



KING'S OAK PRIMARY SCHOOL FIRST AID POLICY

May 2024

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Policy reviewed and approved by: Premises and Resources Committee

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This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

To be read in conjunction with:

- First Aid Procedures
- Supporting Pupils with Medical Conditions Policy
- Asthma Policy
- H&S Policy

1. Introduction

This Policy has been prepared by Action HR for schools to utilise. It aims to assist Headteachers and staff in managing first aid within their school.

2. Policy Statement

King's Oak Primary School is committed to protecting the health, safety and wellbeing of staff, pupils, volunteers, visitors contractors and all who may be affected by their activities. It is important to have appropriate first aid arrangements in place.

3. Health & Safety (First Aid) Regulations 1981

King's Oak Primary School is required to provide adequate first aid facilities for staff at work:

"An employer shall provide, or ensure that are provided, such equipment and facilities as are adequate and appropriate in the circumstances for enabling first-aid to be rendered to his employees if they are injured or become ill at work".

4. Arrangements and Responsibilities

4.1 Headteacher Responsibilities

The Headteacher is responsible for ensuring:

- new members of staff are informed of the arrangements for obtaining first aid and the location of the first aid box as part of their induction;
- staff are kept up to date with first aid arrangements;
- lone workers have access to first aid, e.g. via facilities provided at their work premises and/or provision of individual travel first aid kits;
- there are suitable controls in place to assist staff/clients with specific medical needs;
- work patterns, cover for sickness absence and annual leave are considered when identifying staff to become First Aiders/ Emergency First Aiders.

Staff Responsibilities

Staff will ensure:

- they are aware how to contact a first aider for themselves or others
- they understand the local procedure for calling the emergency services.

4.2 School Business Manager (SBM) Responsibilities

The SBM is responsible for ensuring:

- adequate first aid cover for the school's building(s) (see risk assessment table provided within this Policy);
- details of the first aid arrangements for their building(s) are clearly displayed on signs (white cross on a green background);
- there is a procedure in place to review and restock first aid kits.

4.3 Action HR's Health and Safety Team's Responsibilities

The team will:

- provide competent advice and support to schools in relation to the implementation of this First Aid Policy;
- advise on suitable first aid training - courses are detailed in this First Aid Policy;
- carry out a review of this First Aid every three years and make updates as required.

4.4 First Aiders

First aiders should provide first aid assistance in line with their training and undertake refresher training to maintain their competency and remain up to date. They should ensure their first aid kits are located in an accessible location and suitably stocked.

4.5 Maintained RBK Schools

All maintained schools are responsible for ensuring appropriate measures are in place to ensure suitable first aid provision at their locations. Schools will have a first aid policy and policy to support pupils with medical needs.

5. First Aid Provision/ Assessment of Need - Risk Assessment

The extent of first aid provision will vary according to the nature of the work and will depend on a risk assessment. This Policy takes into account the different types of activities undertaken by Kingston schools. Factors considered include whether any hazardous substances or dangerous equipment are used, the number of people within a workplace and their access to outside assistance, such as an ambulance, in an emergency. This First Aid Policy also considers the likelihood of injury/illness at work and the appropriate level of first aid required. The overall risk rating is shown in the following risk assessment.

6. Risk Assessment for First Aid

| Location | Risk Factors | | First aid arrangements |
|----------|---|-------------|---|
| | Potential Hazards | Risk Rating | |
| Schools | <p>High number of staff and young people (covering a wide age range) undertaking a range of activities. Potential for injury during sports lessons and use of hazardous substances & equipment during D&T and, science etc.</p> <p>There will be a range of ability and mobility issues affecting young people and staff.</p> <p>Arrangements for regular H&S inspections to ensure building safety, supported with training for staff. Process of risk assessment & planning in place for lessons.</p> <p>Good access to outside emergency assistance.</p> | Medium | <p>1 first aider on duty in 'higher risk' areas; <i>at least</i> 1 present in school office & on school trips at all times.</p> <p>Schools, children's centres or other establishments providing services to children aged 0-5 - at least one member of staff trained in Paediatric First Aid (PFA). Ensure there is a PFA trained member of staff on all trips/outings for EYFS settings.</p> <p>Our school has defibrillator on site.</p> |

7. First Aid Materials, Equipment and Facilities

7.1 Accessibility

First aid boxes must be accessible to staff at all times when buildings are occupied. Items such as painkillers, medicines and antiseptic ointments are not considered to be first aid materials and should not be stored in first aid boxes. Schools make separate arrangements for the storage and administration of medicines for pupils, and should ensure that there are written procedures in place for these circumstances, together with individual healthcare plans, where applicable.

7.2 Contents of a First Aid box

There is no mandatory list of items to be included in a first-aid container. The decision on what to provide will be influenced by the findings of the first-aid needs assessment. The assessment should identify whether or not the contents required are the same as the list suggested by the Health and Safety Executive (HSE) (see Guidance Point below) or that detailed in standard BS8599.

Additional first aid kits such as eye wash stations, burns kits and chemical burns kits may also be needed depending on the risk assessment. The school risk assessment indicates that we need burn dressings which we have.

As discussed above, depending on the workplace, some additional items may be required as suggested in BS8599 1. King's Oak Primary School has all of these items in the Medical Room, and in First Aid kits in Year Groups, as relevant.

| Guidance | | |
|--|------------------------|---------------------------------|
| First Aid materials to be Stored in First Aid Boxes (BS 8599 1) - please note: whether all or some of these items are necessary should be determined in the risk assessment, taking into account the activities taking place in the workplace. | | |
| Item | First Aid Boxes | Travelling First Aid Kit |
| Sterile adhesive dressing (plasters) | 1 full box | 1 full box |
| Sterile eye pad & bandage | 2 | 1 |
| Gauze swabs – or other material suitable for cleaning a wound | 1 box | Small quantity |
| Triangular bandages | 1 | 1 |
| Safety pins | 6 | 3 |
| Sterile, individually wrapped medium wound dressings | 4 | 2 |

| | | |
|---|-----------|---------|
| Sterile saline eye wash | 2 x 500ml | - |
| Sterile, individually wrapped large wound dressings | 1 | - |
| Individually wrapped antiseptic wipes | 20 | 6 |
| Disposable gloves | 5 pairs | 2 pairs |
| Resuscitation – shield face mask | 2 | 2 |
| Microporous tape | 1 role | - |
| Finger dressing | 2 | 1 |
| Emergency thermal blanket | 1 | 1 |
| Hydrogel burn dressing | 1 | 1 |
| Tuff cut scissors | 1 pair | - |
| Conforming bandage | 1 | 1 |

7.3 Defibrillators

The Defibrillator is located in the medical room and can be taken to the incident as and when needed.

7.4. Out and About

Staff who Work Off-site

Consideration should be given to staff who work off-site carrying some basic first aid supplies with them that can be carried or kept in a vehicle if appropriate to the risks of their activities. This could include a small number of individually wrapped antiseptic wipes & a selection of plasters or adhesive dressing.

Passenger Carrying Vehicles (PCV)

PCVs such as minibuses and coaches should always have a fully stocked first aid kit.

Travel First Aid Kits

Specific arrangements are required for educational visits and are addressed within the risk assessment for each trip.

8. Replenishing First Aid Kit Supplies

The school ensures kits are kept fully stocked and orders equipment from its preferred supplier.

9. Training

There are five first aid courses designed to enable schools comply with the regulations and meet the standards outlined in our risk assessment. A brief explanation of each course is provided below.

- i. **First Aid at Work (FAW)** – This is a 3 day course leading to a nationally recognised qualification. On successful completion the member of staff would have the status of Qualified First Aider. In order to maintain their certificate First Aiders must attend and successfully complete a two day requalification course every three years (detailed in point ii below). Suitable for first aid cover for high occupancy buildings e.g. schools, Guildhall Complex, Civic Centre, Denmark Road or higher risk activities e.g. Parks.
- ii. **First Aid at Work Requalification** – This is the two day mandatory course required every 3 years for Qualified First Aiders so they can maintain their First Aid at Work qualification as detailed in point i above.
- iii. **Emergency First Aid at Work (EFAW)** – A one day course that replaces the old Appointed Person course. It is based on continual assessment and once successfully completed the member of staff will have the status of Emergency First Aider. As with First Aid at Work, the certificate will expire after three years. There is no specific EFAW re-qualification - staff simply re-take the whole 1 day course again. Staff with this qualification are regarded as having a satisfactory first aid expertise which is enough to cover day-to-day eventualities in building which have been assessed as “low risk” where there are a few employees or low dependency clients or visitors.
- iv. **Use of Defibrillator and Life Saving** - Half day course – refresh on an annual basis.
- v. **Paediatric First Aid (PFA)** this training is in line with the criteria set out in the Ofsted Statutory Framework for the Early Years and Foundation Stage. Schools, children’s centres and other establishments providing services to children aged 0-5 years (including Reception, breakfast clubs and after school clubs) are required to ensure there is at least one member of staff trained in Paediatric First Aid on site at all times when children of this age group are present. All staff who qualified in level 2 or 3 qualifications (as defined in the EYFS statutory framework) on 30 June 2016 and beyond need to have achieved PFA training. A PFA trained member of staff needs to be present on all trips/outings for EYFS settings. Staff with this qualification should attend every three years for refresher purposes.

10 Hygiene Precautions and Risks of Infection

First Aiders should ensure any cuts on their hands are kept covered with a waterproof dressing. Disposable gloves are provided for use in all situations and should always be worn when handling blood or body fluids. Any first aid materials that have been used to treat a casualty should be discarded into a yellow plastic bag for disposal. Small quantities of used items can be double bagged in plastic bags and placed with normal rubbish.

11 Accessing First Aid in School

The school's first aid facilities are provided in: the Medical Room (main point of first aid for more severe injuries to children and all injuries to staff) and Year Group classrooms (first aid for minor injuries in children).

12 Dealing with staff illness at work

If an adult is taken ill during work, then a first aider should be contacted to undertake an assessment of the individual and decide on the most appropriate course of action. If this is likely to create any undue delay and/or the condition is clearly very serious then you should call 999.

If the line manager and first aider decide that a member of staff is too ill to work, but is not seriously ill enough to require hospital treatment then the line manager should support the member of staff in deciding on a suitable way of getting home; it would also be good to make arrangements to check that they got home safely. Options for individuals getting home are totally dependent on the circumstances but could include:

- the staff member contacting a partner or family member to pick them up (or line manager using the emergency contact),
- another suitable member of staff escorting them home,
- in certain circumstances arranging a taxi to take them home.

Any support offered would normally be best done in conjunction with the trained first aiders assessment and advice. If there is any doubt, then further medical advice should be sought for the member of staff.

Depending on the nature of the incident, staff or colleagues affected by the incident may require further support or even counselling. For schools purchasing the Wellbeing, Employee Assistance Counselling service via Action HR, this service is provided to staff by Workplace Options. Line managers should ensure staff members are aware of the service available:

| Kingston Employees |
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| Workplace Options Telephone: 0800 243 458 Email: assistance@workplaceoptions.com SMS text (for call back): 07909 341229 Minicom: 020 8987 6574 Website: www.workplaceoptions.com |
| <ul style="list-style-type: none">● Member login: RBK● Password: Employee |