



Glenfield Primary School

First Aid Procedures

Written: April 2023

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Signed: (Chair of Governors)

Date:

1.0 Introduction

- 1.0 The Health and Safety at Work etc. Act 1974 imposes a general duty on employers to ensure that their establishments are safe and healthy places and have a health and safety policy. The policy should include arrangements for first aid, based on a risk assessment of the school. (p.12 Health and Safety Policy.)
- 1.1 The Health and Safety (First Aid) Regulations 1981 (First Aid Regulations) (amended 1st October 2013) and the associated Health and Safety Executive (HSE) Approved Code of Practice (ACOP) L74: First Aid at Work applies to all employers and employees who work in establishments.
- 1.2 The First Aid Regulations do not apply directly to non-employees, although ACOP L74 places emphasis on the need, when assessing the overall risk, to take account of all persons who have access to the premises. Therefore, it is sensible to combine first aid provisions and facilities for employees and non-employees (including visitors to the premises and contractors) ensuring that the level of provision for employees is not diluted.
- 1.3 This document sets out Glenfield Primary School's arrangements to ensure compliance with the First Aid Regulations and ACOP L74. It also provides guidance to management about what first aid facilities should be provided, the training of first aiders, administering treatment and the employer's responsibilities.
- 1.4 Where establishments work with children or vulnerable adults there may be additional best practice guidance available and managers must seek further information in line with the relevant regulatory authority such as OFSTED and the Care Quality Commission (CQC).
- 1.5 First-aid provision must be available at all times while people are on school premises, and also off the premises whilst on school visits.

Employer Responsibilities

- 2.0 It is an employer's responsibility to ensure that there is adequate and appropriate equipment and facilities in place to enable the application of First Aid to employees who become ill or are injured at work, extending these responsibilities to visitors and contractors.
- 2.1 The First Aid Regulations and ACOP L74 require the employer to assess first aid needs appropriate to the circumstances (hazards and risks) of each workplace; see Appendix 1. This is commonly referred to as a 'First Aid Needs Assessment'. This requires conducting a suitable and sufficient risk assessment considering, and dependent on, the following:
 - (i) The number of staff, visitors and contractors to site
 - (ii) The nature of the hazards likely to be encountered and activities undertaken
 - (iii) Age group of users
 - (iv) The geographical layout of the establishment and the facilities it provides
 - (v) Accessibility to assistance and emergency medical services
 - (vi) Sufficient number of first aiders to cover periods of time when trained staff are unavailable due to circumstances such as off-site visits, sickness absence
- 2.2 There is no ratio for the number of first aiders to employees although ACOP L74 offers some guidance which Glenfield staff adhere to:

Low risk workplaces (such as offices) - one trained First Aider to every 50 employees with an additional first aider for every 100 employees

High risk workplaces - one trained first aider for five or more employees, with an additional first aider for every 100 employees

First-aid provision for non-employees: These Regulations do not require employers to provide first aid for anyone other than their own employees. However, many organisations, such as schools, places of entertainment, fairgrounds and shops, provide a service for others and it is strongly recommended that employers include non-employees in their assessment of first aid needs and make provision for them. This may require first aiders to receive additional training above the legal minimum requirement so that they are able to act competently, for example additional training in paediatric first aid if operating in a school.

Schools are under no obligation to follow the guidance below, as a suggestion you may wish to consider the following information for primary schools:

- 2-day trained Paediatric First Aiders on-site at all times including outings (Mandatory for Early Years)
- 1 x 3-day First Aid at Work trained First Aider on-site at all times.
- A group of staff trained in 1-day Emergency First Aid at Work Inc Paediatric Element (Group meaning 12)
- A group of staff trained in Basic Paediatric First Aid (Playground Incidents)

See also Appendix 1: Roles and Responsibilities

First-Aid Facilities

- 3.1 The number of first aiders, first aid kits and whether a dedicated first aid room is required will be dependent upon the assessment of risk and the criteria stated in 2.2 above.
- 3.2 First aid boxes or kits are identifiable, signed with a white cross on a green background, easily accessible and placed in areas of greatest risk. They are located in the medical room, in classrooms and in the Lunchtime Supervisor Backpacks.
- 3.3 All staff members, as part of their initial induction, are given information relating to:
- (i) Who the first aid trained staff are;
 - (ii) Where the nearest first aid box/kit is located
 - (iii) Site procedure for dealing with first aid emergencies
- 3.4 First Aiders make themselves known to all employees.
- 3.5 HSE guidance on suggested first aid box contents:

ITEM	MINIMUM QUANTITIES
First Aid Guidance Leaflet	1
Sterile Adhesive Dressing (individually wrapped plasters)	20
Sterile eye pads	2
Sterile Triangular Bandage (individually wrapped)	4
Safety Pins	6

Medium Sterile Dressing	6
Large Sterile Dressing	2
Disposable Gloves	3 Pairs
Sterile Cleansing Wipes	4
Sterile Water or Saline (if mains water not available)	1 Litre

Other suggestions based on the activities being undertaken and risk assessment:

- Instant ice packs
 - Disposable yellow plastic bags for clinical waste/sharps bin
 - Silver foil survival blanket
 - Protective Resuscitation Aid (Vent Aid)
 - AED – Automatic External Defibrillator
- 3.6 An ‘appointed person’ within our school is given responsibility for checking and, where necessary, replenishing the contents of first aid boxes/kits to the above minimum quantities on a regular basis.
- 3.7 Sterile items are marked with a ‘use-by’ date. When replacing these items within the first aid boxes/kits the dates marked on such items should be checked to ensure that expired items are disposed of and replaced. For non-sterile items without dates, personal judgement should be used to determine whether they are fit for purpose.
- 3.8 Following administration of first aid, the first aider is responsible for ensuring any stock is replenished by informing the school office. Checks are recorded.
- 3.9 Anti-bacterial pump soap, water and disposable drying materials or suitable equivalents must be available.
- 3.10 If utilising a designated room or area as a ‘First Aid Room’ to allow patients to sit quietly in private, it is important that casualties are not left alone, or are checked regularly, dependant on the severity of their illness/injury.

See also Appendix 3: Monthly Check Template

First Aid Training

- 4.1 The school ensures, as part of our employer’s duty, to select a competent training provider. First aid training providers used need to be able to demonstrate how they satisfy the HSE’s
- 4.2 The designated person should also have knowledge and competence in first aid, as demonstrated by:
- A current, valid FAW certificate, or
 - Being registered and licensed as a doctor with the General Medical Council, or
 - Current registration as a nurse with the Nursing and Midwifery Council, or
 - Current registration as a paramedic with the Health and Care Professions Council and
 - In-depth knowledge of the subject of first aid and first aid training
- 4.3 There are two types of first aid personnel often referred to as “First Aiders”:
- (i) Certified First Aider – First Aid at Work (FAW) - 3 day course

(ii) Emergency First Aid at Work (EFAW) – 6 hour course

- 4.4 All first aiders are encouraged to conduct an annual refresher to ensure their skills remain up to date.
- 4.5 It is important that staff complete a formal refresher prior to the expiry of their certificate which is valid for 3 years. This training should be arranged in plenty of time before it expires. Should a certificate expire the employee will be required to complete the course in its entirety.
- 4.6 It is essential when selecting members of staff to fulfil the roles of First-Aid provisions, personal qualities likely to make a good First-Aider should be considered. Reliability, strength of character, ability to remain calm in an emergency situation or when others may be injured should all be considered. Additionally, it would be sensible to select members of staff who are employed in what are generally regarded as the most hazardous areas and where the greatest need is likely to arise, but establishments will need to determine their own priorities.
- 4.7 A qualified first aider will be readily available on the premises and easily contactable at all times when employees are at work. Consideration will be made to consider annual leave, out of hours working and other unplanned absence.
- 4.8 In an Early Year's Foundation Stage setting, there is at least one person who has a current Paediatric First Aid (PFA) certificate. This person must be on the premises, and available, at all times when children are present and accompany children on outings. The PFA certificate must be a full course consistent with the criteria set out in Appendix 2 and Annex A of the [Statutory framework for the early years foundation stage](#) government guidance.
- 4.9 The cost of an individual's first aid training will be paid for by the school.

See also Appendix 4: Criteria for training

Administration of First Aid

- 5.1 Any persons detailed in 4.3 (above) can administer first aid in line with the training they have received. However, it is not the responsibility of a first aider to administer medication.
- 5.2 Where accidents involve external bleeding, first aiders must wear protective gloves and ensure that their own personal wounds are covered with a waterproof dressing.
- 5.3 If a first aider receives bites, scratches or needle stick injuries, wash the wound with water, make it bleed, if you can, and then cover with a waterproof dressing. The incident will be reported to a senior leader and a record made of the incident through our incident/accident reporting procedure. This is then addressed within our sites workplace risk assessment to ensure sufficient and suitable control measures are in place.

5.4 Mouth to Mouth Resuscitation

- 5.4.1 If contaminated blood is present through facial injuries, and mouth to mouth contact is required, a Vent Aid is kept in first aid boxes/kits to facilitate this.
- 5.4.2 Where first aiders feel unable to deliver rescue breaths due to the presence of blood, vomit or other reason, they should endeavour to continue to provide chest compressions in line with their training.

5.5 Requesting the Attendance of an Ambulance

5.5.1 All first aiders must be fully aware of their work location procedures for calling, and meeting, the emergency services.

5.5.2 First aiders should follow NHS guidance on when deciding whether to call an ambulance, in line with their training. However, if there is any doubt, an ambulance should be called without delay and follow any instructions provided by the emergency services call handler.

See also Appendix 2: First Aid Procedures

Mental Health First Aid (MHFA)

6.1 It is important for employers to recognise the effects of mental health issues in the same way as physical first aid needs.

6.2 Mental Health First Aid (MHFA) is an educational course which teaches people how to identify, understand and help a person who may be developing a mental health issue. In the same way as we learn physical first aid, Mental Health First Aid teaches you how to recognise the crucial warning signs of mental ill health.

6.3 MHFA courses teach people how to:

- Recognise the signs and symptoms of common mental health issues
- Provide help on a First Aid basis
- Effectively guide someone towards the right support

Our school is committed to ensuring that staff are trained in this area of need. There is a senior Mental Health Lead named.

Reviewing and Reporting

7.1 Senior leaders will periodically review our first aid needs, particularly after any accidents or incidents occur. Recording the accidents and incidents dealt with by first aiders is an important part of the review process.

Post Incident Support

8.1 It is acknowledged that dealing with an emergency situation can have a significant psychological impact on all involved. Senior leaders are aware of the signs and symptoms of post incident stress and provide support, where necessary. It must be noted that the effects can often take months to manifest.

8.2 Employees should be encouraged to discuss incidents and seek professional support, if necessary, from their GP. The Leicestershire Traded Services Wellbeing Service can also be contacted where necessary.

Appendix 1: Staff Roles and Responsibilities

Appointed person(s) and first aiders

The school's appointed person is **Clare Hall** however, we have a number of first aiders. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and informing office staff so that contents of these kits can be replenished.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary with permission of SLT.
- Filling in an accident report/ First Aid Records on the same day, or as soon as is reasonably practicable, after an incident

The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

The headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Ensuring that specified incidents are reported to the HSE when necessary (see section 6)

Office Admin Staff

- Ordering equipment and replenishing the First Aid Bags
- Ensuring staff and pupil contact details are kept up to date
- Calling parents and carers where appropriate.

All Staff

School staff are responsible for:

- Actively supervising students at all time

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to
- Informing the headteacher or their manager of any specific health conditions or first aid needs

Appendix 2: First Aid Procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury, administer any minor first aid, and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- 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. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, a member of staff will contact parents immediately. A staff member will accompany the student in the ambulance if parents have not arrived and will remain with the student until the parent or guardian arrives
- An accident report form will be completed on the same day or as soon as is reasonably practical after an incident resulting in an injury, and should be signed and dated
- With minor injuries, if the child is remaining at school, parents/carers should be informed with an incident slip, giving brief details of the accident and the treatment given
- In the event of a head injury, **or other injury which requires supervision**, parents/carers should be contacted by telephone as soon as possible. The general principle is that anyone who has had a head injury needs observing for 24 hours.

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils and any medication.
- Parents' contact details

Risk assessments will be completed by the member of staff leading the trip prior to any educational visit that necessitates taking pupils off school premises. The headteacher will check this and sign the document.

When taking Early Years children off-site, there will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

Appendix 3: First Aid Kit Monthly Check Template

[illegible]

Sterile Water or Saline (if mains water not available)	1 Litre												
Add additional items as necessary													

Examples of What to Check for:

- Damage – Damaged equipment should be responsibly disposed of.
- Items past expiry date – These items should be replaced, some out of date items e.g. bandages may be donated for first aid training
- Contaminated items – Contaminated items should be responsibly disposed of
- Missing items – Missing items should be replaced
- Broken seals on sterile items – Items with broken seals should be responsibly disposed of and replaced
- Any equipment that shouldn't be in the kit e.g. medication, creams etc... - These items should be removed
- Clean equipment – If the equipment is dirty, it should be cleaned and disinfected or replaced

First aid kits should be checked by the trained appointed person. The appointed person should check all kits in school monthly and sign off in the appropriate box in the table once they are happy the kit is satisfactory.

Appendix 4: Criteria for Effective PFA Training

(Annex A of the Department of Education Statutory framework for the early years foundation stage)

1. Training is designed for workers caring for young children in the absence of their parents and is appropriate to the age of the children being cared for.
2. Following training an assessment of competence leads to the award of a certificate.
3. The certificate must be renewed every three years.
4. Adequate resuscitation and other equipment including baby and junior models must be provided, so that all trainees are able to practice and demonstrate techniques.
5. The **emergency PFA** course should be undertaken face-to-face and last for a minimum of 6 hours (excluding breaks) and cover the following areas:
 - Be able to assess an emergency situation and prioritise what action to take
 - Help a baby or child who is unresponsive and breathing normally
 - Help a baby or child who is unresponsive and not breathing normally
 - Help a baby or child who is having a seizure
 - Help a baby or child who is choking
 - Help a baby or child who is bleeding
 - Help a baby or child who is suffering from shock caused by severe blood loss (hypovolemic shock)
6. The **full PFA** course should last for a minimum of 12 hours (excluding breaks) and cover the areas set out in paragraph 5 as well as the following areas:
 - Help a baby or child who is suffering from anaphylactic shock
 - Help a baby or child who has had an electric shock
 - Help a baby or child who has burns or scalds
 - Help a baby or child who has a suspected fracture
 - Help a baby or child with head, neck or back injuries
 - Help a baby or child who is suspected of being poisoned
 - Help a baby or child with a foreign body in eyes, ears or nose
 - Help a baby or child with an eye injury
 - Help a baby or child with a bite or sting
 - Help a baby or child who is suffering from the effects of extreme heat or cold
 - Help a baby or child having: a diabetic emergency; an asthma attack; an allergic reaction; meningitis; and/or febrile convulsions
 - Understand the role and responsibilities of the paediatric first aider (including appropriate contents of a first aid box and the need for recording accidents and incidents)
7. Providers should consider whether paediatric first aiders need to undertake annual refresher training, during any three-year certification period to help maintain basic skills and keep up to date with any changes to PFA procedures.

Appendix 5: Identification of First Aiders Template

(Please locate these in prominent positions around school)



Your First Aiders Are:

(Insert Name Here)

(Insert Name Here)

(Insert Name Here)

[illegible]