LAWRENCE SHERIFF SCHOOL
RUGBY

A Teaching School Hub

First Aid Policy

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1. **Policy Statement**

This Policy has been produced in accordance with the school's Health and Safety Policy to ensure that all health and safety issues relating to the provision of First Aid at work are adequately managed.

The school is committed to protecting the health, safety, welfare and wellbeing of its employees and others who may be affected. It is essential therefore that everyone who works for or undertakes work on behalf of the school adheres to the requirements of this Policy.

The information, guidance and instruction within this Policy provides the basis for the identification and implementation of first aid provision within the school. Although the Health and Safety (First Aid) Regulations do not require employers to provide first aid for anyone other than employees, it is the school's policy to consider non-employees on our premises, in the assessment of first aid needs and make provision for them.

The application of this Policy will ensure that, so far as is reasonably practicable, the school meets all relevant statutory requirements regarding the general provision of first aid and duty of care.

1 Definitions

The following specifies the key terms used within this Policy.

First aid at work – is the application of treatment for the purpose of preserving life and minimising the consequences of injury and illness, until medical help/ treatment is obtained, where necessary.

People at work can suffer injuries or be taken ill. It doesn't matter whether the injury or illness is caused by the work they do or not, it is important to give them immediate attention and call an ambulance in serious cases. First aid at work covers the arrangements we need to make to ensure this happens. It can save lives and prevent minor injuries becoming major ones.

It is important to remember that accidents and illness can happen at any time. First aid provision needs to be available at all times people are at work.

It does not include giving tablets or medicines to treat illness as stated in the school's Medical Policy.

First Aid Needs Assessment – is an assessment undertaken by managers to identify what first aid provision is required. It has to be identified by an assessment because the provision is dependent on the circumstances within that workplace/ premise and the activities undertaken.

Emergency First Aider – a person holding a valid certificate in 'Emergency First Aid at Work' (EFAW) issued by an organisation whose training and qualifications are approved by the Health and Safety Executive (HSE). A certificate will be issued with details of level of competence and be valid for 3 years. Subject to risk assessment, in low level risk environments or where service delivery needs may be better supported, this will involve attendance on a 1-day (6 hours) Emergency First Aid at Work training course, or equivalent, which includes ongoing assessment throughout the day, but no practical assessment.

First Aider - A person holding a valid certificate in 'First Aid at Work' (FAW) issued by an organisation whose training and qualifications are approved by the Health and Safety Executive (HSE). This will involve attendance on a 3-day (18 hours) training course, or

equivalent which includes a practical assessment. A certificate will be issued with details of level of competence and be valid for 3 years. A 2-day (12 hour) requalification course, including a practical assessment, must be taken before the certificate expiry date to demonstrate continuing competence.

The FAW training includes EFAW and also equips the first-aider to apply first aid to a range of specific injuries and illness.

2 Roles and Responsibilities

The following specific roles and responsibilities apply to this Policy and are in addition to the general roles and responsibilities placed on all managers and employees within the school's Health and Safety Policy.

2.1 Managers, Headteachers, Operations Manager and Line Managers must ensure that:

- a First Aid Needs Assessment is undertaken to ensure that first aid arrangements are adequate and appropriate in the circumstances. This means that enough suitably trained staff are available to:
- give immediate help to casualties with injuries or illness that may occur at work and call an ambulance or other professional help
- provide first aid cover in accordance with the requirements of this policy and specific risk assessments made within individual departments

In addition the school will:

- ensure First aiders and Emergency First Aiders receive appropriate training to carry out their duties
- ensure where possible First Aiders re-qualify before the expiry date of their Certificate, when still required to carry out this function
- inform employees about the first aid arrangements for their place of work on day one as part of their induction (this will include the location of equipment and personnel)
- display at least one first aid notice, in a prominent place, to inform employees and visitors of the first aid arrangements
- ensure that the first aid box is being checked regularly by first aiders, and it contains the required content (refer to section 5.3), as part of the annual health and safety workplace inspection
- provide a suitable room that can be used for medical treatment when required (refer to section 5.3.4.)

2.1.1 The Operations Manager must:

- in addition to section 4.1, consider the First Aid Needs Assessment as a building requirement rather than on an individual team basis for large shared office buildings. This is to ensure adequate and proportionate cover for first aid across that building. Ensure there are adequate First Aid Notices

indicating the names and location of First Aiders and/or Emergency First Aiders and First Aid boxes, around the premises, in a prominent place

- agree common first aid arrangements where a workplace is shared with other organisations

- ensure that contractors and others working temporarily on the premises are familiar with the first aid arrangements as part of the signing procedure

2.2 First Aiders must:

- attend a 3-day HSE approved First Aid at Work training (FAW) and a 2-day requalification training prior to the 3 year training expiry date. In accordance with the training, treat any minor injuries, preserve life in an emergency and prevent an injury from becoming worse

- call the emergency services to summon an ambulance or other professional help when necessary

- be responsible for the restock of first aid boxes.

- ensure that a record of first aid treatment is recorded on CPOMS of treatment given for injuries and ill health that are as a result of a workplace accident/incident

- only provide first aid up to the standard of the 'First Aid at work'

2.3 Emergency First Aiders must:

- attend the 1-day HSE Emergency First Aid at Work (EFAW) training that is delivered by a HSE approved training provider

- undertake a refresher where an assessment deems this necessary

- ensure that those responsible for restocking first aid boxes are informed when supplies are required

- call the emergency services to summon an ambulance or other professional help when necessary

- provide day-to-day first aid and emergency first aid in accordance with the training received

2.4 Employees will:

- make themselves aware of the first aid provision within the school (First Aider/ Emergency First Aider, and how to contact them)

- seek first aid in accordance with their local arrangements, if first aid is required, and not provide first aid treatment at work unless trained to do so. (In an emergency where life is at risk any individual is able to help)

2.5 Health and Safety staff will:

- advise the Senior Leadership Team and Trust Board's Pastoral Committee on their First Aid Needs Assessment in conjunction with this Policy

3 Organisation and Arrangements

3.1 First Aid Needs Assessment

The First Aid Needs Assessment depends on the circumstances of each workplace, premises or work activity. The designated member of the Senior Leadership Team and Operations Manager must assess First Aid Needs on an annual basis. This assessment need will be reviewed annually by the Trust Board's Pastoral Committee and also reviewed by Warwickshire County Council through a Health and Safety inspection on a three yearly basis.

3.1.1 First Aid Needs Assessment record sheet

The First Aid Needs Assessment record sheet must be used in conjunction with individual departments' risk assessments to ascertain the basic first aid provision requirement across the school, and then identify other considerations which may require that basic provision is to be increased or provided in an alternative way.

3.2 Training and competency

The training required by the trained personnel is an integral part of the school's CPD programme, with all courses being certified in accordance with HSE guidance.

3.2.1 Refresher training

Nationally annual refresher training is not mandatory for FAW/EFAW certified first aiders. An opportunity is provided for those holding the aforementioned certificates to retake the course before the 3 year expiry date.

3.3 First aid equipment

3.3.1 First aid box

The minimum level of first aid equipment is suitably stocked in a properly identified first aid box. Each work site should provide at least one first aid box supplied with a sufficient quantity of first aid materials suitable for the particular circumstances. All first aid boxes must be checked regularly and restocked as soon as possible after use. It is the responsibility of the First Aider or Emergency First Aider to notify the Pastoral Assistant, in oversight of First Aid boxes, when an item has been used. The boxes should be easily accessible and preferably placed near to hand washing facilities. The boxes should be identified by a white cross on a green background.

The first aid stock is determined by the findings of the First Aid Needs Assessment in conjunction with subject risk assessments. However, as a minimum (for low hazard work activities) the following stock should be included in a standard first aid box:

- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (for example, food handlers will need plasters that can be easily seen; and hypoallergenic plasters can be provided, if necessary)
- 2 sterile eye pads

- 4 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 1 mouth guard
- 2 large sterile individually wrapped un-medicated wound dressings
- 6 medium-sized individually wrapped un-medicated wound dressings
- 1 pair of disposable (non-latex) gloves

A travelling first aid box will include:

- a leaflet giving general guidance on first aid (for example, 'Basic Advice on First Aid at Work' from the HSE)
- 6 individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary)
- 2 triangular bandages
- 2 safety pins
- 1 mouth guard
- 1 large sterile un-medicated dressing
- Individually wrapped moist cleansing wipes
- 1 pair of disposable (non-latex) gloves

3.3.2 Tablets and medication

First aid at work does not include giving tablets or medicines to treat illness. The only exception to this is where aspirin is used when giving first aid to a casualty with a suspected heart attack in accordance with current medical advice and currently accepted first aid practice. Refer to the Medical Policy for guidance on the administration of medication in the school.

3.3.3 Automated External Defibrillators (AED)

There is no specific legal requirement for employers to provide AED's in the workplace. However, the school has four AED's, one housed in the Griffin Centre foyer, one in the 6th Form, one in the new Science block and the other at Hart Field. Specific specialised training is given to staff in accordance with HSE regulations. This training is followed up with refresher training. Pupils in year 8 are also trained in CPR and to use the defibrillators.

AEDs can be self-checking or are maintained by an approved authorised engineer. This will be the responsibility of the Operations Manager to ensure that this is covered.

3.3.4 First aid room

First aid rooms are generally not required unless the workplace in question is a high risk environment. However, the Standards for school premises 2012 guidance requires every school to have a suitable room that can be used for medical treatment when required, and for the care of the pupils during school hours. The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but should be appropriate for that purpose and readily available for use when needed.

4 School procedures

In the event of an accident resulting in injury:

- The closest member of staff present will seek the assistance of a qualified First Aider, contacting main reception for details, if necessary. The student will either be moved to the medical room, sat in reception or remain where they are to be assessed; whichever course of action is appropriate.

- The First Aider will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives.
- If the First Aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child.

- If emergency services are called, a member of staff will contact parents immediately. In principle, a member of staff will not travel with a student to hospital unless in exceptional circumstances.

In the event of a student self-reporting for first aid/illness/injury:

- The student should report to the main reception if feeling unwell or needing first aid.

- The reception staff will locate the nearest appropriate first aider who will assess the illness and/or injury.

- No over-the-counter medication will be given but the illness/injury will be treated as necessary; if it is deemed necessary the parent/carer will be contacted to collect the student (please refer to the Medical Policy).

- If a student in Years 7-11 requires non -urgent medical attention, then parents will be contacted and arrangements will be made for parents to collect and transport the student to a medical centre.

- If a student in Years 12-13 requires non -urgent medical attention then parents will be contacted and may either collect and transport the student to a medical centre or alternatively parents may give permission for the student to transport themselves to a medical centre.

For all first aid/treatment, the First Aider will log this on CPOMS on the same day, or as soon as is reasonably practical.

We will always contact parents in the event of a child suffering a suspected possible concussion / head injury.

5 Monitoring and review

To ensure the effective application of this Policy, schools are required to have in place arrangements for monitoring and reviewing its implementation at regular intervals. The Policy review needs to promote a cycle of continuous improvement; therefore any actions identified to ensure this, should be considered and implemented where reasonably practicable. Successful monitoring and review relies on commitment from managers at all levels and should therefore be included as an integral part of the annual Health and Safety review. The school also has a WCC inspection of Health and Safety; which also covers First Aid on a 3 year basis.

6 Further reference and associated documents

- Health and Safety Policy

- Medical Policy
- First Aid at Work, The Health and Safety (First-Aid) Regulations 1981 Approved Code of Practice and Guidance, L74.
- School Premises (England) Regulations 2012
- Regulatory Reform (Fire Safety) Order 2005
- HSE (2011), Basic advice on first aid at work leaflet, INDG 347(rev2) WEB, 03/11. Website http://www.hse.gov.uk/pubns/indg347.pdf

7 Responsible Officer

Pastoral Deputy Headteacher and Operations Manager responsible for Health and Safety.