



## First Aid Policy

Last reviewed by key staff and Governors October 2020

**Next Review date: Autumn Term 2021**

- To provide adequate and appropriate first aid equipment, facilities and personnel at the school in accordance with the Staffordshire County Council First Aid procedures September 2015

*First aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner.*

*It is a legal requirement to implement and maintain effective systems for ensuring the provision of adequate and appropriate first aid equipment, facilities and personnel at individual workplaces and during off-site activities.*

- To ensure that there are sufficient Appointed Persons and fully qualified Paediatric First Aiders (at least 1) at all times. (See Appendix 1)
- To ensure that all support staff have basic first aid training with ongoing revalidation training every 3 years, ideally annually.
- To ensure, as a low risk environment, that there are suitably stocked first aid boxes drawing on recommendations from St John's Ambulance during First Aid training. First Aid boxes are also included in First Aid kit bags for off-site activities and trips. A First Aid kit is available in Forest School during activities. Body spills are cleared by staff using sanitizer. Staff clearing up body spills must wear gloves and put waste into yellow bags and then dispose in the appropriate yellow bin.

*During Covid-19 our practice and procedure has been adapted:*

*Each class has a green First Aid bag which contains aprons, gloves, paper towels (green and white), plasters and yellow waste bags, together with medications, recording paperwork and pen. Additional items such as bandages, safety pins, etc, which would normally be included in the green bags are now in the main staff room cabinet which contains all of the necessary and regulatory*

*first aid stock. 1 full set of PPE equipment is also in the green books. Body spills continue to be cleared by staff using sanitiser.*

*On carpets: Wash the areas with the 1% solution of titaniser (sanitiser) and then spray the area with anti-bac solution*

*On any smooth surface: Use neat titaniser (sanitiser) powder over the site to form a gel, clean up and then wash over with a 1% solution.*

*Staff should wear aprons, gloves and masks when undertaking this task, doffing and donning appropriately and disposing of the used aprons, gloves and masks in the yellow clinical waste bins.*

- To ensure that notices identifying the locations of first aid boxes and trained first aiders are displayed around the school. (See appendix 3)

*During Covid-19 our practice and procedure has been adapted:*

*Green first aid bags are located in classrooms and the use of first aid areas has been suspended to reduce the potential risk of spreading infection. Staffing in bubbles has made provision for a trained first aider. However, in extremis, a first aider should be sought from another bubble.*

- To ensure that an Assessment of First Aid Requirements is completed (see Appendix 1).
- To ensure that all records of first aid administered are recorded on the school's proforma. Assessment of First Aid Provision and records of first aid administration must be kept for at least 3 years (adults) and until children reach the age of 21. First aider training records must be kept for at least 5 years. Each half term records are scanned and stored electronically in alphabetical order.

*During Covid-19 our practice and procedure has been adapted:*

*Records continue to be collected half termly but are scanned and stored by class.*

- To ensure that all body spillages and contaminated materials are dealt with in accordance with the LA guidelines.
- *Serious Injury/illness*

To ensure serious injury or illness is dealt with in accordance with the Health and Safety (First Aid) Regulations 1981 and Approved Code of Practice and Guidance 1997 and serious injuries are reported to the Head teacher. School procedures with regard to parental contact and school actions for the child are as follows:

In cases of serious injury and/or acute illness, the parent will be contacted. In certain cases contact with the parent/guardian may determine the next course of action (e.g. an acute episode of a pre-existing medical condition). Where

considered necessary, the child will be taken to seek urgent medical attention. Every effort will be made to contact the parent/guardian. Where this is not possible, the above procedures will be followed.

The LA will be informed of all serious injuries.

All injuries above the neck will be advised, by letter, to the parent/guardian.

Where a child has a pre-existing or serious condition reference will be made to that child's Care Plan.

- Medication will be administered in accordance with the Medicines in School Policy.
- It will be the responsibility of the "Teacher in charge" or Forest School Leader to ensure that a First Aid Kit and any medication for pre-existing medical conditions that may be required are taken on school trips and visits offsite e.g. swimming lessons, on or offsite Forest School sessions.
- Lunchtime supervisors will be informed of the School First Aid Policy and will be issued with an information sheet to enable them to deal with First Aid issues arising during the course of their work – see Appendix 2
- The employer's liability insurance policy will provide indemnity for employees acting as Appointed Persons and as Paediatric First Aiders. Appointed Persons and Paediatric First Aiders must ensure that any treatment they give is administered with good intent and in accordance with current good practice, the County Council and its insurers will support the actions of its employees in the event of a legal case relating to first aid treatment.
- To minimise risk of infection whilst administering first aid, personnel must cover all exposed cuts / abrasions on their own bodies with a waterproof dressing before administering treatment. They must also wash their hands before and after applying dressings. Staff applying dressings on the playground or on a trip should use hand gel before and after applying the dressing. For minor injuries staff must wear a minimum of disposable nitrile / vinyl gloves. Aprons must also be worn whenever blood, or other body fluids are handled, and disposable materials, such as paper towels and sanitising powder, must be used to mop up any substances. All disposable items must be disposed of in plastic bags in line with the Infection Control Management Arrangements. Contaminated work areas must be suitably disinfected and soiled clothing should be sent home. Soiled clothes are bagged and sent home.

If contact is made with any other person's body fluids the areas should be washed immediately and advice sought from Occupational Health if a child has any known transmittable health issues or there is open wound contact.

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**Staffordshire County Council – First Aid Policy  
Assessment of First Aid Provision**

**Establishment/Location:** St Michael's CE (C) Primary School Lichfield

**Name of Assessor(s):** Helen Robertson

**Assessment of First Aid Factors**

*In order to assess the first aid requirements you should identify whether any of the following factors apply to the workplace or employees by ticking Yes or No in all cases: -*

**Table 1**

Assessment Factor		Apply?		Impact on First Aid Provision
		Yes	No	
1	Have your risk assessments identified significant risks of injury and/or ill health?	√		<p>If the risks are significant you may need to employ first aiders.</p> <ul style="list-style-type: none"> <li>▪ <i>First aiders are in place to care for low level injuries (grazes, bumps etc)</i></li> <li>▪ <i>First aiders are in place for children with more vulnerability i.e. with diabetes, epilepsy, asthma, allergies etc (close proximity care)</i></li> </ul>
2	Are there any specific risks such as working with hazardous substances, dangerous tools or machinery, and dangerous loads or animals?	√		<p>You will need to consider:</p> <ul style="list-style-type: none"> <li>- specific training for first aiders</li> <li>- extra first-aid equipment</li> <li>- precise siting of first-aid equipment.</li> </ul> <ul style="list-style-type: none"> <li>▪ <i>Hazardous materials / cleaning equipment used by Caretaker and Cleaners are locked in designated cupboards</i></li> <li>▪ <i>Titaniser / Dettol / Paracetamol are locked away</i></li> <li>▪ <i>Peptac / Piriton / Epi-pens are kept in the school office</i></li> <li>▪ <i>Diabetic insulin / needles are either kept on person in in Diabetic Bag in area out of view of children</i></li> </ul>
3	Are there parts of the establishment with different levels of risk?	√		<p>You may need to make different levels of provision in different parts of the establishment.</p> <ul style="list-style-type: none"> <li>▪ <i>Where multiple use occurs i.e. staff rooms / office / printers / laminators / paper guillotines / hall</i></li> <li>▪ <i>Signage in areas to remind staff to gel their hands after use of equipment.</i></li> </ul>

4	Have you had any accidents or cases of ill-health in the past 12 months?	√		<p>You will need to check your record of accidents and cases of ill health – what type they are and where they happened.</p> <p>You may need to:</p> <ul style="list-style-type: none"> <li>- locate your provision in certain areas</li> <li>- review the contents of the first aid box.</li> <li>▪ <i>Minor injuries etc to children and cleaners</i></li> <li>▪ <i>1 positive Covid-19 case to date.</i></li> <li>▪ <i>Records are kept and monitored</i></li> <li>▪ <i>Contents of First Aid bags are checked weekly for provision.</i></li> </ul>
5	Are there inexperienced workers on site, or employees with disabilities or special health problems?	√		<p>You will need to consider:</p> <ul style="list-style-type: none"> <li>- special equipment</li> <li>- local siting of equipment.</li> <li>▪ <i>3 apprentices who have not yet received First Aid training</i></li> <li>▪ <i>Diabetic children in Years 5 and 6. Sharps boxes are maintained on site.</i></li> <li>▪ <i>Children with epilepsy in Reception and Year 4</i></li> <li>▪ <i>A child with Downs Syndrome in Year 2 which affects their communication skills</i></li> <li>▪ <i>A child in Year 5 with a diagnosis of Autism which affects their communication skills</i></li> <li>▪ <i>A number of staff with underlying health issues which they have shared with senior leaders who will ensure that information is shared on a need to know basis with the consent of the staff members concerned.</i></li> </ul>
6	Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?	√		<p>You will need to consider provision in each building or on several floors.</p> <p><i>The mobile is a separate building which has a landline telephone for contact with the school office in the event of an emergency.</i></p>
7	Is there shift work or out-of-hours working?	√		<p>Remember that there needs to be first aid provision at all times that people are at work.</p> <p><i>Occasionally key staff such as the Caretaker. A risk assessment is place for staff to identify a senior colleague that they are on site.</i></p>
8	Is your workplace remote from emergency medical services?		√	<p>You will need to:</p> <ul style="list-style-type: none"> <li>- inform local medical services of your location</li> <li>- consider special arrangements with the emergency services.</li> </ul>

9	Do you have employees who travel a lot or work alone?	√	<p>You will need to consider: - issuing personal first aid kits and training staff in their use.</p> <p><i>The Caretaker and occasionally other staff lone work. Staff are aware of the Lone Working Policy and a communication system is in place which would identify any lone worker who may have had an accident or been taken ill.</i></p>
10	Do any of your employees work at sites occupied by other employers or is your site used by other occupiers?	√	<p>You will need to make joint arrangements with the other site occupiers.</p> <p><i>Chartwells / Compass staff are our contracted cleaning and catering team.</i></p> <p><i>Entrust MPAS curriculum peripatetic teachers attend site to teach Music.</i></p> <p><i>Beacon Badgers and Humpties@StMichael's have their own first aid arrangements. Any accidents on site are reported to Headteacher as premises manager</i></p> <p><i>Sports teams participate in events at a range of other venues. Wherever possible a member of staff supervising the sports team will hold a First Aid qualification. The same applies for musical events off site.</i></p>
11	Do you have any work experience or other trainees?	√	<p>Your first aid provision must cover them.</p> <p><i>Trainees are made aware of our First Aid policy as part of their induction.</i></p> <p><i>Work experience students work directly alongside other adults and are made aware of our First Aid policy as part of their induction.</i></p>
12	Do members of the public visit your premises?	√	<p>There is no legal responsibility for non-employees however you are strongly recommended to consider them i.e. schools would consider and include their pupils and libraries their customers.</p> <p><i>First Aid arrangements cover volunteers in school and parents entering the site at the beginning / end of the day.</i></p> <p><i>External users through lettings are responsible for their own First Aid.</i></p>

13	How many people are employed on site: - less than 5? - 5 to 49? - 50 to 100? - more than 100?	47		You may need to employ first aiders – see table 2 below.  <i>Fewer than 50 people are employed on site.(47)</i>
14	Is a first aid room required?	√		<i>The Medical Room is often in use but needs to be cleared in the event of an emergency which requires its use.</i>  <i>During Covid-19 the Rainbow Room has been designated the isolation room should anyone be taken ill with suspected Covid-19 symptoms. An adult will supervise wearing gloves, apron and mask. The window will be open for ventilation. When the isolated person leaves the site the room will be thoroughly cleaned using biocide.</i>

The following table offers suggestions on how many first aiders or appointed persons might be needed in relation to levels of risk and number of employees on site. Increased provision will be necessary to cover for absences. The table does not take into consideration any non employees who may be affected so an allowance will need to be made in such circumstances.

**Table 2**

	<b>Type of Workplace</b>	<b>Numbers of First Aid Personnel Required</b>
<b>Lower Risk</b>	Shops, offices, libraries, schools and similar workplaces	<b>Fewer than 50 employed at any location:</b> at least one appointed person. (It may be appropriate to provide an Emergency First Aider (EFAW) if large numbers of the public visit the workplace.)  <b>50-100:</b> at least one first aider.  <b>More than 100:</b> one additional first aider for every 100 employed.
<b>Higher Risk</b>	Light engineering and assembly work, food processing, warehousing extensive work with dangerous machinery or sharp instruments construction, chemical manufacture, work involving special hazards* such as hydrofluoric acid or confined spaces..	<b>Fewer than 5:</b> at least one appointed person.  <b>5-100:</b> At least one first aider (FAW) per 50 employees or part thereof.  *Additional training may be needed to deal with injuries resulting from special hazards.

The minimum first aid provision on any work site is:

- a suitably stocked first aid box
- an appointed person to take charge of first aid arrangements, at all times whilst people are at work
- at least one fully qualified Paediatric First Aider on site with Foundation Stage children

**Assessment of First Aid Requirements**

Having regard to the factors identified in table 1 and advice contained in table 2 above, the following first aid equipment/facilities/personnel are required to be provided (includes sufficient personnel necessary to cover for absences).

	Required ✓	Number
Appointed person	Yes	1
First-aider with Emergency First Aid at Work certificate	Yes	1
First-aider with First Aid at Work certificate	Yes	All TAs All lunchtime supervisors 4 Teachers
First-aider with additional training (specify):	Yes	15 Diabetes (once training complete) 5 Epilepsy
First-aid boxes	Yes	15 Currently bags in each classroom
First-aid room	Yes	1  Also Rainbow Room as Covid-19 isolation room
Additional equipment e.g. eye wash, foil blanket (specify): <ul style="list-style-type: none"> <li>▪ Eye wash – at least 6</li> <li>▪ Foil blanket – at least 6</li> <li>▪ Mouth shields – at least 6</li> <li>▪ Face shields – at least 50</li> <li>▪ Masks – at least 1,000</li> <li>▪ Aprons – at least 500</li> <li>▪ Gloves – at least 500 pairs</li> </ul>	Yes	See list under heading
Travelling First Aid Kits	Yes	2

*Have arrangements been made to appoint/train the necessary appointed persons/first aid personnel and for the required amount of first aid equipment to be supplied? **Yes***

- Training is in place
- All First Aid bags, medical area by Y6 and Rainbow Room now contain PPE equipment together with advice on how to Donn and Doff

**Informing Employees**

Have arrangements been made to inform employees of the first aid arrangements (ideally at their induction) and notices posted to inform staff who and where the first aid personnel or appointed persons are and where the first aid box is? **Yes**

**Signature of Assessor(s):** Carol Glass

Helen Robertson

**Date:** October 2020

**Review Date:** November 2021



## **First Aid Information for Lunchtime Supervisors**

1. All accidents must be recorded in the Accident File and/or Accident Book in the Medical Cupboard in the Key Stage 1 area or in the Medical Room.  
*During Covid-19 our practice and procedure has been adapted:*  
*Accident records are now maintained in the individual class green First Aid bag.*
2. Any injury above the neck *must be recorded* in the Accident File or Incident File. A letter and sticker must be given to the injured child to take home to inform parent / guardian.
3. When dealing with cuts, grazes, nosebleeds etc. disposable gloves should be worn to avoid blood contamination.
4. Cuts, grazes etc should be washed with water using FIRST AID paper towels and not classroom towels as these have been known to cause allergic reactions. Plasters to be applied if appropriate, always asking the child if they are allergic to plasters.
5. Yellow medical waste bins are double bagged. All towels, gloves, etc. to be disposed in the yellow medical waste bins provided.
6. Any spillages of blood, vomit or other body fluids on the floor should be cleared up in the following way:-  

Ensure you are wearing gloves, an apron and a face mask. Wash the area with 1% solution of titaniser and then spray the area with anti-bac solution. Temperature of the water should be according to the instructions on the sanitising powder. A “wet / slippery” surface” sign should then be placed on wet area. Always empty contents of bucket into outside drains.
7. Should an injury or illness give cause for concern, parents should always be contacted and child sent home. The Class Teacher should be advised accordingly.  

Telephone numbers and addresses are in a central file in the School Office. Office staff are also able to access key information via the SIMS system
8. Spare clothes for children are in plastic boxes clearly marked in Key Stage 1 corridor, in Early Years/ Reception corridor. A further box of new socks and pants of varying sizes is located in the Key Stage 2 corridor medical area.
9. Serious injuries, which need hospital treatment must be reported to the Head teacher or deputising staff and the appropriate Accident Report Form completed – please

see School Bursar, Mrs Manton regarding this form. Forms are then uploaded to the LA on-line reporting system.

10. Please do not allow children to sit on tables whilst administering first aid. Chairs are safer!
11. Should blood spillages etc. be in contact with tables in corridors in school, please ensure that these are cleaned accordingly.

November 2020

**Staffordshire County Council**

**Location of First Aiders and First Aid Equipment**



**Nearest First Aiders are located:**

<b>NAME</b>	<b>LOCATION</b>	<b>PHONE</b>

**First Aid Equipment Located:**

<b>DESCRIPTION</b>	<b>LOCATION</b>
First Aid Box	
Eye Wash Bottle	
First Aid Box	
Emergency Phone	