FIRST AID POLICY

This policy has undergone an Equalities Impact Assessment in line with the requirements of the Public Sector Equality Duty

<table>
<thead>
<tr>
<th>Committee:</th>
<th>Resources Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Ratified:</td>
<td>May 2020</td>
</tr>
<tr>
<td>Review Date:</td>
<td>First review after 1 year, then 3 yearly</td>
</tr>
</tbody>
</table>

Additional School Procedure

<table>
<thead>
<tr>
<th>Committee:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Procedure Adopted:</td>
<td></td>
</tr>
<tr>
<td>Review Date:</td>
<td></td>
</tr>
</tbody>
</table>
Contents
2.0 Introduction and Aims..................................................................................................................3
3.0 Guidance........................................................................................................................................3
4.0 Responsibilities.................................................................................................................................3
   4.1 Full Trust Board..............................................................................................................................3
   4.2 Local Governing Body....................................................................................................................3
   4.3 Headteacher ..................................................................................................................................4
   4.4 Designated First Aid Leader (also ‘Appointed Person’)................................................................4
   4.5 Staff ...............................................................................................................................................5
5.0 Duties of a First Aider .......................................................................................................................5
6.0 Number of First Aiders/Appointed Persons ..................................................................................6
7.0 Number, Location and Contents of First Aid Containers ...............................................................6
8.0 Risk Assessments...............................................................................................................................6
9.0 Supporting a pupil who is unwell or had an accident .................................................................7
10.0 Records..........................................................................................................................................7
11. Pupils’ Medical Conditions ..........................................................................................................7
12. Insurance.........................................................................................................................................8
13. Training...........................................................................................................................................9
14. Equal Opportunities .........................................................................................................................9
15. Monitoring and Review ....................................................................................................................9
Appendix A ..............................................................................................................................................10
Contents of First Aid Container............................................................................................................10
2.0 Introduction and Aims

2.1 The Local Governing Body of each CLP School is required to assess the first aid needs of their specific school and to provide adequate and suitable first aid arrangements, equipment and facilities for all its employees/staff under health and safety legislation Health and Safety (First-Aid) Regulations 1981 (as amended)).

2.2 CLP schools recognise that this policy will extend to pupils/visitors and others even though the Regulations do not oblige employers to provide first aid for anyone other than their own employees.

2.3 This policy acknowledges the Management of Health and Safety at Work Regulations 1999 which require employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees at work and others who may be affected by their undertaking, to identify what measures they need to take to prevent or control these risks.

2.4 The aims of the policy are to:

- Ensure that all CLP schools have adequate and appropriate equipment, facilities and procedures to provide suitable first aid;
- Ensure that the schools’ first aid arrangements are in line with this policy and government guidelines; and
- Ensure that the first aid arrangements are based on a risk assessment of the school’s likely requirements, taking into account the size, location of the school and any hazardous activities undertaken.

3.0 Guidance

National guidance is provided in the DfE’s document First Aid in Schools and in the HSE’s The Health and Safety (First-Aid) Regulations 1981: Guidance on Regulations.

4.0 Responsibilities

4.1 Full Trust Board

- Ensuring an appropriate and compliant First Aid Policy exists and is reviewed regularly or when statute/guidance changes and/or following an accident/incident;
- Ensuring the appointment of a suitably qualified advisory body (currently Handsam Ltd);
- Ensuring that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

4.2 Local Governing Body

The Local Governing Body of each CLP school is responsible under the Health and Safety at Work etc Act 1974 (HSWA) for:

- Ensuring that all newly qualified early years staff (with a full and relevant level two or level three childcare certification) have a full Paediatric First Aid (PFA) or an emergency PFA certificate in order to be included in the required adult: child ratios in an early years setting and on excursions;
• Following the Statutory Framework for the Early Years Foundation Stage (EYFS) updated in March 2017 in relation to the new conditions of paediatric first aid training;
• Providing a suitable and sufficient first aid room or rooms where the assessment of first aid needs identifies this as necessary. The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed;
• Ensuring that staff are appropriately consulted and trained;
• Receiving and considering reports from their Headteacher or someone delegated by them;
• Ensuring that accident records are kept and reported to the HSE if required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR); and
• Ensuring that any HSE reportable accidents are also reported to the CEO and Head of Operations and Commercial (HOCO) so that policy implications can be considered.

4.3 **Headteacher**

The Headteacher of each school is responsible for ensuring the policy is put into practice and for:

• Ensuring that the school provides sufficient funding for first aid provision;
• The day to day internal management responsibility for first aid;
• Determining the first aid needs of his/her school, taking into account, among other things, the number of employees, size, location and work activity;
• Developing and reviewing detailed procedures;
• Monitoring the training and expertise of first aid staff;
• Ensuring that there are enough trained staff to meet statutory requirements and assessed needs, including making an allowance for staff who may be on sick leave or off-site;
• Ensuring that there is a designated First Aid Leader responsible for First Aid in the school;
• Informing employees of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel; and
• Ensuring that staff, pupils and parents are aware of CLP’s health and safety and first aid policy and procedures.
• Provide suitable first aid arrangements for off-school activities e.g. school excursions;

4.4 **Designated First Aid Leader (also ‘Appointed Person’)**

The Headteacher of each school will appoint a competent person to be in charge of first aid provision. This person will be known as the Designated First Aid Leader and will be one of at least two people with the three day First Aid at Work qualification. The designated First Aid Lead will:

• Ensure that the first aid provision is adequate and appropriate;
• Carry out appropriate risk assessments in liaison with the Headteacher or other relevant staff member;
• Ensure that the number of first aiders meets the assessed need;
• Ensure that appropriate training is provided and monitor the competence of first aiders;
• Look after First Aid equipment;
• Ensure that the equipment and facilities are fit for purpose and first aid kits are regularly re-stocked and best before dates checked;
• Ensure that any reportable incidents are reported to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) as well as to the central team;
• Ensure that an ambulance or other professional medical help is summoned when required;
• Ensure that all staff know the procedures for calling for first aid and their duties towards any person requiring first aid; and
• Regularly keep the Headteacher informed of the implementation of the policy.

4.5  Staff

4.5.1 Teachers’ conditions of employment do not usually include giving first aid. Staff may, however, volunteer to undertake first aid tasks. Certain support staff may have the giving of first aid as part of their contract. They must be appropriately trained. However, all staff in charge of pupils (including volunteers) must use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils in the same way that parents would be expected to act towards children.

4.5.2 Trained staff may take action beyond the initial management stage. Other staff must provide aid only to the level of qualification or competence they possess.

4.5.3 Staff who deal with a first aid incident must ensure that the incident is recorded and the school’s first aid room should contain an appropriate facility for this. This includes incidents on out-of-school activities which must be recorded on return to school.

4.5.4 The record must include:

• The date, time and place of incident;
• The name (and class) of the injured or ill person;
• Details of the injury/illness and what first aid was given;
• What happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital); and
• Name and signature of the first aider or person dealing with the incident.

5.0  Duties of a First Aider

5.1 All employees providing first aid in CLP schools must have an appropriate first aid qualification and remain competent to perform their role. Typically, first aiders will hold a valid certificate of competence in either first aid at work (FAW) or emergency first aid at work (EFAW). EFAW training enables a first aider to give emergency first aid to someone who is injured or becomes ill while at work. FAW training includes EFAW and also equips the first aider to apply first aid to a range of specific injuries and illnesses. All first aid training providers are required to train workplace first aiders in the use of an automated external defibrillator (AED) on all first aid at work courses. All CLP schools will have at least two people trained on the three day First Aid at Work course (to cover for potential absences), one of who will be the designated First Aid Lead.

5.2 A first aider must:

• Complete a first aid course and hold a valid first aid certificate;
• Give immediate help to casualties; and
• Ensure that when necessary an ambulance or other professional medical help is called.
5.3 First aiders and appointed persons will be expected to follow any appropriate trust or government guidance.

5.4 CLP Schools recognise that a first aid certificate does not constitute appropriate training in supporting children with medical needs and will have regard to the statutory requirements and guidance, as well as the pupil’s Individual Healthcare Plan and the relevant school policies in relation to the care of pupils with medical conditions.

6.0 Number of First Aiders/Appointed Persons

6.1 CLP schools will use the HSE checklist for assessment on pages 10 to 12 *The Health and Safety (First-Aid) Regulations 1981: Guidance on Regulations* and appendix 3 of the same.

6.2 It is essential that adequate provision is made to cover all times people are at work. The Local Governing Body/Headteacher must ensure that there is cover for planned absences in terms of first aiders and appointed persons including staff accompanying school excursions and leaving the school short in terms of supply. Consideration should also be given to what cover is needed for unplanned and exceptional absences such as sick leave or special leave due to bereavement.

6.3 The number of first aiders required at this school is:
We have 13 trained full time first aiders in school and 11 part time/lunchtime supervisor trained first aiders. Therefore there are a sufficient number of first aiders in school.

6.4 The number of appointed persons in each CLP school is: 1.

7.0 Number, Location and Contents of First Aid Containers

7.1 CLP schools will notify the local NHS ambulance service of the location of any defibrillators on site should it choose to install such a device as recommended by the DfE.

7.2 The Designated First Aid Lead will determine the number of First Aid containers required and their appropriate locations and will ensure that this information is communicated to all staff.

7.3 The contents of each container will be at least the minimum suggested by *The Health and Safety (First-Aid) Regulations 1981: Guidance on Regulations* (see appendix 2 of the above for suggestions, provided as Appendix A of this policy). The risk assessments will highlight any additional supplies that may be required in various locations. Drugs, medicines and tablets will not be kept within the first aid container. The container should be immediately recognisable as a first aid container and be green in colour with a white cross. Its location should also be clearly signposted.

7.4 The number of first aid containers required in this school is assessed as three and these are located as follows: Foundation stage Medical Room, Year 1 and 2 First aid Station in the Kitchen area and the Cabin. There are 4 First Aid bags stocked ready for school trips.

8.0 Risk Assessments

8.1 The persons responsible for first aid (Designated First Aid Leader) must make suitable and sufficient risk assessments at their school to determine any extra provision required over and
above the minimum provision, taking into account any known medical conditions of staff/pupils etc.

8.2 The risk assessments must also cover the risks to employees and also any non-employees who may visit.

9.0 Supporting a pupil who is unwell or had an accident

9.1 All pupils who feel unwell or who have suffered an accident should, if possible, be accompanied to the First aid station for their year group. Foundation pupils go to the first aid station at the medical room, year 1 and 2 go to the year 1 and 2 area by the kitchen and if first aid is required in the cabin they will remain in the cabin. Where it is unsafe to move the pupil, someone should be sent to the office to gain assistance.

9.2 A qualified first aider will assess the individual’s need and apply basic first aid; a second opinion should be sought if available.

9.3 The First Aider will issue an advisory note to the parents/carers detailing the illness or incident that has occurred.

9.4 If there is any concern that the injury or illness may be more serious, the parents/carers will be contacted immediately.

9.5 Any pupil having difficulty breathing, feeling dizzy or faint must remain with the teacher or other member of staff. A message should be sent to the main office to send a first aider immediately.

10.0 Records

10.1 Appropriate records must be kept and reports must be made for each incident. The record must include:

- Date, time and place of the incident;
- Name (and job, if relevant) of the injured or ill person;
- Details of the injury/illness and what first aid was given;
- What happened to the person immediately afterwards (for example, went back to work, went home, went to hospital); and
- Name and signature of the first aider or person dealing with the incident.

10.2 The reporting of accidents and incidents will be done under CLP reporting arrangements and will be in accordance with the requirements of the Data Protection Act 1998 and 2003. Records of when the inhaler has been administered is kept in the classrooms alongside expiry dates of medication which is regularly monitored. Records of administering the emergency reliever inhaler will be kept and parents will be informed if their child has used the spare reliever inhaler.

10.3 Parents are responsible for ensuring their child’s inhaler is named and in date.

11. Pupils’ Medical Conditions
11.1 A list of pupils who suffer from medical conditions together with details of any Individual Health Care Plans which are prepared for pupils with more serious medical conditions such as diabetes, anaphylactic shock, asthma or epilepsy is updated annually or when required by the Designated First Aid Lead. A copy of this information is kept in the main office, all classrooms, the cabin, First aid lead, staffroom and lunchtime supervisor cupboard.

11.2 Appropriate medication should be named and labelled and stored securely in the medical room. Named and labelled inhalers and auto-injectors (Epi-Pens) will also be kept for each pupil with a known medical condition in a secure place in the pupils classroom. All individual pupil’s medical equipment, including asthma inhalers in the classroom, are stored in individual containers or clear bags, clearly labelled with the child’s name and class. Auto-injectors are located in the pupils classroom. They are kept in a named box with the pupils health care plan and parental consent. Parents are asked to provide 2 auto-injectors to have in school in case a second dose is required. Parents are required to make note of the expiry date for the epi-pens and order new ones when they are required. Class teachers and the medical lead also make note of expiry date

11.3 Members of staff will be made aware of the pupils who suffer from medical conditions and have Individual Healthcare Plans. Having due regard to confidentiality, staff authority and medical necessity in the distribution of information.

11.4 All asthma inhalers should be taken to all PE/Games lessons.

11.5 Portable first aid kits, auto-injectors and inhalers should be taken to all off-site excursions.

11.6 A spare reliever inhaler and spacer is kept in school, in the medical room, in case a pupils inhaler runs out, is lost or forgotten. In this instance the parents/carers must have provided written consent to use the spare prescribed reliever inhaler (Appendix B). (Human Medicines Regulations 2014). School Office, Medical Lead and SENCo to ensure the spare reliever inhaler is in date and spacers or a new inhaler are ordered when required.

11.7.1 Pupils with specific medical needs might have an individual care plan in place which has been written by the child’s health care professional e.g. allergies requiring an epi-pen. The pupils with specific medical needs or allergies are highlighted to all members of staff and their medical information, with their picture is held in the School office, staffroom, Medical room, School Hall Cupboard and in all the classrooms. Alongside this a list of specific trained staff is also held with this.

12. Insurance

12.1 CLP has procured insurance arrangements that provide appropriate cover for claims arising from actions of staff acting within the scope of their employment.

12.2 CLP will also ensure that adequate liability insurance is in place to cover accidents to pupils and visitors as well as staff.
13. Training
13.1 CLP schools will provide adequate and appropriate training for first aid staff and appropriate information for all staff to enable them to carry out their duty of care.

14. Equal Opportunities
14.1 CLP schools will take particular care with the first aid provision for its disabled staff and pupils, and have due regard to the Equality Act 2010 and the Education Act 2014, as well as the relevant statutory guidance.

14.2 Appropriate risk assessments will be carried out by the Designated First Aid Leader and suitable provision will be made in liaison with the Headteacher.

15. Monitoring and Review
15.1 Periodic reviews should be undertaken by the Designated First Aid Leader particularly after any operating changes, guidance or legislation changes, as well as any accidents/incidents, to ensure that provision remains appropriate.

15.2 The Headteacher will review the first aid needs and arrangements annually or as required and will ensure that the appropriate level of first aiders/appointed persons are in post and that the appropriate standards are met.
Appendix A

Contents of First Aid Container

There is no mandatory list of items to be included in a first-aid container. The decision on what to provide will be influenced by the findings of the first-aid needs assessment. As a guide, where work activities involve low hazards, a minimum stock of first-aid items might be:

- a leaflet giving general guidance on first aid (for example, HSE’s leaflet Basic advice on first aid at work);
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
- two sterile eye pads;
- two individually wrapped triangular bandages, preferably sterile;
- six safety pins;
- two large, sterile, individually wrapped unmedicated wound dressings;
- six medium-sized sterile individually wrapped unmedicated wound dressings;
- at least three pairs of disposable gloves (see HSE’s leaflet Latex and you).7

Employers may wish to refer to British Standard BS 8599 which provides further information on the contents of workplace first-aid kits. Whether using a first aid kit complying with BS 8599 or an alternative kit, the contents should reflect the outcome of the first-aid needs assessment.

Travelling first-aid kit contents

There is no mandatory list of items to be included in first-aid kits for travelling workers. They might typically contain:

- a leaflet giving general guidance on first aid (for example HSE’s leaflet Basic advice on first aid at work);
- six individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary);
- two individually wrapped triangular bandages, preferably sterile;
- two safety pins;
- one large, sterile, unmedicated dressing;
- individually wrapped moist cleansing wipes;
- two pairs of disposable gloves (see HSE’s leaflet Latex and you).7

Either of the above should be considered as suggested contents lists only.

Appendix B

Asthma Policy Information Slip

At Courthill Infant School we keep a record of pupils with asthma in order to ensure the best possible care for your child. In order for us to maintain effective records on our asthmatic children, please enter information as requested below:
Child’s Name: ………………………………………………………………

Date of Birth: ……………………………

Class: …………………

Doctor: ……………………………………………………………

Type of Inhaler: ……………………………………………………………

………………………………………………………….

Dosage (how many puffs): ……………………………………………

I would also ask that you give us your permission to administer emergency treatment as indicated below by signing the section at the bottom of the letter.

At school we keep a Ventolin Inhaler (Salbutamol) and a spacer device which are available in emergency situations. We are able to provide these to children who have forgotten their inhaler or are undergoing a severe attack, where the spacer may be more effective in administration.

I hereby allow Courthill Infant School to administer emergency treatment as indicated below:

Signature of Parent/Guardian: ……………………………………………

Date: ………………………………
