



First Aid Policy



Written By	R. Eldred	Approved By	Governors
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Review Cycle	Reviewed and approved by the full governing board annually.		

Introduction

This policy has been written in accordance with Somerset County Council's Health and Safety Guidance for First Aid. It sets out roles and responsibilities to ensure that staff are trained and informed thus ensuring that First Aid can be administered effectively and safely.

First aid can save lives and prevent minor injuries becoming major ones. Bowlish Infant School has a duty to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

What the law says about first aid

The main set of regulations applicable to first aid is the Health and Safety (First Aid) Regulations 1981 as amended.

In brief, this requires managers to:

- **Make provision for first aid.** As an absolute minimum, this means that an appointed person must be nominated and a first aid box to be always readily available (or for off-site activities, a travelling first aid kit)
- **Assess the needs** based on many factors such as numbers of employees, the hazards of the site and the activities undertaken by those at, or based a given site.
- **Determine the number of trained first aid personnel** required.
- Ensure first aid personnel receive any **additional training** based on any specific hazards requiring more specialised knowledge and, where appropriate, refresher training
- **Consider refresher training** for both types of first aider. It is not mandatory but is strongly recommended to be undertaken annually to reduce "skill degradation".

Key Terms

- **First Aid** is defined as "the skilled application of treatment for the purpose of preserving life and minimising the consequences of injury and illness, until medical help arrives. *The initial qualification consists of 3-day training course (minimum 18 hours), with a 2- day re-qualification course every 3-years.*
- **First Aider** is someone who has successfully completed a training course in administering first aid.
- **Emergency First Aider at School (EFAS)** is an employee who has attended a 1-day first aid training course and must be retrained in full every 3 years to remain qualified. It is recommended that they attend an annual refresher course (**AR**). They are not official First Aiders but can administer first aid for which they have been trained. They may also have the responsibilities of an Appointed Person.
- **Paediatric First Aider (PFA)** is someone who has completed training giving them the skill and knowledge required to provide effective first aid to children. *The initial course consists of a 2-day (12-hour) training course, with a 2-day (12 hours) re-qualification course every 3-years.*
- **Appointed Person (AP)** is only responsible for taking charge when someone is injured or falls ill (including calling an ambulance where required), and looking after the first aid equipment, e.g. restocking the first aid box. The provision of an Appointed Person is the minimum required by law: often risk assessment will dictate that workplaces need a First Aider (either Registered or Emergency).

Number of staff in school with each qualification as of May 2024.

Training renewal dates are tracked and addressed as part of an ongoing monitoring system. On the staff photo board in Reception, the green stickers indicates if a member of staff is First Aid trained. 13/23 staff members.

EFAS	PFA	AP
Teacher KL TA JC ELSA TA EB TA GC HLTA SC TA KM	Teacher CH Teacher SPJ TA KB TA WW LTS JP Headteacher RE Office Manager MH	All staff act as appointed person.

Responsibilities

The Headteacher will:

- Make provision for first aid equipment for its premises and activities.
- Ensure staff are trained using an approved HSE course.
- Ensure first aid personnel receive any additional training as required.
- Review this policy regularly.
- Ensure first aid needs assessments are performed and reviewed.
- Ensure details of first aiders are kept up to date and available.
- Assess first aid requirements in terms of equipment, facilities and personnel required.
- Ensure the outcomes of a first aid needs assessment are implemented.
- Ensure suitable persons are selected to undertake first aid duties.
- Always ensure suitable first aid cover.
- Arrange and keep records of suitable training for first aid personnel.
- Ensure that Registered First Aiders attend refresher courses as detailed.
- Ensure there are adequate and appropriate signs so that employees/children are aware of who and where the first aiders and equipment are sited.
- Ensure the use of equipment is reported and that first aid boxes are periodically inspected.
- Provide information on first aid arrangements.
- Report incidents and accidents via the appropriate management system EEC.
- Have a working knowledge and understanding of the First Aid at Work guidance document.

The First Aiders will:

- Act safely, promptly and effectively when an emergency occurs at work.
- Promptly and effectively administer cardio-pulmonary resuscitation, care for an unconscious casualty and to the wounded and bleeding.
- Administer first aid to a casualty who has a scald or burn, suffered an injury to bones, muscles or joints, suffering from shock, eye injury, poisoning, or has been overcome with gas or fume.
- Maintain simple, factual records and provide written information to a doctor or hospital as required.

The Emergency First Aiders at Work will:

- Promptly and effectively administer cardio-pulmonary resuscitation, care for an unconscious casualty and to the wounded and bleeding.
- Not attempt to give first aid for which they have not been trained.
- Maintain simple, factual records and provide written information to a doctor or hospital as required.

Appointed Persons will:

- Call the emergency services if necessary, following an accident.
- Ensure the maintenance of the first aid boxes and facilities.
- Maintain simple, factual records and provide written information to a doctor or hospital as required.

Paediatric First Aiders will:

- Call the emergency services if necessary, following an accident.
- Not attempt to give first aid for which they have not been trained.
- Maintain simple, factual records and provide written information to a doctor or hospital as required.

First Aid Provision

First Aider Cover Ratios

Lower Risk		Medium Risk		Higher Risk	
Fewer than 25	1 appointed person	Fewer than 20	At least 1 x EFAW	Fewer than 5	At least 1 x FAW

25-50	1 x EFAW	20-50	At least 1 x FAW	5-50	1 x FAW
50-100	1 x FAW	50+	1 extra FAW for every 50 people	50+	1 extra FAW for every 50 people
100+	1 extra FAW for each 100 people			Where there are hazards where additional first aiders are necessary	At least 1 additional first aider trained in the specific emergency section
Any children under the age of 5	2 Pediatric First Aiders				

First Aid Boxes/Bags

- First Aid boxes/kits are clearly marked with a green background and a white cross.
- The main first aid box is locked with the key hanging in visual eyesight and in the reach of adults.
- Mobile first aid bags are not locked but are out of the reach of children.
- The main First Aid Box is in Reception.
- The emergency medicine first aid box is in Reception.
- The first aid supplies storage cupboard is in Reception.
- The mobile Trips first aid bag.
- The playtime first aid bag.
- Additional first aid box is in the kitchen.

The main First Aid Box will hold:

- Individually wrapped sterile un-adhesive dressings.
- Sterile eye pads.
- Individually wrapped triangular bandages.
- Safety pins.
- Plasters.
- Disposable gloves.
- Burn dressing.
- Sterile wipes.
- Finger bandage.
- Microporous tape.
- Mouth/face shield for administering resuscitation.
- Foil blanket.
- Clothing cutters.

* There is a fridge freezer in Reception to store Cold Compresses in an easily accessible location.

* *Tablets and medicines are not kept within First Aid kits.*

Mobile First Aid Bags for playtimes will hold:

- Individually wrapped sterile un-adhesive dressings.
- Sterile eye pads.
- Plasters.
- Microporous tape.
- Finger bandage.
- sterile wipes.
- Individually wrapped triangular bandages.
- Safety pins.
- Disposable gloves.

Mobile First Aid Bags for Trips will hold:

- Individually wrapped sterile un-adhesive dressings.

- Sterile eye pads.
- Individually wrapped triangular bandages.
- Safety pins.
- Plasters.
- Disposable gloves.
- Burn dressing.
- Sterile wipes.
- Finger bandage.
- Microporous tape.
- Mouth/face shield for administering resuscitation.
- Foil blanket.
- Clothing cutters.

Administering First Aid

Minor accidents such as grazed knees/hands are dealt with by the member of staff on duty with First Aid at School Training.

- A record of the First Aid given is made in the Bump Book.
- An injury sticker is filled in and put on the child.
- The member of staff will then report the injury to the child's class teacher who will then report to the parents at the end of the school day.

Head injuries are treated by the member of staff on duty with First Aid at School training.

- If a second opinion is required or the head injury appears to be serious, a Paediatric First Aider/the First Aider is called for.
- A decision will then be made as to whether the child needs to be collected by a parent/carer.
- An injury sticker is filled in and the treatment given recorded in the Bump Book. The person dealing with the incident will inform the child's class teacher who must report the incident to the parent at the end of the school day if the parent hasn't already been contacted.

For **serious accidents** a Paediatric First Aider / the First Aider* will be called for.

- They will assess the injury and decide on the action to take.
- They will take the lead in treating the child, making decisions, and instructing other members of staff on the action to take. Under their instruction the emergency services may be called. There is a poster in Reception by the phone with emergency school location information.
- As soon as it is evident that the injury is serious the child's parents must be called.

The **administering of First Aid to members of staff and adult visitors** will be done by the First Aider.

Students on placement and volunteers at the school are not permitted to administer First Aid no matter how minor the injury may appear.

Anaphylaxis and Asthma

All staff receive regular training to ensure they understand how to prevent, recognise symptoms of, and respond to an anaphylaxis and asthma attack.

First Aid on Trips

The level of first aid provision for a visit must be based on risk assessment.

When planning the visit, the Educational Visit Co-coordinator or Leader makes a professional judgment as to the level of first aid required for the planned visit or activity. This decision could be influenced by factors such as the nature of the activity, the environment where the off-site activity is taking place, possible injuries that are likely to occur, and whether there is emergency provision nearby.

A risk assessment may indicate a higher-level qualification is appropriate in circumstances where the risk of injury is higher or when the arrival at the scene by the emergency services may be delayed. In these cases, qualifications such as a current First Aid at Work Certificate may be required. Additional first aid training in water and mountainous environments may also be advantageous.

Recording and Reporting First Aid Treatment

Minor bumps and grazes are recorded in the school bump book. These are checked monthly for any recurring issues and action is taken by the Headteacher.

Injury stickers are used to record the injury to inform parents at the end of the school day. This system provides a reminder to staff to keep an eye on the child and their injury during the day, but the information must also be verbally reported to parents at the end of the school day.

Incidents which have required the child to visit their GP or the Accident and Emergency department require an accident report via EEC Live. A data collection sheet should be used as soon as possible after the incident to report what happened, the kind of injury and action taken. This is then transferred to EEC Live accident reporting. The recording sheets are in Reception.

Spillage of body fluids

- Any spillage of body fluids requires the First Aider / Paediatric First Aider to wear gloves to deal with it.
- 'Sanitaire' is used to absorb sickness which is then swept up and disposed of. The floor space is then disinfected / cleaned.
- Disinfectant is used to clean up any body fluids from toilet accidents. Disposable towels and gloves are used.

Disposing of Clinical Waste

- All used dressings, swabs and contaminated waste from treatment areas are disposed of appropriately and safely in the grey bin clearly marked in Reception.