



Upper Beeding Primary School

# First Aid Provision

November 2020

## PROVISION OF FIRST AID IN SCHOOLS

The main legislation for standards of first aid in schools and Early Years settings is the Health and Safety (First Aid) Regulations and the Early Years Foundation Stage Statutory Framework.

First aid must be given whatever the injury or illness to minimise further injury, possible future disability, and to save life, and provision must be adequate and appropriate.

### Management of First Aid

The minimum first aid provision on any WSCC occupied premises is:

- A well-stocked first aid kit
- An appointed person to take charge of first aid arrangements
- Information for staff and visitors about first aid arrangements

Educational establishments must have adequate arrangements to provide immediate first aid for staff, pupils and visitors. First aid must be available at all times when people are on site, and to groups who are taking part in off-site activities or are otherwise in the establishment's duty of care (children off-site are always accompanied by a member of school staff).

To ensure that the arrangements are appropriate for a specific establishment, a first aid risk assessment must be undertaken. To be sure that the arrangements are maintained, this risk assessment should be reviewed if there is any significant change at the school, and at a nominal yearly interval, generally in September.

A responsible member of staff should be allocated the duty of day-to-day management of first aid within the establishment – at UBPS this is primarily Lou Brown (FAW) or Christine Gilliam (FAW) in her absence, both based in the school office - and this will include:

- Reviewing the first aid risk assessment whenever necessary
- Co-ordinating first aid training to ensure continuous cover
- Ensuring that first aid supplies are replenished, kept in date, and correctly stored.

### Risk Assessment

First aid must be provided to any person that the educational establishment owes a duty of care if they are injured or become ill while on the premises or involved in an off-site activity. There must be sufficient suitably qualified first aiders and adequate first aid facilities to ensure that immediate assistance will be provided to casualties and a call made to the emergency services when appropriate.

### Appropriate Practice

First aiders are responsible for assessing injuries or ill health and using their training to decide upon the most appropriate response. This can involve treating the casualty if the injury is within the scope of their training, referring them to hospital for assessment or further treatment, or calling the emergency services for immediate help. If the first aider is in any doubt about whether a casualty requires professional medical assistance, he or she should refer

to the First Aid Manual, call 999, or call NHS Direct. Urgent treatment should not be delayed in order to consult with parents or carers first. First aiders should adhere to the procedures in the First Aid Manual – this is located in the wall cupboard in the medical room.

### Indemnity

WSCC employees who hold a valid recognised first aid qualification are indemnified by the County Council's insurance against any related claims for negligence and/or injury, provided they relate to first aid provided in the course of their employment and they acted in good faith and in accordance with their training. The indemnity is regardless of where and to whom the first aid was provided. Some training providers also provide indemnity cover for the period of the certificate to protect the first aider from claims when providing first aid in any situation and not restricting its use to the workplace.

### Communication

Everybody on the premises should be aware of the arrangements that have been made for first aid. This information should include:

- A poster giving names of the first aiders, their qualification, and their location – posters at UBPS displayed in medical room, office and staff room
- Instructions for contacting emergency services – at UBPS sign is displayed next to each telephone with an external line
- Details of where first aid facilities are located – at UBPS there is a medical room and also first aid facilities in each year group area

### Qualifications and Training

All first aiders must hold a relevant current certificate that has been obtained through attendance on a training course run by an approved organisation. There are three main first aid courses provided by St Johns Ambulance which can be booked through the Health and Safety Team at County. If educational establishments intend to seek first aid training elsewhere, they must ensure that the providers meet the requirements below and that, where necessary, courses include first aid procedures for the primary/nursery age range.

- **First Aid at Work (FAW)** a person who has successfully completed a three-day course in first aid. Certificates are valid for three years and the qualification can be maintained by attending a 2 day FAW renewal course. Renewal courses must be completed within 28 days of expiry of the previous certificate. It is recommended by HSE that all first aiders receive annual refresher training.
- **Emergency First Aid at Work (EFAW)** a person who has successfully completed an approved one-day course in first aid. Certificates are valid for three years.
- **Paediatric or Early Years First Aid (EYFA)** a person who has successfully completed an approved two-day course covering many of the same modules as an FAW course, but specialising in delivering first aid for children in the younger age group. Certificates are valid for three years.

### How Many First Aiders?

The number of qualified first aiders necessary for an educational establishment will depend upon the size and layout of the premises, the number of people it accommodates, and the nature of the activities carried out. There are no standard rules, but there must be a sufficient number of first aiders, strategically located to ensure that assistance will be provided quickly in an emergency. The number of qualified first aiders must also be sufficient to ensure provision will be maintained during both planned and unplanned absences such as leave and sickness, and to accommodate off site activities such as educational visits and sporting fixtures. First aid duties can be shared between qualified staff provided the appropriate level of provision is maintained.

Educational establishments with children under 5 must also meet the first aid requirements of the Early Years Foundation Stage statutory framework. At all times when children under-5 are at the establishment, or on an off-site

visit organised by the establishment, there must be enough paediatric first aiders to meet the supervision ratio requirements of the EYFSA which is 1:13 for reception age children. Staff that do not hold the paediatric first aid qualification cannot be considered as part of the statutory supervision ratios outlined in the EYFSA guidance for the under 5's.

### **Record Keeping**

All First Aiders should ensure that a record is made of all first aid treatment they give. This should include:

- The date, time and place of the injury or illness occurring
- The name of the injured or ill person and their status i.e. employee, pupil, client, visitor, etc. There are separate recording systems for pupils and for staff/visitors
- Details of the injury/illness and what first aid was given
- What happened to the person immediately afterwards e.g. sent home, sent to hospital, returned to normal duties
- Initials or name of the First Aider or person dealing with the casualty

At UBPS incidents are initially recorded in the orange books kept in each area first aid box. If further attention is required in the medical room, then the main first aid log stored in that room will be updated as appropriate to ensure continuation of reporting.

For staff, if the injury/illness arises from a work activity and requires doctor or hospital treatment, an online incident report must be raised. At UBPS this is accessed by the Head Teacher.

### **First Aid Materials, Equipment and Facilities**

There must be an adequate level of first aid materials, equipment and facilities in every establishment to ensure that an injured person can be treated quickly in an emergency. The number and content of first aid kits necessary will depend upon risk assessment.

#### **First Aid Kits**

The minimum provision for an educational establishment will be at least one first aid kit for use on the premises and one or more kits to be taken on off-site visits. High-risk areas such as laboratories and workshops should have their own first aid kits, and kits should be immediately available on playing fields. Very large or split site establishments will need sufficient kits to ensure they are readily available across the entire site.

First aid kits must be stored in a robust container designed to protect the contents from damp and dust and marked with a white cross on a green background. There are no particular items that must be kept in a first aid kit, so they are filled according to required use. At UBPS a full range of equipment is located in the medical room.

Where soap and water are not available, individually wrapped moist cleaning wipes or hand sanitiser gel must be provided. If scissors are put into the first aid box, they must be blunt-ended. Disposable aprons and waste bags are kept in the medical room. Antiseptic creams, lotions, or any type of medication or drugs must not be kept in a first aid kit.

The contents of a travelling first aid kit for off-site visits must be appropriate to the type and duration of visit, and these kits should be checked and replenished prior to, and after, every use. At UBPS these are stored in the medical room.

### **Medical Accommodation**

Schools must have accommodation to care for children during school hours, and for health professionals to carry out medical examinations. It does not need to be used solely for these reasons, but it must be appropriate for this use and be available when needed. It must be well lit, contain a washbasin, and have a toilet reasonably nearby. The

floor and surfaces must be easy to clean and disinfect. It should be located on the ground floor with reasonable access for a wheelchair or gurney to the space reserved for emergency vehicles. The room should be equipped with adequate first aid facilities and equipment. At UBPS the medical room is located next to the school office.

### **Automated External Defibrillators (AEDs)**

It is not compulsory for schools to have an AED, however, evidence suggests that where AEDs have been used, the outcome is far more favourable for an individual who suffers a heart attack than if it is delayed until the emergency services arrive. AEDs must be regularly serviced and maintained following manufacturer's guidance. AED training is now included in all first aid training courses. At UBPS the AED is located outside the medical room, and checked regularly by Lou Brown (FAW).

### **Calling the Emergency Services**

When you dial 999, you are not calling an ambulance, but are alerting the emergency services to your incident. They will decide on the response that they will provide; this could be an ambulance, a fire tender, a helicopter, or verbal advice over the phone. Calling 999 should not be delayed - let the emergency services decide based on the information that you give them. At UBPS details on how to contact the emergency services are displayed by all telephones with external lines.

### **Pupils with Medical Conditions**

First aiders will need to be informed if a pupil with a medical condition is likely to need special emergency treatment. The designated nurse from the school nursing service can assist you to prepare an Individual Health Care Plan for such pupils and arrange any necessary training. Pupil Health Care Plans must be available to first aiders and a copy should be provided to any medical practitioner providing emergency medical treatment to such pupils. At UBPS copies of all IHCPs are stored in the school office. IHCPs are compiled and maintained by Lou Brown (FAW) and Christine Gilliam (FAW).

### **Hygiene and Infection Control**

First Aiders must follow their training and maintain good standards for infection control. Whenever small amounts of body fluids have to be cleaned up, disposable plastic gloves should be worn and disposable paper towels and a detergent solution should be used to absorb and clean surfaces. These items should be disposed of in black plastic bin bags, tied up and placed directly into waste bins with other inert waste. Human hygiene waste that is produced in places like schools and offices is generally assumed not to be clinical waste because the risk of infection is no greater than for domestic waste. However, this should be verified in the risk assessment on a case-by-case basis as required.

### **Head Injuries**

To be read in conjunction with the separate document 'First Aid - Head Injury Procedure'.

All head injuries, no matter how minor, are checked by a qualified First Aider and recorded. All school staff have first aid training at varying levels.

When a child bumps their head they will initially receive appropriate treatment in the classroom / on the playground and it will be recorded in the orange incident book for that year group. The child will then receive further treatment in the First Aid Room if the injury requires it. The class teacher will be informed in all instances so they can monitor the child for the remainder of the school day, and the office will always be informed so they can contact parents/carers to advise them of the incident.

If a child remains unconscious or suffers fits after receiving a head injury, an ambulance will be called immediately.

Reviewed November 2020 by PW Committee – updates based on West Sussex guidance 'Provision of First Aid at Work' March 2020