



BUXTON INFANT SCHOOL

Headteacher: Jude Boyd



FIRST AID POLICY COVID 19 amended

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Amended June 2020

Signed:

Date:

First Aid Policy

Statement

The Governors and Head Teacher of Buxton Infant School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

The Governors are committed to the authority's procedure for the online reporting of accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

Definition

First aid at work covers the arrangements that establishments must make to ensure that people at work who suffer an injury or fall ill (whether work related or not), receive immediate attention and that an ambulance is called in serious cases. First aid can save lives and prevent minor injuries becoming major ones. It is designed to prevent situations getting worse and where necessary promote healing until suitably qualified medical attention can be sought if necessary. It does not include diagnosing medical conditions or giving tablets or medicines to treat illness. Although the regulations are intended to cover employees, the same level of treatment should be provided for any other person on council premises (e.g. pupils/young people, visitors, contractors, service users) and are a requirement for Early Years Providers.

Provisions

Within each workplace, there must be adequate and appropriate equipment, facilities and competent persons to carry out first aid. The decision on the level of provision should be based on a risk assessment of the first aid needs appropriate to the circumstances of each individual workplace. Establishments must decide on the following:

- The need for and the number of First Aiders and/or Appointed Persons required;
- The number and distribution of first aid boxes;
- The provision of a designated area to administer first aid.

Assessment

The factors to be taken into account in the assessment of first aid requirements, which should be reviewed regularly include:

- workplace hazards and risks (e.g. dangerous equipment, hazardous substances, etc);
- the size of the establishment, layout of establishment (split site, distance of hazardous area from first aider etc)
- the establishment's history of accidents;
- the age range and needs of those at the establishment
- the remoteness of the site from emergency medical services;
- the needs of travelling, remote and lone workers;
- employees working on shared or multi-occupied sites;
- annual leave and other absences of First Aiders and Appointed Persons;
- activities carried out off site or at remote locations on site.

The absolute minimum provision for any workplace is:

- one first aid box;
- one Appointed Person (someone who is designated to take charge of a first aid situation).

It is however strongly recommended that all Children's Services establishments taking the above into account should consider having at least one fully trained First Aider who holds the First Aid at Work Qualification.

Those establishments who cater for Early Years Foundation Stage **must** have at least 1 Paediatric First Aider on site when children are present and on any trip to ensure compliance with the Statutory Framework for the Early Years Foundation Stage.

First Aid provision must be readily available at all times. Establishments should therefore ensure that the arrangements they make for the provision of first-aid following the risk assessment are adequate to cover their operations and that the risk assessment is recorded and is reviewed periodically or if there is a change in circumstances.

First Aid Personnel

Where the assessment has identified a need for people to be available for rendering first aid, sufficient numbers of First Aiders/Appointed Persons should be provided to enable first aid to be administered without delay.

The selection of First Aiders depends on a number of factors including an individual's:

- willingness to undertake the role;
- reliability, disposition and communication skills;
- aptitude to absorb more knowledge and learn new skills;
- ability to cope with stressful and physically demanding emergency procedures;
- normal duties ~ these should be such that they may be left to go immediately and rapidly to an emergency

It is recommended that establishments have a minimum of one trained First Aider on the full-time staff with an Appointed Person to cover for absences unless the assessment justifies otherwise.

For primary schools where the risk has been assessed as lower an alternative to the above would be to have several of the staff trained as appointed persons (1 day emergency first aid course), to give a wider coverage of available first aiders. This is acceptable as an alternative strategy however there will need to be designated roles outlined such as who is responsible for checking and replenishing first aid supplies.

In schools the same cover should also be provided at lunchtime and so a similar arrangement will be required for the lunchtime supervisory staff.

Adequate provision of first-aid must be available at all times. Establishments should therefore ensure that the arrangements they make for the provision of first-aid are adequate to cover for any absences of their first aiders or appointed persons.

Further guidance detailing first aid requirements when undertaking visits offsite is available within section 16 of the Children's Services Health and Safety - Offsite Visits and Adventure Activities Guidance. This is available via the EVOLVE website.

First Aid Equipment

First aid boxes must be identified by a white cross on a green background and should be easily accessible and contain appropriate first aid material. When the contents are used, the box should be refilled as soon as possible afterwards. Sufficient stocks of each item should be included. There is no standard list of items to put in a first-aid box. It depends on what establishments assess the needs to be. **In addition to general equipment first aid boxes a box is in each room containing PPE including masks, gloves and aprons.**

The Business Manager is designated to check the contents of the first aid boxes at the end of each term and replace any missing contents/check items are still in date. This check is recorded on the Health and Safety master sheet.

Defibrillators in schools

Many schools now have or are considering having Automatic External Defibrillators (AED's). These are extremely good pieces of equipment but we would advise the following for schools who have them.

You should have sufficient staff who have suitable first aid training and specific separate defibrillator training to ensure the defibrillator is covered at all times the school is open. The times the machine is available should be published.

You should have a means to summon the defibrillator operator to where it is needed in a timely fashion. This will vary from school to school depending on a number of factors such as size of school, number of buildings etc.

You should ensure everyone knows how to summon the defibrillator if required and when it would be required.

The AED needs to be readily available, i.e. not locked away and regularly checked.

Ensure staff who are to cover it have sufficient defibrillator training and this is refreshed and understand the potential consequences of Defibrillator operation. Kelly Jones and Sue Storer are defibrillator trained and will perform any routine checks required.

Training

First Aiders

To be a First Aider, an employee must hold a valid certificate in First Aid at Work issued by an organisation whose training and qualifications are approved by the Health and Safety Executive. This certificate is valid for three years.

Paediatric First Aider

This is a person who has undergone a course of training which meets the requirements of the Statutory Framework for the Early Years Foundation Stage and Ofsted. This is usually a 2 day course delivered by an approved provider (NB the HSE approved First Aid at Work Course is not classed as appropriate to meet the requirements of Paediatric First Aider).

Appointed Person

It is recommended that the Appointed Persons attend an emergency First Aid Course which will give them the skills necessary to provide appropriate emergency treatment. This certificate is valid for three years. Please note an appointed person is not a First Aider and should only give treatment for which they have been trained.

For specific questions regarding training schools should contact the Children's Services Learning and Development team. All other Children's Services staff should contact the Corporate Learning and Development team

Accident Reporting Procedures

First Aiders and appointed persons must be made fully aware of the Children's Services accident reporting procedures and ensure all accidents are recorded in line with this and the establishment's procedures.

Training Records

Establishments need to ensure that First Aiders and Appointed Persons are retrained at the appropriate intervals, currently every three years. Training records should be maintained.

Information

Establishments must ensure that all employees and others within the workplace are aware of the first aid arrangements. First aid notices should be displayed in prominent positions, detailing the location of equipment, names of First Aiders/Appointed Persons and contact numbers. All staff must be aware of who the First Aider(s) is/are and how to contact them.

Further advice may be obtained from your Area Health and Safety Adviser.

Organisation

The school's arrangements for carrying out the policy include nine key principles:

1. Places a duty on the Governing body to approve, implement and review the policy.
2. Place individual duties on all employees.
3. To report, record and where appropriate investigate all accidents.
4. Record all occasions when first aid is administered to employees, pupils and visitors.
5. Provide equipment and materials to carry out first aid treatment.
6. Make arrangements to provide training to employees, maintain a record of that training and review annually.
7. Establish a procedure for managing accidents in school which require First Aid treatment.
8. Provide information to employees on the arrangements for First Aid.
9. Undertake a risk assessment of the first aid requirements of the school.

First aid boxes are identified by a white cross on a green background and are easily accessible and contain appropriate first aid material. They are located:

- By the Year 2 Entrance
- In the School Office
- Kits are located in each classroom
- Within the designated COVID-19 isolation medical rooms situated in the NURSERY SNUG and SHARKS corridor. These will also contain lidded waste bins containing hazardous waste bags and thermometers

When the contents are used, the office should be notified so that the box can be refilled as soon as possible afterwards. There is no standard list of items to put in a first-aid box, however, as a guide, and where there is no special risk in the workplace, a minimum stock of items would be: -

Disposable gloves
Face shield
Low adherent dressing
Hypoallergenic adhesive tape
Hypoallergenic plasters
Wound dressings
Foil blanket
Eye pad
Finger dressing
Scissors
Gaze swabs
Triangular bandage
Conforming bandage
Mask
Apron

The office contains the above and additionally:

- Eye wash
- Burn dressing
- Bio Hazard Spillage Kit
- Skin Closure strips

Each term the contents of all kits will be checked and replenished and the Health and Safety Monitoring Sheet updated with the date that this has been done.

The school has two members of the team who are trained to use the school defibrillator.

Travel kits are located in the school office and at least one must be taken on all off-site activities along with individual pupil's medication such as inhalers, EpiPen's etc.

The leader or appointed first aider for the trip must fill the kit according to the list contained inside prior to the trip.

The disabled toilet is a designated first aid room for major incidents while the Year 2 foyer and the school office can be used for minor incidents. Medication for named individuals is kept within classrooms or in the school office with the individual care plan and/or permission sheet.

All waste soiled with blood, vomit or urine needs to be bagged in the labelled bags provided and disposed of in the medical waste bin situated in reception.

Paediatric First Aiders are:

- Sue Storer
- Lisa Box
- Kelly Jones

Other First Aiders are (this training includes Epi-pen training):

- | | |
|-----------------|-------------------|
| Jude Boyd | Angela Higgins |
| Helen Bates | Lorraine Maddocks |
| Sarah Cafferky | Jo Cuthbert |
| Nicola Naden | Rachel Riley |
| Matthew Hansell | Wendy Barton |
| Toni MacNamara | |

The office holds a list of all other staff members who are trained in first aid as all staff are invited to attend training when refresher training is needed.

Where we have a child in school with a specific need refresher Epi-pen training is delivered by the school nurse.

A person who has been trained in First Aid will accompany all off-site visits.

Two members of staff (Kelly Jones and Sue Storer) are fully trained in the use of the defibrillator.

The school ensures that First Aiders and Appointed Persons are retrained at the appropriate intervals, currently every three years. Training records are maintained on the SCR.

A temporary pupil accident log book will be held in the school office and it will be noted that parents have been contacted. Head Injuries will be phoned through as normal and all other injuries texted. Parents will not be required to sign an accident sheet.

The Governing Body recognise that accidents involving the pupil's head can be problematic because injury may not be evident and the effects only become noticeable after a period of time.

The Governing Body recognise that accidents involving any type of burn must be treated immediately in hospital. Parents will be contacted by telephone to advise them of any accident involving a burn.

The Head teacher will decide what is reasonable and sensible action to take in each case. Where the injury is an emergency an ambulance will be called and then the parent or carer contacted. Where hospital treatment is needed but it is not an emergency the parent or carer will be contacted first and asked to take them to hospital. Only staff cars insured to cover pupil transportation will be used and no staff member should be alone with a pupil in a vehicle, a second member of staff will accompany to supervise the injured pupil.

Employee Guidelines

You should be aware of the location of first aid equipment and First Aiders/ Appointed Persons within your workplace.

If you receive an injury whilst at work, you should seek assistance from your First Aider/Appointed Person who will then administer first aid and/or seek further assistance as appropriate.

An accident report form should be completed in accordance with the Children's Services and establishments accident reporting procedures.

If you have any concerns regarding the provision of first aid facilities at your workplace, you should contact your line manager or safety representative.

The HSE publish a basic first aid information leaflet that contains useful first aid information which can be downloaded free from their website by clicking the following link

<http://www.hse.gov.uk/pubns/indg347.htm>

Amended for June 2020.