



Upper Beeding Primary School

# First Aid Provision

November 2018

## PROVISION OF FIRST AID IN SCHOOLS

The main legislation for standards of First Aid in schools and Early Years settings is the Health and Safety (First Aid) Regulations and the Early Years Foundation Stage Statutory Framework.

### Management of First Aid

Educational establishments must have adequate arrangements to provide immediate first aid for staff, pupils and visitors. Contractors who work on site must provide their own first aid. First aid must be available at all times when people are on site, and to groups who are taking part in off-site activities or are otherwise in the establishment's duty of care.

To ensure that the arrangements are appropriate for a specific establishment, the Head Teacher must undertake a First Aid Risk Assessment. To be sure that the arrangements are maintained, this risk assessment should be reviewed if there is any significant change at the school, and at a nominal yearly interval.

A responsible member of staff (ideally a first aider) should be allocated the duty of day-to-day management of first aid within the establishment, this will include:

- Reviewing the first aid risk assessment whenever necessary
- Providing letters of appointment to first aiders
- Co-ordinating first aid training to ensure continuous cover
- Ensuring that first aid supplies are replenished, kept in date and correctly stored.

### Qualifications and Training

All first aiders must hold a relevant current certificate that has been obtained through attendance on a training course run by an approved organisation. There are four first aid courses plus a Poolside Resuscitation course, which can be booked through the Health and Safety Team. If educational establishments intend to seek first aid training elsewhere, they must ensure that the providers meet the requirements below and that, where necessary, courses include first aid procedures for the primary/nursery age range.

1. **First Aid at Work (FAW)** a 3 day course in first aid delivered by an HSE approved training provider. Certificates are valid for three years and the qualification can be maintained by attending a 2 day FAW Renewal course. Renewal courses must be completed within 28 days of expiry of the previous certificate.
2. **Emergency First Aid at Work (EFAW)** a 1 day course in first aid delivered by an HSE approved training organisation or a training organisation that have gained accreditation from one of the awarding bodies offering accreditation that are listed on the HSE web site. Certificates are valid for three years. St John Ambulance also provide EFAW (Primary), a 1 day course in first aid delivered as above, that includes first aid to employees and additional training in resuscitation of children aged 5-11. This latter course (or equivalent from other first aid training providers) is recommended for primary schools.

3. **Paediatric or Early Years First Aid (EYFA)** a 2 day course specialising in first aid for children aged up to 5 years, delivered by a provider approved by the Local Authority. This qualification is required in addition to the standard first aid qualifications, in any establishment where staff will have a duty of care for children up to the age of 5 years. Certificates are valid for three years.
4. **Combined Emergency First Aid at Work (Primary) and Early Years First Aid (EFAW/EYFA)** a new 2 day course provided uniquely for West Sussex County Council by St John Ambulance, aimed at primary and nursery schools with children under 5. The course specialises in first aid for children but also includes emergency first aid for adults. It meets the requirements for paediatric first aid provision and also for employee first aid provision in the scales set out below. NB this course is delivered over two extended days (17:00 finish) to accommodate the syllabus of both certificates.
5. **Poolside Resuscitation (2 hours)** a course to enable school staff to assist a RLSS/ASA qualified supervisor during swimming pool activities.

### Refresher Training

Although certificates are valid for three years, the Health and Safety Executive strongly recommends that first aiders receive annual refresher training. Three hour refresher courses can be booked through the Health and Safety Team.

### How Many First Aiders?

The number of qualified first aiders necessary for an educational establishment will depend upon the size and layout of the premises, the number of people it accommodates and the nature of the activities carried out. There must be a sufficient number of first aiders, strategically located to ensure that assistance will be provided quickly in an emergency. The number must also be sufficient to ensure provision will be maintained during both planned and unplanned absences such as leave and sickness, and to accommodate off site activities such as educational visits and sporting fixtures. First aid duties can be shared between qualified staff provided the appropriate level of provision is maintained.

The Local Authority has determined the following minimum levels for schools, colleges, special support units and pupil referral units. Split site establishments must apply these criteria to each site. The actual number necessary will depend upon the First Aid risk assessment (see tables 1 and 2).

### Educational establishments with children under 5 (including reception class children)

Educational establishments with children under 5 must also meet the first aid requirements of the Early Years Foundation Stage statutory framework. At all times when children under-5 are at the establishment, or on an off-site visit organised by the establishment, there must be at least one person present who has successfully completed an approved Early Years First Aid (EYFA) course or a combined Emergency First Aid at Work and Early Years First Aid course (EFAW-EYFA).

**The following 3 tables give the minimum numbers of available first aid personnel to be present on the school site during school hours, or with an off site activity. First aid provision for out of school hours should be based on a risk assessment.**

TABLE 1

<b>Primary schools with children under 5</b> It is recommended that the EFAW first aid courses you provide includes an element of first aid relevant to primary-school aged children.		
<b>Number on roll</b>	<b>Minimum First Aid Provision in school during school hours</b>	<b>Staff numbers (head count)</b>
Less than 100	1 FAW, 1 EFAW, 1 EYFA (alternatively, 2 EFAW-EYFA)	< 50 staff.
100-299	1 FAW, 2 EFAW, 2 EYFA (alternatively, 1 FAW, 2 EFAW-EYFA)	< 100 staff.
300-999	2 FAW, 3 EFAW-EYFA, 3 EYFA (alternatively, 2 FAW, 3 EFAW-EYFA)	< 200 staff
Off-site activities attended by children under 5	Additionally, at least 1 EFAW-EYFA or 1 EYFA accompanying the group.	
Other off-site activities (see note c)	First aid provision should be at least one EFAW, and any additional cover determined by risk assessment	

TABLE 2

<b>Primary schools with no children under 5</b> It is recommended that the EFAW first aid courses you provide includes an element of first aid relevant to primary-school aged children.		
<b>Number on roll</b>	<b>Minimum First Aid Provision in school during school hours</b>	<b>Staff numbers (head count)</b>
Less than 100	1 FAW and 1 EFAW	< 50
100-299	1 FAW and 2 EFAW	< 100
300-999	2 FAW and 3 EFAW	< 200 staff
Off-site activities (see note c)	First aid provision should be at least one EFAW, and any additional cover determined by risk assessment	

TABLE 3

<b>Secondary schools with no children under 5 (See notes)</b>		
<b>Number on roll</b>	<b>Minimum First Aid Provision in school during school hours</b>	<b>Staff numbers (head count)</b>
Less than 100	1 FAW and 1 EFAW	< 50 staff
100-299	1 FAW and 2 EFAW	< 100 staff
300-999	2 FAW and 3 EFAW	< 200 staff
1000 or more	3 FAW and 3 EFAW	< 300 staff
Off-site activities (see note c)	First aid provision should be at least one EFAW, and any additional cover determined by risk assessment	

## Notes

- a. If there are children under 5 at your secondary school, (e.g. a crèche or a nursery for staff member's children) then contact the H&S team for advice as you will require EYFA first aid provision too.

- b. If your establishment exceeds the number of staff in the staff numbers column, then contact the H&S Team for advice on first aid numbers.
- c. First aid provision must be considered for every off-site activity (including sports fixtures). The provision is subject to risk assessment but the minimum must be a First Aider qualified in EFAW, or for children 5 and under, at least one EFAW-EYFA.

### **Letters of Appointment**

Head Teachers should ensure that a formal letter of appointment is given to staff that agree to provide first aid, upon issue of their certificates. Model letters are attached below.

### **Contacting First Aiders**

Head Teachers must ensure that everybody on the premises knows how to summon a first aider in an emergency. Notices should be displayed in conspicuous places and the procedure should be included in staff and volunteer induction training and pupil safety briefings. Unaccompanied visitors will also need to be informed when they sign in.

### **Carrying Out a Risk Assessment**

First aid must be provided to any person that we owe a duty of care if they are injured or become ill while on our premises or involved in an off-site activity. There must be sufficient suitably qualified first aiders and adequate first aid facilities to ensure that immediate assistance will be provided to casualties and a call made to the emergency services when appropriate.

Head Teachers must decide if the minimum numbers specified in the table above are adequate or if more will be needed. The checklist in the Appendix, is adapted from the Health and Safety Executive Guide L74 (2009), and may be used as a working sheet for the establishment's First Aid risk assessment.

### **Appropriate Practice**

First Aiders are responsible for assessing injuries or ill health and using their training to decide upon the most appropriate response. This can involve treating the casualty if the injury is within the scope of their training, referring them to hospital for assessment or further treatment, or calling the emergency services for immediate help. If the First Aider is in any doubt about whether a casualty requires professional medical assistance, he or she should refer to the First Aid Manual, call 999 or call NHS Direct. Urgent treatment should not be delayed in order to consult with parents or carers.

The current first aid manual is the revised 10<sup>th</sup> edition published by Dorling Kindersley Limited in 2016 (ISBN 978-0-2412-4123-3). First aiders should adhere to the procedures in the First Aid Manual.

### **Calling the Emergency Services**

When you dial 999, you are not calling an ambulance, but are alerting the emergency services to your incident. They will decide on the response that they will provide, this could be an ambulance, a fire tender, a helicopter, or verbal advice over the phone. Calling 999 should not be delayed, let the emergency services decide based on the information that you give them.

It is recommended that you complete 'Form 1' from *Managing medicines in Schools and Early Years Settings* (see link below), and display this as an aide-memoir for staff that may be required to call the emergency services.

## **Pupils with Medical Conditions**

First aiders will need to be informed if a pupil with a medical condition is likely to need special emergency treatment. The designated nurse from the school nursing service can assist you to prepare a health care plan for such pupils and arrange any necessary training. Pupil health care plans must be available to first aiders and a copy should be provided to any medical practitioner providing emergency medical treatment to such pupils.

## **Hygiene and Infection Control**

First Aiders must follow their training and maintain good standards for infection control. Whenever small amounts of body fluids have to be cleaned up, disposable plastic gloves should be worn and disposable paper towels and a detergent solution should be used to absorb and clean surfaces. These items should be disposed of in black plastic bin bags, tied up and placed directly into waste bins with other inert waste. Human hygiene waste that is produced in places like schools and offices is generally assumed not to be clinical waste because the risk of infection is no greater than for domestic waste. However, this should be verified in the risk assessment on a case-by-case basis.

## **Record Keeping**

All First Aiders should ensure that a record is made of all first aid treatment they give. This must include:

The date, time and place of the injury or illness occurring

- The name of the injured or ill person and their status i.e. employee, pupil, client, visitor, etc.
- Details of the injury/illness and what first aid was given.
- What happened to the person immediately afterwards e.g. sent home, sent to hospital, returned to normal duties.
- Printed name of the First Aider or person dealing with the casualty.

## **Head Injuries**

All head injuries are checked by a qualified First Aider and recorded. If a bump/ injury is not visible the class teacher will be informed and the child monitored for the rest of the time at school. On collection from school the parent will become aware that their child had a bump to the head at school.

If after treatment any bruising/red marks and/or bumps are visible the parent /carer will be called and given a description of the injury and how it had happened. For this type of injury the pupil will be given a Head Injury leaflet to take home with them.

If the head injury is bleeding and the First Aider feels the cut may need further attention a parent will be called and if necessary the Emergency services will be called.

## **Indemnity**

WSCC employees who hold a valid first aid qualification are indemnified by the county council's insurance against any claims for negligence or injury, provided they relate to first aid provided in the course of their employment and they acted in good faith and in accordance with their training. The indemnity is regardless of where and to whom the first aid was provided.

Some training providers also provide indemnity cover for the period of the certificate to protect the first aider from claims when providing first aid in any situation and not restricting its use to the workplace.

## First Aid Materials, Equipment and Facilities

There must be an adequate level of first aid materials, equipment and facilities in every establishment, to ensure that an injured person can be treated quickly in an emergency. The number and content of first aid kits will depend upon risk assessment.

### First Aid Kits

The minimum provision for an educational establishment will be at least one first aid kit for use on the premises and one or more kits to be taken on off-site visits. High-risk areas such as laboratories and workshops should have their own first aid kits, and kits should be immediately available on playing fields. Very large or split site establishments will need sufficient kits to ensure they are readily available across the entire site.

First aid kits must be stored in a robust container designed to protect the contents from damp and dust and marked with a white cross on a green background.

There are no particular items that must be kept in a first aid kit, but as a guide there should always be at least:

- a leaflet giving general guidance on first aid
- several pairs of disposable gloves
- 20 individually wrapped sterile adhesive dressings (assorted sizes and blue ones for food technology or kitchen areas)
- 2 sterile eye pads
- 4 individually wrapped sterile triangular bandages
- 6 safety pins
- 6 medium-sized individually wrapped sterile un-medicated wound dressings (approximately 12cm x 12cm)
- 2 large individually wrapped sterile un-medicated wound dressings (approximately 18cm x 18cm).
- If tap water is not available for eye irrigation, at least one litre of sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. These have a limited shelf life and need to be replaced periodically. (Laboratories can have different arrangements for eye irrigation; see the WSCC Health and Safety Information for Science CD-ROM).

Where soap and water are not available, individually wrapped moist cleaning wipes must be provided. If scissors are put into the first aid box, they must be blunt-ended. Disposable aprons and waste bags must be kept near the first aid kit. Do not keep antiseptic creams, lotions, or any type of medication or drugs in a first aid kit.

The contents of a travelling first aid kit for off-site visits must be appropriate to the type and duration of visit, but should contain as a minimum:

- a leaflet giving general advice on first aid
- six individually wrapped sterile adhesive dressings
- one large sterile un-medicated wound dressing (approximately 18cm x 18cm)
- two triangular bandages
- two safety pins
- individually wrapped moist cleansing wipes
- one pair of disposable gloves.
- If scissors are put into a first aid kit, they must be blunt-ended. Do not keep antiseptic creams, lotions, or any type of medication or drug in a first aid kit.

## Medical Accommodation

Schools must have accommodation to care for children during school hours, and for health professionals to carry out medical and dental examinations. It does not need to be used solely for these reasons, but it must be appropriate for this use and be available when needed. It must be well lit and also contain a washbasin and have a toilet reasonably nearby, and the floor and surfaces must be easy to clean and disinfect. It should be located on the ground floor with reasonable access for a wheelchair or gurney to the space reserved for emergency vehicles.

You should equip the room with adequate first aid facilities and equipment. It would be reasonable to expect:

- a sink with hot and cold running water;
- soap and paper towels;
- disposable gloves;
- drinking water and disposable cups;
- A range of first aid equipment (at least the contents of a standard first aid kit);
- apparatus for the safe disposal of clinical waste such as a foot-operated refuse container lined with disposable yellow clinical waste bag;
- a sharps container if it is foreseeable that sharps will be used;
- a couch with waterproof protection, clean pillows and blankets;
- a chair;
- a telephone;
- a record book for recording the first aid given
- a current edition of the First Aid Manual
- a copy of the Health protection Agency poster 'Guidance on Infection Control in Schools and other Child Care Settings'.
- Educational establishments other than schools are not normally required to provide medical accommodation.