



Windsor Park C.E. Middle School

First Aid Policy

Committee:	Finance & Premises
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FIRST AID POLICY DECEMBER 2013

TO BE REVIEWED YEARLY UNLESS CHANGES TO LAW,
PERSONNEL OR SITE PRECIPITATE AN EARLIER REVIEW
EP BULL DECEMBER 2013

REVIEWED DECEMBER 2014 – CHANGES TO STAFF + STUDENT NUMBERS ONLY EPBULL
REVIEWED NOVEMBER 2015 – CHANGES TO STUDENT NUMBERS

1. Introduction.

First Aid is the immediate treatment which is necessary for preserving life and minimising the effects of injury or illness until medical attention can be obtained. First Aid also includes the initial treatment of minor injuries which do not need medical attention.

The main object of first aid is to offer assistance to anyone suddenly taken ill or injured at Windsor Park Middle School prior to expert help from a paramedic or doctor being obtained.

There are 3 main aims to first aid:

- Preserving life by prompt and initial action.
- Preventing the injury or illness from deteriorating.
- Aiding recovery through reassurance and protection from further danger.

2. The Aims and Objectives of First Aid.

To implement and maintain effective systems for the provision of adequate and appropriate first aid equipment, personnel and facilities at Windsor Park Middle School and during off-site activities.

3. Arrangements for Applying this Policy.

3.1 First Aid Provision.

There will be adequate and appropriate first aid equipment, facilities and trained personnel to deliver First Aid to all employees, staff, visitors, contractors and pupils on the school site.

The level of first aid provision will be determined by an Assessment of First Aid Provision [see appendix 1].

Where work is found to involve particular risks i.e. hazardous substances in Science areas or machinery in D+T areas it is obvious that first aid needs are greater and every effort will be made to ensure that these areas have trained personnel able to offer first aid immediately and that they have suitable first aid equipment available for use.

First Aid provision will be adequate at all times there are persons on site i.e. there are enough trained personnel to cover absences and annual leave. First aid provision is also important during holiday periods when staff and contractors are working whilst the majority of staff and pupils are on leave. It is acceptable to have an emergency first aider [EFAW] to cover for a first aid at work person [FAW] but they must not be used to replace the required number of FAW with current First Aid at Work Certificates.

A First Aider [FAW] is someone who has completed an approved course in first Aid at Work and holds a current First Aid at Work Certificate.

Their role involves:

- Undertaking first aid treatment in accordance with their training
- Calling an ambulance or other medical assistance
- Ensuring first aid kits are always fully stocked and refilled after use.
- Keeping records of all treatment administered.

An Appointed Person is someone recruited to take charge of a situation in the absence of a qualified first aider or an emergency aider.

Their role includes:

- Taking charge of an incident
- Summoning an ambulance or medical help if needed
- Being responsible for first aid equipment i.e. restocking first aid boxes.

- They are not trained first aiders and as such should not attempt to give first aid for which they have not been trained.

An Emergency First Aider [EFAW] has undergone an approved Emergency First Aid at Work training course [a minimum of one day course] and holds a current Emergency First at Work Certificate. Their role includes:

- Providing basic emergency first aid in accordance with their training.
- Calling for a First Aider if available.
- Summoning an ambulance or other medical services.
- Ensuring first aid kits are fully stocked
- Keeping records of treatment given.

3.2. First Aid Equipment and Materials.

- Once the assessment of first aid provision has been completed all the necessary equipment and materials must be made readily available for use.
- All equipment must be clearly marked and easily accessible.
- First Aid boxes will be located around the school where assessment has identified a need. They will all be identified by a white cross on a green background.
- These kits will contain sufficient quantities of first aid materials, body spills kits and nothing else i.e. no creams or medications.
- Ideally these first aid boxes will be sited near to hand washing facilities.
- These boxes will be checked regularly and the boxes will also be restocked as soon as possible after use.
- Care will be taken to ensure that all first aid supplies are in date and also that there are sufficient supplies in back-up to restock the boxes.

[See Appendix 2 – Contents of First Aid boxes].

3.3 First Aid Arrangements on site.

The Health and Safety Officer [Miss EP Bull] is responsible for undertaking first aid assessments for the site and ensuring that there are adequate arrangements for first aid.

These include ensuring:

- that there are enough trained personnel to meet the school's needs whenever it is open,
- there is adequate first aid equipment available which is stored in suitably marked containers located where a need has been identified.
- sufficient up to date notices are displayed around the school which indicate the location of first aid personnel and equipment,
- adequate access to a telephone to summon assistance when needed,
- Managers inform new staff of the first aid arrangements at induction,
- Staff are aware of the location of first aid equipment and personnel,
- The Medical Room is always available for use when needed.

The Bursar [Mrs J. Hughes] is responsible for ensuring that contractors and visitors are provided with adequate information about and access to first aid provision.

Office staff [FAW] who are stationed in the Office will:

- maintain records of first aid treatment administered,
- complete accident forms,
- ensure that there are sufficient back-up stocks of first aid equipment in school.

3.4 Assessment of First Aid Requirements.

The Health and Safety Officer [Miss EP Bull] will

- make a formal assessment of first aid requirements for the school using the Assessment of First Aid Provision Form [HSF 16],
- keep the assessment readily available for use,

- monitor the adequacy of first aid and revise as necessary,
- review the assessment every 12 months in the light of any changes or if there is reason to suspect it is no longer valid,

3.5 Training First Aid Personnel.

- Volunteers or those chosen to be first aiders must be suitable for the task.
- All employees who undertake first aid duties must be competent for the task.
- The training course chosen must be dependent upon the role the individual is required to perform.

Course	Intended for	Duration Days	Refresher Training	Revalidation period
HSE First Aid at Work [FAW]	First Aiders	3 From October 2009	From October 2009 annual basic skills update 3 hours	3 years 2 day course
HSE Approved Emergency First Aid at Work [EFAW]	Emergency First Aiders and appointed persons [if needed]	1	From October 2009 annual basic skills update 3 hours	3 years 2 day course

- Appointed persons are not trained first aiders and as such should not attempt to give first aid for which they have not been trained.

3.6 Liability

- The employer's liability insurance will provide indemnity for staff acting as first aiders or emergency first aiders.
- First aiders and emergency aiders must ensure that the first aid they give is in accordance with the training they have received.
- Whether employees are paid to act as first aiders makes no difference to the provision of insurance cover.
- Providing treatment is given in good faith and in accordance with the training received and good practice, and then the County Council and its insurers will support the actions of its employees in the event of legal action relating to first aid treatment.

3.7 Payment of First Aiders.

- Payment will be made to certified First Aiders [FAW] whom the school recognises as being necessary to meet the minimum needs of the school.
- The payment is £246 per year paid monthly.
- Payment will not be made where a job requires a job holder to hold a First Aid at Work Certificate or where this requirement is reflected in their grade.
- Payment will not be made to Appointed Persons or Emergency First Aiders.

3.8 Infection Control.

- To minimise the risk of infection whilst administering first aid, personnel must cover any cuts or abrasions on their own body with a waterproof dressing.
- Hands must be washed both before and after administering first aid.
- Mouth pieces for administering mouth-to-mouth resuscitation must only be used by trained personnel as incorrect use may cause bleeding.
- Disposable nitrile gloves and aprons must be worn whenever blood or other body fluids are handled.
- Disposable paper towels and sanitising powder must be used to clean up any blood or body fluids.

- Contaminated work areas must be disinfected and soiled clothing must be washed on a hot cycle – parents must be advised of this.
- If body contact is made with any blood or body fluids, the area must be immediately washed and medical advice sought.
- All first aid personnel, cleaners and caretaking staff will watch the new infection control DVD issued by County – “Breaking the Chain” – and records will be kept.

4. LEGISLATIVE FRAMEWORK.

1. The Health and Safety at Work Act
2. The Management of Health and Safety at Work Regulations
3. The Health and Safety [first Aid] Regulations
4. HSE Approved Code of Practice + Guidance L74 – First Aid at Work

APPENDIX 1

ASSESSMENT OF FIRST AID PROVISION AT WINDSOR PARK MIDDLE SCHOOL.

ASSESSMENT OF FIRST AID PROVISION NOVEMBER 2016 WINDSOR PARK MIDDLE SCHOOL, UTTOXETER

ASSESSOR: EP BULL [H+S OFFICER]

NUMBER OF STAFF: 57

NUMBER OF PUPILS: approx. 349

	ASSESSMENT FACTOR	APPLY? YES	APPLY? NO	IMPACT ON FIRST AID PROVISION
1.	Have risk assessments identified significant risks and/or ill-health?	YES		None
2.	Are there any specific risks such as working with hazardous substances, dangerous tools or machinery and dangerous loads or animals?	YES		<ul style="list-style-type: none"> • Hazardous substances in Science – need to refer to HAZCARDS. Eyewash stations in place. • D+T/ART – glues, adhesives – refer to Safety data Sheets. • CARETAKERS/CLEANERS: cleaning substances See MSDS
3.	Are there parts of the establishment with different levels of risk?	YES		Kitchens, Science, Food Technology, D+T, Art. First aid must be available for all these areas and see [2].
4.	Have you had any accidents or cases of ill-health in the past 12 months?	YES		Normal minor falls, slips in PE and during break/recreation periods [pupils only], sports injuries, injuries due to the normal rough and tumble of recreation times. Pupils are always supervised and first aid is readily available. All accidents are recorded in the Accident Book and HSF 40 forms are sent to SHSS at County.
5.	Are there inexperienced workers on site or employees with disabilities or special health problems?	YES		Pupils with i.e. autism, allergies, diabetics, physical handicaps etc. Care plans in place for them.
6.	Are the premises spread out i.e. several buildings on site or multifloor buildings?	YES		None
7.	Is there shift or out-of-hours working?	YES		Caretaker/cleaners work after school, weekends and occasionally caretaker may work during holidays. First aid is provided and medical assistance can always be called using school phones or mobile phones.
8.	Is your workplace remote from emergency medical services?		NO	None
9.	Do you have employees who travel a lot or work alone?	YES		Caretaker during holidays or at weekends or when locking/unlocking – always has access to first aid kit and to phone to summon medical assistance.

10.	Does any of your employees work at sites occupied by other employees or is your site used by other occupiers?	YES		[COUNTY CATERING] None
11.	Do you have any work experience or other trainees?	YES		Work experience for one week usually any time of year. Covered by normal First Aid provision.
12.	Do members of the public visit your premises?	YES		The school has no legal responsibility for non-employees but the HSE recommends that they are included in the first aid provision. During after school events a first aider is normally present.
13.	How many people are employed on site? <ul style="list-style-type: none"> • Less than 5? • 5 to 49? • 50 to 100? y • More than 100? 	YES		
14.	Is a first aid room required?		NO	
15.	Risk level LOWER MEDIUM HIGHER	YES		

ASSESSMENT OF FIRST AID REQUIREMENTS.

The following are needed:

Qualified First Aiders	3	Emergency Aiders	11
Appointed Persons	0	First Aid boxes	6
First Aid Room	0	Eyewash bottles Eyewash tubing	In D+T Workshop and all science laboratories.

Have arrangements been made to appoint/train the necessary personnel and for the required amount of first aid equipment to be supplied? – **YES**

Have arrangements been made to inform employees of the first aid arrangements [ideally at induction] and notices posted to inform who and where the first aid personnel are? – **YES**

SIGNATURE OF ASSESSORS: ...EPBull.....

DATE: NOVEMBER 2016

APPENDIX 2

CONTENTS OF FIRST AID BOXES.

The table below shows the minimum stock of first aid items where no special risk has been identified.

The travelling first aid kit must be kept stocked at all times.

Additional equipment such as scissors, adhesive tape, disposable aprons, moist wipes, blankets and protective equipment may be kept in the first aid box or stored separately as long as they are readily available for use.

If a mains water tap is not available for eye irrigation, at least one litre of sterile normal saline [0.9%] in sealed, disposable containers must be provided. These containers must not be kept once they have been opened.

ITEM	FIRST AID BOX	TRAVELLING FIRST AID BOX
Leaflet/guide giving general guidance on first aid at work	1	1
Individually wrapped sterile adhesive dressings [plasters] of assorted sizes appropriate to the type of work i.e. blue dressings for food handling areas	20	6
Sterile eye pads	2	0
Triangular bandages – individually wrapped	4	2
Safety pins	6	2
Medium sized wound dressings [12cm x 12cm] – individually wrapped. Non-medicated	6	0
Large wound dressings [18cm x 18cm] – individually wrapped. Non-medicated	2	1
Individually wrapped moist cleaning wipes	10	6
Disposable gloves [non-latex, powder free]	2 pair	1 pair

APPENDIX 3**WINDSOR PARK MIDDLE SCHOOL****FIRST AID PERSONNEL**

Person in charge of stocking and re-stocking first aid kits: office staff, canteen staff, PE staff, science staff

FIRST AID PERSONNEL**YEAR 2016-2017**

NAME	LOCATION	QUALIFICATION
MRS A. SMITH	MAIN OFFICE	FIRST AID AT WORK
MRS C. BALL	MAIN OFFICE	FIRST AID AT WORK
MR. THOMAS	MATHS/ICT	SJA TRAINER
MR. HEDLEY	PE	FIRST AID AT WORK
MS. LUCY BENDELOW	PE	EMERGENCY FIRST AID

