



ALLESTREE WOODLANDS SCHOOL

First Aid Policy

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Enabling aspiration and achievement through delivery of a knowledge-rich curriculum underpinned by our CORE values:

COURAGE

OPTIMISM

REGARD

ENDEAVOUR

FIRST AID POLICY

Reviewed and updated – February 2022

This policy is for information and guidance and incorporates the school's vision and core values. It forms part of the portfolio of policies designed to keep students safe, happy and cared for.

The School Business Manager has overall responsibility for ensuring that this policy is implemented.

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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 Allestree Woodlands School. The requirements for statutory provision of First Aid have been taken into account

STATUS AND IMPLEMENTATION

This document is part of a suite of documentation available. All other documentation must be complied with, including: all appropriate statutory, DfE, regulatory authority e.g. Health and Safety Executive (HSE) documentation.

REVIEW

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.

1. Introduction

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.

Facilities must be provided to ensure that First Aid is rendered to students, employees, visitors, service users, volunteers, agency staff etc., if they become ill or are injured at work or under the jurisdiction of Allestree Woodlands School, on or off site.

First Aid is provided to:

- Preserve life
- Limit the effects of the condition and
- Promote recovery

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

First Aider is a person who has attended, successfully completed and has a valid certificate for "First Aid at Work" training at either Emergency First Aid at Work (EFAW) or First Aid at Work (FAW)

Emergency First Aider at work means a person who has attended, successfully completed and has a valid certificate for the 'Emergency First Aider at work Training – 1 day course – Level 23

Employer means Allestree Woodlands School.

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 which do not need treatment by a medical practitioner or nurse.

Service User means a person or organisation using Allestree Woodlands School.

3. Responsibilities of the Employer

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 in staff work rooms and staff social rooms.
- ensure that First Aiders maintain their First Aider or Appointed Person status by attending annual refresher training.

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

A database of an up-to-date record of personnel trained in First Aid which informs the Headteacher when staff require refresher/requalification training.

4. Risk Assessment of the First Aid Need

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

5. Identification of Suitable Employees

The Headteacher must ensure that candidates for First Aid Training are physically and educationally suited and are willing to undergo training and act as a qualified First Aider.

The Headteacher 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

The First Aider's 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 any treatment given is recorded in a suitable local register
- reporting immediately to the Headteacher all incidents requiring the attendance of a student, member of staff or any person at hospital. *Please refer to the document "Reporting of Injuries, Diseases and Dangerous Occurrences" for full details of the procedures for incident reporting and investigating.*
- ensuring that all spillages of body fluids are cleaned up promptly
- maintaining stocks within the 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.

The First Aider's and Appointed Person's responsibilities include:

- ensuring that their own recommended immunisations/injections are up-to-date and
- reporting any illnesses or injuries which would preclude their abilities to administer First Aid, to local management to arrange alternative cover.
- First Aiders also have a responsibility to attend refresher training (annual update in First Aid skills)

7. Responsibilities of the Training Provider

Any First Aid training must be carried out in line with Health and Safety Executive (HSE) requirements, and by registered and approved providers (Training Approval Service Consortium certificate holders).

The role of the training provider is to:

- provide advice and information relating to First Aid at Work, including any changes in regulations or employer requirements
- provide First Aid training in line with the Health and Safety (First Aid) Regulations, 1981
- provide refresher training and
- assess and certify students as competent to approved HSE standards.

Further information on First Aid training courses can be found in Appendix A.

8. Additional Information

The management of First Aid provision and the relevant arrangements will be part of health and safety audits conducted. If Trade Union Safety Representatives have any concerns over the provision of First Aid cover they should raise them with the Headteacher.

9. Indemnity and Insurance

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 an officially designated First Aider with a current valid First Aid at Work Certificate and have attended relevant refresher training
- they are an officially designated Appointed Person with a current valid Appointed Persons Training Certificate and have attended relevant refresher training
- the relevant personal 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.

Use of the "Epi Pen"

Members of staff who have been trained in the use of the "Epi Pen", whether by the parent/carer, 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 and
- that the member of staff is acting in good faith.

10. References

- Health & Safety (First Aid) Regulations, 1981
- First Aid At Work – Health & 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

- Allestree Woodlands School Health and Safety Policy
- Policy and Procedures for the Reporting of Incidents of Violence, Injuries, Diseases and Dangerous Occurrences
- The Health and Safety Manual for Schools

APPENDIX A

First Aid Training

1. Statutory Training

First Aider at work – Level 3

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.

Emergency First Aider at work – Level 3

The minimum requirement on an employer is to appoint a person to take charge of First Aid arrangements and any emergency First Aid situation. Emergency First Aiders at work 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 or age, an appropriate additional paediatric resuscitation module must also be taken.

APPENDIX B

First Aid Equipment and Facilities

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.

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.

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

- 1 guidance card
- sterile dressings, small, medium and large
- individually wrapped sterile adhesive dressings (blue detectable in food preparation areas)
- sterile eye pads
- triangular bandages
- safety pins
- disposable gloves
- 1 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 resuscitator mouthpiece and
- pencil and paper.

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

First aid boxes are available in the following parts of the school:

FIRST AID BOXES

<u>DEPARTMENT</u>
Swimming Pool x 2 (Poolside & Office) Fitness suite (behind desk) PE Department – In the Office Minibuses
South Building: Ground floor – First Aid Room <u>First Floor</u> Science Prep Room
<u>North Building</u> Maths Social Room (in tall cupboard) Humanities/MFL Social Room (in tall cupboard) Ground Floor Social Room (in tall cupboard) Library (on the desk) Room 2022 (Tracey Gilfedder) Room 2019 (Stuart Marriott) Atrium (behind counter) Refectory (behind counter) Old Gym (behind Food counter) Library (behind desk)

DEFIBRILATION UNITS (AED's) X 4- AED'S

ASTRO (SHED)
MEDICAL ROOM
SPORTS HALL (FOYER)
ATRIUM (BEHIND COUNTER)

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

- 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.

APPENDIX C

Secondary Schools

Competence (Level of competence expected following training attendance)

First Aid:

- 2 persons (2 Full First Aiders + 1 additional full first aider for every additional 100 staff or part thereof + 1 Appointed Person per school)
- 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.

In compliance with the First Aid at Work Policy.

FULL FIRST AID AT WORK CERTIFICATE (3 DAYS): (FAW)

On completion of the course delegates will be competent to administer First Aid as per the standard criteria as required by a Health & Safety Executive Approved Course Syllabus and the guidance given by the DFE guide "Guidance on First Aid for Schools". It is a requirement for all educational establishments, where children up to 7 years are being cared for, to incorporate paediatric first aid.

Three Yearly Full First Aid at Work Certificate Refresher Training (2 Days):

On completion of the course delegates will have requalified 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.

EMERGENCY FIRST AIDER AT WORK CERTIFICATE (1 DAY) (EFAW)

On completion of the course delegates will be competent to take charge of first aid arrangements and any emergency First Aid situation, as required by a Health & Safety Executive Approved Course Syllabus.

Three Yearly Emergency First Aider at work training (1 Day)

APPENDIX D

Selecting a Person to be trained as a First Aider

A person should be selected on the basis of their reliability, willingness to become a First Aider; a disposition to dealing with sick or injured persons; good communication skills.

Their aptitude and ability to absorb new knowledge, and their ability to cope with stressful and physically demanding emergency situations is essential.

Essential Physical Requirements

- Bend down and kneel on the floor and bend over to administer First Aid including resuscitation
- Have no muscular or skeletal injuries to prevent completing First Aiders' tasks
- Have the ability to move in awkward places (e.g. confined spaces)
- Have the ability to administer ventilation (breaths) over a period of ten minutes
- Have no medical condition that will prevent them from giving treatment to casualties.

Educational Ability

- Ability to absorb new knowledge
- Accept responsibility
- Pass written and practical assessments

Other Requirements

- Be prepared to complete a short questionnaire in line with health requirements
- Be prepared to be immunised in line with recommendations
- Their normal duties should normally allow them to go immediately to deal with an emergency

APPENDIX E

IMMUNISATION RECOMMENDATIONS FOR FIRST AIDERS

Tetanus:

Immunisation is recommended for 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 at 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.

One year of protection is given by a single dose of immunisation. A booster dose one year later can be expected to provide effective immunity for ten years. Immunisation requirements should then be reviewed.

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
- Social workers involved in the care of children and adolescents
- Staff having regular physical contact with children or adults with learning disabilities
- Probation Officers and other staff coming into regular contact with prisoners or offenders of any age
- Community care workers
- Contract Services employees who work in council properties and
- 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 charge for the vaccine and subsequent titre tests, in which case the employer should reimburse first aiders.

APPENDIX F

Allestree Woodlands School Staff Handbook Extract

2.9 Medical Issues

Student Medical Information

Medical Information lists giving relevant details on students with known health problems are updated and issued annually to teaching and support staff. These lists are confidential and care should be taken to ensure that the information remains secure.

Students taken ill at school

If a student is unwell in class but is well enough to be moved the first section of the first aid form should be completed by their teacher and sent, with the student, to the First Aid Room.

A log (Administration of First Aid) will be kept in the First Aid Room

Parents who request medicines to be kept in school should do so in writing with written instructions provided and brought in by the parents. These should be clearly marked with the students name and form. No member of staff can administer medication but a record of medicines taken will be kept in the First Aid Room. Parents will be contacted if medicines become out of date in order to collect and be responsible for the disposal of the out of date medicines.

Students who suffer an injury or accident at school

If a student suffers an injury or accident at school they then must not be moved unless leaving them in their current position would cause them further injury. If appropriate the other students should be moved away from the incident rather than the casualty being moved. This is particularly important as moving an injured casualty could cause them significant other harm.

First aid assistance should be summoned as soon as possible.

The student should not be left alone while assistance is sought.

A log (Administration of First Aid) will be kept in the First Aid Room

FIRST AID ARRANGEMENTS

The First aid room is located next to Reception on the ground floor of the South Building

In the event of any minor injuries or medical assistance, send the student to the first aid room with a GREEN FIRST AID FORM, or note. This should be done by their teacher. Students will be sent back to class if they turn up with no first aid form/or note. P.E. is the only department who are exempted from this. GREEN FIRST AID FORMS are located in the First Aid room and the staff room.

Any major injuries phone the first aid room, Ext 528.

Current qualified First Aiders (as at Oct 2021) are;

	<u>Renewal Date</u>
Sheila Mercer	21/08/21 – IQL Level 3
Steve Garbett	24/09/21 – Level 3 EFAW
Kerry Eaton	24/09/21 – Level 3 EFAW
Kathryn Challands	24/09/21 – Level 3 EFAW
Samantha Goodwin	25/09/21 – Level 3 FAW
Andrew Wraith	25/09/21 – Level 3 FAW
Zach Whitehall	26/09/21 – Level 3 EFAW
Sarah Dodgson	30/01/22 – Level 3 FAW
Ijaz Ahmed	07/02/22 – Level 3 EFAW
Emma Derrick	07/02/22 – Level 3 EFAW
Jenny Price	07/02/22 – Level 3 EFAW
Jane Davies	07/02/22 – Level 3 EFAW
Helen Howarth	07/02/22 – Level 3 EFAW
Estelle Leckie	07/02/22 – Level 3 EFAW
Catherine Sellars	07/02/22 – Level 3 EFAW
Heather Wheeldon	07/02/22 – Level 3 EFAW
Hannah Wilson	09/07/22 – Level 3 EFAW
Andrew Swift	11/07/22 – Level 3 EFAW
Joshua Porter	11/07/22 – Level 3 EFAW
Mat Kenny	11/07/22 – Level 3 EFAW
Bianca Reinten	11/07/22 – Level 3 EFAW
Lea Hills	11/07/22 – Level 3 EFAW
Sophie Probert	11/07/22 – Level 3 EFAW
Dawn Walker	11/07/22 – Level 3 EFAW
Jane Bailey	11/07/22 – Level 3 EFAW
Sally Martinsmith	03/10/22 – Level 3 EFAW
Kimberley Bennett	03/10/22 – Level 3 EFAW
Rick Physick	03/10/22 – Level 3 EFAW
Daniel Harries	10/12/22 – QNUK – Level 2 (Outdoor First Aid) RQF

	<u>Renewal Date</u>
Nigel Lidsey	22/01/23 – Level 3 EFAW
Jon Oswald	22/01/23 - Level 3 EFAW
Julie Catherall	22/01/23 – Level 3 EFAW
Martyn Roberts	22/01/23 – Level 3 EFAW
Ged Potter	22/01/23 – Level 3 EFAW
Dean Morris	23/01/23 – Level 3 FAW
Lauren Belcher	23/01/23 – Level 3 FAW
Martha Graham	19/08/23 – Level 3 EFAW
Rachael Lawmon	19/08/23 – Level 3 EFAW
Thomas Cleveley	19/08/23 – Level 3 EFAW
Lisa Palmer Blount	19/08/23 – Level 3 EFAW
Rachel Thornton	19/08/23 – Level 3 EFAW
Emily Heron	24/08/23 - Level 3 EFAW
Garry Horobin	24/08/23 – Level 3 EFAW
Joanna Weightman	24/08/23 – Level 3 EFAW
Stuart Marriott	04/09/23 – Level 3 FAW
Lorraine Shaw	04/09/23 – Level 3 FAW
Annette Wilson	04/09/23 – Level 3 FAW
William Roach	04/09/23 – Level 3 FAW
Tracey Gilfedder	04/09/23 – Level 3 FAW
Leslie Hall	04/09/23 – Level 3 FAW
Robert Cokayne	12/10/23 – Level 3 EFAW
Frank Mitchell	11/11/23 – Level 3 EFAW
Emily Topham	27/10/23 – Level 3 FAW
Joshua Cook	27/10/23 – Level 3 FAW
Luke Charlston	27/10/23 – Level 3 FAW
Joel McGraw	27/10/23 – Level 3 FAW
Carol Hall	22/04/24 – Level 3 FAW
Samantha Wilson	22/04/24 – Level 3 –FAW
Tony Moffatt	22/04/24 – Level 3 – FAW
Sarah Leonard	25/07/24 – EFAW/OUTDOOR FIRST SCQF LEVEL 6

First aid boxes are located in:

Swimming Pool x 2 (Poolside & Office)
Fitness suite (behind desk)
PE Department – In the Office
Minibuses
South Building:
Ground floor –
First Aid Room

First Floor

Science Prep Room

North Building

Maths Social Room (in tall cupboard)
Humanities/MFL Social Room (in tall cupboard)
Ground Floor Social Room (in tall cupboard)
Library (on the desk)
Room 2022 (Tracey Gilfedder)
Room 2019 (Stuart Marriott)
Atrium (behind counter)
Refectory (behind counter)
Old Gym (behind Food counter)
Library (behind desk)

Defibrillator Equipment is located in:

- First Aid access corridor
- Atrium café servery
- Sports Hall main entrance
- Outside Wall of Engineering Garage

Please note if the First Aid boxes are getting low on supplies please contact First Aid.

- Diabetic students

All Diabetic students must be accompanied to First Aid room by another student if they feel unwell. Diabetic students will be ISSUED WITH A LUNCH TIME PASS this will allow them to go to the front of the lunch queue with one friend only. Some Diabetic pupils are unable to walk to the First Aid Room when having a hypo - in this case they must be allowed to do their finger prick test in the lesson and have a drink or snack. Care plans are posted in all departments. Staff MUST be aware of who the Diabetic pupils are.

- Head Lice

Any students suspected of having Head Lice must be sent to the First Aid with a discreet note, if they are found to have lice they will be sent home for that day to start initial treatment. A letter and phone call will be made to the parents informing them.

- Anaphylactic Shock/Diabetics

Care plans of pupils who suffer from these conditions can be located in all facility's these should be up on full display for staff to see please familiarise yourself with these. All these pupils should carry an Epi-pen on them with a spare in kept the First Aid room.

- Head Injury

All students who receive a Head injury require an accident form completing due to Health and Safety procedures please refer to First Aid.

- Medicines

Parent/ Guardians who request medicines to be kept in school will require an accompanying letter to be brought in by parents. A medication parental form is required to be filled in. The medication should be clearly marked with the student's name form and name of medication and dosage required. We do not keep long term non-prescribed medications in school.

- Accidents/ Health and Safety

Any accidents that happen in school to students, staff or visitors will need reporting, an accident form filled in, these can be located in First/Aid, Swimming Pool, and Sports Hall office.

- School Trips

Please give some notice of at least a week when a first aid kit is required for any school trips.

- Medical Visits

Visits are made by Health Authority Staff to give vaccinations, medical examinations etc. to students in specific year groups. Advance notice of such visits is given wherever possible and disruption to lessons kept to a minimum.

Student Care Plans on Anaphylactic Shock, Diabetic and other medical conditions will be notified to staff.

Lists and pictures of students who suffer from Anaphylactic shock are on display in the First Aid room, Catering, Food Tech and P.E. Their spare 'Epipens' are kept in the First Aid Room.

Please only send students who are either ill or injured to the first aid room.