



HOLY TRINITY CATHOLIC PRIMARY SCHOOL

First Aid Policy

Agreed by Governors: March 2017
Policy to be reviewed: March 2018

INTRODUCTION

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE

QBE

Policy number Y097542QBE0116A

Valid from 01.05.2016 – 30.04.2017

For the Year 6 and Year 5 trip to Condoover Hall, the school takes out additional insurance organised by Liverpool City Council. These trips need Governing Body and City Council approval.

LIVERPOOL CITY COUNCIL

Educational Visits Mr Stephen Tiffany - 0151 233 3901

Legal Department – 0151 225 2572

Health & Safety Unit Contact numbers – 0151 233 5233

HSE

Website – www.hse.gov.uk

Email – hse.infoline@santia.co.uk

Phone Number – 0845 345 0055

QUALIFIED STAFF

The following staff are First Aiders

STAFF MEMBER	JOB DESCRIPTION	QUALIFICATION EXPIRES
P.Thomas (Paediatric)	Learning Support Assistant	11.05.2018
K.Hort (Paediatric)	Nursery Nurse	11.05.2018
J.Allerston (Paediatric)	Nursery Nurse	11.05.2018
L.Harris (Paediatric)	Learning Support Assistant	26.11.2018
K.Hunter (Paediatric)	Learning Support Assistant	26.11.2018
M.Wakefield (Paediatric)	Learning Support Assistant	15.12.2017
R.Berndt (Paediatric)	Deputy Head	11.08.2018
A.Ronan (Paediatric)	Learning Support Assistant	26.11.2018
R.Quick (Paediatric)	Educational Support Assistant	23.05.2019
A.Rimmer (Paediatric)	Educational Support Assistant	23.05.2019
L.Widdowson (Paediatric)	Learning Mentor	23.05.2019
L.Gilmurray (Paediatric)	Learning Support Assistant	24.04.2020
P. Bolland (Paediatric)	Learning Support Assistant	24.04.2020
A.Ronan (First Aid at Work)	Learning Support Assistant	11.11.2017

FIRST AID IN SCHOOLS – WHO IS RESPONSIBLE?

The Governing Body

The Governing Body has responsibility for health and safety matters within the school, with managers and staff also having responsibilities. Health and safety legislation places duties on the Governing Body for the health and safety of their employees and anyone else on the premises. In schools this includes responsibility for the head teacher and teachers, non-teaching staff, pupils and visitors (including contractors).

The Governing Body is responsible, under the Health and Safety at Work etc Act 1974 (HSWA), for making sure that a school has a health and safety policy. This should include arrangements for first aid, based on a risk assessment of the school, and should cover:

- numbers of first aiders/appointed persons;
- numbers and locations of first aid containers;
- arrangements for off-site activities/trips;
- out of school hours arrangements eg lettings, parents evenings.

The employer should also make sure that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. It is the employer's responsibility to make sure that the statutory requirements for provision of first aiders are met, that appropriate training is provided and that correct procedures are followed. The employer should be satisfied that any training has given staff sufficient understanding, confidence and expertise.

The Head Teacher

The head teacher is responsible for putting the Governing Body's policy into practice and for developing detailed procedures. The head teacher should also make sure that parents are aware of the school's health and safety policy, including arrangements for first aid.

Teachers and other school staff

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

The employer must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. The employer must ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site.

AIM

In Holy Trinity Catholic Primary School we will ensure that a standardised, practical and knowledge based approach for considering specific risks to the personal safety of employees is taken by the head teacher and Governing Body, in line with current legislation and best practice.

This will facilitate a safe working procedure as may be required to ensure adequate first aid facilities at all times.

The head teacher and Governing Body are required by law to make an assessment of significant risks in the workplace with regard to first aid.

KEY DEFINITIONS

First Aid – is usually defined as the provision of immediate and temporary care to a victim of an accident following injury or ill health, with the purpose of preventing or reducing the threat to life or health of the casualty.

First Aider – is someone who has undergone a training course in administering first aid at work and holds a current First Aid at Work Certificate. The first aiders' course is usually three to four days long and refresher training is required within three years of qualification. The training has to have been approved by the Health and Safety Executive (HSE).

At school, the main duties of a first aider are to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- when necessary, ensure that an ambulance or other professional medical help is called.

Appointed person – (often referred to as an emergency first aider) is someone who in the absence of a qualified first aider takes charge when someone is injured or falls ill. Individuals who act as appointed persons must have attended the one day emergency first aid course.

RESPONSIBILITIES

Ensuring that a formal assessment for first aid facilities have been carried out and that all control measures are implemented is a managerial responsibility. All relevant members of staff should be consulted when carrying out the risk assessment. Managers have to inform their employees of the first aid arrangements. First aid provision needs to be in place at all times. Putting up notices telling staff of where the first aiders or appointed persons are and where the first aid box is, will usually be

sufficient. (Remember, those with whom you have an extended duty of care e.g. reading or language difficulties).

Members of staff have a duty to follow and comply with all controls in place to ensure safe working; for certain activities this will include a formal 'safe working procedure'. Employees also have a duty to inform the head teacher of any concerns regarding existing controls, the method of work, or new hazards that may not have been identified i.e. inform their manager of any shortcomings.

Staff who are trained first aiders have a responsibility to ensure that their qualifications remain valid and to undertake their duties in accordance with their training and recognised best practice.

All employees are responsible for knowing the first aid arrangements, who the first aiders are, where they and the aid boxes are located within the workplace.

REASSESSMENT OF FIRST AID PROVISION

The head teacher or the Governing Body should regularly review the school's first aid policy annually and particularly after any changes, to ensure the provision is adequate. Where minimum numbers of trained first aiders are set, these should be monitored to ensure that these standards are being met.

PROVIDING INFORMATION

The head teacher must inform all staff of the first aid arrangement. This should include the location first aid boxes, facilities and first aiders and the procedures for monitoring and reviewing the school's first aid needs.

A simple method of keeping staff and pupils informed is by displaying first aid notices in all class rooms and throughout the school. The information should be clear and easily understood.

RISK ASSESSMENT

In Holy Trinity Catholic Primary School there are 12 qualified first aiders, which is more than adequate cover in line with health and safety guidelines.

Consideration should be given to factors such as:

- Lone working
- Numbers of non employees on site i.e. workmen, sports coaches

The minimum first aid provision required in any workplace is a suitably stocked first aid box, an appointed person and information provided to employees regarding arrangements in place. The extent of provision required must be determined by assessment.

When calculating the number of first aiders for a workplace, the number of non-employees (pupils, service users, visitors, etc) that may use or be present in the

building at any one time must be taken into account. For example, a school may have 15 staff and 300 pupils. Therefore, first aider provision should be based on 315 people using the premises. The numbers of first aiders required also depends on the potential risk of injury.

FIRST AID KITS

Mrs Ronan and Miss Allerston have been given the responsibility to ensure that first aid boxes are fully stocked. In addition to stock levels first aid materials must be disposed if they exceed their use by date. It is also the responsibility of every first aider to inform Miss Dillon if a first aid box is not fully stocked.

There is no mandatory list of items that must be included in first aid kits. However the HSE advises that, as a minimum, first aid kits should contain:

- Leaflet giving basic advice on first aid (suggest HSE INDG347)
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages
- 6 safety pins
- 6 medium-sized individually wrapped sterile un-medicated wound dressings
- 2 large sterile individually wrapped un-medicated wound dressings
- One pair of nitrile or similar powder free disposable gloves (the use of latex gloves is no longer permitted within Council premises)

In addition to increased numbers of 'standard' first aid items, additional first aid materials may include:

- Adhesive tape
- Scissors
- Disposable aprons
- Individually wrapped moist wipes
- Blankets; to protect casualties from the elements

First aid kits **must not** contain any tablets or medicines.

If mains water is not available for eye irrigation at least one litre of sterile water or sterile normal saline in a sealed, disposable container must be provided. Once the seal is broken the container must be disposed of and re-placed.

Any additional first aid materials must be stored near the first aid kit, in the first aid room, or near the hazard area as appropriate.

PERSONAL FIRST AID KITS FOR SCHOOL TRIPS

The head teacher is responsible for assessing and meeting the first-aid needs of their employees and children on school trips, away from the main site.

If an employee is working on site alone they must ensure that they have a mobile telephone for an emergency.

The Health and Safety Executive advise that first-aid kits for trips should contain, as a minimum:

- A leaflet giving general guidance on first aid (suggest HSE INDG347)
- Six sterile adhesive dressings
- One large sterile un-medicated dressing
- Two triangular bandages
- Two safety pins

DEFIBRILATOR

In March 2014, courtesy of the Oliver King Foundation, we were presented with our defibrillator. On 1st April 2014, K. Hunter, J.Vasey, M. Wakefield, T.Patten, A.Ronan and J.Allerston completed their training. The defibrillator is located in the medical room. On 04.06.15 the following members of staff completed their training:- M.Powney, R.Berndt, K.Quinton, P.Thomas, G.Cummings, M.Hughes. L.Taylor, I.Taylor and L.Towers.

HYGIENE/INFECTION CONTROL

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

TRAINING

At Holy Trinity Catholic Primary School we comply by ensuring all first aiders receive regular updates on changes to health and safety regulations to ensure that competence and qualifications remain current. All first aid staff should receive sufficient training to enable them to carry out their duties in accordance with legislation and any specified safe working procedure. Training courses in first aid must be approved by the Health & Safety Executive, a list of approved trainers can be found on their website. Training and instruction may be provided either 'in-house' or by an external provider. Regular refresher training is essential to ensure competence remains current.

Training in the correct use of any equipment provided must be provided as per manufacturer's instructions.

STATUTORY REQUIREMENTS

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 199(RIDDOR) some accidents must be reported to the HSE.

The employer must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

WHAT ACCIDENTS TO EMPLOYEES DO WE NEED TO REPORT?

Any serious or significant accident must reported centrally for insurance/statistical purposes or as part of their RIDDOR arrangements.

The following accidents must be reported to HSE if they injure either the school's employees during an activity connected with work, or self-employed people while working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence);
- accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).

How should schools report them?

HSE must be notified of fatal and major injuries and dangerous occurrences without delay (eg by telephone). This must be followed up within ten days with a written report on Form 2508. Other reportable accidents do not need immediate notification, but they must be reported to HSE within ten days on Form 2508.

What about pupils and other people who are not at work?

An accident that happens to pupils or visitors must be reported to the HSE on Form 2508 if:

- the person involved is killed or is taken from the site of the accident to hospital; and
- the accident arises out of or in connection with work.

Like fatal and major injuries to employees or dangerous occurrences, these accidents must be notified to HSE without delay and followed up in writing within ten days on Form 2508.

How do I decide whether an accident "arises out of or in connection with work"?

In HSE's view an accident must be reported if it relates to:

- any school activity, both on or off the premises;
- the way a school activity has been organised and managed (eg the supervision of a field trip);
- equipment, machinery or substances;
- the design or condition of the premises.

STATUTORY ACCIDENT RECORDS

Employers with 10 or more employees must keep readily accessible accident records, either in written or electronic form. These records must be kept for a minimum of 3 years.

SCHOOL'S CENTRAL RECORD

This record is not the same as the Department of Social Security BI510 statutory accident book or the RIDDOR record, although the three might be combined, providing all the information required by the legislation is included in the replacement record.

Schools should keep a record of any first aid treatment given by first aiders and appointed persons. This should 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);
- name and signature of the first aider or person dealing with the incident.
- The information in the record book can:
 - help the school identify accident trends and possible areas for improvement in the control of health and safety risks;
 - be used for reference in future first-aid needs assessments;
 - be helpful for insurance and investigative purposes.

In an emergency, the head teacher/teacher in charge should have procedures for contacting the child's parent/guardian/named contact as soon as possible. It is also good practice to report all serious or significant incidents to the parents eg by sending a letter home with the child, or telephoning the parents.

REVIEW

At Holy Trinity Catholic Primary School this guidance will be reviewed annually or sooner should new legislation or knowledge become available.