

First Aid Policy

Policy summary

It is School policy to provide first aid support if someone is injured or becomes unwell in School, and to ensure that the School complies with the Health and Safety (First Aid) Regulations 1991. A prime objective of the School Policy is that someone trained in basic first aid skills should be able to attend an incident within 10 minutes of help being requested during normal hours.

First aiders

Basic First Aid trained staff are able to recognise and manage any immediately life-threatening condition. If the problem requires medical intervention such as the calling of an ambulance, the First Aider will normally sanction this.

All first aiders have attended an approved course in emergency basic first aid. All first aiders have to undertake refresher training every three years.

Selection of first aiders

Personal qualities

To be an effective first aider, a person needs to be reliable, able to stay calm in an emergency, have a good standard of personal hygiene & be fit enough to rapidly attend an incident. The person must be willing to provide first aid to anyone at any time whilst at work and to attend training courses to obtain and retain their qualification.

Recruitment

First aiders should be selected from staff who can be easily contacted.

New members of staff should be asked at induction whether they are trained in first aid and willing to act as a first aider.

Numbers of first aiders.

The numbers of trained first aiders should be no more than necessary to meet the objectives of the School policy.

Review.

Periodic review of the adequacy and effectiveness of first aid arrangements is an integral part of an effective health & safety management process. The school normally reviews policies annually at the end of the calendar year.

Equipment

First Aid Boxes.

At least one first aid box has to be readily available in each school building.

The contents of first aid boxes should comply with the Appendix of this guidance (see below).

The School minibus also carries a first aid box.

Restocking.

The Administrative Manager or her delegated representative is responsible for regularly checking and replenishing first aid boxes.

Information

Induction.

All new staff should be provided with information at induction on how to obtain first aid assistance.

First aid notices should be posted up in communal areas. Notices should be easily recognisable through use of the standard first aid symbol (a white cross on green) & provide information on the name of first aiders in the school

Up-dating

All first aid notices should be regularly checked for accuracy and up-dated. Notices will need to be altered if a listed first aider leaves, moves location or does not renew their certificate and to provide information on new first aiders.

Training

All first aiders have to attend an assessed training course in Basic Emergency First Aid at Work to be recognised as a first aider. First aiders have to attend and pass a refresher course every 3 years to retain their certificate.

Obtaining First Aid

If someone is injured, or becomes unwell and needs help, the nearest first aider should be contacted, and asked to attend. The first aider will assess the situation, provide help, request assistance from other first aiders if necessary, and stay with the casualty until recovered or arrangements for further care if needed are made.

If attempts to summon a first aider fail, then the casualty should be assisted to get to the nearest hospital A&E department.

Medical support: When a first aider thinks that a casualty needs urgent medical treatment, the first aider should arrange for the casualty to be taken to the nearest hospital accident & emergency department. When an ambulance is needed to take a casualty to hospital, a first aider should remain with the casualty until the ambulance arrives. In the case of a student, the casualty should be accompanied to the hospital by a member of staff or other appropriate person (e.g. group leader)

Records

An accident form should be completed every time a first aider provides assistance to a casualty, including when the problem was illness rather than accident. As well as the usual details of the accident (if appropriate) the name of the person giving first aid and summary details of the treatment given should be recorded. Failure to obtain first aid support when required should be reported as a dangerous occurrence.

Bodily Fluids

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

1. Clear the area immediately and cordon off the spillage area.
2. Spillage kits are kept in the main office with the first aid kit. If a spillage kit or container of absorbent powder is in the area use it taking care to follow the instructions on the container.
3. Inform the Principal, Administrative Manager or Academic Manager, giving details of what type and where the spillage occurred.
4. Spillages should be cleared up by staff wearing protective clothing and/or gloves from the spillage kit, and the powder residue and PPE should be double bagged and placed in the outside waste bin.

Appendix

First aid equipment

1. Recommended contents for a standard first aid box.

Item

Guidance leaflet

Sterile plasters

Sterile eye pads

Triangular bandages

Safety pins

Medium wound dressing

Large Wound dressing

Cleansing wipes

Disposable gloves

These are recommended contents only. An assessment may conclude some additional materials or equipment would be useful, e.g. scissors, adhesive tape etc. These could be stored in the first-aid box, or alternatively in a separate box kept by the first-aider if this is more convenient. Basic equipment must always be available for use when required.

Most commercially available boxes will have contents similar to those listed in the table.

Reviewed February 2012