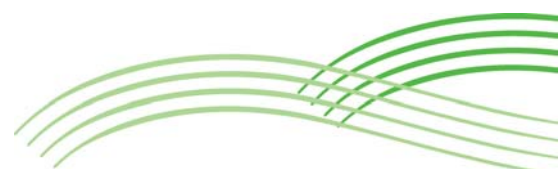


# Health & Safety Policy

## HSP 04

### First Aid

Version	Status	Date	Title of Reviewer	Purpose/Outcome
1.0	Draft	07.03.2016	David Maine	1 <sup>st</sup> Draft for consultation/review
1.1	Approved	22.12.2016	David Maine	1 <sup>st</sup> Issue



<b>Title:</b>	HSP 04 – First Aid
<b>Author(s):</b>	David Maine
<b>Date:</b>	March 2016
<b>Review date:</b>	March 2017
<b>Application:</b>	<p>This policy applies equally to all The White Horse Federation (TWHF) employees including agency or casual staff, and to all premises where TWHF is either the ‘employer’ or is in control of the premises.</p> <p>The Health &amp; Safety (First-Aid) Regulations 1981 place a duty on TWHF to make an assessment of first-aid needs appropriate to the circumstances of each workplace. In practice this means that a sufficient number of suitably competent personnel, appropriate equipment and facilities are provided so that first-aid can be administered.</p>

<b>Definitions</b>	For the purpose of this policy, the following definitions apply;	
	First Aid	Initial help given to a sick or injured person until full medical treatment is available, or the person is well enough to continue with normal activities.
	First Aider	A trained person who holds a valid full certificate of Competence in “First Aid At Work” or the Emergency First Aid at Work training.
	Accident Report	A written report of any accident, incident or near miss that occurs on TWHF premises or as a result of TWHF activities.
	First Aid Kit	A supply of first aid equipment provided for the initial treatment of a casualty following an accident or incident.
	Appointed Persons	A person appointed by the employer to take charge of the first aid arrangements, including looking after the equipment and facilities and calling for emergency services in the absence of a first-aider or when the appointment of a first-aider is not necessary.
	Workplace	For the purpose of this policy the workplace shall be any site, building or vehicle occupied by employees of TWHF who are undertaking work on behalf of TWHF.
<b>Policy Aims</b>	<p>To ensure that there are sufficient numbers of trained first aiders on duty and available for the numbers and risks on TWHF premises.</p> <p>To ensure that there are suitable and sufficient facilities and equipment available to administer first aid.</p>	
<b>Policy</b>	It is the policy of TWHF to ensure that the provision of first aid at work is adequate and appropriate in the circumstances to aid employees and service users who are injured or who become ill.	
<b>Risk</b>	Lack of effective and timely first-aid to avert further suffering in the event of injury to a person at work.	
<b>Responsibility</b>	This responsibility must be discharged primarily at the line management/operational level.	

	<b>Roles &amp; Responsibilities</b>
1.	<p>Roles and responsibilities are defined in HSP2 Organisation.</p> <p>Any specific actions are detailed in the arrangements section below.</p>
	<b>Arrangements</b>
1.	<p><b>Provision of First Aid</b></p> <ul style="list-style-type: none"> <li>• First Aiders are available during all normal working hours.</li> <li>• Where there are certain circumstances, such as special events, there may be a need to put in place special arrangements to meet the requirements of the First Aid Regulations. These arrangements should be made in conjunction with the Site Manager, Principal or Estates Manager. Organisers of such events are required to ensure that adequate first aid arrangements are made.</li> <li>• The number of first aiders that schools/departments require will be determined by a first aid needs analysis, taking into account the risk associated, the activities undertaken and the guidance provided by the DFE. This should be reviewed regularly as a result of a change in the type of activity, numbers of staff, an increase in the numbers of accidents reported, higher risk activities or vulnerable persons.</li> <li>• First Aiders are not to provide professional medical treatment, provide diagnoses, dispense medicines or give medical oxygen, unless directed by ambulance or medical professionals.</li> <li>• First Aiders are to provide initial treatment and to prevent further injury. Professional medical advice should then be sought if further treatment is required.</li> <li>• TWHF recommends 1 First Aider per 1.0 form entry as a minimum.</li> <li>• Each school/site will clearly define what the local arrangements are including the names and locations of first aid staff, paediatric first aid staff, first aid room and first aid equipment. See HSF 4.7.</li> <li>• Any delivery of first aid treatment will be recorded using the Accident/Incident Report Form HSF 5.1. See HSP 5 Accident &amp; Incident Reporting Policy.</li> <li>• For KS2 and below, minor injuries may be recorded on the Minor Injury Record HSF4.3.</li> </ul>
2.	<p><b>First Aid Training</b></p> <ul style="list-style-type: none"> <li>• First Aiders must undertake and pass either a First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) course and thereafter hold a valid certificate.</li> <li>• Contact the Central HR Team for training provider details.</li> <li>• Candidates must check with their Line Manager before booking onto a first aid training course and confirm there is a need and budget available.</li> <li>• A re-certification course must be undertaken every 3 years and commence prior to expiry of current certificate.</li> <li>• If you decide not to renew your certificate, please email Central HR and your name will be removed from the first aider's database.</li> <li>• First Aiders must act in accordance with the training received.</li> </ul>

3.	<p><b>First Aid Assistance</b></p> <ul style="list-style-type: none"> <li>• Principals &amp; Managers are responsible for ensuring that the details of first aiders are communicated to all staff under their responsibility.</li> <li>• First aid notices are to be posted on notice boards and within communal and staff areas on TWHF premises.</li> <li>• These notices should detail the name, location and contact details of all available first aiders within that identified location.</li> <li>• In the event that a first aider is required:</li> <li>• Contact the nearest First Aider to you. Use the first aid notices which can be found on noticeboards within communal and staff areas.</li> <li>• Where local site procedures differ to these general requirements, please ensure to adhere to your local site procedures.</li> </ul>
4.	<p><b>First Aid Equipment</b></p> <ul style="list-style-type: none"> <li>• Each school will provide First Aid equipment and facilities as set out in DFE Guidance on First Aid for Schools.</li> <li>• The location of First Aid kits will be available from the school office.</li> <li>• The contents of each First Aid kit will be checked regularly by a designated member of staff.</li> <li>• The minimum contents of each first aid kit is detailed in HSF 4.1 First Aid Kit Recommended Contents.</li> <li>• Non latex gloves should always be used when dealing with bodily fluids.</li> <li>• Biosteriostatic absorbent powder should be used on any bodily fluid spillage.</li> </ul>
5.	<p><b>Medical Conditions/Medicines</b></p> <ul style="list-style-type: none"> <li>• Any medical condition or medication required during school time must be notified to the school.</li> <li>• Each school will have it's own procedures for managing medication as per HSF 4.4 Medication Risk Assessment.</li> <li>• Asthma inhalers may be kept by the teacher (Nursery &amp; KS1), or by the child (KS2 and above).</li> <li>• All medicines must be taken on any out of school trip.</li> <li>• If a child suffers a severe medical event, a first aider should be utilised and ambulance called if required. Parents and the Principal (or other nominated person) should be informed ASAP.</li> <li>• School staff should be aware of anything that may trigger severe medical events, based on information provided by parents or carers.</li> </ul> <p>Staff employed at TWHF are under no obligation to administer medicines to pupils, and should only agree to do so if the following conditions are fulfilled:</p> <p>i. written parental permission to administer the medicine has been obtained;</p> <p>ii. the medicines must be kept in the cupboard in the medical room or office, and be clearly marked with the child's name and dose;</p> <p>iii. upon administration of the medicine a record shall be made on the medicine consent form, recording the date and time, the name of the pupil, the medicine and dose administered, and the name of the person administering the medicine.</p>

6.	<p><b>Contacting Emergency Services</b></p> <ul style="list-style-type: none"> <li>• In the event that emergency services are required, contact the emergency services in the usual way by dialling 999 from any TWHF telephone extension or mobile phone.</li> <li>• A member of the School office, Principal (or nominated person) must be informed whenever contacting the emergency services.</li> <li>• Ensure this is recorded on the accident/incident form.</li> </ul>
7.	<p><b>Transporting Casualty to Hospital</b></p> <ul style="list-style-type: none"> <li>• In the event of an emergency, an ambulance should be called in the usual way (by dialling 999).</li> <li>• In the event that the casualty does not wish to go to hospital, this should be noted on the accident form by the First Aider, who should also obtain the signature of the casualty, if possible.</li> <li>• If the casualty has a Care Plan this must be transported with them.</li> <li>• Parents must be contacted immediately if any child needs to go direct to hospital or if hospital treatment is recommended.</li> <li>• If the casualty is transported directly to hospital for treatment this is RIDDOR reportable. See HSP5 Accident &amp; Incident Reporting for further details.</li> </ul>
8.	<p><b>Non-Emergency Situations</b></p> <ul style="list-style-type: none"> <li>• Any significant injury or head injury to a child must be reported to the parent/guardian as soon as possible. Head injury advice sheet should given for ALL head injuries. See HSF 4.2.</li> <li>• If the casualty requires medical attention, which is not considered to be an emergency they should be referred to a drop-in medical centre, NHS Treatment Centre, General Practitioner or local Pharmacist.</li> <li>• If the patient/casualty requires transport, a TWHF vehicle may be used if available, or a privately owned vehicle may be used if it is covered by commercial use insurance and the driver is on the authorised drivers list. See HSP 12 Vehicle &amp; Driver Policy for details.</li> </ul>
9.	<p><b>Needle Stick Injuries</b></p> <ul style="list-style-type: none"> <li>• For needle stick injuries or sharps injuries which have been contaminated with human body fluids or material that is believed to be infected, the injured person should immediately be referred to the nearest Accident and Emergency Unit. This should be within the first hour following exposure.</li> <li>• The Principal (or other nominated person) should also be informed following initial treatment and immediately in the event of any accident where exposure to a pathogen or infectious material may have occurred.</li> <li>• A full accident record should be prepared and forwarded to the Principal &amp; Estates Manager as soon as possible.</li> </ul>
10.	<p><b>Limitations of this Policy</b></p> <p>The policy cannot anticipate all eventualities; therefore professional judgement should be used to identify the appropriate course of action needed to protect those who are vulnerable and/or at risk. This judgement should derive from multi-disciplinary team discussion rather than any one individual where possible.</p>

II.	<b>Appendices</b> <ol style="list-style-type: none"><li>1. HSF 4.1 First Aid Recommended Contents List</li><li>2. HSF 4.2 Head Injury Advice Sheet</li><li>3. HSF 4.3 Minor Injury Record</li><li>4. HSF 4.3b Minor Head Bump Record</li><li>5. HSF 4.4 Medication Risk Assessment Template</li><li>6. HSF 4.5 First Aid Risk Assessment Template</li><li>7. HSF 4.6 Medical Condition Forms</li><li>8. HFS 4.7 Local Arrangements for First Aid</li><li>9. HSF 4.8 Bodily Fluids Risk Assessment Template</li><li>10. HSF 4.9 Infection Control Guidance</li></ol>
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