

**Angel Road Federation**  
**First Aid In School Policy and Procedures**

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**Angel Road Federation Policy on First Aid in School**

To be a good employer, Angel Road Federation must have sound health and safety management policies and procedures. Angel Road Federation's future and success depends on a productive, safe and healthy workforce. In addition Angel Road Federation 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.

Angel Road Federation recognises that there may be occasions where injury to employees or pupils occurs. Angel Road Federation expects that:

- A local risk assessment of the first aid needs of its establishments will be undertaken.
- There will be an adequate number of appropriately trained first aid personnel.
- First Aid equipment and facilities provided at establishments will be appropriate to the activities undertaken.

**Equal Opportunities**

Angel Road Federation expects employees to adhere to this policy in line with NCC's 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, gender identity, pregnancy or marital status.

**Scope**

It is the responsibility of Chris Read, the Headteacher to ensure that adequate first aid provision is made in areas under his control.

**General statement:**

In order to be a safe school for all, Angel Road Federation recognises the need for a First Aid policy. We have a responsibility to protect employees and pupils against the risk of injury or ill-health.

On occasions, when injury to employees or pupils occurs, we expect that:

- There will be a trained first aider able to administer appropriate care and assess the individual needs.
- That first aid equipment and facilities will be available for anyone who requires care.
- That a record of care given will be kept and parents informed of the injury on the same day of occurrence

**1. Carrying out a First Aid Risk Assessment**

Chris Read, the Headteacher, is responsible for ensuring that risk assessments are carried out and reviewed. He can either carry out risk assessments himself or delegate the task to other individuals.

If the Headteacher delegates the task, he must ensure that whoever carries out the assessment

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on their behalf takes all reasonable care when carrying it out.

### **2. When should the 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 is a change in the way people work in the premises e.g. moving to shift work
- there is 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.

### **3. First aid for non-employees (visitors, service users, pupils etc)**

Non-employees should be included in Federation's 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, a school may have 15 employees, but 300 pupils. As a result, first aider provision should be based on 315 people using those premises.

### **4. First Aid Personnel**

A guide to the numbers of first aid personnel required is included in the first aid risk assessment form. The roles of an appointed person and first aiders are as follows:

#### **4.1 Appointed person**

Where the assessment identifies that a first aider is not necessary the minimum requirement is to appoint a person to take charge of the first-aid arrangements. This includes looking after the equipment, facilities and calling the emergency services when required.

#### **4.2 Emergency First Aider**

Someone designated by Angel Road Federation 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 a HSE Approved training course. This is a 6 hour course that is normally undertaken in 1 day.

Annual refresher training is required to update the Emergency First Aider's basic skills. Re-qualification is required every 3 years.

#### **4.3 First Aider**

Someone designated by NCC who has undergone a training course in administering first aid at work and holds a current first aid at work (FAW) certificate by attending a HSE Approved training course. This is an 18 hour course that is normally undertaken over 3 days.

Annual refresher training is required to update the First Aider's basic skills. Re-qualification is required every 3 years.

#### **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.

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### 5. 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. The following is a guide of what the minimum stock should be where there is no special risk in the workplace.

#### 5.1 Suggested Stock

- Triangular bandage (4)
- Safety pins
- Sterile plasters (plenty)
- Medium dressings (6) (check in date)
- Large dressings (2) (check in date)
- Cleansing wipes (alcohol free)
- Scissors
- Handbook /leaflet
- Nyltol hand gloves
- Face shield
- Clinical waste bags (yellow)
- Sterile eye pads (2)
- Individual pod eyewashes (4)
- Notepad and pen
- Non-alcohol hand rub
- Space blanket (central stock only)

The needs assessment may indicate that additional materials and equipment are required, for example adhesive tape, disposable aprons, 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 as follows:

- 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, and pupils will have notification from parents if they have an allergy to plasters. In this case an alternative can be used.

Normally first aid personnel are responsible for maintaining first aid stocks. As a manager you 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.

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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.

In small low risk establishments it would be appropriate to site the first aid kit in a central office or reception. A First Aid Kit should also be held in the Gym

If the premise is 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.

At Angel Road Infant School first aid kits are in every classroom and the main hall. Bum Bag first aid kits are kept in the dining room and are taken outside by MSA's at lunchtimes. There are additional first aid kits which can be taken on educational visits.

At Angel Road Junior school first aid kits are available within each year group and the Welfare room. They are also located on the school mini bus and in the After school club area. There are additional first aid kits which can be taken on Educational visits or when the children go across to the field for Games.

#### **6. 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 and job of the injured person
- Details of the injury/illness and what first aid was given
- What happened to the person immediately afterwards (for example went home, went back to work, went to hospital)
- Name and signature of the first aider or appointed person dealing with the accident.

At Angel Road Infant and Junior School we record any first aid given on a tear off slip in an Accident book. School keeps a copy and one is given to the child's parents. The Accident book is kept in the School office.

Any children receiving a minor bump to the head are identified by the 'bump to head sticker' in the Infant school, which will be applied by the first aider. This is so that all staff are aware that they will need monitor and keep a careful eye on any change in behaviour in case of concussion.

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.

Where necessary a copy of the online NCC Incident Report Form must also be completed in line with the incident reporting guidance. (See Schools PeopleNet)

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.

The first aid room at Angel Road Infant School is the Disabled Toilet which can be accessed from the corridor near the Reception classrooms. The first aid room at Angel Road Junior is located in the welfare office.

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### **8. Information on first aid arrangements**

At least one notice, identifying the location of first aid boxes and first aiders, must be displayed in a prominent location at each school. New employees should be told about first aid arrangements at induction. If the school has a first aid room, it is advised that the location of it is detailed too.

Consideration must be given to providing information on first aiders in other formats and languages as appropriate.

### **9. 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, hazardous substances are used
- Travelling on a regular basis
- People who work at an isolated location
- Employees who work alone
- Supervising trips

#### **9.1 First Aid Kits in Vehicles**

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

- A leaflet giving general guidance on first aid
- 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

### **10. Safety Data Sheets**

The Safety Data sheets for cleaning products and any other chemical based products used in school are kept in the Cleaners cupboard and in each year group. This will give initial first aid information on how to treat affected areas in the first instance.

### **11. Insurance Implications for first aiders**

Providing that work carried out on behalf of the school is within your competence in your own profession or as a first aider, you are protected by the Council'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 employees 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.

### **12. 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.

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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.

Due to the fact that 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
- 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
- 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.
- Never re-use disposable equipment or use to treat more than one casualty.

#### **13. 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 Sani-Dri, Sanitizer and its accompanying accessory kit (available via ESPO)

#### **14. Waste Disposal**

Waste created by the administration of first aid is categorised as hazardous as it may contain bodily fluids. However in most circumstances and premises the amount produced is minimal and as such special arrangements for disposal are not required.

In school, sufficient quantities of such waste will be created to require specialist waste collection and disposal facilities to be provided. Yellow waste bags or containers must be used. Details of service providers are contained in the ESPO Dealing Direct catalogue under 'sanitary disposal service'.

#### **14. Data Protection**

Angel Road Federation is required by law to comply with the Data Protection Act 1998. All employees need to ensure the security and confidentiality of any personal data held by Angel

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Road Federation 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.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Review date \_\_\_\_\_ (annually)