

St. Luke's School
Policies, Guidance & Procedures

St. Luke's School First Aid Policy

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1. Introduction – Equal Opportunities and Scope

St.Luke's School acknowledges its responsibility to have appropriate first aid arrangements in all areas of the provision. This will include ensuring there is adequate and appropriate equipment, facilities and personnel available to enable first aid to be given to its staff, pupils and others who may be affected by its activities, should they become injured or become ill whilst at the school.

St.Luke's School expects staff to adhere to this policy in line with obligations under equality legislation. Headteacher/Managers must ensure that all reasonable adjustments or supportive measures are considered to allow equality of access and opportunity regardless of age, gender, ethnicity, sexual orientation, disability, faith or religion, gender identity, pregnancy or marital status.

2. Responsibilities

The Head of School/ Headteacher is responsible for:-

- Ensuring a First Aid Needs Assessment is carried out and reviewed at least annually or sooner as necessary.
- Ensuring adequate and appropriate identified first aid equipment and facilities are provided.
- Ensuring that an appropriate number of trained first aid personnel are present in the school at any one time.
- Ensuring the provision of sufficient numbers of first aid boxes, and that these are regularly checked and first aid supplies replenished as necessary.
- Ensuring staff under their control are aware of the first aid arrangements.
- Undertaking personal needs assessments for lone/mobile workers or those with specific health needs.

First Aid Personnel are responsible for:-

- Responding to incidents in the school.
- Recording any first aid treatment given.
- Keeping first aid treatment records secure in line with data protection.
- Appropriately maintain the medical confidentiality of the person they are treating.
- Keeping their training up to date including refreshers and keeping a record of this.
- Treating casualties in accordance with the training they have been given.
- Ensuring contents of first aid box(es) are regularly checked to establish supplies are sufficient to meet requirements.
- Ensure their contact details are updated if they move premises or change their usual working location.
- Take effective measures to protect themselves from any blood borne infection.
- Report insufficiencies in first aid arrangements to their Headteacher/Manager.

Staff are responsible for:-

- Ensuring they are familiar with the name and location of the nearest first aider or appointed person.
- Ensuring an incident report is completed for all accidents.
- Informing their Headteacher/manager of any specific health conditions or first aid needs.

3. First Aid Needs Assessment

A First Aid Needs Assessment must be carried out to identify the first aid requirements. Significant risks in the workplace or service must be included in the assessment process, which should then help identify what your first aid needs will be.

First aid needs assessment guidance is provided to all staff, who have undertaken First Aid Level One training, provided on a bi-annual basis.

First Aid Provision must be reviewed at least annually or sooner if no longer relevant, for example:-

- Changes to children's and staff members' medical, mental or physical needs
- There are changes in the way people work or use the school.
- There is an increase in the hazard of the activities carried out on site.
- There is a change in legislation or guidance.

Review does not necessarily mean carrying out a new assessment, but checking the existing one to ensure it is still valid or recording any amendments to reflect changes in circumstances.

4. Types of First Aid Personnel

Appointed Person

If your assessment identifies that a first aider is not necessary, the minimum requirement is to appoint a person to take charge of the first aid arrangements. The role of this person includes looking after first aid equipment and facilities and calling the emergency services when required. Appointed persons do not require First Aid training. However, they must receive instruction on how to carry out their duties. You do not need to have an Appointed Person if you have Emergency First Aiders or First Aiders on duty.

Emergency First Aider

If you have identified you don't need a fully qualified first aider, but do need to have someone to carry out basic first aid or lifesaving interventions whilst waiting for emergency services, then this is the role of an emergency First Aider. Staff taking on this role must undergo Emergency First Aid training (6 hour course) and will need to undertake a requalification course every three years to keep their qualification current. They will also need to undertake annual refresher training to ensure they are able to use their skills if called upon.

First Aider

This is someone trained to provide first aid to a range of specific injuries and illnesses, as well as emergency first aid. They must have undergone First Aid at Work training (an 18 hour course) and will need to undertake a requalification course every three years to keep their qualification current. They will also need to undertake annual refresher training to ensure they are able to use their skills if called upon.

Paediatric First Aid

St. Luke's School has more than one member of staff trained in paediatric first aid. The requalification course will need to be undertaken every three years to keep the qualification current. They will also need to undertake annual refresher training to ensure they are able to use their skills if called upon.

Additional Training

To ensure illness or injuries can be adequately dealt with, you may have identified the need for more specialised training for some first aid personnel.

All staff are trained to Level One First Aid certification at St. Luke's School

Some staff have additional First Aid training and Paediatric First Aid Training

All levels/types of first aiders must attend annual refresher training to update basic skills.

5. First Aid Kits

- There is not a definitive list of what items should be in the first aid box. It will depend on what you assess your needs to be. The following is a guide of suggested minimum stock where there is no special risk in the work

- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (you can provide hypoallergenic plasters if necessary),
- 2 sterile eye pads,
- 2 individually wrapped triangular bandages, preferably sterile,
- 6 safety pins,
- 2 large, individually wrapped, sterile, unmedicated wound dressings,
- 6 medium sized, individually wrapped, sterile, unmedicated wound dressings,
- At least three pairs of disposable gloves (preferably latex free).

Above is the suggested minimum stock but your needs assessment may identify additional equipment or materials are required, depending on the work activities. Examples could be disposable aprons, individually wrapped moist wipes, adhesive hypoallergenic microporous tape, shears capable of cutting through clothing, sterile disposable tweezers, foil blankets to protect casualties from the elements etc.

There are first aid kits which are compliant with British Standard BS 8599 which contain slightly more than the recognised minimum stock. Whether using a kit compliant with BS 8599, or an alternative kit, the contents should reflect the outcome of the first aid needs assessment.

No medication of any kind, for example, paracetamol, antiseptic creams, burn sprays, epipens, insulin, asthma inhalers etc, should be kept in first aid boxes or kits, nor should these be used as a form of first aid. The reasoning behind this is:-

- In the case of tablets, you may not know if any medication has previously been taken, or if it has, what dosage and when. Giving such medication may adversely affect treatment or surgery that may be required
- If the wrong cream is used for the wrong injury, or used inappropriately, there may be serious scarring or long term discomfort for the casualty. There may also be the chance of an adverse allergic reaction
- A first aiders role is to assist persons to self medicate and contact emergency services not to be a medic replacement.

Since first aid kits are available to anyone who wishes to use them, the possibility of these highlighted problems occurring could be quite high.

The only exception to this rule is where aspirin is used as first aid to a casualty with a suspected heart attack in accordance with currently accepted first aid practice. If kept for these purposes Aspirin should be kept separately from the general first aid kit in a secure location. Aspirin is not to be used to treat illness.

Prescribed medicines kept for individual students do not fall under this policy. Schools should refer to the Managing Medicine policy available on Schools PeopleNet for storage and administration of specifically prescribed medicine.

First aid kits must be checked regularly so that stocks can be maintained. The container should protect first aid items from dust and damp. Items with expiry dates should not be used beyond this date.

First aid kits should be clearly identifiable (container should have a white cross on a green background) and readily accessible to staff. Kits should be placed conveniently, if possible near to hand washing facilities. Kits should also be available in areas of greater risk, for example, science labs, workshops and kitchens. In small low risk establishments it would be appropriate to site the first aid kit in a central office or secure reception area. If the premises are used after normal working hours, arrangements should ensure that a first aid kit is available to persons who may require its use.

Travelling First Aid kits

If your needs assessment identifies kits should be kept in vehicles for mobile workers, these should be kept stocked from a back-up supply from the home or work base. You should also decide whether such staff undergo emergency first aid training particularly if they are involved in higher hazard activities. There is no mandatory list of items to be included in kits for travelling workers - the contents should be guided by the outcomes of your needs assessment. However, these kits may typically contain:-

- a leaflet giving general guidance on first aid e.g. HSE leaflet – basic advice on first aid at work,
- 6 individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary),
- 2 individually wrapped triangular bandages, preferably sterile,
- 2 safety pins,
- 1 large sterile un-medicated dressing,
- individually wrapped moist cleaning wipes,
- 2 pairs of disposable gloves (preferably latex free),

6. First Aid Rooms

The First Aid Room is situated at the front of the school. The room contains essential first aid facilities and equipment;

- Access to a sink with hot and cold running water,
- drinking water and disposable cups,
- liquid soap and disposable paper towels,
- a store for first aid materials,
- a bed with clean pillows and duvet – washing facilities are within the school kitchen area
- a chair,
- a method of recording all incidents where the first aid has been given.

The room is reserved specifically for providing first aid and medical support – e.g. injections use. It is easily accessible to stretchers and be clearly signposted and identified. It should be kept clean and tidy at all times and not used as a store room.

Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical or dental treatment when required and for the care of students during school hours.

The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed. However larger schools may identify through their first aid risk assessment that a permanent dedicated room is appropriate.

7. Recording First Aid Treatment

When first aid is given, the person giving first aid must make a record of:

- Date, time and place of incident.
- Name and job title (where relevant) of the injured person.
- Details of the injury/illness and what first aid was given.
- What happened to the person immediately afterwards (for example, went home, went back to work, went to hospital).
- Name and signature of the person dealing with the incident.

All completed records of first aid treatment must be kept in a secure location to comply with the requirements of data protection legislation. Only blank copies of the form should be kept with first aid equipment.

Where necessary, an Incident form will need to be completed using the NCC's on-line reporting system.

8. Automated External Defibrillator (AED)

An AED is a device that delivers a shock to the heart to re-establish regular heart rhythm after it has become unstable resulting in arrest.

St. Luke's School's AED is situated by the school office.

It is regularly checked for maintenance and renewal of replacable items.

The use of AEDs in cases of sudden cardiac arrest does not replace the need for Cardio Pulmonary Resuscitation (CPR), it complements it, and CPR will still be required between shocks to enable blood to continue to be pumped round the body.

Research into community schemes to install defibrillators across the world show a success rate of between 12% and 39% compared to a rate of about 7% when using CPR alone.

Legislation does not make the provision of AEDs a general requirement, although enforcing authorities acknowledge they may be of benefit in some circumstances.

- The availability and willingness of a sufficient number of existing first aid personnel to be trained in the use of an AED (refresher training is required every 6 months).
- The availability of enough trained personnel to have continuity of cover to ensure trained personnel are available at all times that the site is used.
- The availability of suitable places for installation of the devices.
- The number of devices required to be most effective; AEDs should be used within 2 minutes of a person collapsing to be most effective.
- Finances for purchasing, testing and maintaining the equipment.