

Core Consider Complex

First Aid

Highfields Primary Academy



January 2024

Overview

First aid is the immediate treatment necessary for the purpose of preserving life, prevent conditions from getting worse until expert medical assistance can be obtained and to promote recovery. First aid also includes the treatment of minor injuries which would otherwise receive no treatment, or which will not need treatment by a medical practitioner.

It is a legal requirement to provide adequate and appropriate first aid arrangements at individual workplaces and during off-site activities. The first aid equipment, facilities and people needed will depend on the work carried out and where the work is done.

Mental ill health is common and alongside physical first aid having trained mental health first aiders in our teams and services can support anyone who may be experiencing symptoms, whether diagnosed or not.

First Aid Provision

The first aid provision is decided based on an assessment of need. We use the Assessment of First Aid Provision Form (HSF16) to assess our first aid requirements. It is reviewed annually and where changes occur.

In low risk environments the assessment may require minimal first aid provision (e.g. suitably stocked first aid box and an appointed person). In larger and/or higher risk workplaces, first aid needs will be greater, and managers may need to increase the number of first aiders so that someone is always available to give first aid immediately following an incident. We have identified Highfields as being a low risk environment.

First aid provision must be adequate during all working hours, when assessing first aid needs we consider:

- the type of work carried out.
- hazards and the likely risk of them causing harm.
- the number of employees in your team or workplace.
- work patterns of employees including smart working arrangements.
- holiday and other absences of those who will be first aiders and appointed persons.
- accident history and trends.
- the needs of travelling, remote and lone workers.
- how close the workplace is to emergency medical services.
- whether employees work on shared or multi-occupancy sites.

- first aid for non-employees including members of the public, pupils, volunteers etc.
- support for someone who might be experiencing a mental health issue.

Types of First Aid Personnel

A First Aider (FAW) is someone trained in First Aid at Work and holds a current First Aid at Work Certificate. Their role involves:

- undertaking first aid treatment in accordance with their training,
- summoning an ambulance or other external medical services,
- liaising with the premises manager to ensure first aid kits are fully stocked and refilled after use,
- keeping suitable records of all treatment administered.

An Appointed Person. Where the first aid needs assessment identifies that a designated first aider is not required an appointed person must be available when people are at work. An appointed person does not require formal training but can take on certain duties regarding first aid. There can be more than one appointed person. Their role includes:

- taking charge when someone is injured or falls ill,
- keeping up to date first aid records,
- calling the emergency services when required, and
- maintaining first aid facilities and equipment e.g. re-stocking the first aid box.

Appointed persons should not attempt to give first aid for which they have not been trained.

An Emergency First Aider (EFAW) is someone trained in Emergency First Aid at Work and holds a current Emergency First Aid at Work Certificate. They are normally used in low hazard locations where most people that may need first aid are members of the public and not employees. Their role involves:

- undertaking basic emergency first aid in accordance with their training,
- summoning the assistance of a First Aider where available,
- summoning an ambulance or other medical services
- liaising with the premises manager to ensure first aid kits are fully stocked and refilled after use,
- keeping suitable records of all treatment administered

Additional First Aid Requirements in Schools

Where first aid provision covers pupils, first aiders may need additional training for example in paediatric first aid (standard first aid at work training does not include resuscitation procedures for children).

Early Years

The Statutory Framework for the Early Years Foundation Stage requires that at least one person who has a current Paediatric First Aid (PFA) Certificate should be on the premises at all times when children are present. In addition, there must be at least one person on outings who has a current paediatric first aid certificate.

The Department of Education provides guidance for [First Aid in schools, early years and colleges.](#)

At Highfields we train all our teaching assistants and many of our lunchtime supervisors in Paediatric First Aid and Emergency First Aid at Work.

First-Aid Materials and Equipment

Once the assessment of first aid provision has been completed, the necessary materials, equipment and facilities must be provided and maintained in accordance with the determined need. This will involve ensuring that first-aid equipment is suitably marked, easily accessible and available in all places identified by the assessment.

At Highfields we have more than one first aid box supplied with a sufficient quantity of first-aid materials suitable for the particular circumstances, and a body spills kit.

The decision on what to include in a first aid kit will be based on the first-aid needs assessment. As a guide, where work activities are low risk a minimum first aid kit may contain:

- a leaflet giving general guidance on first aid (for example, HSE's leaflet Basic advice on first aid at work).
- antiseptic wipes.
- individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary).
- sterile eye pads.
- individually wrapped triangular bandages, preferably sterile.
- safety pins.
- rustless blunt-ended scissors.
- large and medium sterile individually wrapped un-medicated wound dressings.
- Disposable gloves.

Contents of first-aid containers is regularly checked and is restocked as soon as possible after use. Sufficient supplies are held on site. Items are discarded after the expiry date has passed.

Medicines

First aid at work does not include giving tablets or medicines. The only exception is when aspirin is used as first aid to a casualty with a suspected heart attack for those over 16 (usually under the instruction of the emergency services). Aspirin should never be given to a child younger than 16 unless it has been prescribed by a doctor.

Medication should not be kept in a first aid container.

Automated External Defibrillators (AEDs)

Having a defibrillator is not a legal requirement but can help save the life of someone having a cardiac arrest.

We have an AED that is always accessible for staff to use and all staff know its location (in the green cupboard by the school office) Our AED is registered on The Circuit, the national defibrillator network. This ensures it is visible to local ambulance services and means someone can be directed to the defibrillator location. The Circuit - the national defibrillator network A process is in place to regularly check the equipment and appropriate action taken if there is an issue. The manufacturer's instructions regarding maintenance and servicing must be followed.

Modern AEDs undertake self tests and indicate if there is a problem with a warning light or sign. A process is in place to regularly check the equipment and appropriate action taken if there is an issue.

Mental ill health and first aid

To raise awareness of mental health and to help challenge the stigma which can surround it, it is beneficial to have arrangements in place to be able to support someone who might be experiencing symptoms of poor mental health.

We consider appropriate information, instruction and training for employees which include the following:

- Mental health awareness information and training.
- Promotion of support services such as ThinkWell and Mental Health First Aiders.
- Providing information and links to external resources such as the NHS and Mind websites.
- We have a Senior Mental Health Lead.

First Aid Procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the first aider/Head teacher/school office will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

Cuts: The nearest adult deals with small cuts. All open cuts should be covered after they have been treated with a cleansing wipe. Any adult can treat more severe cuts, but a fully trained first aider must attend the patient to give advice. Cuts should be recorded on an accident report sheet and handed to the office. Parents and Guardians should be informed by Medical Tracker. ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES.

Head injuries: Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack. Parents and Guardians must be informed via Medical Tracker. The adults in the child's class room should be informed and keep a close eye on the child. All bumped head accidents should be recorded on an accident report sheet and handed to the office.

Liability

The employer's liability insurance policy will provide indemnity for employees acting as first aiders or emergency aiders as defined above. First Aiders and Emergency First Aiders

must ensure that any treatment they give is administered in accordance with the training they have received. So long as treatment 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.

Infection Control

To minimise risk of infection whilst administering first aid, employees 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. Disposable nitrile/vinyl gloves and aprons must 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 washed on a hot cycle or advice given to this effect if washing sent home.

If contact is made with any other person's body fluids the area should be washed immediately and medical advice sought from Occupational Health Provider or other health practitioner.

Record keeping

At Highfields we use Medical Tracker to record all first aid incidents relating to children. Staff complete the first aid incident form which they then hand to the office. Office staff input the information into Medical Tracker. Medical Tracker automatically emails the details to the parents of the child.

The headteacher monitors Medical Tracker to look for patterns in line with the Health and Safety Policy.

All records of first aid administered to adults must be recorded on the Record of First Aid Treatment HSF26. Assessment of First Aid Provision and records of first aid administration must be kept in accordance with the Trust's retention schedule. Training records must be kept in line with the Trust's retention schedule.

Reporting to the HSE

The relevant member of staff will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The relevant member of staff will report these

to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These include: Death Specified injuries, which are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
 - o Covers more than 10% of the whole body's total surface area; or
 - o Causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heatinduced illness, or requires resuscitation or admittance to hospital for more than 24 hours

Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident).

In this case, the relevant member of staff will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:

- o Carpal tunnel syndrome
- o Severe cramp of the hand or forearm
- o Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
- o Hand-arm vibration syndrome
- o Occupational asthma, e.g from wood dust
- o Tendonitis or tenosynovitis of the hand or forearm
- o Any occupational cancer
- o Any disease attributed to an occupational exposure to a biological agent

Near-miss events that do not result in an injury, but could have done.

Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Pupils and other people who are not at work (e.g. visitors):

reportable injuries, diseases or dangerous occurrences These include:

Death of a person that arose from, or was in connection with, a work activity*

An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)

- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Monitoring and reviewing these arrangements

First Aid provision is reviewed by managers regularly and when they believe the assessment to be no longer valid.