

AYLSHAM LEARNING FEDERATION

FIRST AID COMPLIANCE CODE

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Chair

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1. Introduction

Schools must provide first aid personnel and equipment for its staff in case they are injured or become ill at work and consider the needs of non-employees such as pupils and visitors in their first aid provision.

Headteachers are responsible for all staff and activities under their control, as detailed in the Federation Health and Safety policy and therefore must ensure that appropriate first aid provision is made for their school and for off-site activities.

2. What does First Aid include?

The term first aid means treating someone who is injured or unwell to keep them alive or stop their condition worsening until medical help arrives, and; treating minor injuries which do not require medical help.

First aid does not normally include giving medicines.

3. First Aid Needs Assessment

A first aid needs assessment should be carried out in order to establish required first aid provision. The assessment takes account of individual circumstances, for example, the size of the setting, the age of pupils, the activities that carried out, how many people use the premises, offsite visits.

The process of performing the first aid needs assessment is explained in first aid needs assessment guidance G608b.

First aid needs should be reviewed after any major changes such as changes to staff, premises or activities to ensure it remains appropriate, or otherwise, routinely as part of the normal review of safety arrangements.

4. First aid personnel

According to the findings of our first aid needs assessment, we will need to provide appropriate first aid personnel.

First aid provision must be available while people use the premises and staff and pupils are offsite. There should also be a plan to be able to cover first aid personnel who may not be available due to sickness or other absence.

Any member of Federation staff may be asked to undertake first aid tasks, but they cannot be required to, unless it is included in their job description. Staff working are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils in education in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. This should be communicated to all staff.

In selecting a first aider, the following factors should be considered:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- Availability to respond to an emergency immediately

First aiders will be expected to:

- Give immediate help to casualties with common injuries or illness and those arising from specific hazards at each school or on visits
- When appropriate, ensure that an ambulance or other professional medical help is called

Refresher training should be completed to maintain basic skills and to keep up to date with any changes in procedures and that certification is renewed as appropriate. If training is not carried out before the expiry date, another full course is required.

Emergency First Aider

Emergency first aiders are trained to carry out basic first aid and perform life-saving interventions whilst waiting for the emergency services. Emergency first aiders will need to undertake the Emergency First Aid at Work (EFAW) course.

First Aider

First aiders are trained to perform the duties of emergency first aiders, above, and also to provide first aid for a range of specific injuries and illnesses. First aiders will need to undertake the First Aid at Work (FAW) course.

Paediatric First Aid training

Schools and other settings with young children (from birth to the end of the academic year in which they have their fifth birthday) are required to have at least one person trained in paediatric first aid on the premises and available at all times when children are present and should accompany children on outings offsite. **Schools and other settings, as above, should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate** This is a Department for Education requirement.

5. First aid kits

There is **no** definitive list of what should be in a first aid kit. The contents of each kit will be determined by the first aid needs assessment. The following list is a suggestion only, for general and low-risk environments.

- a leaflet giving general guidance on first aid (for example, HSE's leaflet *Basic Advice on First Aid at Work*);
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
- 2 sterile eye pads;

- 2 individually wrapped triangular bandages, preferably sterile;
- 6 safety pins;
- 6 large sterile individually wrapped un-medicated wound dressings;
- 2 medium-sized sterile individually wrapped un-medicated wound dressings;
- 3 pairs of disposable gloves.

Travelling first-aid kits

Again there is **no** mandatory list of items to be included in first-aid kits for travelling staff but they might typically contain:

- a leaflet giving general guidance on first aid (for example HSE's leaflet *Basic Advice on First Aid at Work*)
- 6 individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary);
- 2 individually wrapped triangular bandages, preferably sterile;
- 2 safety pins;
- 1 large sterile un-medicated dressing;
- individually wrapped moist cleansing wipes;
- 2 pairs of disposable gloves.

The visit leader should assess what level of first aid provision is needed and identify any additional items that may be needed for specialised activities.

Minibuses

A suitable, clearly marked first aid box should be readily available and in good condition. The following must be kept in the first aid box:

- 10 antiseptic wipes
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm by 20cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustless blunt-ended scissors

Medication

First aid does not include administering medication. This is covered under the Federation's medical conditions policy.

The only exception is when aspirin is used as first aid to a casualty with a suspected heart attack for those over 16. Never give aspirin to a child younger than 16, unless it has been prescribed by a doctor.

Medication should not be stored with first aid.

6. First aid rooms

Each school/setting is required to have suitable accommodation that can be used for medical examination and treatment of pupils and for the short-term care of sick or injured pupils which

include a wash basin and is near to a toilet (this requirement is under school premises regulations).

This room does not need to be used exclusively for medical purposes (though it must not be used for teaching), but it should be appropriate for that purpose and readily available for when use is needed. Schools may consider using such a room for first aid.

7. Recording first aid treatment

It is necessary to record any first aid treatment that is given. A record should be made of:

- the date, time and place of the incident;
- the name and job (where relevant) of the injured or ill person/pupil;
- details of the injury or illness and what first-aid was given;
- what happened to the person/pupil immediately afterwards, eg went back to work/class, went home, went to hospital;
- name and signature of the first aider or person dealing with the incident.

The form First aid record of treatment (confidential when completed) Form F608a can be used to record first aid treatment or on SIMS or CPOMS. Copies of completed forms, on paper or electronic, are confidential and must be stored securely.

8. Implementing site arrangements

The provision should be enough to ensure that first aid can be administered without delay and be available at all times. Schools should ensure that they have arrangements in place to ensure that:

- Staff are aware of the PPE that must be worn when administering first aid to people showing signs of respiratory infection and received instruction in how to put on, take off PPE and dispose of it
- Appropriate first aid procedures and requirements are understood and implemented
- First aid equipment including PPE is regularly checked and re-ordered
- Parents/carers are contacted as soon as possible in the event of a serious injury. In the case of first aid treatment or response, inform parent or carers of any accident or injury sustained by the pupil the same day, or as soon as reasonably practical, of any first aid treatment given based on the severity of the injury
- Record incidents and report incidents that meet the online reporting requirements onto OSHENS
- Notify Jo Tuttle, Director of Business and Community Strategy as soon as possible in the event of a serious incident in connection with the school or settings activities. This will be reported on to the health and safety team accordingly

Communicating information

School staff, pupils (and other site users) should be informed of first aid arrangements, including the location of:

- Equipment
- Facilities
- First aiders or appointed person

They should know how to contact a first aider or appointed person should the need arise. The information should be clear and easy to understand and shared with staff, pupils, contractors and visitors as appropriate.

The inclusion of first aid arrangements should be included during induction training to ensure new employees are aware of first aid arrangements.

9. Automated External Defibrillators (AEDs)

AED's are provided in some, but not all school premises. This is decided on the basis of first aid needs assessments.

Training in the use of AEDs can provide additional knowledge and skills and may promote greater confidence in the use of a defibrillator where it is provided.