

First Aid Policy



Revised: January 2014

Signed: .....

Revised: September 2015

Revised: September 2016

Version RV/TM/V1 January 2013 To be revised January 2014

Revise Jan 15 revised September 2015 – to be revised March 2016 after first aid course

FIRST AID POLICY

1.0 Introduction

1.1 Existing health and safety requirements Health and Safety (First Aid) Regulations 1981, supplemented by R3 of The Management of Health and Safety Regulations 1999, place a duty on employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or taken ill at work.

1.2 To comply with Regulation 3(2), first aiders must have a valid certificate of competence in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW), issued by a suitable training provider approved by Ofqual. Our training is fully compliant in this regard.

1.3 The definition of first aid is as follows:

1. 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 help is obtained, and,
2. Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.

Please note: it does not include the administration of medicines, which is dealt with under a separate school policy.

1.4 This policy provides an overview of the statutory requirements and how these are met in school.

1.5 The standard in the 2010 Regulations for the inspection of independent schools is that we draw up and implement a policy on first aid. This document provides essential evidence for meeting that standard.

1.6 The EYFS requirement requires us to ensure that at least one person has a current paediatric first aid certificate on the premises when children are present. We also ensure that at least one person is present on outings who has a current paediatric first aid certificate. Our first aid training is approved by the local authority (Insert name) and as such our policy is fully compliant with the Practice Guidance for the Early Years Foundation Stage (2008).

1.7 The responsibility for implementation of the First Aid policy rests with the head teacher, including informing staff and parents.

2.0 Current Procedure

2.1 We undertake a risk assessment of our needs for First Aid to ensure that adequate provision is available given the size of our school, the staff numbers, our specific location and the needs of individuals. This includes consideration of pupils and staff with specific conditions and major illnesses, such as asthma and epilepsy, takes account of an analysis of the history of accidents in our school, as well as the identification of specific hazards.

Version RV/TM/V1 January 2013 To be revised January 2014

Revise Jan 15 revised September 2015 – to be revised March 2016 after first aid course

2.2 Our procedure outlines when to call for help, and outlines the requirements for documenting necessary treatment once applied.

2.3 We ensure that First Aid provision is available at all times, including our of school trips, during PE and at other times when the school facilities are used.

3.0 Training of Staff

3.1 We carefully consider, and review annually, the training needs of our staff to ensure that suitable staff are trained and experienced to carry out first aid duties in our school. In particular, we consider the following skills and experiences:

Reliability, communication and disposition

Aptitude and ability to absorb new knowledge and learn new skills

Ability to cope with stressful and physically demanding emergency procedures

Normal duties are such that they may be left to go immediately and rapidly to an emergency

Need to maintain normal operations with minimum disruption to teaching and learning

3.2 First-aiders in our school have undertaken training and have a qualification in either first aid at work (FAW, 3 days or 18 hours) which has been issued by a training organisation approved by either HSE or recognised body or emergency first aid at work (EFAW, 1 day or 6 hours), similarly certificated (including by an awarding body of Ofqual). Our first-aiders in EYFS leads to a certificate or renewal for a minimum of 12 hours tuition.

3.3 Training will be updated every three years and will not be allowed to expire before retraining has been achieved.

3.4 The need for ongoing refresher training for any staff will be carefully reviewed each year to ensure staff basic skills are up-to-date, although we are aware that this is not mandatory. Annual three hour basic skills updates in between formal training are strongly recommended by HSE.

3.5 Our appointed person in school who is responsible for looking after first-aid equipment and facilities, as well as calling the emergency services as required is Miss Attack and Mrs Lee

3.6 The following staff have completed a recognised training course in FAW: see Head's records

3.7 The following staff have completed a recognised training course in EFAW: see Head's records

4.0 Contents of Our First Aid Box

4.1 Our minimum provision, (**not mandatory**) as recommended by HSE is a suitably stocked first aid box, our appointed person (see above |) and the provision for staff of relevant information on first-aid arrangements. In our suitably stocked first aid box we provide the following, or suitable alternatives:

Version RV/TM/V1 January 2013 To be revised January 2014

Revise Jan 15 revised September 2015 – to be revised March 2016 after first aid course

- a leaflet giving general guidance on first aid eg HSE leaflet 'Basic advice on first aid at work' (INDG347 rev 1).
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
- one pair of disposable gloves.

We do not keep tablets or medicines in the first aid box.

4.2 Our First Aid boxes are kept in the following places: most classrooms, the main office and the kitchen. The main ones are in Miss Atack's room and Reception D classroom. See appendix for more detailed locations.

4.3 We take great care to prevent the spread of infection in school, particularly in the event of spillages of bodily fluids which we manage effectively by washing off skin with soap and running water, out of eyes with tap water and or an eye wash bottle, wash splashes out of nose with tap water, record details of any contamination, and seek medical advice where appropriate. For further information please see our policy on infection control.

4.4 First-aiders take careful precautions to avoid the risk of infection by covering cuts and grazes with a waterproof dressing, wearing suitable gloves, using suitable eye protection and aprons where splashing may occur, use devices such as face shields when giving mouth to mouth resuscitation, wash hands after every procedure.

4.5 We ensure that any third party lettings or providers, including transport, have adequate First Aid provision which complies with our standards.

5.0 EARLY YEARS

5.1 The Statutory Framework for the Early Years Foundation Stage (2012) is mandatory. In accordance with this, we ensure that at least one person has a current paediatric first aid certificate on our premises at all times when children are present. Furthermore, no outing from school is undertaken without the presence of at least one person with a paediatric first aid qualification present on the outing.

5.2 Our First Aid training is local authority approved and is relevant for adults caring for young children.

5.3 In order to meet the requirements for effective paediatric first aid training as outlined in the Practice Guidance (EYFS, 2008), we ensure that the relevant Appendix One (EYFS) is fully complied with for the early years.

6.0 Monitoring and Evaluation

Version RV/TM/V1 January 2013 To be revised January 2014

Revise Jan 15 revised September 2015 – to be revised March 2016 after first aid course

6.1 Our school's senior leadership team will monitor the quality of our first aid provision, including training for staff, on an annual basis. Our policy will be reviewed annually, accordingly. Compliance will be reported formally to the Cognita Compliance (UK) regional board.

1st Aid Boxes

Year 6	In cupboard
Year 5	By computers
Year 4S	By window by desk
Year 3W	On windowsill
Year 2A	On Shelf by door
Year 2PR	On Shelf by door
Year 1B	In water heater cupboard
Reception D	In cupboard and on outside of cupboards
Reception T	By outside door
ICT Suite	By main computer
Secretary Office	In sliding cupboard
Foundation Stage 1	In labelled tray
Foundation Stage 2	By playground door
Nursery	One in each room
Trip bag	In year 2A under desk
Kitchen	On wall
Val	In cupboard (locked – specific to cleaning)

Reviewed September 2015

Reviewed September 2016