

First Aid at Work  
Guidance and Code of Practice

**Verwood C.E. V.A First School**



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# First Aid at Work

## Guidance and Code of Practice

### Verwood C.E. V.A First School

#### Introduction

First aid can save lives and prevent minor injuries becoming major ones. Verwood First school has a duty to ensure that there are adequate arrangements and appropriate equipment and facilities for providing first aid. The purpose of this document is to provide an overview of the first aid practice and procedures carried out within Verwood First school. These procedures comply with the Health and Safety (First Aid) Regulations 1981 and it's Approved Code of Practice and are based on the guidance from Dorset County Council.

#### Terms used in this document

Term	Meaning
<b>Appointed Person</b>	An employee who takes charge when someone is injured or becomes ill, looks after the first-aid equipment e.g. restocking the first-aid container and ensures that an ambulance or other professional medical help is summoned when appropriate. Under the regulations appointed persons do not need first-aid training and are not necessary where there is an adequate number of trained first aiders. However DCC normally ensure that appointed persons also receive an appropriate level of first aid training dependent on their service/workplace.
<b>Emergency First-Aid trained - EFAW</b>	An employee who has undergone emergency first aid training. DCC delivers a half-day emergency life support course to ensure staff can administer basic life saving skills in an emergency and in addition to their duties / role.
<b>First Aid</b>	First aid is defined as the skilled application of treatment for the purpose of preserving life and minimising the consequences of injury and illness, until medical help arrives
<b>First Aid at Work</b>	First aid at work covers the initial management of any illness or injury suffered at work, irrespective of whether the event was work-related. It does not include the administration of medicine or tablets to adults or children, which are covered by separate procedures.
<b>First Aider - FAW</b> <b>First Aider - EFAW</b>	A first-aider is someone who has undertaken training and has a qualification that is approved by the HSE or other recognised awarding body. This means that they must hold a valid certificate of competence in either: First Aid at Work ( <b>FAW</b> ), or Emergency First Aid at Work ( <b>EFAW</b> ). They will also normally assume the responsibilities of an appointed person to look after the first aid box and take charge in a medical emergency etc.

(Guidance and Code of Practice FIRST AID at WORK April 2011, Health and Safety Team, Dorset County Council)

## Responsibilities:

### Headteacher:

Will ensure that arrangements are in place for:

- implementing this procedure.
- risk assessments incorporate appropriate reference to first aid provision where necessary.
- accidents, injuries and dangerous occurrences are reported when work related.
- agree and document joint first aid arrangements where a work place is shared with other employers (SCOOSC and Pre-school).
- contractors, visitors service users, pupils and others working temporarily on the premises are made aware of the first aid arrangements.
- any arrangements for letting the facility incorporate consideration of first aid arrangements.

### Suzette Didcott:

Will ensure that:

- this procedure is implemented and monitored.
- an assessment of appropriate first aid cover is carried out.
- sufficient suitable persons are nominated to provide first aid cover (in accordance with the requirements outlined in this document).
- first aiders and appointed persons receive appropriate training to carry out their duties.
- where required that first aiders re-qualify before the expiry date of their certificate.
- bring to the attention of all staff, particularly at induction, the first aid arrangements e.g. names of first aiders and/or appointed persons and locations of first aid boxes; sufficient first aid boxes are provided and first aid notices displayed.

### Louise Rackley:

Will ensure that:

- the contents of first aid boxes is checked **half termly**.
- there is an adequate supply of materials and items have not passed any expiry date.

## First Aiders (FAW/EFAW) (see first aid procedures)

### First Aid requirements:

In a school first aid provision must be available at all times while staff and pupils are on school premises, and also off the premises whilst on school visits. However these provisions will be tailored to the needs of the children and staff within the school at the time.

### The minimum requirement of first aid provision required (based on Dorset County Councils recommendations):

No of Pupils	FAW trained (3 day) first aider	EFAW trained (1 day) first aider
less than 100	1	1
100 - 250	1	2
<b>250 - 500</b>	<b>2</b>	<b>2</b>
500 - 1000	2	3
greater than 1000	3	3

## **First Aid procedures:**

### **Identifying illnesses / injuries to children:**

Children displaying or complaining of illness or an injury will be referred to a first aider (FAW or EFAW). If they have doubts or concerns, then the child will be assessed by a FAW first aider and key teaching staff and senior management will be consulted who will decide whether medical assistance is required. If an injury does not appear to require medical assistance we will do our utmost to treat any minor injuries in accordance with First Aid training, acknowledging that we are not medical professionals. If in any doubt we will contact parents to advise in order that they may make a judgement concerning further action. Injuries to any part of the body covered by underwear will be dealt with by **two** staff members at all times.

If it is felt a call home is necessary, following an injury (this decision would be made by either Neil Bishopp or Jacquie Boreham), Adam Parsons (leadership team in absence of head) must be involved in this process of calling for medical help.

**However, leadership absence/ unavailability should not delay the process.**

### **Calling an ambulance:**

Where there is any uncertainty about a child's condition or extent of injury then;

- a) A parent/person listed as emergency contact will be notified to take child home or to their GP.
- b) Arrangement of transport to the local casualty unit by ambulance or by other suitably insured vehicle . (dependent on the severity of the injury).

If the severity of the injury requires emergency medical assistance we will advise parents/carers as soon as possible **following** the 999 call. If parents cannot arrive at the school before the anticipated arrival of the ambulance then they should arrange to meet their child at the hospital.

### **Moving injured children and transporting to hospital:**

When deciding on how to transport a child to seek medical assistance consideration will be given to the extent of discomfort and pain which may be inflicted when self-transporting a child without appropriate immobilisation and pain relief and medical expertise afforded by paramedics/ambulance. If a more serious injury is evident or likely then the appointed person will make a more thorough assessment of the child before deciding if it is appropriate to move a pupil. Consideration of manual handling risks to first aiders will also be made before attempting to move children who are injured or ill.

When a child is taken to hospital they will be accompanied by an adult from the school who will remain with the child until a parent/guardian arrives.

## **Treating injuries:**

Only those members of staff who have received formal first aid training can administer first aid. This includes making any judgement on an injury.

## **Infection control:**

When treating injuries staff will take appropriate precautions to protect

against blood borne viruses and infections that may be transmitted via blood or body fluids.

First aiders will always keep cuts or broken skin covered with waterproof dressings and wear disposable gloves when contact with blood or body fluids is likely.

If blood is splashed onto the skin, then it will be washed off immediately with soap and water.

First aiders will always wash and dry their hands after removing gloves and before and after giving first aid.

## **Blood and body fluid spills:**

Spillages of blood, vomit, urine and excreta should be cleaned up immediately. The following actions will be taken by the person dealing with the spill:

- Clear the immediate area of people. Hazard signs and cordoning off when necessary.
- Disposable personal protective equipment (PPE); disposable gloves and if necessary a disposable plastic apron will be worn.

### Small spills or splashes on hard surfaces:-

- Clean with disinfectant detergent and hot water.

### Large spill:-

- Remove spillage as much as possible using absorbent paper towels.
- If possible (do not block the toilet) flush these down the toilet or dispose of carefully in waste bag and place in outside bin (in playground).
- Cover remaining with paper towels soaked in diluted bleach solution (1:10 dilution with cold water) or local bleach alternative, soak, wipe clean and dispose.

## **Head injuries:**

Any head injury is potentially a very serious condition. A head injury will be treated in accordance with current first aid guidance. If a child has fully recovered but there has been evidence of impaired consciousness the child will be taken to be assessed by a doctor. If the injury is assessed as minor and does not require the child to be referred to a doctor, then the child will be kept under observation for the rest of the school day for signs of deterioration and the parent/guardian informed of the nature of the injury (**see section on first aid forms and informing parents/guardians**).

## **Removing small splinters:**

First aiders will aim to remove the splinter and minimise risk of infection. If the splinter is small and not embedded and can easily be removed, they will pull out along the

track of entry then gently squeeze the area which will help to flush out dirt. Then the area will be cleaned and patted dry and then a plaster applied.

If it is not possible to remove the small splinter then the area will be cleaned and patted dry and a plaster applied. The parent/carer will then be informed who can deal with this when the child returns home. Large embedded splinters will not be removed and the child will be referred to a medical professional.

### **Applying Plasters:**

If the child has a known allergy to plasters then a low-allergenic plaster or non adherent dressing will be applied to prevent spread of infection unless parents/guardians have agreed otherwise. A list of children names whose parents/guardians have informed the school of being allergic to plasters will be placed in the staff room, kitchen, inside main first aid kit and in relevant bases.

### **First aid forms:**

If first aid has been provided, an incident form will be completed highlighting the nature of the injury and the action taken:

- These are then given to the child's teacher at the end of play and lunch time session.
- For any other injury REQUIRING FIRST AID, an incident form must be completed and given to the class teacher, to be passed on to the parent/carer at the end of the day.

**A form from the green-covered accident book MUST be completed and handed in to the office.**

### **Informing Parents/guardians:**

Pupil incident forms need to be completed by the First Aider. They need to detail child's name and base, date, time, details of incident and any treatment carried out. Once the incident form is complete this needs to be filed in the First Aid folder in the office for easy reference.

If an incident occurs that requires a conversation with a parent (eg particularly bad graze, nose bleed...) First Aiders may record using an incident form to be handed to the base teacher. It is the teacher's responsibility to communicate any concerns with the parent.

### **Disposing of waste:**

Used paper towels, together with gloves and aprons, will be placed into **two** plastic waste sack/bag (one inside the other), top tied and placed in the outside waste collection bin. When treating a blood injury (for example a nose bleed) within a first aid context will be disposed of in a **sanitary bin (located in female staff toilet).**

### **Play times (KS1 & KS2):**

The First Aider on KS1 playtime duty is responsible for taking a first aid kit, paperwork folder and ice pack into the playground. (An insulated bag is available in the tall kitchen cupboard to place ice packs in on warm

days.) The kit will be returned by the First Aider on KS2 duty. Ice packs should be removed from the freezer just prior to playtime and always returned to the freezer as soon as possible after use.

#### **Lunch times:**

The First Aider on lunchtime duty is responsible for taking a first aid kit, paperwork folder and ice pack into the playground. (An insulated bag is available in the tall kitchen cupboard to place ice packs in on warm days.) At the end of lunchtime the first aider will pass on incidents forms and any additional information to the child's class teacher.

#### **Off site visits:**

First aid provision must be considered and provided on all off school/site visits. The level of provision is decided by teachers or leaders on the basis of a risk assessment; the likelihood of injury or illness arising at a particular location or as a result of any planned activity. This will be detailed in the risk assessment carried out prior to the visit/trip which will be agreed with the headteacher.

**The minimum first aid requirement for off school sites is 1 first aiders for every 30 children.**

#### **Shared or multi-occupied sites:**

**SCOOSC** - The after school club have their own first aid policy stating their first aid requirements. They have one first aider (FAW) per session. They have carried separate risk assessments for the areas they use.

**Visitors and outside contractors** - During **term time** Verwood First School are obliged to offer first aid to any visitors or contractors whilst on school grounds. Throughout holidays contractors need to make their own arrangements to seek first aid when they require it.

#### **First aid training requirements:**

First aid training will be provided by accredited organisations who conform to the criteria laid down in the approved code of practice and guidance (HSE).

**First Aid at Work (FAW First aiders)** will have fully attended and passed:

An initial First Aid at Work Certificate course (3 days), valid for three years followed by;

A First Aid at Work Refresher course (2 days), also valid for three years.

(Recertification will be completed during the period of three months before or twenty eight days after the expiry date of the certificate to maintain the qualification otherwise the first aider must repeat the full three day course.)

**Emergency First Aid at Work (EFAW First aiders)** Will have attended:

A one-day Emergency First Aid at Work Course which is valid for three years.

**Early Years Foundation Stage Paediatric First Aid Training:** Will have attended:

A two-day Paediatric First Aid course which is valid for three years. It will include training for birth to five year olds.



## **First aid boxes:**

All staff (teaching staff, TAs, LSAs and office staff) are to be familiar with the contents and location of the First Aid boxes. Large green 'First Aid Box' stickers are displayed prominently around school so that the boxes are visible and accessible.

The portable First Aid box (green with a white cross) is situated in the kitchen cupboard. This box is to be taken on all Educational Visits.

There are two large First Aid boxes containing all the necessary equipment and are stored in the kitchen cupboard. One box is designated for morning playtimes and one is for use by the LSAs at lunchtime. Smaller boxes (green with a white cross) containing basic items are kept in each base. Bases are responsible for inspecting the contents of these boxes, **at least weekly, and replenishing as required**. A record should be kept of the inspections detailing the date, any replenishments carried out and initials of the First Aider. The designated TA First Aider, Louise Rackley, will inspect the contents of these boxes at the beginning of each half term.

## **Contents of boxes:**

### **Main First Aid boxes:**

Guidance card (St John's Ambulance)

Disposable gloves

Sterile dressings of various sizes

Individually wrapped adhesive dressings (low-allergenic)

Micropore tape

Eye pads

Triangular bandages

Safety pins

Sterile wipes (individual sachets)

Foil blankets

8 ice packs are kept in the freezer compartment in the kitchen.

A pair of Scissors (Used to cut dressings or remove clothing in an emergency to expose a severe or life threatening wound.)

### **Base boxes:**

Sterile dressings (micropore)

Individually wrapped adhesive dressings (low-allergenic)

Disposable gloves

Sterile wipes (individual sachets)

### **In a separate clear wallet**

Base incident book, pen, incident forms

One pair of tweezers will be kept in the office and used to removing grit and dirt from minor wounds. They can also be used for removing minor splinters from hands/skin.

**First Aid Supplies:**

First aid supplies will be purchased from the current procurement contracted supplier via DES (Currently St Johns Ambulance) and protective gloves will be order from the consortium catalogue.

**Administration of medicines:**

See separate policy for administering medicines (In safe guarding child protection folder).

