

TRINITY CATHOLIC SCHOOL

First Aid Policy and Procedure



Policy Statement

Trinity Catholic School will ensure that we will:

- Undertake a first aid risk assessment (see appendix).
- Appoint an appropriate number of suitably trained personnel as first aiders.
- Ensure sufficient first aid facilities and resources are available.
- A record of accidents is maintained (See Accident Reporting and Investigation Policy).
- A report is made annually to the Governing body.
- Ensure that suitable and sufficient information and training is provided to staff.
- Keep accident records and will report to the HSE as required under the Reporting on Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.
- This policy will be reviewed every two years.

What you need to do

- Determine through an assessment the first aid requirements for your school.
- Ensure sufficient first aid trained staff are available on-site.
- Ensure that suitable first aid arrangements are in place when off-site.
- Ensure that staff nominated to provide first aid receive recognised training.
- Ensure appropriate first aid material, equipment and facilities are provided.
- Inform staff and students of first aid arrangements.
- Ensure that all first aid equipment and facilities are well maintained.
- Ensure that suitable records of first aid treatment are kept.

Determining First Aid Needs

How much first aid provision an establishment must make depends on the specific circumstances of that establishment. There is no fixed level but each school needs to assess what equipment, facilities and personnel are appropriate.

The Health and Safety (First Aid) Regulations do not oblige schools to provide first aid for anyone other than their own staff, but guidance recommends that organisations, such as schools, which provide a service for others should include these other persons in their risk assessments and provide for them.

First aid provision must be available at all times while people are on school premises, and off the premises whilst on school visits.

In determining appropriate provision overall, Governing Bodies, Head or Senior Managers need to take into account the following factors:

- The size and location of the establishment and the distribution of employees and students
- Distance emergency services would need to travel to site.
- The establishment's history of accidents.
- Provision for absence of first aiders due to sickness, holiday cover etc.
- Staff accompanying a visit.
- Nature of the off-site activities e.g. off-site and sporting activities.
- Hazards and risks encountered in the workplace.
- Staff and students with special medical conditions or disabilities
- Provision outside normal hours e.g. extended services.

Type and Number of First Aid Staff

The health and Safety (First Aid) Regulations 1981 require an employer to provide an adequate number of suitable persons who are able to render first aid to employees if they are injured or become ill at work. There are two levels of provision:

- Emergency First Aid at Work (EFAW): This level will be relevant when a qualified first aid person/s are required but the work environment is deemed to be lower risk (such as an office).
- First Aid at Work (FAW): This level will be relevant when a qualified first aid person/s are required but where the work environment is deemed to be higher risk.

It is recommended that schools provide persons qualified to the higher level of 'first aid at work' (FAW).

The following chart will assist establishments in determining what level and how many first aid personnel are required:

Hazard Level	Number of employees and/or students	Level of first aid provision required
Low hazard (e.g. office, shops, libraries, schools)	Less than 25	At least one appointed person
	25-50	At least one person trained in EFAW
	More than 50	At least one person trained in FAW for every 100 persons (or part thereof)

Appointed Persons

Where an assessment of first aid needs identifies that first aid personnel are not necessary, the minimum requirement is to appoint a person to take charge of the first aid arrangements, including looking after the equipment and facilities, and calling the emergency services when required.

Arrangements should be made for an appointed person to be available to undertake these duties at all times when people are at work.

To fulfil their role, appointed persons do not need first aid training, though emergency first aid training courses are available. Appointed person's emergency first aid training courses do not require HSE approval.

Appointed persons with such training will *not* be deemed to be a qualified first aid persons as defined in the regulations.

Therefore, it is important to remember that appointed persons are not first aiders and should not attempt to give first aid for which they have not been trained.

Selection, Qualifications and Training

The selection of staff to become first aid qualified personnel should take account of a number of factors including:

- Reliability, disposition and communication skills
- Aptitude and ability to absorb new knowledge and skills
- Ability to cope with stressful and physically demanding emergency procedures

In the event of difficulty in recruiting volunteers, willingness to serve as a first aider can be made a selection criterion for staff appointed to any relevant post in the establishment.

A person will only be 'suitably qualified' if they have undergone training and have qualifications from a provider that is approved by the Health and Safety Executive. Courses are as follows:

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A person will only be 'suitably qualified' if they have undergone training and have qualifications from a provider that is approved by the Health and Safety Executive. Courses are as follows:

- The FAW is a full three day course in first aid at work.
- The EFAW is a one day course in emergency first aid at work.

A three year certificate will be issued to those who successfully complete an FAW or EFAW course. Re-qualification training for both courses is required after the three year period.

During any three year certification period, HSE are strongly recommending that first aid personnel undertake annual (3 hour) basic skills update training.

Schools should maintain a list such as the example below to record details of those staff designated as first aiders.

List of First Aid Staff

Name	Location	Contact Details	FAW or EFAW	Expiry Date of Certificate
Mrs Cate Bell	Reception	Extension 300	FAW	11/10/2019
Mrs Lynnette Cuckson	Reception	Extension 331	FAW	13/10/2019
Mr Ryan Murphy	PE	Extension 316	FAW	16/09/2021
Mrs Monika Pajak	Teaching Assistant	Extension 326	FAW	
Mrs Sarra Perkins	Reception	Extension 300	FAW	17/01/2021
Mrs Joanne Sturgeon	Head's PA	Extension 222	FAW	16/02/2020

Actions taken by the First Aid Team in response to:

Minor Injuries. i.e. cuts and bruises - assess, clean and dress if appropriate i.e. plaster or bandage.

Head Injuries - Assess, ice if appropriate, note written and sent home. If concerned regarding possible concussion, ring home or in an extreme cases ring 999.

Events which result in immediate referral to emergency services - any member of staff has the responsibility to ring 999 in these cases. We have telephoned 999 due to a student with severe anaphylaxis, suspected broken bones and students with known medical conditions.

Monitoring of injuries which have occurred outside of school which have implications in school.

Manage confirmed cases of coronavirus (COVID-19) amongst the school community

If anyone in the school becomes unwell with

- a new and persistent cough
- or a high temperature,
- or has a loss of or change in, their normal sense of taste or smell (anosmia)

they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.

Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

When a child is awaiting collection

If a child is awaiting collection, they should be moved, if possible, to a room where they can be **isolated behind a closed door**, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a **window should be opened** for ventilation. If it is not possible to isolate them, **move them to an area which is at least 2 metres away from other people**.

If they need to go to the bathroom while waiting to be collected, **they should use a separate bathroom if possible**. The bathroom **must be cleaned and disinfected** using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.

Trinity Catholic School must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). The First Aid Team should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close

contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.

Health Protection Team Contact:

PHE West Midlands East Health Protection Team,
5 St Philip's Place,
Birmingham,
B3 2PW

Phone: 0344 225 3560

Out of hours for health professionals only: please phone 01384 679 031

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following guidance for households with possible or confirmed coronavirus (COVID-19) infection

Trinity Catholic School will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Action Off Site First Aid Requirements

Before undertaking any off-site activities, the Head Teacher or the or the group leader, in conjunction with the school Learning Outside the Classroom Coordinator, should assess what level of first aid might be needed.

Minimum first aid provision should comprise a suitably stocked travel first aid kit and a person appointed to be in charge of first aid arrangements. This is a minimum requirement and school should consider more than this, particularly for more complex activities.

Other considerations include:

- The numbers in the group and the nature of the activity.
- The risk and type of injury that might be incurred and how effective first aid would be in those circumstances.
- Provision of first aid at the accommodation/site being visited.
- The availability of an ambulance service, and the distance to a hospital with accident and emergency facilities.

First Aid Equipment and Facilities

Each establishment should have a suitable number of first aid boxes properly marked (the marking should be a white cross on a green background). More than one box is necessary if the workplace is large and only one box would not be readily accessible to all staff. There should be a box readily available in higher risk areas of schools such as:

- PE
- Science
- DT
- Art studios

There is no mandatory list of items that should be included in a first aid container although the Health and Safety Executive do make recommendations for contents school may wish to refer to British Standard BS 8599 which provides further information on the contents of workplace first aid kits.

Whether using a first aid kit complying with BS8599 or an alternative kit, the contents should reflect the outcome of the first aid needs assessment.

It is recommended that you don't keep tablets and medicines in the first aid box.

The needs assessment may indicate that additional materials and equipment are required, for example scissors and adhesive tape. They may be kept in the first aid container if there is room or stored separately.

A school's first aid procedures should identify the person responsible for examining the contents of first aid containers. These should be checked frequently and restocked as soon as possible after use.

Although there is no specified review timetable, many items, particularly sterile ones, are marked with expiry dates. They should be replaced by the dates given and expired items disposed of safely. In cases where sterile items have no dates, it would be advisable to check with the manufacturers to find out how long they can be kept. For non-sterile items without dates, it is a matter of judgement, based on whether they are fit for purpose.

The Education (School Premises) Regulations require every school to have a suitable room that can be used for medical treatment when required, and for the care of students during school hours. Schools should consider using this room for first aid purposes.

Information for Staff and Students

Establishments must inform all staff of the first aid arrangements. This should include the location of equipment, facilities and first aid personnel, and the procedures for monitoring and reviewing the school's first aid needs.

A simple method of keeping staff and students informed is by displaying first aid notices in staff/common rooms. The information should be clear and easily understood.

Notices must be displayed in a prominent place.

Including first aid information in induction programmes will help ensure that new staff and students are told about the first aid arrangements.

This is also good practice to include such information in a staff handbook.

First Aid Treatment Record Keeping

A record should be kept of any first aid treatment given. The record should include:

- Date, time and place of the incident
- Name and job of the injured or ill person
- Details of the injury/illness and what first aid was given
- What happened to the person immediately afterwards (for example went back to work, went home, went to hospital)
- Name and signature of the first aider or person dealing with the incident

A simple example of a first aid treatment template is given below.

First Aid Treatment Record

Name of person requiring first aid:

Date and time of treatment:

Details of illness or injuries:

Details of first aid treatment provided:

Name of first aid person providing treatment:

Medications and Additional Treatment

First aid at work does not include giving tablets or medicines to treat illness.

It is recommended that tablets and medicines should not be kept in the first aid container.

If an individual needs to take their own prescribed medication, the first aider's role is generally limited to helping them do so and contacting the emergency services as appropriate.

Baseline Assessment	
Do employees have easy access to suitably stocked and signed first aid boxes?	Yes
Has a person been appointed to take charge first aid arrangements?	Jo Sturgeon
Are suitably worded notices displayed within the premises detailing how to contact a first aider and where the first aid kit(s) are kept?	Yes
How many adults are there? (allow for visitors/contractors)	72 Staff (06/11/2019)
How many children over 8 are there?	555
Total:	627
50 + at least 1 first aider trained in Emergency First Aid at Work for every 100 employed (or part thereof)	
Assuming that school falls into the "low" risk category	
a. How many appointed persons are required?	8
b. How many EFAW first aiders are required?	2
c. How many FAW first aiders are required?	6

Other aspects to consider	Notes	Impact on First Aid Provision	Action to be taken
What are the risks of injury and ill health arising from work as identified in your Risk Assessment?	Generally low risk	If the risks are significant you may need to designate an additional first aider/s	Not required
Are there any specific risks, e.g. working with: Hazardous substances Dangerous tools Dangerous machinery Dangerous loads or animals	Yes Chemicals Wood machines Grounds maintenance equipment Access equipment	You will need to consider: Specific training for first aiders; Extra first aid equipment Precise arrangements of first aid equipment	Science D. T. F.T. Art Premises Workshop
Are there parts of your establishment where different levels of risk can be identified?	Yes Science D.T. F.T. P.E. Premises	You will probably need to make different levels of provision in different parts of the establishment	
Do members of the public visit the site	Yes	You may need to designate a first aider to deal with the higher probability of an accident	Included in baseline assessment
What is your record of accidents and cases of ill health? What type are they and where did they happen?		You may need to Locate provision in certain high risk areas	
		Review the contents of the first aid box	
Other aspects to consider	Notes	Impact on First Aid Provision	Action to be taken
Inexperience, disability, special		You will need to	

educational needs		consider Special equipment Local positioning of equipment	
Are the premises spread out? e.g spread out over several buildings or multi floor site?		You will need to consider provision in each building or on several floors	
Is there shift work or out of hours working?	Cleaning staff, maintenanc staff	There needs to provision of first aid cover at all times of work.	At least 1 FAW from premises/cleaning staff
Is your workplace remote from the emergency services?	Nearest A & E is 5 miles away	You will need to inform the local medical services of your location Consider special arrangements with the emergency services	Good practice to let them know anyway
Do you have any employees who travel regularly or work alone?		You will need to: Consider issuing personal first aid kits Conduct training for staff Issue personal communicators to staff	Yes Caretaking
Do any of your employees work on sites occupied by other		You should make with other site occupiers to ensure	No