled and kept in a known location where it is readily accessible in an emergency.

First aid equipment in the school is kept in each block and the main office whilst also near hand washing facilities.

- 10.2 Additional first aid equipment should be sited close to identified hazard areas e.g. kitchens, workshops, science laboratories.

First aid boxes are also taken out at playtimes and lunchtimes.

- 10.3 At all times a balance needs to be struck between having sufficient first aid materials readily to hand to deal with likely emergencies and avoiding overstocking which causes wastage due to dressings exceeding their guaranteed sterility date and needing to be replaced.

The school's appointed person checks the first aid supplies and expiry dates on a monthly basis and keeps a record of these checks.

- 10.4 First aiders are always on site for after school clubs.

- 10.5 Each first aid box is marked by a green cross on a white background.

- 10.4 **First aid box contents:**

A standard first aid kit should contain:

- A leaflet giving general guidance on first aid, eg HSE leaflet - "*Basic advice on first aid at work*" <http://www.hse.gov.uk/pubns/indg347.pdf>
- 20 Individually wrapped sterile plasters (Assorted sizes)
- 2 Sterile eye pads
- 4 Individually wrapped triangular bandages (Preferably sterile)
- Safety pins
- Medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 2 large (approximately 18 cm x 18 cm) sterile individually wrapped unmedicated wound dressings

- One pair of disposable gloves (vinyl)
- 1 Revive aid

No tablets, ointments or medicines should be kept in the First Aid box

Eye wash is only required where there isn't ready access to mains water. Where it is needed it should be provided in the form of at least one litre of normal saline in a sealed disposable container. Containers should not be kept for reuse once the seal is broken and must not be used beyond their expiry date. Eye wash should be kept close to eye contamination hazards.

10.5 **Travelling first aid containers** – Unless a risk assessment indicates otherwise an offsite visit will need a minimum of:

- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated wound dressing – approximately 18cm x 18cm
- 2 triangular bandages
- 2 safety pins
- Individually wrapped moist cleansing wipes
- 1 pair of disposable gloves

10.6 **Containers being checked** – The first aid containers are checked monthly by our appointed member of staff. All first aid containers should be restocked after use with additional stock being kept on site. The additional stock is stored in the stock cupboard.

11. HYGIENE/INFECTION CONTROL

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single use disposable gloves and hand washing facilities and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

12. STAFFING

The office maintains a list of all staff qualified to ensure qualifications are up to date. A copy can also be found at the back of this policy.

A Paediatric (for children) or First Aider at Work (adults) must be consulted in the event that a child or adult should sustain a major injury or injury of the following nature:

- Cut to head or serious knock
- Suspect sprain or break
- Burns
- Stings i.e. bees/wasps/insects (due to possibility of an allergic reaction)

A Paediatric First Aider should also be consulted to treat pupils who are known to have a specific illness i.e. diabetes, allergic reactions, use EPI-pens- irrespective of the type of illness or injury sustained. **On no account must these pupils be left to self-administer their own treatment.**

The use of an EPI-Pen would normally require the calling of an ambulance. The pen should be disposed of through the ambulance service.

A child whose EPI-Pen has been used, cannot be allowed back into school until there is a replacement pen.

In the event of minor injury, once treated, the class teacher must be informed so that they can liaise with Parents/Guardians/Out of School club/Carer at the end of the school day. The medical staff dealing with the incident should complete the record book.

Should the decision be that parents be notified that the child needs to go home then the office should be contacted using the appropriate paperwork which confirms authorisation from the class teacher and the parents contacted. In the event of a major injury/when the child goes home, this should be logged on CPOMS.

Administration of Medicines

Please see Administration of medicines policy for the storage and administration of medicine.

FURTHER INFORMATION

The Health and Safety (First Aid) Regulations 1981 Approved Code of Practice and Guidance
<http://www.hse.gov.uk/pubns/priced/l74.pdf>

General guidance on a number of first aid issues from the HSE

<http://www.hse.gov.uk/firstaid/index.htm>

Council Guidance

<http://ecouncil/CommunityProtection/OccupationalHealthSafety/Pages/FirstAid.aspx>

Policy accepted by Amanda Martin, Acting Headteacher July 2017

Read and agreed by the appointed person – Hazel Griffiths July 2017

Accident Report

ACCIDENT REPORT FORM

PART A: To be completed by employee or on behalf of other injured person**WHO? Personal details of injured person**Surname (*Capitals Please*): _____ Date of Birth: / /Forename/s: _____ Male Female

Address: _____

Post Code: _____ Tel No: _____

STATUS Tick one box	Employee	<input type="checkbox"/>	Pupil/trainee	<input type="checkbox"/>	Visitor	<input type="checkbox"/>	Public	<input type="checkbox"/>
	Client	<input type="checkbox"/>	Contractor	<input type="checkbox"/>	<i>Other (Please specify)</i>			

WHEN?

Date: _____ Time: _____ Time finished work on day of accident: _____ Normal time of finishing: _____

WHERE?

Name of site and address: _____

Precise location of accident: _____

HOW?What was the person doing at the time of the accident?

How did it happen?

(Attach sketch/plan if this would illustrate sequence of events more clearly)Equipment involved; item make/model/fleet/condition.

CONTROL MEASURESWhat control measures were in place at time of incident? (eg guards, personal protective equipment, training etc.)

INJURIESNature and extent of injuries (describe in detail – left or right side, body parts, other)

WHAT WAS DONE?

To whom was the accident reported? _____

Date: _____ Time: _____ am/ _____ pm

Was First Aid or treatment rendered? Yes No If YES, by whom? _____Was the injured person taken to hospital from the scene? Yes No **WITNESSES**

Give names, addresses and telephone numbers of any one who saw the accident happen:			
(Obtain witnesses wherever possible. Attach signed statements from each witness in serious cases)			
FOR EMPLOYEES INJURED AT WORK			
Occupation:		Payroll No:	
Do you want your Trade Union Representative informed?		Yes	No
Name of Trade Union Representative:			
REPORTED BY - SIGNATURE:			Date:
PRINT NAME:	Section/Establishment	Tel No:	
PART B: To be completed by Supervisor/Manager			
COMMENTS			
Are you satisfied that the information in PART A is correct? If NO give details:-			
Was the person authorised to do what they were doing?:-			
Has any time been lost from work? Date of first absence _____			
PREVENTION			
What has been done to prevent a recurrence of the incident?			
Signature:		Print Name:	Date:
COMPLETE THE FORM AS SOON AS POSSIBLE AND RETURN TO:			
The Health & Safety Advisor Education, Personnel Services, Civic Offices, P.O. Box 215, TELFORD TF3 4LF Tel: (01952) 202726 Fax: (01952) 291358 DX: 712122 Telford 5 (unless another person has been nominated to process these in your service area.) And a copy to TU Safety Representative			

FIRST AIDERS

Appointed Person – Hazel Griffiths

<u>FIRST AID AT WORK</u>
Hazel Griffiths
Karen Jones
Debbie Lewis
Liz White
<u>PAEDIATRIC FIRST AID And EMERGENCY FIRST AID</u>

Suzanne Lees
Karen Evans
Nicky Hall
Deryn Lewis
Tracy Maydew
Gwen Aston-Maxwell
Hazel Griffiths
Karen Jones
Debbie Lewis
Liz White
Vicky Harris
Jan Morphet
Paula Nagel
Sandra Pugh
Sharon Richardson
Nicola Maybury
Sam Oliver