First Aid at Work Policy

## General Statement

To be a good employer, Highcliffe School must have sound health and safety management policies and procedures. Highcliffe’s future and success depends on a productive, safe and healthy workforce. In addition Highcliffe recognises that it has a responsibility to protect employees and others who may be affected by its business against the risk of injury or ill health. The school will hold contact details for parents/emergency contacts in the event of needing to communicate due to illness/injury of a student.

**Medicines**

This policy should be read in conjunction with the administering medicine policy.

## Equal Opportunities

Highcliffe School expects employees to adhere to this policy in line with the schools obligations under equality legislation. Managers must ensure that all reasonable adjustments or supportive measures are considered to allow equality of access and opportunity regardless of age, gender, ethnicity, sexual orientation, disability, faith or religion in line with the schools Equal Opportunity policy.

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###### When should this Policy and any specific First Aid risk assessment be reviewed?

First aid provision must be reviewed at least annually and sooner if it is no longer relevant, for example:

* there is a significant change in the number of people in the premises
* there in an increase in the hazard of the activities carried out on site
* there is a change in legislation or guidance

Review does not necessarily mean carrying out a new risk assessment, but checking over the existing assessment to ensure it is still valid and that any change in circumstances are reflected.

###### Associated Policies

This policy should be read in conjunction with the schools safeguarding policies but where references are made to medicine the Administering Medicines policy must be read.

###### First aid for employees and non-employees (visitors, students etc)

Both employees and non-employees should be included in the schools first aid provision. When calculating the number of first aiders for a workplace, the number of non-employees that may use or be present in the building at any one time must be taken into account. For example, the school may have 170 staff, but 1450 pupils. As a result, first aider provision should be based on 1620 people using the school premises.

## First Aid Personnel

The roles of an appointed person and first aiders are as follows:

### Appointed person

The school has appointed a medical officer to take charge of the first-aid arrangements. This includes looking after the equipment, facilities and calling the emergency services when required. Within this policy this person is referenced as ‘Medical Officer’.

### Emergency First Aider

Someone designated by Highcliffe School who has undergone a training course in administering emergency first aid at work and holds a current emergency first aid at work (EFAW) certificate by attending an HSE Approved training course. This is a 6 hour course that is normally undertaken in 1 day. A list of employees with this training is available from the medical officer and Headteachers PA.

Annual refresher training is required to update the Emergency First Aider’s basic skills. Re-qualification is required every 3 years and organised by the medical officer.

### First Aider

A member of staff designated by Highcliffe School who has undergone a training course in administering first aid at work and holds a current first aid at work (FAW) certificate by attending an HSE Approved training course. This is an 18 hour course that is normally undertaken over 3 days. A list of employees with this training is available from the medical officer and Headteachers PA.

Annual refresher training is required to update the First Aider’s basic skills. Re-qualification is required every 3 years and organised by the medical officer.

### 4.4 Paediatric First Aid

Schools and other settings with young children (i.e. children from birth to the end of the academic year in which a child has their fifth birthday) are required to have at least one person on site trained in paediatric first aid. This need is unlikely to occur at Highcliffe School.

*Note: Highcliffe School is free to use any HSE approved training provider.*

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## What type of first aid equipment should there be?

There is no standard list of items to put in a first aid kit; it depends on what you assess the needs to be and the known needs of any particular students. The following is a guide of what the minimum stock should be where there is no special risk in the workplace but in practice a much larger amount will be kept in stock on site.

### Suggested Minimum Stock

* A leaflet giving general guidance on first aid e.g. [HSE leaflet – basic advice on first aid at work](http://www.hse.gov.uk/pubns/indg347.pdf)
* 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work
* 2 sterile eye pads
* 4 individually wrapped triangular bandages (preferably sterile)
* 6 safety pins
* 6 medium sized (approximately 12 cm x 12 cm) individually wrapped sterile unmedicated wound dressings.
* 2 large (approximately 18 cm x 18 cm) sterile individually wrapped unmedicated wound dressings
* Disposable gloves (latex or nitrile)

In practice needs assessment may indicate that additional materials and equipment are required, for example scissors, adhesive tape, disposable aprons, and hypoallergenic plasters.

No medication of any kind, for example aspirin, paracetamol, antiseptic creams, burn sprays, etc should be kept in first aid kits, nor used as a form of first aid. The reasoning behind this is:

* In the case of tablets you may not know if any medication has previously been taken or, if it has, what dosage and when. This being the case, “your prescription” may adversely affect any further treatment or surgery that may later be required.
* If the wrong cream were used for the wrong injury, or used inappropriately, there may be serious scarring and long term discomfort for the casualty. There may also be the chance of an adverse allergic reaction.

###### Since first aid kits are available to anyone who wishes to use them, the possibility of the problems highlighted above occurring is quite high.

The provision of plasters, contrary to popular belief, is fine. Most people will know if they are allergic to plasters and will ask for alternatives to be used.

Normally first aid personnel are responsible for maintaining first aid stocks. Managers need to ensure that someone is responsible for the first aid stock and is able to order new stock.

The first aid container should protect first aid items from dust and damp and should only be stocked with items useful for giving first aid. First aid items should not be used after the expiry date.

First aid kits should be clearly identifiable with a white cross on a green background, readily accessible and their locations made known by clear signing to employees and other persons who regularly attend the premises. Kits should be placed conveniently, if possible near to hand washing facilities.



Kits should also be available in areas of greater risk, for example: science labs, D&T workshops and kitchens. In small low risk establishments it would be appropriate to site the first aid kit in a central office or reception.

If the premises are used by community users or after normal working hours, arrangements should ensure that a first aid kit is available to persons who may require its use.

## Recording first aid treatment and incident reporting

When first aid is given the first aider or appointed person must make a record of:

* Date, time and place of incident
* Name of the injured person/student
* Details of the injury/illness and what first aid was given
* What happened to the person immediately afterwards (went home, went back to work, went to hospital)
* Name/Initials/Username of the first aider or appointed person dealing with the accident

A system exists in the main school data system (SIS) to record first aid on students at the point of administering the aid.

A blank form is also included for recording incidents away from school. All completed records of first aid treatment must be kept in a secure location to comply with the requirements of data protection legislation. Only blank copies of the form should be kept with first aid equipment.

All accidents (however minor) must be recorded in accordance with the Accident Reporting Policy. It is the responsibility of the school staff to ensure that the accident form is completed as soon as possible after the injury has occurred.

## If an Ambulance is required

When an ambulance is required, the front reception must be informed. The person ringing the ambulance must stay with the injured party if possible to give up to date information to Ambulance Control. A member of staff should be sent to the outside front of school to greet and direct the paramedics to the injured party. The Headteacher should be informed as soon as possible. The ambulance crew will be responsible for the decision of which hospital the student is transferred too based on clinical need. Parents/Emergency contacts will be notified.

## First Aid Rooms

Highcliffe School will provide a first aid room as the Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical or dental treatment when required and for the care of pupils during school hours.

The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.

In addition a separate medical needs area is designated in the sixth form area for staff and students with additional needs due to medical conditions/needs.

More information about the requirements for [facilities that should be included in a first aid room](http://www.hse.gov.uk/firstaid/faqs.htm#farooms) can be found using the link provided.

###### Information on first aid arrangements

At least one notice, identifying the location of first aid boxes and first aiders, will be displayed in a prominent location at the main school office. New employees will be told about first aid arrangements at induction.

###### Working away from the premises

First aid kits and training may be needed for employees who work away from the premises. Examples of these circumstances might include:

* Where tools, machinery and hazardous substances are used
* Travelling on a regular basis
* People who work at an isolated location
* Employees who work alone
* Supervising trips and visits

### First Aid Kits in Vehicles

First aid kits in vehicles should be kept stocked from a back-up supply from the work base. The following is a suggested list for travelling workers. Equivalent items will be considered acceptable:

* Six individually wrapped sterile adhesive dressings
* One large sterile un-medicated dressing
* Two triangular bandages
* Two safety pins
* Individually wrapped moist cleansing wipes
* One pair of disposable gloves (latex or nitrile)
* Additional provision identified in the risk assessment

###### Insurance Implications for first aiders

Providing that work carried out on behalf of Highcliffe School is within your competence in your own profession, or as a first aider, you are protected by the School's Insurance Scheme. This insurance also applies in the case of any injuries you may receive, including contracting a disease, or in the case of any mishap which may arise during or after treatment.

First aiders and other members of staff must be aware that if they have to transport casualties in their own vehicle, they must ensure that their own car insurance covers them for business use. The Headteacher or a Senior Member of staff should authorise any member of staff taking a student to Hospital when it is deemed necessary.

###### Control of Infection

Many blood-borne micro-organisms have the capacity to infect a first aider should blood from an already infected casualty enter an open wound or sore on the person of the first aider, for example Hepatitis.

The HIV virus is not readily transmitted in this way and only a small number of cases of cross infection are documented in health care circles, usually involving heavily infected patients in the latter stages of their condition.

However, the emergence of HIV/AIDS has served to concentrate attention on sensible and routine protective measures which should always be employed during the treatment of bleeding wounds, regardless of the health or otherwise of the casualty.

As it is impossible to be sure of who is, or is not, infected with these viruses the following precautions should be taken by first aiders:

* Treat all casualties as if they are carriers of a virus
* Always cover open wounds on your own hands with a waterproof adhesive dressing
* Where practical, a pair of disposable gloves (latex or nitrile) should be worn when dealing with bleeding or when cleaning up body fluids or excreta
* All used gloves, waste dressings and other contaminated waste should be placed in a plastic bag for disposal (see later)
* Any blood splashes on the skin should be washed off with soap and water
* If a cut or puncture wound by a needle is sustained, let the wound bleed, squeeze it gently but do not suck it. Wash the area in cold running water and apply a sterile dressing. Report the incident and seek medical advice immediately.
* The HIV virus has only occasionally been found in saliva and in very small quantities when compared with blood. No HIV infection is known to have occurred as a result of carrying out mouth-to-mouth resuscitation. Therefore, the risk to the first aider is thought to be extremely small and should not discourage a prompt response in a life-saving emergency. A protective resuscitation aid can be used where available and this may be kept in first aid kits.
* Never re-use disposable equipment or use to treat more than one casualty.

###### Dealing with Blood and Body Fluid Spills

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

* Clear the immediate area of people. Hazard signs and cordoning may be necessary, according to the circumstances.
* Disposable personal protective equipment (PPE), including gloves (latex or nitrile) or equivalent and a disposable plastic apron must be worn.
* Any spilt blood or other body fluids should be cleaned up, either with disposable absorbent paper towels or with Sanitizer.

###### Waste Disposal

Waste created by the administration of first aid is categorised as hazardous as it may contain bodily fluids. At Highcliffe sufficient quantities of such waste may be created to require specialist waste collection and disposal facilities to be provided. Yellow waste bags or containers may need to be used.

###### Parental Responsibilities

Parents are responsible for ensuring that their son/daughter is well enough to attend school, and will be responsible for collecting their child from school if he/she is too ill to attend.

It is essential that parents provide the school with a daytime contact telephone number for use in case of emergencies.

It is essential that parents provide the Headteacher with sufficient information about their son/daughter’s medical condition, including any allergies, and treatment or special care needed at school. They should, jointly with the Headteacher, reach agreement on the school’s role in helping with their son/ daughter’s medical needs.

Parents should sign a consent form authorising the school to given medication to their son/daughter for both short term as well as long term medical needs.

###### Data Protection

Highcliffe School must comply with the Data Protection Act 1998. All employees need to ensure the security and confidentiality of any personal data held by the school in whatever medium. This data must not be passed to a third party without permission.

The person who has received first aid must be told that a record is kept in accordance with guidance on first aid regulations, what information has been recorded and that any information recorded will only be revealed to those who need to process it.

Records should not be disclosed unnecessarily (including other records, which might be seen when a new entry is being made). They must be stored securely by the first aider or appointed person.

*This policy should be read in conjunction with the school’s Safeguarding Policy and Procedures (including Child Protection). All our practice and activities must be consistent and in line with the Safeguarding Policy and Procedures noted above. Any deviations from these policies and procedures should be brought to the attention of the Headteacher so that the matter can be addressed.*