

The Holy Spirit Catholic Primary School
First Aid Policy
2021 - 2022



Headteacher	Mrs L Connolly
Chair of Governors	Mrs K Keig
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"Together in the spirit of love and forgiveness our family learns to grow with hope and joy."

Introduction

The Health and Safety (First Aid) Regulations, 1981 requires employers to provide qualified first aiders to administer first aid to employees within the organisation.

Under Section 3 of the Health & Safety at Work Act, 1974 a duty of care exists to protect the health, safety and welfare of pupils, the public and visitors to educational establishments. As such, if the school identifies a risk to those groups then there is a legal requirement to provide First Aid.

Definitions

'First Aid' –

- a) In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained.
- b) Treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

'First Aider'

A 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.

'Appointed Person'

- a) An appointed person takes charge when someone is injured or falls ill, including calling an ambulance if required;
- b) An appointed person looks after the first-aid equipment, e.g. restocking the first-aid box.

Responsibilities

Head teachers must ensure that sufficient First Aiders are available.

Records of the occupational risk assessments must be kept and any actions identified should be shared with the relevant employees. The measures need to be monitored to make sure that they are effective.

Also see defibrillators section.

Assessing the level of first aid provision

First Aid provision should be risk assessed, giving consideration to the following criteria:

1. How many pupils are there on site? One first aider is required at any one time for 100 employees / pupils

2. What is the nature of the activities – does it involve activities where there is a ‘high’ risk, especially on Educational visits?
3. How many fully qualified first aiders are there?
4. Sickness absence / holiday cover
5. How accessible are the first aiders? (consider layout of building or place of work)
6. How accessible are the emergency services?

Head teachers are responsible for identifying the category of first aid provision (see appendix ‘b’), arranging necessary training and for ensuring parents are aware of the schools first aid arrangements.

Training Requirements

Fully qualified first aiders (FAW) must have attended a three-day course (approved by the Health and Safety Executive). In order for their certification to remain valid, three yearly refresher training is also required. An annual half day refresher course is also strongly recommended.

Emergency first aiders at work (EFAW) must have attended a 1 day course and gained an accredited First Aid Certificate.

Schools may wish for staff to attend a one-day course that gives them Appointed Person status but does not qualify them to carry out first aid duties. Appointed persons are responsible for calling the emergency services in the event of an incident and ensuring that adequate first aid supplies are available. Appointed persons are not to be considered as alternatives for qualified first aiders except in situations where there are less than five employees on site.

Voluntary training is available in the use of defibrillators for sites who hold this type of equipment.

Early Years Settings

In early year’s settings, 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 current Paediatric First Aid Certificate. First aid provision must also be made for employees at any early years setting.

Managers should carry out training-needs analysis to ensure that the proposed employee will be required to carry out first aid. In other words, is there adequate provision already taking into account the considerations listed below?

Informing Parents

When a child at The Holy Spirit Catholic Primary School receives first aid, parents will be notified by the following:

A phone call home – Staff will notify parents to come and collect their child if they suffer a serious injury such as;

- A bump to the head
- Suspected fracture
- Deep laceration

Children will also leave school with a coloured band indicating the following:

- Stickers for Reception children - *I have received first aid today; I've been brave today*
- Green band – I have received first aid today
- Red Band – I have bumped my head today

All First Aid Incidents will be recorded and logged,
Accidents will also be reported on CPOMS, if staff see it appropriate to do so.

Educational Visits

It is advised that a competent First Aider attends educational visits, which may involve visiting remote areas. They should have access to a travelling first aid kit. Owing to the nature of activities the 3-day course may not be appropriate (see appendix 'b').

Forest Schools

There is a requirement for Forest Schools to have staff trained specifically to deal with injuries arising from a forest setting.

First Aid Supplies, Locations and Defibrillators

At the Holy Spirit Catholic Primary School First aid boxes are kept in each Key Stage area. All staff have their own first aid kits in their classrooms; staff may use these when on playground duty. Staff are responsible for ensuring first aid kits are adequately stocked. Larger First aid kits are located in the vicinity of the first aider and particularly in places where they are most likely to be needed e.g. main entrance, (Staffroom) Hall, LKS2 corridor cupboard. First aid kits are also available for middays.

The Holy Spirit's site manager, ensures that monthly checks of the defibrillator are carried out and records kept. Faults and consumable requirements are reported on a monthly basis to the relevant authority. Annual refresher training is recommended.

Communication

Information should be available with details of the location and contact number for the nearest designated first aiders.

Insurance

For schools buying into the Halton Borough Council Insurance scheme the insurers have confirmed that should there be a claim for damages arising from malpractice in the provision of first aid, the person administering will be indemnified under the Employers Liability Insurance, providing that:

- Their first aid certificate is current
- They have not carried out first aid beyond the level to which they have been trained

Schools who do not buy into the insurance scheme should check with their own insurance that the same cover applies.

Aspirin / Paracetamol/

In certain situations, schools may wish to administer the above. This should only be done with parental consent and the appropriate staff training. Details of the request should be recorded and the tablets must be administered in line with the recommendations. A record of the pupil's name, age, dosage, date and time must be kept. Appropriate paperwork can be found within the appendices of REP-SCH-POL-33 Supporting Pupils at School with Medical Conditions.

Review and Evaluation

In order to ensure that this policy continues to be effective and applicable to the Council, the program will be reviewed biennially by Risk and Emergency Planning and relevant stakeholders. Conditions which might warrant a review of the policy on a more frequent basis would include:

- Changes to legislation
- Employee concern

Following completion of any review, the program will be revised and/or updated in order to correct any deficiencies. Any changes to the program will be consulted through the relevant stakeholders.

Version Control and Change History

Version Control	Date Released	Date Effective	Amendment
1	January 2010	Apr 2010	Document created.
2	May 2011	May 2011	Payment details changed after consultation with schools H & S working group.
3	August 2011	August 2011	Contents list amended in line with BS 8599
4	May 2013	May 2013	Defibrillator information included re training and equipment checks.
5	July 2015	July 2015	Reference to training added for the administration of medication. Reference to specifically trained forest schools first aiders now included.
6	April 2018	April 2018	Supporting documents updated and training requirements now include annual ½ day refresher training as a strong recommendation. Directorate name also updated.
7	October 2020	November 2020	Covid19 PPE stock Reporting to parents Introduction of coloured bands

Appendix 'a'

First-aid box

What should a first-aid box contain?

There is no mandatory list of contents for first-aid boxes and HSE does not 'approve' or endorse particular products. **Deciding what to include should be based on a Head teachers assessment of First-Aid needs.** BSI has outlined a guide to help employers select the most suitable kit for their requirements (BS8599):

Workplace Kit Content	Small	Medium	Large	Travel
Guidance Leaflet	1	1	1	1
Medium Sterile Dressing	4	6	8	1
Large Sterile Dressing	1	2	2	1
Triangular Bandage	2	3	4	1
Safety Pins	6	12	24	2
Sterile Eye Pads	2	3	4	1
Waterproof Plasters	40	60	100	10
Sterile Saline Wipes	20	30	40	4
Microporous Adhesive Tape	1	1	1	1
Nitrile Gloves (pair)	6	9	12	1
Sterile Finger Dressing	2	3	4	0
Resuscitation Face Shield	1	1	2	1
Foil Blanket	1	2	3	1
Sterile Eyewash	0	0	0	1
Hydrogel Burn Dressing	1	2	2	1
Scissors	1	1	1	1
Conforming Bandage	1	2	2	1

Individual wrapped sterile plasters (assorted sizes), appropriate to the type of work and demand (hypoallergenic plasters can be provided, if necessary).

Disposable gloves (see HSE's leaflet Latex and you) dependent upon demand;

COVID19 Small bag of PPE apron, gloves, mask, hand sanitiser

Sterile eye wash should be kept easily accessible, near to the first aid box, travel kits must contain eyewash as it is unlikely fixed eye wash stations will be available.

Please note the above is a guide only and does not form part of legislation.

Low Risk (e.g. offices)

Less than 25 pupils/staff	small kit
25 – 100 pupils/staff	medium size kit
Over 100 pupils/staff	1 large kit per 100 persons

High Risk Activities

Less than 5 pupils/staff	small kit
5 – 25 pupils/staff	medium size kit
Over 25 pupils/staff	1 large kit per 25 persons

How often should the contents of first-aid boxes be replaced? Although there is no specified review timetable, many items, particularly sterile ones, are marked with expiry dates. They should be replaced by the dates given and expired items disposed of safely. In cases where sterile items have no dates, it would be advisable to check with the manufacturers to find out how long they can be kept. For non-sterile items without dates, it is a matter of judgement, based on whether they are fit for purpose.

It is recommended that you do not keep tablets and medicines in the first aid box.

First Aid Provision

Group	Requirement	Regulating body	Training available	Notes
Employees	First Aid at Work Regs: <ul style="list-style-type: none"> • Adequate & appropriate equipment, facilities & personnel • Determined by risk assessment ACoP <ul style="list-style-type: none"> • Suggested numbers for low high work areas 	HSE	<ul style="list-style-type: none"> • First Aid at Work - 3 days • Annual half day refresher (strongly recommended) • Every 3 years -2 days refresher • Emergency Aid for Appointed Persons 1 day/6 hr 	<ul style="list-style-type: none"> • 3-day course not designed for use with non-employees
Pupils and visitors	DCFS 'Guidance on FA in schools': <ul style="list-style-type: none"> • Minimum 1 : 100 pupils • Supplemented as required by RA 	Ofsted	<ul style="list-style-type: none"> • First Aid at Work - 3 days • Annual half day refresher (strongly recommended) • Every 3 years - 2 days refresher 	<ul style="list-style-type: none"> • Primary schools – if Paediatric First Aider not available, course to include CPR for under 8 year old children
Pupils <ul style="list-style-type: none"> • Early Years 	<ul style="list-style-type: none"> • Relevant pediatric course (12hr) 	Ofsted	<ul style="list-style-type: none"> • Paediatric course 12 hours • Every 3 years - 1 day refresher 	
Pupils <ul style="list-style-type: none"> • educational visits 	DfES 'H&S of pupils on Ed visits' <ul style="list-style-type: none"> • Refs to FA guidance doc – see above • Adventure Activity Licensing Regs • suitable & sufficient arrangements for provision of FA AA LA Guidance <ul style="list-style-type: none"> • accompanied by at least 1 person with valid, appropriate FA certificate • HSE approved provider • No list of recognised courses • 3 day course may not be appropriate 	Adventure Activity Licensing Authority (AALA) – specified activities only	<ul style="list-style-type: none"> • Emergency First Aid 2 days/16 hours • Rescue Emergency Care scheme syllabus + tailored 	<ul style="list-style-type: none"> • FA training may be part of outdoor education qualification e.g. Mountain Leader, BCU • 16hr course is minimum accepted by HBC