



HERON PARK PRIMARY ACADEMY

# SP27

## FIRST AID POLICY

Approved by: Governing Body

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**Heron Park Primary Academy**  
**First Aid Policy**

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# First Aid Policy

## Key Points:

- This policy describes how the Health and Safety (First Aid) Regulations 1981 and any guidance issued from time to time by the HSE, are implemented to ensure appropriate first aid provision at work and regularises the long-standing first aid arrangements in departments
- Responsibilities in relation to this policy fall on the Chief Executive Officer, Executive Head, Head of School and employees of Aurora Academies Trust and Heron Park Primary Academy.
- Copies of all the Health and Safety Policies can be found on the H drive.

## 1. Introduction

1.1 It is the policy of AAT and HPPA that there are sufficient First Aiders qualified in Emergency First Aid at Work (one day course), First Aid at Work (three day course) and / or Paediatric First Aid (2 day course), to meet the needs of the school, taking into account:

- Proximity to external medical services
- Staffing levels
- Pupil levels
- Risk levels and workplace hazards e.g. tools, machinery, hazardous substances, kitchens and workshops
- Previous incidents that required first aid treatment
- Employees, service users or pupils with disabilities
- Annual leave, shift patterns and other foreseeable absences of first aiders and appointed persons.

1.2 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 Czone for schools the school admin office will assist with this.

1.3 Adequate numbers of clearly marked First Aid boxes and kits, stocked with the appropriate quantity of first aid materials, must be located in areas where they are easily accessible like corridor spaces (these are hung up out of the reach of children and clearly marked) and kept under the control of a lead First Aider.

## 2. Definition of Terms

2.1 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

2.2 The role of the first aider is to administer first aid to staff, pupils and visitors to the premises when required. Where possible first aid treatment should only be administered by trained persons.

2.3 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.

2.4 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.

2.5 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.

2.6 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.”

2.7 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.

2.8 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.**

2.9 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.

### **3. Responsibilities**

#### **3.1 Heads of School will ensure that:**

3.1.1 arrangements are in place for implementing this Policy, through department-specific guidance on its application, where appropriate

3.1.2 systems are in place for the periodic monitoring of the implementation of this Policy

3.1.3 Chief Officers should be aware that in the event of a civil claim the following documents may be subject to disclosure:

- records of training
- records of first aid treatment
- incident/accident records.

#### **3.2 Head of School and the lead First Aider will:**

3.2.1 implement and monitor this Policy and associated documentation within their area of responsibility

3.2.2 ensure that sufficient persons are nominated to provide first aid, in accordance with the criteria outlined in paragraph 1.1 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.

3.2.3 ensure that risk assessments incorporate appropriate reference to suitable first aid provision

3.2.4 ensure First Aiders receive adequate training, delivered by organisations regulated by Ofqual, to enable them to carry out their duties

3.2.5 ensure First Aiders hold current First Aid training certificates

3.2.6 ensure that, where required, First Aiders re-qualify before the expiry date of their certificate

3.2.7 provide and maintain appropriate first aid provision, including efficient systems for dealing with injuries, ill-health etc

3.2.8 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

3.2.9 ensure that adequate communications are in place for contacting all First Aiders (internal phone system and radios)

3.2.10 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.

3.2.11 ensure that sufficient First Aid boxes are provided and First Aid notices displayed

3.2.12 ensure the safe disposal of surplus and waste substances/containers in accordance with the relevant waste regulations, taking into account ecological factors

3.2.13 provide personal protective clothing or equipment as necessary and ensure staff know how to use and maintain them

3.2.14 take the requirements of this Policy into account when placing orders for goods or services

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

**3.3 ESCC Personal & Training Safety Advisers will:**

3.3.1 provide additional advice and guidance, on request, to assist with the implementation of this Policy and ensure it is kept up to date in accordance with any changes in legislation and reflecting current best practice.

**3.4 Head of School and the lead First Aider must:**

3.4.1 ensure there are adequate First Aid Notices indicating local first aid arrangement around the premises.

3.4.2 ensure that contractors and others working temporarily on the premises are familiar with the first aid arrangements.

**3.5 First Aiders will:**

3.5.1 take control of an emergency situation and give appropriate first aid in line with their training and where necessary delegate members of staff to undertake the following tasks:

- ring emergency services
- wait for ambulance
- direct paramedics to scene of incident

3.5.2 in a serious emergency clear the area of any staff/pupils not involved in the incident to ensure that other staff/pupils 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

3.5.3 be responsible for checking the contents of first aid boxes and ensuring there is an adequate supply of materials and those supplies have not passed any expiry date (see Appendix 1). Supplies will be purchased through the normal procurement channels

3.5.4 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

3.5.5 ensure that secure records are kept of all first aid administered, in a First Aid book or similar, and if arising from an incident at work, also reported on the on-line incident reporting system

3.5.6 be aware that AAT's Liability and Public Liability Insurance arrangements extend to the provisions of first aid at work.

### 3.6 **Appointed Persons will:**

3.6.1 take control of a situation when a First Aider is either not appointed or not available and give appropriate assistance in line with their training and where necessary delegate members of staff to undertake the following tasks:

- ring emergency services,
- wait for ambulance,
- direct paramedics to scene of incident

3.6.2 be responsible for first aid equipment where a First Aider is not appointed to do so.

## 4. **Training**

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

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

## Names of post holders:

Chief Executive Officer ..... Mr Tim McCarthy  
Executive Head Teacher..... Mr John Greenwood  
Head of School ..... Mr Raja Ali

Lead First Aider ..... Mr Jon Platt  
Assistant Lead First Aider ..... Mrs Angela Jones

## Appendix 1: 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.