

# Oakdene Primary School



In association with  
**St Helens Council**

## **First Aid Policy**

Date reviewed: May 2020

Date to be reviewed: May 2021

Ratified by Governors July 2020

## **1.0 Introduction**

- 1.1 The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.
- 1.2 Accidents and illness can happen at any time, therefore, provision for first aid needs to be available at all times people are at work.
- 1.3 What is 'adequate and appropriate' depends on the circumstances in the workplace. This includes whether trained first-aiders are needed, what should be included in a first-aid box and if a first aid room is required. However, the minimum first aid provision at any work site is: a suitably stocked first aid kit, an appointed person to take charge of first-aid arrangements and information for employees about first-aid arrangements.
- 1.4 The Regulations do not place a legal duty on employers to make first aid provision for non-employees such as the public or children in schools. However, the Health and Safety Executive (HSE) strongly recommends that non-employees are included in an assessment of first aid needs and that provision is made for them.

## **2.0 Definition**

- 2.1 First Aid is the immediate treatment or care of a person who is injured or taken ill at work before an ambulance is called for serious cases. First aid treatment prevents minor injuries becoming major injuries.

## **3.0 Roles and Responsibilities**

### **3.1 First Aider**

- 3.1.1 A First Aider is a person trained to the appropriate standard recognised by the Council and holding a valid qualification certificate, that meets the standards in line with HSE requirements. Employees selected to be First Aiders should be suitable for the role ie, reliable, calm, confident and able to communicate effectively in a crisis, physically able and preferably willing to undertake the role (unless this forms part of the employee's job, ie Lifeguard, etc). They should be easily reachable in an emergency and able to leave their normal duties at any time to carry out their First Aid duties.
- 3.1.2 The First Aider should undertake either a one day Emergency First Aid at Work (EFAW) or a three day First Aid at Work (FAW) training course, which is valid for three years.

EFAW training enables a first aider to give basic emergency first aid to someone who is injured or becomes ill at work. Courses should involve at least 6 hours of training and be run over a minimum of 1 day.

FAW training includes Emergency First Aid at Work (EFAW) and equips the first aider to recognise and treat a wider range of specific injuries and illnesses. Courses should involve at least 18 hours of training and be run over a minimum of 3 days.

The findings of the First Aid Needs Assessment will determine what level of training is required.

- 3.1.3 The HSE strongly recommends that a First Aider undertakes annual refresher training during any three years of certification period to maintain basic skills and keep up to date with any changes to first aid procedures. However, this is not a mandatory requirement.
- 3.1.4 The First Aider shall maintain the contents of the first aid box, first aid equipment and arrange for the emergency services to be called, when required.

### 3.2 **Appointed Person**

- 3.2.1 An Appointed Person and suitably stocked first aid kit is the minimum provision for a low level hazard workplace (eg, offices, shops) where the first aid needs assessment identifies that a first aider is unnecessary.
- 3.2.2 The Appointed Person should be available at all times when people are at work and take charge of the first aid arrangements such as: looking after the equipment and facilities and calling the emergency services when required, etc.
- 3.2.3 No first aid training is required for Appointed Persons, although it is prudent that they undertake a one day Emergency First Aid at Work Training, which is valid for three years.
- 3.2.4 An Appointed Person may only administer first aid treatment if they have been trained to do so.

### 3.3 **Paediatric First Aider**

- 3.3.1 Where a school or Ofsted-registered early years setting is subject to the Early Years Foundation Stage statutory framework (EYFS), and is attended by children at any age from birth to five years, it is mandatory that at least one person who has a current Paediatric First Aid (PFA) certificate is on the premises and available at all times when children are present, and accompanies children on outings. However, in order to maintain cover, it is strongly recommended that these premises have a minimum of **two Paediatric First Aiders** present at all times.

The certificate must be for a full course consistent with the criteria set out in Annex A of the framework document.

- 3.3.2 With effect from April 2017, all newly qualified entrants to the early years workforce (including employees who have been apprentices or long term students) who have completed a Level 2 and/or Level 3 qualification on or after 30 June 2016, must have either a full PFA or an Emergency PFA certificate within three months of starting work, in order to be included in the required staff:child ratios at Level 2 or Level 3 in an early years settings. The only exception to this, is where a newly qualified entrant is unable to gain a PFA certificate due to a disability. Such a newly qualified entrant can still be included in the staff:child ratios if otherwise competent to carry out their childcare duties. Where possible, such staff should attend a relevant PFA training course and obtain written evidence of attendance.

*(Note: Newly qualified entrants who started work between 30 June 2016 and 2 April 2017 must have either a full PFA or an emergency PFA certificate by 2 July 2017).*

- 3.3.3 Paediatric First Aid training focuses on emergency scenarios that face those looking after young children and infants, including: nurseries, pre-schools, before and after school clubs for children within the specified early years age group, childminders and carers of children at home.

The one day Emergency PFA course is specifically aimed at newly qualified Level 2 or 3 early years childcare staff. The course should last for a minimum of 6 hours (excluding breaks).

The two day full PFA course is suitable for anyone who cares for babies and young children in a professional setting. It encompasses the Emergency PFA course and should last for a minimum of 12 hours (excluding breaks).

Both courses are recognised by Ofsted for Early Years (EYFS) and meet Childcare Registration requirements. Certificates are valid for three years.

- 3.4 First Aiders who regularly treat cuts and come into contact with blood shall ensure that they take appropriate precautions to protect themselves against blood borne viruses such as: Hepatitis B, C and HIV, and follow safe hygiene practices.

Guidance on good hygiene principles and the action to take in the event of contamination with blood or other body fluids is contained within the Council's Good Hygiene Practice Booklet (available

through the Corporate Safety Section) and the HSE's free leaflet 'Blood-borne Viruses in the Workplace using the following link:

<http://www.hse.gov.uk/pubns/indg342.htm>

The risk of a First Aider being exposed to a blood borne virus is low and immunisation against Hepatitis B is only likely to be recommended where there are other significant higher risks identified through the risk assessment process. Where concerns exist, advice should be sought from Occupational Health.

- 3.5 First Aid Training can be arranged through the Adult and Community Learning Section on 01744 677675, who offer regulated first aid courses. Alternatively, this can be arranged via any other regulated training provider, ie, St John Ambulance, the British Red Cross, etc.
- 3.6 First Aid Certificates shall be issued to the employee and copies forwarded to Oakdene's SLT (Senior Leadership Team), to be held on file by the member with responsibility for CPD.
- 3.7 All training must be recorded by the member of SLT with responsibility for CPD.

#### **4.0 First Aid Needs Assessment**

- 4.1 Service/Building Managers and Headteachers shall undertake an assessment of first aid needs to determine what provision is required.
- 4.2 The assessment should consider the circumstances of the workplace, workforce and the hazards and risks that may be present.

In assessing first aid needs, Service/Building Managers and Headteachers should consider:-

- the nature of the work undertaken
  - the layout of the premises
  - workplace/service hazards and risks (including specific hazards requiring special arrangements)
  - the nature and size of the workforce
  - the work patterns of employees
  - holidays and other absences of those who will be first aiders and appointed persons
  - the history of accidents within the workplace/service
- 
- the needs of travelling, remote and lone workers (ie, personal first aid kit and means of communication)
  - the distribution of the workforce
  - the remoteness of site(s)/workforce from emergency medical services
  - whether employees work on shared or multi-occupancy sites
  - first aid provision for non-employees (eg, pupils/service users/members of the public).
- 4.3 The Department for Education (DfE) recommend that schools have suitable first aid facilities and a sufficient number of trained persons, **normally 1 First Aider for every 50 employees.**  
  
In estimating additional provision sufficient to cover pupil numbers, **1 First Aider for every 150 pupils is normally held to be a reasonable ratio.**
  - 4.4 The HSE have provided some general guidelines for assessing first aid need, as contained within Appendix 1. This should be read in consultation with the suggested number of first aid personnel required, as identified in Appendix 2.
  - 4.5 The HSE have a suite of documents containing scenario-based examples of first-aid needs assessments for a variety of workplaces. They demonstrate the general principles involved in deciding on the provision Service/Building Managers and Headteachers should make for first aid, but it should not be assumed that the outcomes shown are directly transferable to each workplace. These can be found in the link below

- 4.6 The findings of the First Aid Needs Assessment do not need to be recorded, but Service/Building Managers and Headteachers may find it useful to do so, as it will demonstrate how the decision on first aid provision was made. A template form for recording first aid provision is attached as Appendix 3.

## **5.0 First Aid Equipment and Facilities**

### **5.1 First Aid Kits**

5.1.1 First aid kits are a legal requirement for every workplace. It must be clearly marked in a green box with a white cross on it. All employees should be made aware of where their nearest first aid box is located. It should be easily accessible for people, ideally close to hand washing facilities and the contents should be checked regularly by the First Aider to make sure all items are in stock and in date.

5.1.2 The HSE does not issue a definitive list for what your first aid box should contain, however, the following list is provided as a guide to minimum provision in a low risk environment.

- a leaflet giving general advice on first aid
- 20 individually wrapped sterile plasters in assorted sizes. (Hypoallergenic can be provided, if necessary, ie, where there is a known allergy)
- two sterile eye pads
- four individually wrapped triangular bandages, preferably sterile
- six safety pins
- two large, sterile, individually wrapped un-medicated wound dressings
- six medium sized, individually wrapped un-medicated wound dressings
- a pair of non-latex, non-powdered, disposable gloves

British Standard BS 8599 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.

It is not recommended for tablets and medicines to be kept in the first-aid box.

### **5.2 Automatic External Defibrillators (AEDs)**

5.2.1 It is not compulsory for employers to purchase AEDs to comply with the Health and Safety (First Aid) Regulations 1981. First aid at work (FAW) courses do not cover the use of defibrillators.

5.2.2 Should Service/Building Managers or Headteachers decide to provide a defibrillator in their workplace, it is important that those who may use it are appropriately trained. Training is available through the Adult and Community Learning Section on 01744 677675.

### **5.3 First Aid Room**

5.3.1 A suitable first aid room, that is easily accessible and clearly signposted, should be provided where the first aid needs assessment identifies this as necessary. If possible, the room should be reserved specifically for providing first aid and a designated person given responsibility for supervising it.

5.3.2 For schools, The School Premises (England) Regulations 2012, require that suitable accommodation must be provided in order to cater for the medical and therapy needs of pupils.

5.3.3 Facilities and equipment that may be required include:

- a sink with hot and cold running water
- is near to a toilet facility
- drinking water and disposable cups
- soap and paper towels
- a store for first aid materials
- foot operated refuse containers lined with a yellow disposable clinical waste bag or a container suitable for the safe disposal of clinical waste
- an examination/medical couch with waterproof protection and clean pillows and blankets
- a chair

## **6.0 Communication of First Aid Arrangements**

- 6.1 Service/Building Managers and Headteachers must inform employees of the arrangements that have been made in connection with the provision of first-aid, including the location of equipment, facilities and personnel.
- 6.2 A simple method of keeping employees informed is to display first aid notices. The information needs to be clear and easily understood by all employees, including those with reading or language difficulties. At least one notice should be displayed in a prominent position at each site. Appendix 4 provides a template First Aid Notice for use on site.
- 6.3 In the case of Paediatric First Aiders (PFA), a copy of employee certificates or a list of employees who have a current PFA certificate should be displayed (or made available to parents).

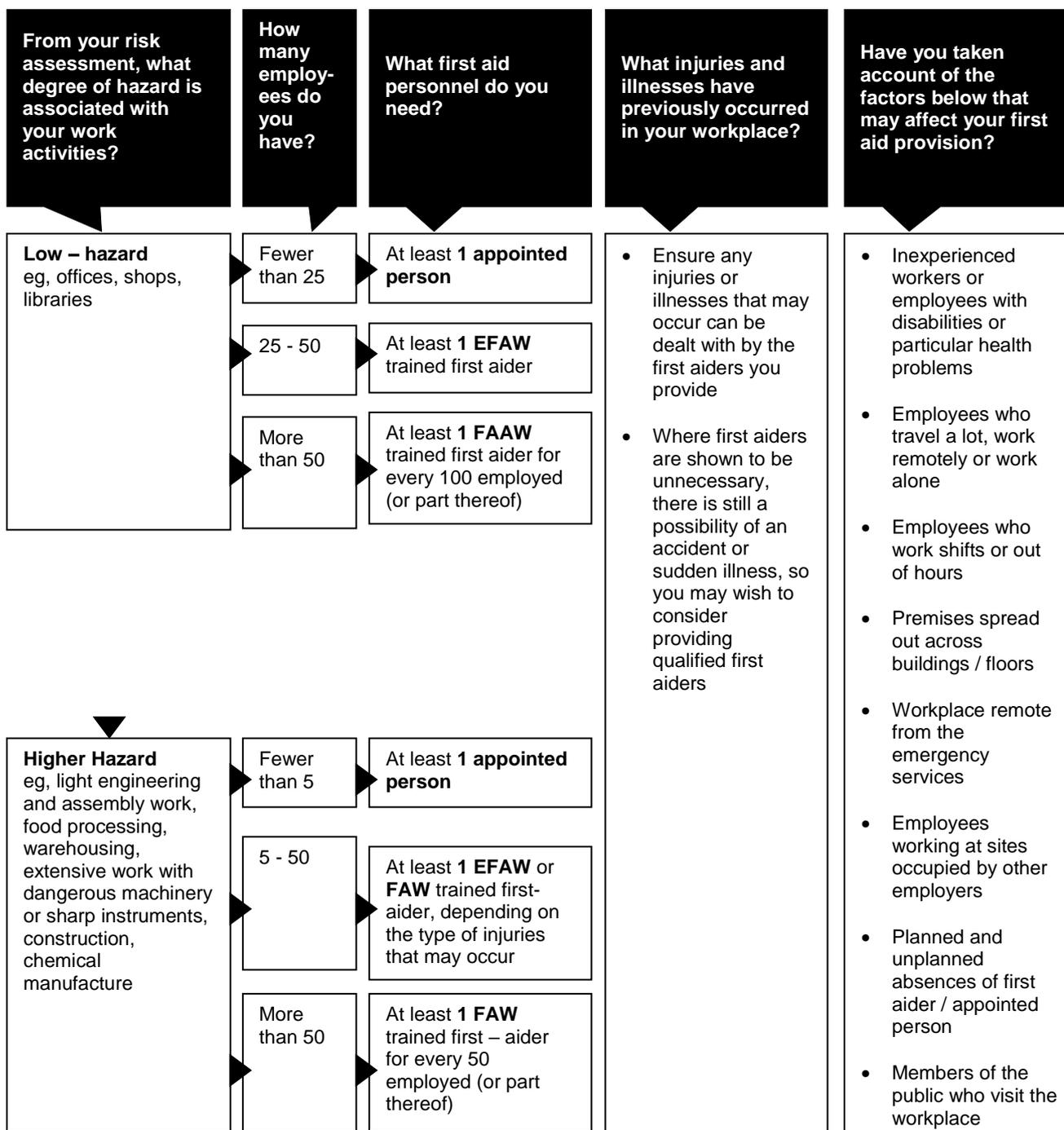
## Checklist for Assessment of First Aid Needs

Factors to consider	Impact on first aid provision
<b>Hazards</b> (use the findings of your general risk assessment and take account of any parts of your workplace with different work activities/hazards that may require different levels of first-aid provision)	
Does your workplace have low-level hazards, such as those that might found in offices and shops?	The minimum provision is: <ul style="list-style-type: none"> <li>• an appointed person to take charge of first aid arrangements;</li> <li>• a suitably stocked first aid kit.</li> </ul>
Does your workplace have higher-level hazards, such as chemicals or dangerous machinery?  Do your work activities involve special hazards, such as hydrofluoric acid or confined spaces?	You should consider: <ul style="list-style-type: none"> <li>• providing first aiders;</li> <li>• providing additional training for first aiders to deal with injuries resulting from special hazards;</li> <li>• providing a suitably stocked first-aid box</li> <li>• providing additional first aid equipment;</li> <li>• precise location of first aid equipment;</li> <li>• providing a first aid room;</li> <li>• informing the emergency services of specific hazards in advance.</li> </ul>
<b>Employees</b>	
How many people are employed on site?	Where there are small numbers of employees, the minimum provision is: <ul style="list-style-type: none"> <li>• an appointed person to take charge of first-aid arrangements;</li> <li>• a suitably stocked first-aid box.</li> </ul> Where there are large numbers of employees, ie more than 25, even in low hazard environments, you should consider providing: <ul style="list-style-type: none"> <li>• first aiders;</li> <li>• additional first aid equipment;</li> <li>• a first aid room.</li> </ul>
Are there inexperienced workers on site (including those on 'work experience'), or employees with disabilities or particular health problems?	You should consider: <ul style="list-style-type: none"> <li>• additional training for first-aiders;</li> <li>• additional first aid equipment;</li> <li>• local siting of first aid equipment.</li> </ul>
<b>Accidents and ill-health records</b>	
What injuries and illness have occurred in your workplace and where did they happen?	Ensure your first aid provision caters for the type of injuries and illness that might occur in your workplace. Monitor accidents and ill health, and review your first aid provision as appropriate.

Factors to consider	Impact on first aid provision
<b>Working arrangements</b>	
Do you have employees who travel a lot, work remotely or work alone?	<p>You should consider:</p> <ul style="list-style-type: none"> <li>• issuing personal first aid kits</li> <li>• issuing personal communicators/mobile phones to employees</li> </ul>
Do any of your employees work shifts or out of hours?	You should ensure there is adequate first aid provision at all times people are at work.
Are the premises spread out, eg, are there several buildings on the site or multi-floor buildings?	You should consider the need for provision in each building or on each floor.
Is your workplace remote from emergency medical services?	<p>You should:</p> <ul style="list-style-type: none"> <li>• inform the emergency services of your location</li> <li>• consider special arrangements with the emergency services</li> <li>• consider emergency transport requirements</li> </ul>
Do any of your employees work at sites occupied by other employers?	You should make arrangements with other site occupiers to ensure adequate provision of first aid. A written agreement between employers is strongly recommended.
Do you have sufficient provision to cover absences of first aiders or appointed persons?	<p>You should consider:</p> <ul style="list-style-type: none"> <li>• what cover is needed for annual leave and other planned absences</li> <li>• what cover is needed for unplanned and exceptional absences</li> </ul>
<b>Non-employees</b>	
Do members of the public or non-employees visit your premises?	Under the Health and Safety (First Aid) Regulations 1981, you have no legal duty to provide first aid for non-employees but HSE strongly recommends that you include them in your first aid provision.

## Appendix 2

### Suggested numbers of first aid personnel as recommended by the HSE



### Numbers of first aid personnel required as per Ofsted Requirements

Early Years Foundation Stage	Suggested number of First Aid Personnel
Where a premises comes under the remit of the Early Years Foundation Stage framework (EYFS), there is a mandatory provision for schools and early years providers in Ofsted registered settings attended by young children (ie, <b>children from birth to the academic year in which a child has their fifth birthday</b> )	<b>1 Paediatric First Aider.</b> In order to maintain cover these premises should ensure that they have a minimum of 2 Paediatric First Aiders.

## Appendix 3

### Record of First Aid Provision

<b>First-aid personnel</b>	<b>Required Yes/No</b>	<b>Number Needed</b>	<b>Number at Oakdene</b>
Appointed Person	<b>No</b>	<b>1</b>	<b>0</b>
First-Aider with an Emergency First Aid at Work Certificate – Schools' version by SJA	<b>Yes</b>	<b>1</b>	<b>8</b>
First-Aider with a First Aid at Work Certificate	<b>Yes</b>	<b>1</b>	<b>2</b>
First-Aider with additional training (Paediatric)	<b>Yes</b>	<b>2</b>	<b>4 (+OoSC only)</b>
<b>First-aid equipment and facilities</b>	<b>Required Yes/No</b>	<b>Number Needed</b>	
Dust and damp proof first aid container	<b>Yes</b>	<b>1</b>	<b>5</b>
Kit contents	<b>Yes</b>	<b>1</b>	<b>5</b>
Additional equipment (specify), eg, foil blankets, eye wash bottles, shears, microporous tape	<b>Yes</b>	<b>1</b>	<b>1</b>
Defibrillator	<b>No</b>	<b>0</b>	<b>1</b>
Travelling First Aid Kit	<b>Yes</b>	<b>1</b>	<b>4</b>
First Aid Room? Which one?	<b>Yes</b>	<b>1</b>	<b>1</b>

The minimum first-aid provision for each worksite is:

- a person appointed to take charge of first aid arrangements;
- A suitably stocked first aid kit;
- Information for all employees about what they need to do in case an emergency.

Appendix 4

Sample First Aid Notice



NAME	EXT NO.
Insert Name(s)	Insert Ext No(s)
<b>Location of the First Aid Box</b>	
Insert location(s)	

To help maintain the accuracy of this poster, please inform  
..... on Ext: ..... of any changes