



Oakham Church of England Primary & The Parks School

Passion, Fellowship, Pride, Humility, Perseverance, Hope, Purpose & Thankfulness

First Aid Policy

Date	January 2021
Approved by Headteacher	Steve Cox
Approved by Chair of Governors	Stewart Needham
Review Date	January 2023

“In loving Christian **Fellowship** we equip everyone to have a **Passion** for life and learning. To have **Pride** in our local community and be **Thankful** for all the parts which make us whole. Building **Hope** and resilience to

Persevere and develop a sense of **Humility** and **Purpose** in our lives.” Our Vision is at the forefront of our thinking and decision making when writing, reviewing and updating all school procedures and policies.

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1.0 Introduction

- 1.1 The Health and Safety at Work etc. Act 1974 imposes a general duty on employers to ensure that their establishments are safe and healthy places.
- 1.2 The Health and Safety (First Aid) Regulations 1981 (First Aid Regulations) (amended 1st October 2013) and the associated Health and Safety Executive (HSE) Approved Code of Practice (ACOP) [L74: First Aid at Work](#) applies to all employers and employees who work in establishments.
- 1.3 The First Aid Regulations do not apply directly to non-employees, although ACOP L74 places emphasis on the need, when assessing the overall risk, to take account of all persons who have access to the premises. Therefore, it is sensible to combine first aid provisions and facilities for employees and non-employees (including visitors to the premises and contractors) ensuring that the level of provision for employees is not diluted. It provides guidance to management about what first aid facilities should be provided, the training of first aiders, administering treatment and the employer's responsibilities.
- 1.4 Where establishments work with children or vulnerable adults there may be additional best practice guidance available and managers must seek further information in line with the relevant regulatory authority such as OFSTED.

2.0 Employers Responsibilities

- 2.1 It is an employer's responsibility to ensure that there is adequate and appropriate equipment and facilities in place to enable the application of First Aid to employees who become ill or are injured at work, extending these responsibilities to visitors and contractors.
- 2.2 The First Aid Regulations require the employer to make an assessment of first aid needs appropriate to the circumstances (hazards and risks) of each workplace; see Appendix 1. This is commonly referred to as a 'First Aid Needs Assessment'. This requires conducting a suitable and sufficient risk assessment considering, and dependent on, the following:
 - (i) The number of staff, visitors and contractors to site
 - (ii) The nature of the hazards likely to be encountered and activities undertaken
 - (iii) Age group of users
 - (iv) The geographical layout of the establishment and the facilities it provides
 - (v) Accessibility to assistance and emergency medical services

3.0 First-Aid Facilities

- 3.1 The number of first aiders, first aid kits will be dependent upon the assessment of risk and the criteria stated in 2.2 above.
- 3.2 First aid boxes or kits are identifiable, signed with a white cross on a green background, easily accessible and placed in areas of greatest risk.
- 3.3 All staff members, as part of their initial induction, should be given information relating to:
 - (i) Who the first aid trained staff are;
 - (ii) Where the nearest first aid box/kit is located
 - (iii) Site procedure for dealing with first aid emergencies

3.4 First Aiders must make themselves known to all employees.

3.5 HSE guidance on suggested first aid box contents:

ITEM
Sterile Adhesive Dressing (individually wrapped plasters)
Sterile eye pads
Sterile Triangular Bandage (individually wrapped)
Medium Sterile Dressing
Large Sterile Dressing
Disposable Gloves
Sterile Cleansing Wipes
Sterile Water or eyewash
Vent Aid
Face shield
Disposable masks
Sick bags
Instant ice packs (pool)
Torch (pool)
Blankets (pool)

3.6 A designated person within Oakham Church of England Primary and The Parks School is given responsibility for checking and, where necessary, replenishing the contents of first aid boxes/kits to the above minimum quantities on a regular basis.

3.7 Sterile items are marked with a use-by date. When replacing these items within the first aid boxes/kits the dates marked on such items should be checked to ensure that expired items are disposed of and replaced. For non-sterile items without dates, personal judgement should be used to determine whether they are fit for purpose.

3.8 Following administration of first aid, the first aider is responsible for ensuring any stock is replenished by informing the person designated to replenish the stock. Checks are recorded on the sheet kept in the office.

3.9 Anti-bacterial pump soap, water and disposable drying materials or suitable equivalents must be available.

4.0 First Aid Training

- 4.1 It is the employer's duty to select a competent training provider. First aid training providers will need to be able to demonstrate how they satisfy the HSE's [First Aid Training Criteria](#)
- 4.2 The designated person should also have knowledge and competence in first aid, as demonstrated by:
- A current, valid FAW certificate, or
 - Being registered and licensed as a doctor with the General Medical Council, or
 - Current registration as a nurse with the Nursing and Midwifery Council, or
 - Current registration as a paramedic with the Health and Care Professions Council and
 - In-depth knowledge of the subject of first aid and first aid training
- 4.3 There are three types of first aid personnel often referred to as "First Aiders":
- (i) Chief First Aider – First Aid at Work (FAW) - 3 day course
 - (ii) Emergency First Aid at Work(Level 2(EFAW) – 6 hour course (All other staff)
 - (iii) Paediatric First Aid (PFA) (Level 3) Chief First Aider, Senior Management, EYFS and The Parks Staff – 2 day course
- 4.4 All first aiders are encouraged to conduct an annual refresher to ensure their skills remain up to date.
- 4.5 It is important that staff complete a formal refresher prior to the expiry of their certificate which is valid for 3 years. This training should be arranged in plenty of time before it expires. Should a certificate expire the employee will be required to complete the course in its entirety.
- 4.6 It is essential when selecting members of staff to fulfil the role of a First-Aider, personal qualities likely to make a good First-Aider should be considered. Reliability, strength of character, ability to remain calm in an emergency situation or when others may be injured should all be considered.
- 4.7 A qualified first aider should be readily available on the premises and easily contactable at all times when employees are at work. Consideration must be made to take into account annual leave, out of hours working and other unplanned absence.
- 4.8 The staff employed in Early Year's Foundation Stage and The Parks, will have a current Paediatric First Aid (PFA) certificate, within a month of arrival. The PFA certificate must be a full course consistent with the criteria set out in Appendix 2 and Annex A of the [Statutory framework for the early years foundation stage](#) government guidance. Support Staff throughout the rest of the school will, ideally, undertake Level 2 Paediatric First Aid training.
- 4.9 The cost of an individual's first aid training will be paid for by the school.
- 4.10 The school will maintain a training matrix on SIMS, the Business Manager will monitor this to ensure first aid training remains in date and valid.
- 4.11 A list of qualified First Aiders is displayed in the school office and will identify the current Chief First Aider.
- 4.12 The First Aid Policy is stored on the staff shared policy folder and will be included in the Staff Handbook to alert all new staff to the First Aid arrangements.

5.0 Administration of First Aid

5.1 Accident Response

Any persons detailed in 4.3 (above) can administer first aid in line with the training they have received. However, it is not the responsibility of a first aider to administer medication.

They will need to:

- Assess the injury and take appropriate action as per their training;
- Call for an ambulance where required by the casualty;
- After the accident, record all details on an accident form as outlined in section 8 of this Policy.

Parents must be informed of any injury that their child may have had whilst at school on the same day or as soon as reasonably practicable.

5.2 Head Injuries

Parents must be informed when a child has sustained a head injury. Whether the child stays at school will depend on the severity of the head injury and the decision for that has to be made by the School Business Manager, First Aid Personnel, SLT, Executive Headteacher or the parent.

5.3 Medical Emergencies

Where an illness requires immediate medical help or further assessment by a medical practitioner, but it is not an emergency, the parents will be contacted to come and collect the child.

5.4 Hospital Visits

When a child requires further hospital treatment, but it is not an emergency, the parents will be contacted to come and collect the child.

In circumstances when parents have not been able to be contacted and the child requires further hospital treatment two members of staff will need to escort the child to hospital; one to drive and one to look after the child.

In exceptional circumstances when staff ratios are not able to sustain that procedure an ambulance would need to be called and the situation clearly explained.

When an ambulance has to be called the Executive Headteacher, a member of the SLT and School Business Manager should be notified immediately. In addition the points below must be considered:

- Parents must be contacted to ascertain if they can join their child and their wishes with regard to treatments should they be delayed;
- If the parent/guardian cannot be contacted the Executive Headteacher or a member of the SLT will have to agree to emergency medical treatment;
- A member of staff must accompany the child and stay with the child until the parents/guardian arrives;

Once at the hospital, and the child is registered it is then the hospital's responsibility for further medical contact with the parents.

Where accidents involve external bleeding, first aiders must wear protective gloves and ensure that their own personal wounds are covered with a waterproof dressing.

If a first aider receive bites or scratches, wash the wound with water, make it bleed, if you can, and then cover with a waterproof dressing. Report the incident to your line manager and record the incident through schools incident/accident reporting procedure.

5.5 Mouth to Mouth Resuscitation

- If contaminated blood is present through facial injuries, and mouth to mouth contact is required, a Vent Aid should be kept in first aid boxes/kits to facilitate this.
- Where first aiders feel unable to deliver rescue breaths due to the presence of blood, vomit or other reasons, they should endeavour to continue to provide chest compressions in line with their training.

5.6 Requesting the Attendance of an Ambulance

- All first aiders must be fully aware of the location procedures for calling, and meeting, the emergency services.
- First aiders should follow NHS guidance on when to visit an urgent care centre when deciding whether to call an ambulance, in line with their training. However, if there is any doubt, an ambulance should be called without delay and follow any instructions provided by the emergency services call handler.

6.0 Hygiene Procedures

Blood and bodily fluids may contain viruses or bacteria capable of causing disease. Staff must protect themselves and others from the risk of cross infection. In order to minimise the transmission of infection both staff and children should practice good personal hygiene and be aware of the procedure for dealing with body spillages.

6.1 Initial Clean Up

The initial clean up should be performed by the first aider at the scene. School staff should wear protective gloves and use absorbent towels over the affected area to absorb the spillage. The area should be cordoned off until cleaned. The spill should be wiped up and placed in a bin with a liner. The bin bag will need to be tied up and placed in a yellow bin or doubled bagged and placed into the normal waste bins. Any article of clothing contaminated with the spill should be wiped clean and then put in a plastic bag and tied up for parents to take home. The Premises Officer should be notified so they can ensure cleaning personnel can disinfect the area.

6.2 Major Spillage

The Premises Officer should be contacted initially so that they can arrange for a member of his team to clean the area appropriately. This applies when it is a significant spillage and not a minor incident that can be handled by First Aiders.

6.3 Contact with Blood and Other Bodily Fluids

Gloves must be work at all times, and any soiled wipes, tissues, plasters and dressing etc. must be disposed of in yellow waste bins or doubled bagged and tied. Staff should wash their hands thoroughly and ensure the affected area is subject to disinfection.

If there is accidental exposure to blood or other bodily fluids staff should:

- If broken skin then encourage bleeding of the wound by applying pressure – do not suck.
- Wash thoroughly under running water
- Dry and apply a waterproof dressing
- Notify the School Business Manager immediately.
- Take further necessary medical advice

If blood or fluids enter the mouth:

- Do not swallow
- Rinse the mouth out several times
- Report the incident to the School Business Manager immediately
- Take further necessary medical advice

7.0 Mental Health First Aid (MHFA)

7.1 It is important for employers to recognise the effects of mental health issues in the same way as physical first aid needs.

7.2 Mental Health First Aid (MHFA) is an educational course which teaches people how to identify, understand and help a person who may be developing a mental health issue. In the same way as we learn physical first aid, Mental Health First Aid teaches you how to recognise the crucial warning signs of mental ill health.

7.3 MHFA courses teach people how to:

- Recognise the signs and symptoms of common mental health issues
- Provide help on a First Aid basis
- Effectively guide someone towards the right support

At Oakham Church of England and The Parks School we have a number of staff who have completed both the 2 day and half day MHFA training courses.

At Oakham Church of England Primary and The Parks School we have several members of staff who are Emotional Literacy Support Assistants (ELSA). These members of staff are able to support children to recognise or manage their feelings and emotions.

8.0 Recording First Aid Treatment

When first aid is given in school the person giving first aid must make a record of:

- Date, time and place of incident.
- Name and job title (where relevant) of the injured person.
- Details of the injury/illness and what first aid was given.
- What happened to the person immediately afterwards (for example, went home, went back to class, went back to work, went to hospital, parents notified).
- Name and signature of the person dealing with the incident.

8.1 Accident & Incident Reporting

Through Leicestershire Traded Services the school is provided with an online accident reporting system Assessnet.

Staff should complete a Assessnet accident form, available from the School Office. The School Business Manager will review the form and ensure that it is submitted on to Assessnet, as soon as possible after the incident.

It is useful if the person completing the accident form is in attendance during the Assessnet reporting process to ensure all areas are completed with accuracy.

8.2 RIDDOR Reporting

All submitted report forms are reviewed by Leicestershire Traded Services Health and Safety Team. Any accidents that meet the reportable criteria to the Health and Safety Executive as per The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR) are undertaken on the School's behalf. The school retain access to all of its inputted data. The school also sends a copy of any completed Assessnet forms to Rutland County Council H&S Advisor.

The monitoring of all accidents reported using the Prime facility is monitored by the Governors Provisions committee as a standing agenda item.

9.0 Reviewing and Reporting

Managers should periodically review their first aid needs, particularly after any accidents or incidents occur. Recording the accidents and incidents dealt with by first aiders is an important part of the review process.

10.0 Post Incident Support

It is acknowledged that dealing with an emergency situation can have a significant psychological impact on all involved. It is important for the Executive Headteacher (and all other line managers) to be aware of the signs and symptoms of post incident stress and sign post to appropriate support, where necessary. It must be noted that the effects can often take months to manifest.

Employees should be encouraged to discuss incidents and seek professional support, if necessary, from their GP.

Appendix 1: First Aid Needs Assessment

The following form can be used to determine your First-Aid needs. Alternatively you can use the HSE's First aid at work assessment tool by using the following link; <http://www.hse.gov.uk/pubns/priced/l74.pdf#page=9>

FIRST AID RISK ASSESSMENT		
Please indicate, by ticking the relevant box, which overall category of risk you consider the area to be (see next section for further information)	Lower risk ✓	Higher risk
If the area is not considered to be 'higher risk' overall, please list opposite any parts/areas of the workplace or particular activities or special hazards that are considered higher risk.	None	
During what times is the building open to employees and non-employees?	Open to employees 0700 to 1830 hours	Open to non-employees 0700 to 1830 hours
Please state the maximum likely number of persons on site at any one time. Include non-employees (pupils, visitors, etc.)	390	
How many of the following first aid personnel are available at the site/workplace currently?	Emergency First Aiders at work: 3	Paediatric First aiders: 50
According to the table below what is the suggested number of first aid personnel that should be available at the site/workplace?	Emergency First Aiders 1	First aiders 1
How many additional personnel need to be trained in order to have the suggested appropriate number (see table below). Remember to consider cover for holidays, sickness and other foreseeable absences.	Emergency First Aiders 0	First aiders 0
Is someone responsible for ensuring that refresher training is carried out before it expires? If yes, give name and position	Jane Evans – School Business Manager	

Category of Risk	Number employed and public at location	Suggested number of first aiders
Low-hazard (e.g. offices, shops, libraries)	Fewer than 25 25 – 50 More than 50	At least 1 appointed person At least 1 EFAW first-aider At least 1 FAW trained first-aider for every 100 employed (or part thereof)
Higher-hazard (e.g. light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture)	Fewer than 5 5 – 50 More than 50	At least 1 appointed person At least 1 EFAW first-aider, depending on the type of injuries that might occur At least 1 FAW trained first-aider for every 50 employed (or part thereof)
NOTE: Suggested minimum number of first aiders (these should be considered in conjunction with the first aid risk assessment, numbers may alter as a result)		

Issues to consider and guidance in providing First-Aid are contained on this page. If additional First-Aid needs are identified you should record this information in the box below.

Factors to consider	Space for notes	Impact on first aid provision
Hazards (use the findings of your general risk assessment and take account of any parts of your workplace that have different work activities/hazards which may require different levels of first-aid provision)		
Does your workplace have low-level hazards such as those that might be found in offices and shops?	Yes	<p>The minimum provision is:</p> <ul style="list-style-type: none"> – an appointed person to take charge of first-aid arrangements; – a suitably stocked first-aid box.
Does your workplace have higher-level hazards such as chemicals or dangerous machinery?	Slightly higher risk in pool due to chemicals	<p>You should consider:</p> <ul style="list-style-type: none"> – providing first-aiders; – providing additional training for first-aiders to deal with injuries resulting from special hazards; – providing a suitably stocked first-aid box; – providing additional first-aid equipment; – precise location of first-aid equipment;
Do your work activities involve special hazards such as hydrofluoric acid or confined spaces?	No	<p>You should consider:</p> <ul style="list-style-type: none"> – providing first-aiders; – additional training for first-aiders to deal with injuries resulting from special hazards; – additional first-aid equipment; – precise location of first-aid equipment;
Employees		
How many people are employed on site?	50	<p>Where there are small numbers of employees, the minimum provision is:</p> <ul style="list-style-type: none"> – an appointed person to take charge of first-aid arrangements; – a suitably stocked first-aid box. <p>Where there are large numbers of employees, ie more than 25, even in low-hazard environments, you should consider providing:</p>

		<ul style="list-style-type: none"> – first-aiders; – additional first-aid equipment; – a first-aid room.
Are there inexperienced workers on site, or employees with disabilities or particular health problems?	No	<p>You should consider:</p> <ul style="list-style-type: none"> – additional training for first-aiders; – additional first-aid equipment; – local siting of first-aid equipment. <p>Your first-aid provision should cover any work experience trainees.</p>
Accident and ill-health record		
What is your record of accidents and ill health?	2 in the last year	Ensure your first-aid provision will cater for the types of injuries and illnesses that have occurred in your workplace. Monitor accidents and ill health and review your first-aid provision as appropriate.
Working arrangements		
Do you have employees who travel a lot, work remotely or work alone?	No	<p>You should consider:</p> <ul style="list-style-type: none"> – issuing personal first-aid kits; – issuing personal communicators/mobile phones to employees.
Do any of your employees work shifts or out-of-hours?	No	You should ensure there is adequate first-aid provision at all times people are at work.
Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?	No	You should consider the need for provision in each building or on each floor.
Is your workplace remote from emergency medical services?	No	<p>You should:</p> <ul style="list-style-type: none"> – inform the emergency services of your location; – consider special arrangements with the emergency services; – consider emergency transport requirements.
Do any of your employees work at sites occupied by other employers?	No	You should make arrangements with other site occupiers to ensure adequate provision of first aid. A written agreement between

		employers is strongly recommended.
Do you have sufficient provision to cover absences of first-aiders or appointed persons?	Yes	You should consider: <ul style="list-style-type: none"> – what cover is needed for annual leave and other planned absences; – what cover is needed for unplanned and exceptional absences.
Non-employees		
Do members of the public or non-employees visit your premises?	Yes – covered in the pool and lettings SOP's	Under the Health and Safety (First-Aid) Regulations 1981, you have no legal duty to provide first aid for non-employees but HSE strongly recommends that you include them in your first-aid provision.

Actions identified:		By whom (name) and when (date):
None		
Assessor's name: (please print) C Hodgkin	Assessor's signature:	Date assessment completed: 03/12/2020
The Line Manager should sign below to show that the assessment is a correct and reasonable reflection of actions required. This document should be reviewed regularly.		
Line Manager's name: (please print) J Evans	Line Manager's signature:	Date received: 03/12/2020 Date for review: 03/12/2023
Date of review:	Reviewed by (name):	Comments:

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Appendix 2: Criteria for Effective PFA Training

(Annex A of the Department of Education [Statutory framework for the early years foundation stage](#))

1. Training is designed for workers caring for young children in the absence of their parents and is appropriate to the age of the children being cared for.
2. Following training an assessment of competence leads to the award of a certificate.
3. The certificate must be renewed every three years.
4. Adequate resuscitation and other equipment including baby and junior models must be provided, so that all trainees are able to practice and demonstrate techniques.
5. The **emergency PFA** course should be undertaken face-to-face and last for a minimum of 6 hours (excluding breaks) and cover the following areas:
 - Be able to assess an emergency situation and prioritise what action to take
 - Help a baby or child who is unresponsive and breathing normally
 - Help a baby or child who is unresponsive and not breathing normally
 - Help a baby or child who is having a seizure
 - Help a baby or child who is choking
 - Help a baby or child who is bleeding
 - Help a baby or child who is suffering from shock caused by severe blood loss (hypovolemic shock)
6. The **full PFA** course should last for a minimum of 12 hours (excluding breaks) and cover the areas set out in paragraph 5 as well as the following areas:
 - Help a baby or child who is suffering from anaphylactic shock
 - Help a baby or child who has had an electric shock
 - Help a baby or child who has burns or scalds
 - Help a baby or child who has a suspected fracture
 - Help a baby or child with head, neck or back injuries
 - Help a baby or child who is suspected of being poisoned
 - Help a baby or child with a foreign body in eyes, ears or nose
 - Help a baby or child with an eye injury
 - Help a baby or child with a bite or sting
 - Help a baby or child who is suffering from the effects of extreme heat or cold
 - Help a baby or child having: a diabetic emergency; an asthma attack; an allergic reaction; meningitis; and/or febrile convulsions
 - Understand the role and responsibilities of the paediatric first aider (including appropriate contents of a first aid box and the need for recording accidents and incidents)

7. Providers should consider whether paediatric first aiders need to undertake annual refresher training, during any three year certification period to help maintain basic skills and keep up to date with any changes to PFA procedures.