

# Pioneer Federation



## First Aid Policy

Date for Review: April 2019

## POLICY STATEMENT

Pioneer Federation will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff, parents and visitors and will make sure that procedures are in place to meet that responsibility. This policy complies with the School's Health and Safety policy and is reviewed annually.

## AIMS & OBJECTIVES

To ensure that First Aid provision compliments the safeguarding provision within the school. This policy should be read in conjunction with the Health and Safety Policy and the Safeguarding and Child Protection Policy.

To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992 & 1999.

- To ensure that first aid provision is available at all times while people are on the school premises, and also off the premises whilst on school visits.
- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the School and to maintain a record of that training and review annually.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To provide awareness of Health and Safety issues within the School and on School trips, to prevent, where possible, potential dangers or accidents.
- To inform staff and parents of the School's First Aid arrangements.
- To report, record and where appropriate investigate all accidents.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995 (RIDDOR).

## Definition of Terms

- A **first aider** is an adult who has successfully completed and holds a current **first aid at work** certificate (3 days) (delivered by organisations regulated by Ofqual).  
Re-certification 2 day course every 3 years
- The role of the first aider is to administer first aid to staff, service users, clients, visitors to the premises when required. Where possible first aid treatment should only be administered by trained persons.
- An **emergency first aider in the workplace** is an adult who will take control in a situation when a first aider is not available and holds a current Emergency First Aider in the Workplace certificate (1 day). Refresher training required every 3 years.
- Emergency First Aiders in the Workplace (EFAW) have far less training than qualified first aiders (learning only resuscitation, control of bleeding, treatment of unconscious casualties, contents of first aid boxes and communication in an emergency) they cannot, therefore, be considered as substitutes for first aiders.
- The Early Years Foundation Stage Statutory Framework states that, "at least one person who has a current **paediatric first aid certificate** must be on the premises at all times when children are present. There must be at least one person on outings who has a paediatric first aid certificate." This became a requirement from September 2008 and applies to all children aged 0-5. Refresher training required every 3 years.
- The Health and Safety Executive (HSE) has issued the following guidance: "Research has shown that following training, the practical skills of first aiders can deteriorate. Therefore the HSE strongly recommends that it is good practice for first aiders to complete an **Annual Skills Update** during any three year First Aid at Work or Emergency First Aider in the Workplace certification period. It is important that employers make sure qualified first aiders attend these courses to help maintain their basic skills and keep up-to-date with any changes to first aid procedures."
- On successful completion of a First Aid at Work or Emergency First Aider in the Workplace course, candidates are issued with a certificate for three years. They then need to undertake a First Aid at Work re-certification course or Emergency First Aider in the Workplace course, as appropriate to obtain another three year certificate.
- Every effort should be made to make sure that first aiders attend the relevant course within the three month period prior to the certificate expiry date. The new certificate will then take effect from the date of expiry. However, where it has not been possible to re-qualify in this three month period, there is a two month period of grace within which a First Aid at Work recertification course or Emergency First Aider in the Workplace course should be completed. **Please note that first aid cannot be administered beyond the date of expiry of the appropriate first aid certificate until the member of staff has re-qualified.**
- Anyone re-qualifying within a period of certificate extension will have their new certificate dated from the expiry date of the previous one. Any first aider who is not able to complete a course up to a maximum of two months after the expiry date of their three year certificate, will need to undertake a full First Aid at Work or Emergency First Aider in the Workplace course, to obtain a valid certificate.

## **FIRST AID PROVISION**

Adequate numbers of clearly marked First Aid boxes and kits, stocked with the appropriate quantity of first aid materials, must be provided for each workplace or work activity and kept under the control of a First Aider.

### **First Aid kits are available at the following locations:-**

The School Hall  
Kitchen  
Reception Class  
Y1/Y2 Classroom  
Y3/Y4 Classroom  
Y5/Y6 Classroom  
Central office area

Portable First Aid Kits for general outing use are kept in the First Aid area (if items are used, these must be replaced at the end of the outing). If more than one coach is used for transport, there must be one first aid kit per coach.

Portable First Aid Kits for sports sessions use are kept in the First Aid area (if items are used, these must be replaced at the end of the sports session).

It is the responsibility of Mrs Julia Eldridge (Chiddingly) and Miss Lizzie Hillier (East Hoathly) to check the contents every term and re-stock as necessary.

The conservatory, located at the administration end of the school is the designated area for first aid treatment, administration of first aid and for children who are unwell (sickness) in East Hoathly.

The sofa area, located by the school office, is the designated area for first aid treatment, administration of first aid and for children who are unwell (sickness) in Chiddingly.

**All staff must ensure that they have read the School's First Aid Policy – located in the School Office, policies folders and on Staff Only shared drive, School Policies and Documents. First Aid Rotas are located in the Staff Room.**

## **FIRST AID TRAINING**

The School Secretary is responsible for ensuring that there is an adequate number of qualified First Aiders/Appointed Persons.

All staff will be trained in the use and administration of Epi-pens.  
Key staff will be trained in the care plans for Diabetic pupils

First Aid training must only be delivered by organisations regulated by Ofqual.

- First Aid at Work Certificate (3 days)
- First Aid at Work Re-certification course (2 days)
- Paediatric First Aider Certificate (2 days)
- Emergency First Aider in the Workplace (1 day)
- Annual Skills Update (3 hours).

To enquire on course availability and booking administration, please contact the Corporate Training Team on 01323 747102 or via email: [corporatetraining@eastsussex.gov.uk](mailto:corporatetraining@eastsussex.gov.uk)

Where specific risks are identified in the workplace, additional specialised training to deal with these situations may also be necessary.

**TRAINED/QUALIFIED STAFF** – staff appointed to deal with first aid injuries.

### **First Aid at Work First Aiders: 3 Day Full**

Mrs Liz Smith (TA) exp-29.1.20  
Mrs Yvonna Yates (TA) exp -24.2.19  
Miss Lizzie Hillier (TA) – exp – 14.03.20  
Alison Lawrence (TA) – exp 25.5.20  
Rebecca Hare (teacher) – exp 19.9.20  
Emma Waterman (TA) – exp 10.1.21

### **Emergency First Aid – Expiry Date 26/05/19**

Erin Mackarness, Lisa Purcell, Wendy Burns, Harriet Axell, Mrs Turk  
Mrs Janette Wicks – exp – 26.05.19  
Erin Mackarness – exp – 26.05.19  
Lizzie Hillier – exp – 26.05.19  
Melissa Woods, Sylvie Ockenden, Hannah Barrow, Vicky Lewis, Hayley Ursell  
– exp 27.5.19  
Emma Knight – exp 3.1.20  
Paul Herdman – exp 17.4.21

### **Paediatric First Aiders:**

Miss Sheridan Denney (T) exp – 6.5.19  
Mrs Dawn Poulton (Nursery) – exp 23.1.20  
Miss Verity Morris (Nursery) – exp 23.02.20  
Mrs Rolanda Weller (Nursery) – exp 28.04.20  
Liz Smith – exp 18.1.19  
Claire Winchester – exp 7.10.18  
Julia Eldridge – exp 27.4.19

Support Staff training on Asthma and Anaphylactic Emergencies:



FIRST AID CP SAFER  
REC FOOD ETC TRAI

see attachment -

### **Administration of Medicines**

Lizzie Hillier, Sheridan Denney, Carly Dann, Melissa Woods

### **Appointed Persons: Senior Management Team**

Any member of staff can call an ambulance, giving clear information. Nature of incident. Then go out to ensure clear access for ambulance, if necessary asking parents to move cars.

### **INCIDENT REPORTING**

- Injuries deemed to be minor can be dealt with by any member of staff.
- More significant injuries will be referred to a First Aid Appointed Person and the injury details recorded on the School Injury Record for Treatment form.
- The School Injury Treatment Folder is located in the First Aid Room.
- Parents/carers will be contacted if any injury requires more action than that detailed on the injury report form.
- The school office a member of staff will contact the parents if they have any concerns about the injury, or need to send a child home through illness.
- All injuries recorded on an Injury Record for Treatment form must be completed by the person administering First Aid. It is recommended that these records are kept for 3 years.
- **Where first aid is carried out in connection with a work-related incident, a report must be completed on the on-line incident reporting system, located on the intranet or Czone for schools.**
- Injury Record Log should be viewed and signed at a minimum termly by Health & Safety Governor.

**If the nature of the accident involves contacting Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 (RIDDOR). These reports are actioned by Mr James Procter (Executive Head teacher)**

## **HEAD INJURIES**

Accidents involving a pupil's head can be problematic because the injury may not be evident (e.g. internal) and the effects only become noticeable after a period of time.

- All head injuries should be monitored closely and an injury report form should be completed and given to the child to take home. A note should be made on the form to the parent to come in to the office and sign the injury record at the end of the school day.
- It is the school's policy for a member of staff to use their discretion in deciding whether a phone call to parents/carers is required.
- The accident should be recorded and, if it is felt appropriate, a call will be made to the parents/carers.
- All staff are encouraged to seek advice from one of the school's trained First Aiders.
- This policy extends to all injuries that have come about in school or on a trip.
- Any serious head injury should always be referred for Hospital treatment in accordance with Emergency Arrangements.

## **EMERGENCY ARRANGEMENTS**

Where the injury is an emergency, an ambulance will be called following which the parents/carers will be contacted. Where hospital treatment is required but it is not an emergency, then the school office staff will contact the parents for them to take over the responsibility of the child.

- In the event that the parents cannot be contacted, 2 members of staff will accompany the child to hospital and remain with them until the parents can be contacted.
- In the absence of the office staff, Head of School or Headteacher, members of staff must always call an ambulance on the following occasions:-
  - In the event of a serious injury
  - In the event of any significant head injury
  - In the event of a period of unconsciousness
  - Whenever there is the possibility of a fracture or where this is suspected
- **in a serious emergency clear the area of any staff not involved in the incident to ensure that other staff are not subjected to further personal stress which might arise if they were to remain. The area also needs to be made clear for medical professionals responding to the emergency call**

## **HYGIENE/INFECTION CONTROL**

- Hands must be washed before and after giving First Aid.
- Single-use disposable gloves must be worn when treatment involves blood or other body fluids.
- Any soiled dressings etc must be put in a plastic bag and disposed of carefully and safely.
- Any body fluids on the floor should have absorbent granules sprinkled on to them, then swept up with a designated dustpan and brush. This waste must be disposed of safely and cleanly.
- Body fluid spillages on hard surfaces should be cleaned up then bleached.
- Exposed cuts and abrasions should always be covered.
- **Ensure that all used first aid material/soiled dressings etc. are disposed of appropriately. Note that infectious items are to be treated as hazardous waste and placed in appropriate containers (e.g. yellow bags) and disposed of in accordance with local arrangements**

## **SHARING OF INFORMATION – Medical Alert Posters/Health Care Plans**

At the start of the academic year, school secretaries will update the medical alert notices with copies issued to class teachers with information about pupils who are known to have medical needs, for example, Anaphylactic, Asthma, Allergies, Diabetic pupils. This will be reviewed at each change of circumstances. This will also be done after consultation with the appropriate persons i.e. parents, medical advisors regarding Health Care Plans. The school office holds medical consent forms for out of school visits that are readily available to staff responsible for school outings.

## **ADMINISTRATION OF MEDICINES**

**The following people are named personnel who can administrate medication:**

**East Hoathly: Lizzie Hillier, Sheridan Denney**

**Chiddingly: Carly Chewter, Melissa Woods**

When a child joins the school the parents are informed of procedures that must be followed if a child requires medication in school time. The school does not encourage medication to be administered during school time unless it is absolutely necessary. Advice from the School Nursing Service encourages parents to ask for

medication from their GP which can be taken around the school day. If this cannot be done and it is essential that a child has to have medicine in school, the following applies:

- If the medication forms part of a Health Care Plan, it must be outlined in that plan and risk assessed and signed off by the School Nursing Service and Headteacher.
- Medication must be clearly labelled.
- Parents must complete the medication form authorising the school to administer medicine. This can be obtained from the School Office
- Any medication must remain at the School Office (or placed in the door shelf of left hand fridge in staff room) where administration of medicine will be logged into medication book with child's name, dosage and time of dose.
- Medicine will be administered by a designated person. First-aider/member of staff.
- The medicine administration book must be completed by the member of staff responsible for administering the medicine each time medicine is given.
- Medicines must be stored in the medicine cupboard in the first-aid room, out of the reach of children.
- Paracetamol/ibuprofen medication can only be administered by agreement with parent/carer and clear information must be given and recorded on Administration of Medicine Form. Information must include dose, time of dose and a designated person identified to administer the dose.
- Administration of paracetamol/ ibuprofen must be from a single dose measure i.e. sachet or pre filled container. Do not give dose from the bottle. Ensure that the parent carer has given the exact time and dosage on the medication form and that a new form is completed for every day that this particular medication is to be administered to the child. If unsure, contact the parent/carer and do not administer the medication if an exact dose and time has been given.

#### **Headteachers and Line Managers will:**

- implement and monitor this Policy and associated documentation within their area of responsibility
- ensure that sufficient persons are nominated to provide first aid, in accordance with the criteria outlined in paragraph 1.1 above; for example, in low risk situations such as offices and libraries, with fewer than 50 employees, at least one First Aider qualified in Emergency First Aid at Work (one day course) would suffice. Whereas if more than 50 persons are employed there, at least one First Aider qualified in First Aid at Work (three day course) will be required. Remember, however that you may need to have more than one to ensure the site is covered allowing for shift or part time working patterns
- ensure that risk assessments incorporate appropriate reference to suitable first aid provision
- ensure First Aiders receive adequate training, delivered by organisations regulated by Ofqual, to enable them to carry out their duties
- ensure First Aiders hold current First Aid training certificates
- ensure that, where required, First Aiders re-qualify before the expiry date of their certificate
- provide and maintain appropriate first aid provision, including efficient systems for dealing with injuries, ill-health etc
- bring to the attention of all staff, particularly at induction, the first aid arrangements e.g. names of First Aiders and locations of First Aid boxes
- ensure that adequate communications are in place for contacting all First Aiders
- arrange for the annual honorarium to be made to employees who hold a current Full First Aid at Work Certificate (three day course) by way of a grant in recognition of their services (contact Personnel Support Unit, County Hall)
- ensure that sufficient First Aid boxes are provided and First Aid notices displayed
- ensure the safe disposal of surplus and waste substances/containers in accordance with the relevant waste regulations, taking into account ecological factors
- provide personal protective clothing or equipment as necessary and ensure staff know how to use and maintain them
- take the requirements of this Policy into account when placing orders for

- goods or services
- arrange for counselling to be offered to staff that have witnessed or have been subject to a traumatic incident.

**Controllers of Premises (Caretaker/ Site Manager) must:**

- ensure there are adequate First Aid Notices indicating local first aid arrangement around the premises, in particular meeting rooms and training rooms
- agree common first aid arrangements where a workplace is shared with other agencies or departments
- ensure that contractors and others working temporarily on the premises are familiar with the first aid arrangements.

## Appendix 1: Contact details for East Sussex County Council

<p><b>Enquiries:</b> Health &amp; Safety Team <b>Author:</b> Health &amp; Safety Team <b>Telephone:</b> 01273 336306 <b>Email:</b> <a href="mailto:paths@eastsussex.gov.uk">paths@eastsussex.gov.uk</a></p> <p><b>Download this document</b> From: Intranet and Czone</p>	<p><b>Version number:</b> 03</p>
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## Appendix 2: Approved Contents of First Aid Boxes

### What should a first-aid box in the workplace contain?

There is no mandatory list of contents for first-aid boxes and the HSE does not 'approve' or endorse particular products. Deciding what to include should be based on an employer's assessment of first-aid needs. As a guide, where work activities involve low hazards, a stock of first-aid items might include:

Contents	First Aid Kit Sizes			
	SMALL	MEDIUM	LARGE	TRAVEL
Burn relief dressing 10cm x 10cm	1	2	2	1
Washproof assorted plasters	40	60	100	10
Eye pad dressing with bandage, sterile	2	3	4	1
Foil blanket, adult size	1	2	3	1
Large HSE dressing 18cm x 18cm, sterile, unboxed	1	2	2	1
Medium HSE dressing 12cm x 12cm, sterile, unboxed	4	6	8	1
Nitrile gloves pair	6	9	12	1
Mouth to mouth resuscitation device with valve	1	1	2	1
Finger dressing with adhesive fixing 3.5cm	2	3	4	-
First aid guidance leaflet	1	1	1	1
Conforming bandage 7.5cm x 4m	1	2	2	1
Microporous tape 2.5cm x 5m	1	1	1	1
Cleansing wipes	20	30	40	4
Safety pins assorted	6	12	24	2
Single use triangular bandage 90cm x 127cm	2	3	4	1
Universal shears, small 6"	1	1	1	1
Eye wash 250ml	-	-	-	1

This is a suggested contents list taken from the British Standards Institute (BSI).

#### Important points:

- where clean mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline solution (0.9%) in sealed disposable containers should be provided. Once opened they must not be re-used and must be used within their use-by date. The use of eye baths/cups or re-fillable containers is not permitted
- the use of antiseptics is not necessary for first aid treatment of wounds
- under no circumstances must medication or tablets be kept in first aid boxes/kits.