



# First Aid Policy

## Table of Contents

SECTION	TITLE	PAGE
1.0	Introduction	3
2.0	Employers Responsibilities	3
3.0	First-Aid Facilities	4
4.0	First-Aid Training	5
5.0	Administration of First-Aid	6
6.0	Mental Health First Aid (MHFA)	7
7.0	Reviewing and Reporting	7
8.0	Post Incident Support	7
Appendix 1	First Aid Needs Assessment	8
Appendix 2	Criteria for effective PFA training	15

## 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 (amended 1<sup>st</sup> October 2013) and their associated Approved Code of Practice apply to all employers and employees who work in establishments.
- 1.3 The regulations do not apply directly to non-employees although the Health and Safety Executive (HSE) Approved Code of Practice (ACOP) for First-Aid at Work places emphasis on the need, when assessing the overall risk, to take account of all persons who have access to the premises. It is therefore, 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.
- 1.4 This guidance document sets out the Authorities arrangements to comply with the Health and Safety (First Aid) Regulations 1981 and the Approved Code of Practice. It also provides guidance to management about what First-Aid facilities should be provided, the training of First-Aid staff, administering treatment and the employer's responsibilities.
- 1.5 This guidance outlines the requirements in relation to the Health and Safety (First Aid) Regulations 1981. 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 and the Approved Code of Practice 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 of 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

2.3 There is no ratio for the number of first aider to employees although the Approved Code of Practice does offer some guidance which The Meadow Community Primary School and Pre-School staff should adhere:

- Low risk workplaces such as offices, one trained first aider to every 50 employees with an additional first aider for every 100 employees.
- High risk workplaces one trained first aider for five or more employees, with an additional first aider for every 100 employees.

### 3.0 First-Aid Facilities

3.1 The number of First-Aid kits, whether a dedicated First-Aid room is provided and the number of First-Aiders required will be dependent upon the assessment of risk and the criteria stated in 2.2 above.

3.2 First-Aid boxes or kits should be 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 - Each box containing (minimum contents):

ITEM	QUANTITIES
Guidance Card	1
Individually wrapped sterile adhesive dressing (PLASTERS)	20
Sterile eye pads	2

Triangular bandages - sterile, individually wrapped	4
Safety pins	6
Medium size sterile un-medicated dressings	6
Large sterile un-medicated dressings	2
Disposable gloves	Minimum 3 pairs
Sterile Cleansing Wipes	4

N.B. Minimum one litre sterile water or saline container to be provided if mains water not available.

3.6 Other suggestions based on the activities being undertaken and risk assessment:

- A supply of suitable disposable gloves (non-latex)
- Instant ice packs
- Disposable yellow plastic bags for clinical waste/sharps bin
- Silver foil survival blanket
- Protective Resuscitation Aid (Vent Aid)
- AED - Automatic External Defibrillator

3.7 It is important that a responsible person within your establishment or department 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.

3.8 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 ensuring that expired items are disposed of and replaced. For non-sterile items without dates, personal judgement should be made to determine whether they are fit for purpose.

3.9 Following administration of first aid it is the responsibility of the first aider to ensure any stock is replenished by informing their manager. Checks should be recorded.

- 3.10 Anti-bacterial pump soap, water and disposable drying materials or suitable equivalents must be available.
- 3.11 If utilising a designated room or area as a 'First Aid Room' to allow patients to sit / lay down quietly in private such area it is important casualties are not left alone or are checked regularly depending on the severity of their illness/injury.

## 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 criteria set by HSE (<http://www.hse.gov.uk/firstaid/first-aid-training.htm>).
- 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
  - an in-depth knowledge of the subject of first aid and first-aid training.
- 4.3 There are two types of First-Aid personnel often referred to generally as "First Aiders".
- (i) Certified First-Aider (FAW) - First Aid at Work (3 day course)
  - (ii) Emergency First Aid at Work (EFAW) - (6 hour 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 are 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 roles of First-Aid provisions, 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. Additionally, it would be sensible to select members of staff who are employed in what are generally regarded as the most hazardous areas and where the greatest need is likely to arise, but establishments will need to determine their own priorities.

- 4.7 A qualified First-Aid person should be readily available and easily contactable, within the establishment at all times when employees are at work, to take into account annual leave, out of hours working and other unplanned absence.
- 4.8 In settings that provide care for the Early Year's Foundation Stage, there should be at least one person who has a current paediatric first aid (PFA) certificate and they must be on the premises and available at all times when children are present, and must accompany children on outings. The certificate must be for a full course consistent with the criteria set out in Appendix 2 in this guidance and Annex A of the government guidance; [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/596629/EYFS\\_STATUTORY\\_FRAMEWORK\\_2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596629/EYFS_STATUTORY_FRAMEWORK_2017.pdf)

**N.B. In the event of an emergency you must call (9) 999.**

## **5.0 Administration of First-Aid**

- 5.1 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.
- 5.2 Where accidents involve external bleeding, First-Aiders must wear protective gloves ensuring that their own personal wounds are covered with a waterproof dressing.
- 5.3 If you as a First-Aider receive bites, scratches or needle stick injuries, 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 your own incident/accident reporting procedure. This should then be addressed within your sites workplace risk assessment to ensure sufficient and suitable control measures are in place (See the Leicestershire Traded Services - Blood Borne Viruses and Needle Stick Injuries Guidance for more details).

### **5.4 Mouth to mouth resuscitation**

- 5.4.1 Mouth to mouth contact may be required where contaminated blood maybe present through facial injuries. For these reasons a Vent Aid should be kept in First-Aid boxes/kits and used in situations where mouth to mouth resuscitation may be necessary.
- 5.4.2 Where first aiders feel unable to deliver rescue breaths due to the presence of blood, vomit or other reason they should endeavour to continue to provide chest compressions in line with their training.

### **5.5 Requesting the attendance of an ambulance**

5.5.1 All first aiders must be fully aware of their work locations procedures for calling and meeting the emergency services.

5.5.2 First Aiders should follow NHS guidance <http://www.nhs.uk/NHSEngland/AboutNHSservices/Emergencyandurgentcareservices/Pages/Minorinjuriesunit.aspx> when deciding on whether to call an ambulance and in line with their training, however if in any doubt an ambulance must be called without delay and follow any instructions provided by the emergency services call handler.

## **6.0 Mental Health First Aid (MHFA)**

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

6.2 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 those crucial warning signs of mental ill health.

6.3 MHFA courses teach people how to recognise the signs and symptoms of common mental health issues, provide help on a first aid basis and effectively guide someone towards the right support. Managers/Head Teachers are encouraged to consider the need within their school/academy for staff to hold a MHFA qualification.

## **7.0 Reviewing and Reporting**

7.1 Managers should periodically review their First-Aid needs, particularly after any accidents or incidents occur. Recording such accidents and incidents dealt with by First-Aiders, is important in the reviewing process.

## **8.0 Post Incident Support**

8.1 It is acknowledged that dealing with an emergency situation can have a significant psychological impact on those involved. It is important for managers/head teachers to be aware of the signs and symptoms of post incident stress and provide support where necessary. It must be noted that the effects of this can often take months to manifest themselves.

8.2 Employees should be encouraged to discuss any incidents and seek professional support if necessary from their GP. The Leicestershire Traded Services Wellbeing service can also be contacted where necessary on 0116 3057386 or via email [counsellingandwellbeing@leics.gov.uk](mailto:counsellingandwellbeing@leics.gov.uk)



## Appendix 1: First Aid Needs Assessment

The following form can be used to determine your First-Aid needs.

<b>FIRST-AID RISK ASSESSMENT</b>
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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 <input type="checkbox"/>	Medium risk <input type="checkbox"/>	Higher risk <input type="checkbox"/>
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.			
During what times is the building open to employees and non-employees?	Open to employees	Open to non-employees	
Please state the maximum likely number of persons on site at any one time. Include non-employees (pupils, visitors, etc.)			
How many of the following first aid personnel are available at the site/workplace currently?	Emergency First Aiders	First aiders	

According to the table below what is the <b>suggested number</b> of first aid personnel that should be available at the site/workplace?	Emergency First Aiders	First aiders
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	First aiders
Is someone responsible for ensuring that refresher training is carried out before it expires? If yes, give name and position		

Category of Risk	Number employed and public at location	Suggested number of first aiders
Lower risk (e.g. offices, shops, libraries)	Fewer than 25	At least one EFAW person
	25 - 50	At least one EFAW person
	More than 50	At least one FAW person for every 100 employed
Medium risk (e.g. schools, residential care homes)	Fewer than 25	At least one EFAW person
	25 - 50	At least one EFAW person or FAW for every 50 employed
	More than 50	At least one FAW person for every 100 employed
Higher Risk and Special Hazards (e.g. light engineering, warehousing, construction, extensive work with dangerous machinery or sharp instruments)	Fewer than 5	At least one EFAW person
	5 - 50	At least one FAW person for every 50 employed
	More than 50	At least one FAW person for every 50 employed
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.

Aspects to consider	Guidance
Are there high risk activities such as use of chemicals or dangerous machinery?	<p style="text-align: center;">You will need to consider:</p> <ul style="list-style-type: none"> <li>• Providing first aiders, even if the number that occupy the premises require appointed persons only</li> <li>• Extra training for first aiders to cover any special procedures which they may need to carry out.</li> <li>• Additional first aid equipment such as eyewash or emergency showers. Blunt ended stainless steel scissors should be kept where there is a possibility that clothes might need to be cut away.</li> <li>• The precise location of the equipment, putting appropriate First-Aid equipment close to the areas where there is a high risk as well as in other parts of the building.</li> <li>• Any special arrangements which need to be made with the emergency services.</li> </ul>
Do the work activities involve special hazards such as hydrofluoric acid or confined spaces?	
Lone working situations?	
Specific medical related conditions?	

<p>Are there different parts of the premises where different levels of risk can be identified (e.g. kitchens)</p>	<ul style="list-style-type: none"> <li>• Providing first aiders in those locations even if the number that occupy the premises require EFAW persons only</li> <li>• The precise location of the equipment, putting appropriate first aid equipment close to the areas where there is a higher risk as well as in other parts of the building.</li> </ul>
<p>Do your records, such as incident reports, indicate that injury or ill health is more likely in certain locations? (include near misses)</p>	
<p>Are there young or inexperienced workers on site, or employees with disabilities or special health problems who are at greater risk?</p>	<ul style="list-style-type: none"> <li>• Additional training for First-Aiders</li> <li>• Additional First-Aid equipment</li> <li>• Local siting of first aid equipment</li>   <li>• First-Aid provision should cover any work experience trainees</li> </ul>
<p>Are the premises spread out or is it a multi occupancy building?</p>	<ul style="list-style-type: none"> <li>• First-Aid kit and personnel may need to be located in each building and/or floor. Liaise with other occupants on first aid arrangements.</li> </ul>

<p>Are there changes in staffing levels, for example shift work, work out of hours, or when staff are absent?</p>	<p>Check the number of first aid personnel is adequate at all times the building is operational including holiday cover</p>
<p>Are any employees working on sites occupied by other employers? Are people in 'lone working' situations?</p>	<p>Make arrangements with other site occupiers to ensure adequate provision. This should be agreed in writing.</p>

Is there sufficient provision to cover absences of first aid personnel?

- What cover is needed for annual leave and other planned absences?
- What cover is needed for unplanned and exceptional absences?

**Actions identified:**

**By whom (name) and when (date):**

Assessor's name: (please print)	Assessor's signature:	Date assessment completed:
<b>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.</b>		
<b>Line Manager's name:</b> (Please print)	<b>Line Manager's signature:</b>	<b>Date received:</b>
		<b>Date for review:</b>
<b>Date of review:</b>	<b>Reviewed by (name):</b>	<b>Comments:</b>

## Appendix 2: Criteria for effective PFA training

(Annex A of the 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.

September 2017

Agreed by the Local Governing Body on 14<sup>th</sup> September 2017

Signed:

A handwritten signature in black ink, appearing to read 'Steve Lilley', is written over a thin horizontal line. The signature is contained within a rectangular box.

Mr Steve Lilley Chair of the Local Governors

To be reviewed in September 2018