



# **FYLING HALL SCHOOL**

## **First Aid Policy**

Last updated: 7 February 2008

# **FIRST AID POLICY**

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## **FIRST AID AT WORK**

### **Foreword**

This document has been prepared to provide guidance on the policy and procedures for dealing with First Aid at Fyling Hall School. The requirements for the statutory provision of First Aid have been taken into account. Failure to implement the procedures contained in this document could result in a criminal offence as well as disciplinary action being taken by the school.

### **Authority for issue**

This policy is issued under the authority of the Headmaster and governing body.

### **Status and Implementation**

This policy is part of a suite of documentation available. All other documentation must be complied with, including: all appropriate statutory, DfES, regulatory authority e.g. Health and Safety Executive (HSE) documentation and the School's Health & Safety Policy.

### **Revision**

This document will be revised on a regular basis to confirm that the arrangements are still appropriate.

A review will also take place if there are any significant changes in the arrangements and also after any serious incident to ensure that this policy was sound in its content.

The document including the appendices, will be revised and reissued within not more than three months from the review date, where this is necessary.

Signed and dated

Headmaster

Issue date: December 2007.

Review date: December 2008.

## **1 Introduction**

- 1.1 The Health and Safety (First Aid) Regulations 1981 require employers to provide trained persons, equipment etc, to deal with First Aid emergencies and ill health occurring at work.
- 1.2 Facilities must be provided to ensure that First Aid is rendered to employees, visitors, service users (including students), volunteers, agency staff etc, if they become ill or are injured at work or under the jurisdiction of the School on or off site.
- 1.3 First Aid is provided to:
  - preserve life
  - limit the effects of the condition and
  - promote recovery.
- 1.4 First Aid should be provided where a person will need further medical treatment until such help arrives, and for the treatment of minor injuries. It should be noted that the treatment of minor illnesses, by the administration of tablets or medicines, falls outside the definition of First Aid.

## **2 Definitions**

- 2.1 A First Aider is a person who has attended, successfully completed and has a valid certificate for the 4 day 'First Aid at Work' training.
- 2.2 School – Fyling Hall School Trust Ltd
- 2.3 Appointed person means a person who has attended, successfully completed and has a valid certificate for the 'Appointed Persons' training.
- 2.4 Employer means the governors of Fyling Hall School Trust Ltd.
- 2.5 First Aid means the following:
  - cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and

- treatment of minor injuries which would otherwise receive no treatment or do not need treatment by a medical practitioner or nurse.

2.6 Service User means a person or organisation using the School.

### **3 Responsibilities of the Employer**

3.1 The responsibility of the Employer is to:

- establish the First Aid need by risk assessment
- identify suitable employees who are willing to undertake First Aid training and annual refresher training (see appendix D)
- provide adequate First Aid equipment and facilities (see appendix B)
- inform employees and site facilities managers of the location of the First Aid personnel and equipment available to them in their working environment. This will be in the form of a standard notice which will be displayed on the Health and Safety notice board and on the staff web site as minimum
- ensure the First Aiders maintain their First Aider or Appointed Person status by attending annual refresher training.

The responsibilities listed above have been delegated to the Headmaster for him to discharge them in the appropriate manner.

3.2 There is a register in the form of a training matrix database for maintenance of an up to date record of personnel trained in First Aid which informs the Headmaster when staff require refresher/re-qualification training.

### **4 Risk Assessment of First Aid Need**

4.1 Minimum standards for the provision of First Aid cover are shown at Appendix C.

### **5 Identification of Suitable Employees**

5.1 The Headmaster must ensure that the candidates for First Aid training are physically and educationally suited and are willing to undergo training and act as a qualified First Aider. Using guidance from Appendix D.

5.2 The Headmaster must ensure that candidates are fully briefed on the role and requirements of being a First Aider. They must understand the health risks associated with rendering First Aid and be prepared to receive appropriate health and immunisation advice (see appendix E).

### **6 Role and Responsibilities of First Aiders and Appointed Persons**

6.1 The First Aiders and Appointed Person's role includes:

- the administration of First Aid, up to but not exceeding the level of their training
- ensuring that any incident and treatment given is recorded in suitable local register
- reporting immediately to the Headmaster, by telephone, all incidents requiring the attendance of a student, member of staff or any person at the hospital. Please refer to the document; 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' for full details of the

- procedures for incident reporting and investigating
- ensuring that all spillages of body fluids are cleared up promptly
- maintaining stocks in First Aid kit/box (see appendix B) and
- ensuring, in liaison with management that appropriate documentation is completed and that reportable accidents are reported to the line manager as soon as possible after dealing with the immediate effects.

- 6.2 The First Aider's and Appointed Person's responsibilities include:
- ensuring their own recommended immunisations/injections are up to date
  - reporting any illness or injuries which would preclude their abilities to administer First Aid, to local management to arrange alternative cover.
- 6.3 First Aiders should also have a responsibility to attend refresher training.

## **7 Responsibilities of the Training Provider**

- 7.1 All First Aid training will be carried out by the St. John's Ambulance.

## **8 Additional Information**

- 8.1 The management of First Aid provision and the relevant arrangements will be part of health and safety audits conducted.

## **9 Indemnity and Insurance**

- 9.1 Where an employee acting in the course of their employment administers First Aid assistance to another employee or other person in the charge of the School, such as a student, they will be indemnified by the liability insurance for a claim of negligence relating to injury or loss caused by their actions, provided that:

- they are a School officially designated First Aider with a current valid First Aid at Work Certificate and have attended relevant refresher training
- they are a School officially designated Appointed Person with a current valid Appointed Persons Training Certificate and have attended relevant refresher training
- the relevant protective equipment (PPE) is used
- the First Aider or Appointed Person is adhering to protocols and acting within the limitations of their training and
- that the First Aider or Appointed Person is acting in good faith.

- 9.2 Use of the 'Epi Pen'.
- Members of staff (Nurse/Matrons) who have been trained in the use of the 'Epi Pen' whether by a parent, user or medical staff, will also be covered provided that:
- the member of staff is adhering to protocols and acting within the limitations of their training
  - that the member of staff is acting in good faith.

## **10 References**

- 10.1 Health and Safety (First Aid) Regulations 1981

- First Aid at Work – Health and Safety (First Aid) Regulations 1981 and Guidance; Approved Code of Practice (ACoP);HSE Pub COP42
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995.

## **11 Other Documentation**

- 11.1 Fyling Hall School Trust Ltd Health and Safety Policy – relevant section
- Policy and Procedures for the Reporting of Incidents of Violence, Injuries, Diseases and Dangerous Occurrences
  - Health and Safety guidance for Schools

## **APPENDIX A**

### **First Aid Training**

#### **1 Statutory Training**

##### **1.1 First Aid at Work**

This is the principal First Aid course, which covers a wide range of situations from low to high risk. On successfully undertaking training and passing a written and practical assessment, the person will be issued with a First Aid at Work Certificate valid for three years. This qualification is renewable within the valid time of the certificate. Once the certificate date has expired the person will need to attend the full First Aid at Work course. This course takes place over four days (24 hours tuition). Where staff may need to administer First Aid to children under seven years of age, an appropriate additional paediatric resuscitation module must also be taken.

##### **1.2 First Aid at Work Refresher**

This training re-qualifies holders of a First Aid at Work Certificate providing they pass their written and practical assessment. Those who wish to renew their certificate must do so before the three year expiry date, ideally 2 years 10 months.

This course takes place over two days (12 hours tuition). Where staff may need to administer First Aid to children under seven years of age, an appropriate additional paediatric resuscitation module must also be taken.

##### **1.3 Appointed Person**

The minimum requirement on an employer is to appoint a person to take charge of First Aid arrangements and any emergency First Aid situation. An Appointed Person can provide temporary cover for First Aiders, ensuring that someone is always available to give First Aid immediately following an incident. The certificate is valid for three years.

This course takes place over one day (6 hours tuition). Where staff may need to administer First Aid to children under seven years of age, an appropriate additional paediatric resuscitation module must also be taken.

## **APPENDIX B**

### **First Aid Equipment and Facilities**

#### **1 First Aid Facilities**

1.1 An appropriate environment to render First Aid or allow a person to rest (minor illness) must be provided. This environment should be private, allow access to hand washing facilities, drinking water and toilet facilities and should enable the casualty to sit or lie down as needed.

## 2 First Aid Equipment

2.1 A minimum of one First Aid box of appropriate size should be provided for each establishment and/or building and any School vehicle. Passenger carrying vehicles (PCV) and minibuses must carry First Aid kits that comply with PCV and Minibus Regulations. Each First Aider should have their own First Aid kit for rapid access in an emergency situation.

2.2 All First Aid kits/boxes should be identified by a white cross on a green background and contain the following minimum items:

- 1 guidance card
- Sterile dressings, 6 small, 6 medium and 2 large
- 20 Individually wrapped sterile adhesive dressings (blue detectable in food preparation areas)
- 2 Sterile eye pads
- 4 Triangular bandages
- 12 Safety pins
- 2 Disposable gloves
- 1 x 300ml bottle of sterile water or normal saline should be supplied where tap water is not available
- Individually wrapped moist wipes could be supplied where tap water is not available
- 1 pair scissors (First Aid Type)
- 1 roll micro pore tape
- 1 resuscitation mouthpiece
- Pencil and paper

Quantities should be decided upon in the light of risk assessment, taking into account the number of staff and students.

**2.3 There must be no medication within the First Aid kit/box, and administration of medication in a First Aid situation is not part of the First Aider's role.**

2.4 Bleach (Sodium Hypochlorite), or one of the available proprietary combined soak and disinfectant products, should be available in the workplace for cleaning up spillages of body fluids, but should not be located with, or in, the First Aid box. Clinical disposal bags should also be provided.

2.5 Arrangements should be in place for the Site Manager to obtain supplies.

### APPENDIX C

#### Minimum Provision of First Aid Cover

	Fyling Hall School	Level of Competence
First Aid	1 Appointed Person 10 Persons located as follows: 1 person who is a	In compliance with the First Aid at Work Policy.  1a – FULL FIRST AID AT WORK CERTIFICATE (4 DAYS):

<p>Science Technician 2 persons in PE (1 male, 1 female) 1 person in vocational centre All pastoral managers as part of their job description A local risk assessment will need to be undertaken to determine whether First Aid cover over and above the minimum standard will be required to take account of local hazards within two months of the School opening</p>	<p>On completion of the course, delegates will be competent to administer First Aid as per the standard criteria as required by a Health and Safety Executive Approved Course Syllabus and the guidance given by the DfES guide 'Guidance on First Aid for Schools'. <u>It is a requirement for all educational establishments, where children up to 7 years are being cared for to incorporate paediatric First Aid.</u></p> <p>1b – <u>Three Yearly Full First Aid at Work Certificate Refresher (2 days);</u> On completion of the course, delegates will have re-qualified with respect to the training in 1a above in order to validate their training for a further three years. Additional refresher training will be required to validate delegates' certificates for a further three years with respect to paediatric First Aid – <u>requirement for all education establishments where children up to 7 years are being cared for.</u></p>
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## APPENDIX E

### Immunisation Recommendation for First Aiders

The following information provided as per the current Occupational Health and Welfare Service policy.

#### **Tetanus:**

Immunisation is recommended to the entire population, and by school leaving age most people will have received five doses of Tetanus immunisation.

Those who have not received immunisation in childhood should receive a course of three immunisations with booster doses every 10 and 20 years.

Booster doses are not required where individuals have had a total of five immunisations against Tetanus in their lifetime, except at the time of a tetanus-prone injury.

#### **Hepatitis A:**

Immunisation is recommended for employees working in residential care with clients who have learning disabilities, and for workers exposed directly to sewage or other human faecal matter.

#### **Hepatitis B:**

Immunisation is now recommended for employees where risk assessment shows a reasonable risk of exposure to used needles, human bites, or to any human body fluids other than saliva, urine or faeces.

Immunisation is therefore recommended for:

- Staff employed in residential facilities for the care of children and adolescents
- Staff having regular physical contact with children or adults with learning disabilities
- First Aiders

The immunisation programme consists of three doses of vaccine and a blood test following these to determine if immunity has been established. There are a small percentage of people who even though they receive the vaccine, do not acquire immunity.

It is recommended that individuals seek immunisation through their GP. In some circumstances there may be a charge for the vaccine and subsequent titre tests, which case the employer should reimburse First Aiders.