



## Health, Safety & Wellbeing Guidance Children's Services Department

# FIRST AID Policy

| Date     | Headteacher | Chair   | Date of review |
|----------|-------------|---------|----------------|
| 04/12/24 | M Hibbert   | C Glynn | November 2025  |
|          |             |         |                |

# **First Aid**

## **Introduction**

### **Definition of First Aid**

First aid at work covers the arrangements that establishments must make to ensure that people at work who suffer an injury or fall ill (whether work related or not), receive immediate attention and that an ambulance is called in serious cases. First aid can save lives and prevent minor injuries becoming major ones. It is designed to prevent situations getting worse and where necessary promote healing until suitably qualified medical attention can be sought if necessary. It does not include diagnosing medical conditions or giving tablets or medicines to treat illness. Although the regulations are intended to cover employees, the same level of treatment should be provided for any other person on council premises (e.g. pupils/young people, visitors, contractors, service users) and are a requirement for Early Years Providers.

### **Provisions**

Within each workplace, there must be adequate and appropriate equipment, facilities and competent persons to carry out first aid.

The decision on the level of provision should be based on a risk assessment of the first aid needs appropriate to the circumstances of each individual workplace.

Establishments must decide on the following:-

- the need for and the number of First Aiders and/or Appointed Persons required;
- the number and distribution of first aid boxes;
- the provision of a designated area to administer first aid.

### **Assessment**

The factors to be taken into account in the assessment of first aid requirements, which should be reviewed regularly include:

- workplace hazards and risks (e.g. dangerous equipment, hazardous substances, etc);
- the size of the establishment, layout of establishment (split site, distance of hazardous area from first aider etc)
- the establishment's history of accidents;
- the age range and needs of those at the establishment

- the remoteness of the site from emergency medical services;
- the needs of travelling, remote and lone workers;
- employees working on shared or multi-occupied sites;
- annual leave and other absences of First Aiders and Appointed Persons;
- activities carried out off site or at remote locations on site.

The absolute minimum provision for any workplace is:

- one first aid box;
- one Appointed Person (someone who is designated to take charge of a first aid situation).

It is however strongly recommended that all Children's Services establishments taking the above into account should consider having at least one fully trained First Aider who holds the First Aid at Work Qualification.

Those establishments who cater for Early Years Foundation Stage **must** have at least 1 Paediatric First Aider on site when children are present and on any trip to ensure compliance with the Statutory Framework for the Early Years Foundation Stage.

In establishments where there are higher risk activities such as Design and Technology, Science, PE etc in Secondary Schools, craft activities in Adult Education venues or where the age or particular needs of pupils/young people may increase the likelihood of injury, consideration should be given to the number and locations of first aiders. It would be sensible to have some form of first aid provision and trained first aider readily available close to these areas to avoid any delay in treatment. This may mean appointing more than 1 first aider for the establishment and the assessment should be used to identify the numbers required.

First Aid provision must be readily available at all times. Establishments should therefore ensure that the arrangements they make for the provision of first-aid following the risk assessment are adequate to cover their operations and that the risk assessment is recorded and is reviewed periodically or if there is a change in circumstances.

### **Non-emergency accident and injury**

Where the assessment has identified a need for people to be available for rendering first aid, sufficient numbers of First Aiders/Appointed Persons should be provided to enable first aid to be administered without delay.

The selection of First Aiders depends on a number of factors including an individual's:

- willingness to undertake the role;
- reliability, disposition and communication skills;
- aptitude to absorb more knowledge and learn new skills;
- ability to cope with stressful and physically demanding emergency procedures;
- normal duties ~ these should be such that they may be left to go immediately and rapidly to an emergency

It is recommended that establishments have a minimum of one trained First Aider on the full-time staff with an Appointed Person to cover for absences unless the assessment justifies otherwise.

For primary schools where the risk has been assessed as lower an alternative to the above would be to have several of the staff trained as appointed persons (1 day emergency first aid course), to give a wider coverage of available first aiders. This is acceptable as an alternative strategy however there will need to be designated roles outlined such as who is responsible for checking and replenishing first aid supplies.

In schools the same cover should also be provided at lunchtime and so a similar arrangement will be required for the lunchtime supervisory staff.

Establishments which operate outside normal office hours or which are residential should ensure that they have adequate first aid cover whenever they are open.

**Adequate provision of first-aid must be available at all times. Establishments should therefore ensure that the arrangements they make for the provision of first-aid are adequate to cover for any absences of their first aiders or appointed persons.**

Further guidance detailing first aid requirements when undertaking visits offsite is available within section 16 of the Children's Services Health and Safety - Offsite Visits and Adventure Activities Guidance. This is available via the EVOLVE website.

### **Emergency Procedure in the event of serious accident or injury**

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

A first aider will assess the situation and take charge of first aid administration. In the event that the first aider does not consider that he/she can adequately deal with the

presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:

- Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
- Call an ambulance or a doctor, if this is appropriate.
- If this is not possible, after receiving a parent's clear instruction, take the accident victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.
- Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.

### **Defibrillators in schools**

Many schools now have or are considering having Automatic External Defibrillators (AED's). These are extremely good pieces of equipment but we would advise the following for schools who have them.

You should have sufficient staff who have suitable first aid training and specific separate defibrillator training to ensure the defibrillator is covered at all times the school is open. The times the machine is available should be published.

You should have a means to summon the defibrillator operator to where it is needed in a timely fashion. This will vary from school to school depending on a number of factors such as size of school, number of buildings etc.

You should ensure everyone knows how to summon the defibrillator if required and when it would be required.

The AED needs to be readily available, i.e. not locked away and regularly checked.

Ensure staff who are to cover it have sufficient defibrillator training and this is refreshed and understand the potential consequences of Defibrillator operation.

## **Illness**

When a child becomes ill during the day, the parents/carers will be contacted and asked to pick their child up from school as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents/carers to arrive to pick them up. Pupils will be monitored during this time.

## **Training**

### **First Aiders**

To be a First Aider, an employee must hold a valid certificate in First Aid at Work issued by an organisation whose training and qualifications are approved by the Health and Safety Executive. This certificate is valid for three years.

### **Paediatric First Aider**

This is a person who has undergone a course of training which meets the requirements of the Statutory Framework for the Early Years Foundation Stage and Ofsted. This is usually a 2 day course delivered by an approved provider (NB the HSE approved First Aid at Work Course is not classed as appropriate to meet the requirements of Paediatric First Aider).

### **Appointed Person**

It is recommended that the Appointed Persons attend an emergency First Aid Course which will give them the skills necessary to provide appropriate emergency treatment. This certificate is valid for three years. Please note an appointed person is not a First Aider and should only give treatment for which they have been trained.

For specific questions regarding training schools should contact the Children's Services Learning and Development team. All other Children's Services staff should contact the Corporate Learning and Development team

### **Accident Reporting Procedures**

First Aiders and appointed persons must be made fully aware of the Children's Services accident reporting procedures and ensure all accidents are recorded in line with this and the establishment's procedures.

The school uses a system called Medical Tracker to inform parents of injuries or first aid administered during the school day. In the event of incident or injury to a pupil, at least one of the pupil's parents must be informed as soon as practicable.

In the event of serious injury or an incident requiring emergency medical treatment, the pupil's class teacher or a member of the office staff will telephone the pupil's parents as soon as possible. A list of emergency contact details is kept on RM. Parents can also be contacted via Teachers2Parents

## **Training Records**

Establishments need to ensure that First Aiders and Appointed Persons are retrained at the appropriate intervals, currently every three years. Training records should be maintained.

## **Information**

Establishments must ensure that all employees and others within the workplace are aware of the first aid arrangements. First aid notices should be displayed in prominent positions, detailing the location of equipment, names of First Aiders/Appointed Persons and contact numbers. All staff must be aware of who the First Aider(s) is/are and how to contact them.

Further advice may be obtained from your Area Health and Safety Adviser.

## **First Aid Equipment**

First aid boxes must be identified by a white cross on a green background and should be easily accessible and contain appropriate first aid material. When the contents are used, the box should be refilled as soon as possible afterwards. Sufficient stocks of each item should be included. There is no standard list of items to put in a first-aid box. It depends on what establishments assess the needs to be. However, as a guide, and where there is no special risk in the workplace, a minimum stock of items would be:-

- 1 guidance card giving general advice on first aid e.g. HSE leaflet 'Basic advice on first aid at work'
- 20 Plasters – assorted sizes – individually wrapped and sterile
- 2 sterile eye pads
- 4 individually wrapped triangular bandages
- 6 safety pins
- 6 medium wound dressings (sterile)
- 2 large wound dressings (sterile)
- 2 extra large wound dressings (sterile)
- Disposable gloves and aprons

Moist cleaning wipes – not alcohol based (individually wrapped and sterile)

Where mains tap water is not readily available for eye irrigation, at least one litre of sterile water or sterile saline (0.9%) solution in sealed, disposable containers should be provided. These need to be checked regularly to ensure they are not used after the expiry date.

Additional items, e.g. blankets where they are required should be stored nearby.

### **Travel Kits**

Where provided these should contain:

- A leaflet giving general guidance on first aid
- 6 Individually wrapped sterile adhesive dressings (plasters)
- 1 large sterile un-medicated dressing—approximately 18 x 18cm
- 2 triangular bandages
- 2 safety pins
- Individual wrapped moist cleansing wipes
- 1 pair of disposable gloves

A member of staff usually the First Aider or appointed person should be designated to periodically check the contents of the first aid box and replace any missing contents. This check should be recorded.

### **Employee Guidelines**

You should be aware of the location of first aid equipment and First Aiders/ Appointed Persons within your workplace.

If you receive an injury whilst at work, you should seek assistance from your First Aider/Appointed Person who will then administer first aid and/or seek further assistance as appropriate.

An accident report form should be completed in accordance with the Children's Services and establishments accident reporting procedures.

If you have any concerns regarding the provision of first aid facilities at your workplace, you should contact your line manager or safety representative.



The HSE publish a basic first aid information leaflet that contains useful first aid information which can be downloaded free from their website by clicking the following link

<http://www.hse.gov.uk/pubns/indg347.htm>