

# First Aid Policy



**Wistaston Academy**  
Primary and Nursery School  
Together We Learn • Together We Achieve

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<b>Responsible Governor's Committee</b>	Standards
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THIS POLICY WAS INTRODUCED BY CHESHIRE EAST AND APPROVED FOR ISSUE BY DIANE MCKINNEY OF THE CORPORATE HEALTH AND SAFETY FORUM.

### 1 INTRODUCTION

First aid can save lives and prevents minor injuries becoming major ones. First Aid at work covers the arrangements that need to be made to manage injuries an illness suffered at work. Most work areas will already have first aid arrangements in place and this document draws upon existing good practice. The paper is arranged in the following sections.

### 2 THE LEGAL REQUIREMENTS

The Health and Safety First Aid Regulations (1981) require employers to assess the risks which may lead to the need for first aid and to provide accordingly. Provision extends to:

- Appropriate equipment and facilities
- Personnel trained in first aid i.e.: someone who holds a current valid certificate in either First Aid at work (FAW) or Emergency First Aid At work (EFAW)
- Information for employees
- Efficient arrangements for summoning emergency services

The regulations apply directly to facilities for employees. However codes of practice in support of the regulations recommend that the council should consider the needs of non-employees when carrying out a risk assessment. Thus the possible presence of visitors, contractors or members of the public needs to be taken into account.

### 3 ASSESSMENT OF NEED

Risk depends on the probability of injury actually occurring and the consequences in terms of likely severity. In assessments of their needs each workplace should consider:

- The nature of the work undertaken
- The size of the establishment
- History of any accidents
- Travelling, alone and remote workers
- Shift patterns
- Remoteness of site from emergency services
- Split or shared sites
- Annual leave or absences of Qualified first aiders (fully qualified First Aider at Work / Emergency First Aider at Work) and Appointed Persons
- Provision for non-employees ( the public, children in school etc)

Appendix 2 contains a checklist to help when assessing needs and record any relevant information. Appendix 3 can act as a record of first aid provision. Appendix 4 can act as a guide when making a decision on numbers of first aid personnel. Appendix 8 is a risk assessment which should be completed by the manager and reviewed annually to ensure first aid provision remains at a suitable level and meet their legal requirements.

Degree of hazard	Numbers of employees	Category and number of first aid personnel
Low hazard E.g. shops, offices, libraries	Less than 50	At least one Appointed Person
	50-100	At least one First Aider At Work / Emergency First Aider At Work
	More than 100	At least one First Aider At Work
Higher Hazard e.g. light engineering, working with dangerous machinery, leisure and sport activity, those working with specific chemicals	Less than 5	At least one Appointed Person
	5-100	At least one First Aider At Work / Emergency First Aider At Work
	More than 100	At least one First Aider At Work
		* Additional training may be required to deal with specific workplace hazards

#### 4. FIRST AID PERSONNEL

**A First Aider** is someone who holds a current and valid certificate in either First Aid at work (FAW) or Emergency First Aid At work (EFAW). Once qualified a first aider can provide first aid to those who are injured or taken ill while at work in accordance with the training they have received (see appendix 4).

On successful completion of the course candidates are issued with a certificate that lasts for three years. They will then need to undertake a 2 day FAW Re-qualification course before the date of expiry on the certificate. There is a 28 day grace period if the certificate has lapsed, employees must then retake a 3 day FAW beyond that time allowed.

The HSE strongly recommends it is good practice for first aiders to complete annual refresher training (3hrs) to keep their practical skills up to date. Cheshire East will have these courses available for qualified first aiders to book onto.

There may also be job specific courses to deal with particular hazards. For example more in depth training for those working with hydrofluoric acid, cyanide or confined spaces. Similarly further training would be required for employees who may need to use a defibrillator (see guidance note)

Leanne Takaki (Office Manager) looks after first aid equipment, records, facilities and calls emergency services if required. An Appointed Person may not be trained in first aid and can only act in an emergency if a first aider is off site due to unforeseen circumstances. (Not annual leave)

Arrangements must take into account of normal absences as for holidays or sickness. Thus a need for one first aider may automatically trigger the need for two unless someone in a nearby department can cover any absences.

Unless a first aid qualification is called for in a job description as part of a contract of employment, an employee who undertakes first aid does so voluntarily. When selecting someone to take up the role of first aider a number of factors should be considered, including individuals:

- Reliability, disposition, and communication skills
- Aptitude and ability to absorb knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- They should be able to leave their normal duties to respond rapidly to an emergency

Arrangements for training can be made by contacting Cheshire East Council's Corporate Health and Safety Team. The HSE are very strict on keeping first aid qualifications current and valid. Therefore records are kept on a central database of current first aiders and certification dates. (Appendix one defines the roles of key personnel).

## **5 FIRST AID MATERIALS, EQUIPMENT AND FACILITIES**

There should be provision made for ensuring equipment is available at all times. It should be accessible and clearly marked usually with a white cross on a green background.

### First aid containers

These should be readily available and preferably placed near hand washing facilities. They should only be stocked with items for dealing with first aid.

There is no mandatory list of items to be included in a first aid container. The decision should be based on the risks and associated environment. As a guide where work activities are low in hazard a minimum stock of items should be:

- A basic guidance leaflet on first aid
- 20 individually wrapped sterile plasters (hypoallergenic can be provided if necessary)
- Two sterile eye pads
- Four individually wrapped triangular bandages
- Six safety pins
- Two large sterile dressings
- Six medium sized dressings
- A pair of disposable gloves

This is a suggested list of contents, equivalent items will be acceptable. The contents should be frequently checked, restocked, and items disposed of once they reach their expiry date.

#### Additional items of materials equipment

Such examples may be scissors, individual wrapped moist wipes, resuscitation face shield. Where mains tap water is not available sterile normal saline (0.9%) should be provided. Once a seal is broken this may not be re-used.

If there are no specific risks the workplace may just keep to the minimum stock of items to reduce waste. If there are additional items of kit required e.g. blankets they may be stored securely near the first aid container or room.

#### Tablets and medications

Tablets and medications should NOT be kept in a first aid container. First aid does not include giving of medications, only to assist someone with their own medications i.e. asthma inhalers. The only exception to this is where aspirin may be used in accordance with current practice regarding the treatment of a heart attack (this is not to be stored in the first aid container).

## **6. WORKING AWAY FROM BASE**

Those visiting sites can reasonably use the site facility. Travelling kits may be provided to those working away or visiting remote sites. They should have an understanding of dealing with emergencies and means of summoning help if working alone.

A designated room is not always necessary for low risk situations. However the workplace regulations do require a room to be made available for those who are ill at work, pregnant or a nursing mother. The room should be suitable, available and with hand washing facilities. Rooms should be clearly signed with white lettering or white cross on a green background.

### Information for employees

All building users need to be informed of the first aid arrangements. In addition to briefing users, this includes displaying notices in prominent places covering emergency procedures and how first aid can be obtained. First aid should also be covered in induction training.

## **7 REPORTING OF ACCIDENTS AND RECORD KEEPING**

It is essential that incidents are recorded in first aid in accordance with Cheshire East Council's accident reporting policy and the Data protection Act 1998.

Cheshire East Council requires that schools report any accidents that result in a hospital visit on an electronic database called PRIME. This must be completed within 24 hours of the accident taking place. Other accidents not requiring a hospital visit, must be reported through PRIME within four days of the accident. Minor accidents are recorded on paper and logged in the School Accident Book.

## **8 PROTECTION FOR FIRST AID PERSONNEL**

Insurance - first aiders are covered against claims by the council's employers and third party insurances. These apply to all activities carried on the council's behalf.

Even attending an accident outside of work the legal position in the UK is that a first aid is carrying out a humanitarian act as a member of the public and would not be judged on issues of competence that would apply to those with formal medical training.

### Hygiene/Infection control

First aiders should take basic precautions to avoid infection particularly from blood and other body fluids.

Should any case of ill-health in a first aider be linked in any way with first aid activities the council would wish the employee to take full and immediate advantage of occupational health service. Provision for sick leave entitlement would also be given very sympathetic consideration.

### Summary

It is important to review first aid needs to ensure current provision is adequate. Consider the following in your review:

- Use the chart to establish the number of first aid personnel required.
- Ensure cover is available during flexible/shift working.
- Check qualified first aiders certificates. Keep these in a prominent place.
- Ensure first aid containers are adequately and correctly stocked.
- Check first aid notices are posted and are clear and up to date.
- Cover first aid in induction.

- Ensure that every injury is recorded on the Cheshire East accident report form and that a copy of the accident report is sent to the Corporate Health and Safety Team if the incident is RIDDOR<sup>1</sup> reportable, a person has to go to hospital or an employee has had time off work with an injury.

## **9 REFERENCES**

In compiling this Policy, the following documents have been referred to:

- The Health and Safety (First Aid) Regulations 1981
- Approved Code of Practice and Guidance (L74)

## **10 EVALUATION AND REVIEW**

This document shall be monitored, and reviewed triennially to evaluate its effectiveness. The document shall be revised as necessary, and in light of such evaluation.

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<sup>1</sup> RIDDOR – the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, HSE, at [www.hse.gov.uk](http://www.hse.gov.uk)

## **APPENDIX ONE ROLES OF KEY PERSONNEL**

### **EMPLOYER**

1. Under the Health and Safety (First-Aid) Regulations 1981, employers have a duty to provide suitable first-aid equipment, facilities and personnel so that immediate assistance can be given to employees that are injured or taken ill at work. Employers should ensure that employees are aware of the first-aid arrangements in their workplace. These duties apply to all employers including those with fewer than five employees.

### **SELF-EMPLOYED WORKER**

2. Self-employed workers have a duty under the Health and Safety (First-Aid) Regulations 1981 to ensure that where appropriate, they have suitable first-aid equipment to provide first aid to themselves while at work.

### **FIRST AIDER**

3. If an employer decides they need to provide one or more first aiders in their workplace, they should ensure a suitable employee has a valid certificate of competence in either first aid at work or emergency first aid at work. Once qualified, a first aider can provide first aid to employees that are injured or taken ill while at work in accordance with the training they have received.

### **APPOINTED PERSON**

4. If an employer decides that a first aider is not required in their workplace, they should appoint a person to take charge of the first-aid arrangements. The role of this Appointed Person includes looking after the first-aid equipment and facilities and calling the emergency services when required. They can also provide emergency cover where a first aider is absent due to unforeseen circumstances (annual leave does not count).
5. Appointed Persons do not need first-aid training and are not necessary where there is an adequate number of first aiders.

**APPENDIX TWO**  
**CHECKLIST FOR ASSESSMENT OF FIRST AID NEEDS**

The checklist below will help you to assess what first aid provision you need to make for your workplace.

FACTOR TO CONSIDER	SPACE FOR NOTES	IMPACT ON FIRST AID PROVISION
<p><b>HAZARDS</b> – Use the findings of your risk assessment and take account of any parts of your workplace that have different work activities/hazards that require different levels of first aid provision</p>		
<p>Does your workplace have low hazards such as those that might be found in offices and shops?</p>	<p>Yes</p>	<p>The minimum provision is:</p> <ul style="list-style-type: none"> <li>• An appointed person to take charge of first aid arrangements</li> <li>• A suitably stocked first aid box</li> </ul>
<p>Does your workplace have higher hazards such as chemicals or dangerous machinery?</p> <p>Does your work activities involve special hazards such as hydrofluoric acid or confined spaces?</p>	<p>No</p>	<p>You should consider:</p> <ul style="list-style-type: none"> <li>• Providing first aiders</li> <li>• Additional training for first aiders to deal with injuries resulting from special hazards</li> <li>• Additional first aid equipment</li> <li>• Precise siting of first aid equipment</li> <li>• Providing a first aid room</li> <li>• Informing the emergency services</li> </ul>
<p><b>EMPLOYEES</b></p>		
<p>How many people are employed on site?</p>	<p>75</p>	<p>Where there are small numbers of employees, the minimum provision is:</p> <ul style="list-style-type: none"> <li>• An appointed person to take charge of first aid</li> <li>• A suitably stocked first aid box</li> </ul>

		<p>Even in workplaces with a small number of employees there is still the possibility of an accident or sudden illness so you should consider providing a qualified first aider.</p> <p>Where there are large numbers of employees you should consider providing:</p> <ul style="list-style-type: none"> <li>• First aiders</li> <li>• Additional first aid equipment</li> <li>• A first aid room</li> </ul>
Are there inexperienced workers on site, or employees with disabilities or special health problems?	Children and some students and volunteers.	<p>You should consider:</p> <ul style="list-style-type: none"> <li>• Additional training for first aiders</li> <li>• Additional first aid equipment</li> <li>• Local sitting of first aid equipment</li> </ul> <p>Your first aid provision should cover any work experience trainees</p>
<b>RECORD OF ACCIDENTS AND ILL HEALTH</b>		
What is your record of accidents and ill health? What injuries and illness have occurred and where did they happen?		Ensure your first aid provision will cater for the type of injuries and illness that might occur in your workplace. Monitor accidents and ill health and review you first aid provision as appropriate
<b>WORKING ARRANGEMENTS</b>		
Do you have employees who travel a lot, work remotely or alone?	People work in pairs or when the school is open to the children.	<p>You should consider:</p> <ul style="list-style-type: none"> <li>• Issuing personal first aid kits</li> <li>• Issuing personal communication to remote workers</li> <li>• Issuing mobile phones to lone workers</li> </ul>

Do any of your employees work shifts or work out of hours?	No	You should ensure there is adequate first aid provision at all times people are at work.
Are the premises spread out, for example are there several buildings on the site or multi-floor buildings?	Three buildings	You should consider provision in each building or on each floor
Is your workplace remote from emergency medical services?	No	You should: <ul style="list-style-type: none"> <li>• Consider special arrangements with the emergency services</li> <li>• Inform the emergency services of your location</li> </ul>
Does any of your employees work at sites occupied by other employees?	No	You should make arrangements with other site occupiers to ensure adequate provision of first aid. A written agreement between employers is strongly recommended.
Do you have sufficient provision to cover any absences of first aiders or the appointed person?	Yes	You should consider: <ul style="list-style-type: none"> <li>• What cover is needed for annual leave and other planned absences</li> <li>• What cover is needed for unplanned and exceptional absences</li> </ul>
<b>NON-EMPLOYEES</b>		
Do members of the public visit your premises?	Yes. Adequate first aid cover for when parents on site.	Under the regulations, you have no legal obligation to provide first aid for non employees but HSE strongly recommends that you include them in your first aid provision. This is particularly relevant in workplaces that provide a service to others such as schools, places of entertainment, fairgrounds

		and shops.
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**APPENDIX THREE  
RECORD OF FIRST AID PROVISION\***

<b>FIRST AID PERSONNEL</b>	<b>REQUIRED YES/NO</b>	<b>NUMBER NEEDED</b>
First aider with a first aid at work certificate	<b>Yes</b>	<b>13</b>
First aider with an emergency first aid at work certificate	<b>No</b>	
First aider with additional training (specify)	<b>Yes</b>	<b>Three with paediatric first aid.</b>
Appointed Person	<b>Yes</b>	<b>Leanne Takaki</b>
<b>FIRST AID EQUIPMENT AND FACILITIES</b>	<b>REQUIRED YES/NO</b>	<b>NUMBER NEEDED</b>
First aid container	<b>Yes</b>	<b>4</b>
Additional equipment (specify)	<b>Yes</b>	<b>Eye washes in all sites Blankets on all sites</b>
Travelling first aid kit	<b>Yes</b>	<b>13 for Middays in playground</b>

		<b>3 buckets and kits for visits</b>
First aid room	<b>Yes</b>	<b>Three staffrooms and learning bays for privacy when in use.</b>

The minimum first aid provision for each work site is:

- An appointed person to take charge of first aid arrangements;
- A suitably stocked first aid box;
- Provision of information for employees about the first aid arrangements

## **APPENDIX FOUR CONTENT OF A FIRST AID AT WORK COURSE**

On completion of training, successful candidates should be competent in:

- Emergency first aid at work (see Appendix 5)
- Recognising the presence of major illness and applying general first-aid principles in its management.

In addition, candidates should be able to demonstrate the correct first-aid management of:

- soft tissue injuries;
- injuries to bones including suspected spinal injuries;
- chest injuries;
- burns and scalds;
- eye injuries including how to irrigate an eye;
- sudden poisoning and anaphylactic shock.

## **APPENDIX FIVE CONTENT OF AN EMERGENCY FIRST AID AT WORK COURSE**

On completion of training, successful candidates should be able to:

- Understand the role of the first aider including reference to the use of available equipment and the need for recording incidents and actions
- Understand the importance of basic hygiene in first aid procedures
- Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency
- Administer first aid to a casualty who is unconscious and/ or in seizure
- Administer cardiopulmonary resuscitation
- Administer first aid to a casualty who is wounded or bleeding and/or in shock
- Administer first aid to a casualty who is choking
- Provide appropriate first aid for minor injuries

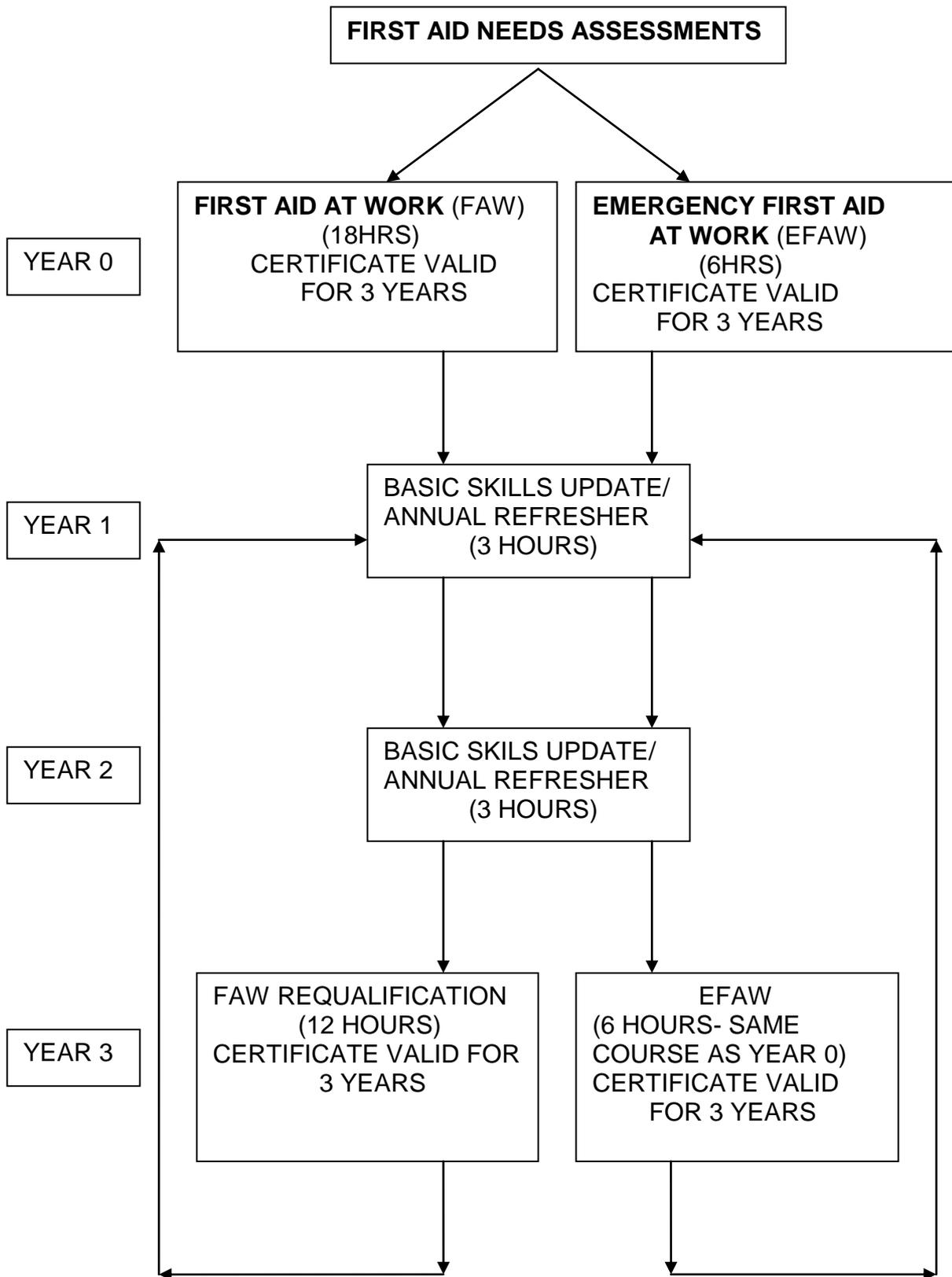
## **APPENDIX SIX CONTENT OF A BASIC SKILLS UPDATE/ANNUAL REFRESHER**

On completion of training, candidates should have demonstrated their competence to:

- Assess the situation in an emergency
- Administer first aid to a casualty who is unconscious and / or in seizure
- Administer cardiopulmonary resuscitation
- Administer first aid to a casualty who is wounded or bleeding and /or in shock

The course also includes any updates or changes to relevant first aid procedures.

**APPENDIX SEVEN  
FIRST AID COURSE TO COMPLETE OVER AN INITIAL  
THREE YEAR PERIOD AND IN SUBSEQUENT YEARS**



## Appendix Eight – First Aid Risk Assessment



Assessor(s)	Date Assessed:	Review Date:
Linda Davis, Head	July 2011	July 2012
Location:	Type of activities:	Reference No:
Whole school	First Aid provision	

### Please answer the following questions

How many employees work in the area assessed ?	<b>75</b>	How many first aid kits are there?	<b>4 full kits</b>
How many 1 <sup>st</sup> aiders cover the area assessed ?	<b>12 plus 2 paediatric</b>	How many emergency aiders cover the area assessed?	<b>12 plus two paediatric first aiders</b>
Are the locations of the first aid boxes clearly displayed?	<b>Yes / No</b>	Are the names of the first aiders clearly displayed?	<b>Yes / No</b>
Is there an appointed person / first aider on site at all times when work is carried out?	<b>Yes / No</b>	Are the first aid boxes clearly marked (white cross on green background)?	<b>Yes / No</b>
Is the first aid box fully stocked *	<b>Yes / no</b>	Is there a separate eyewash station?	<b>Yes / No</b>

Location of first aid kits (please list)	<b>Two in the Dunwoody staffroom One in the Irlam staffroom One in the Nursery</b>
Location of eyewash stations (please list)	<b>Dunwoody and Irlam cupboards in staff rooms.</b>
Location of the nearest hospital with an emergency department	<b>Leighton Hospital</b>

<b>Details of actions to be taken / improvements required</b>			
Recommendation / action to be taken	Person Assigned	Due By Date	Completion date
Introduce First Aid Policy to all staff and agree at Governors	<b>Linda Davis</b>	<b>October 2011</b>	
Introduce First Aid one day refresher courses bi-annually	<b>Linda Davis</b>	<b>October 2012</b>	
Policy and risk assessment brought to staff's attention Daily Briefing 20.7.11 LD	<b>Linda Davis</b>	<b>July 2011</b>	

Guidance Notes

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. What is adequate will depend on the circumstances in the workplace.

A First Aider is someone who has completed the 4 day first aid at work training and holds a valid certificate. An Emergency Aider is some one who has completed a 1 day awareness training course and holds a valid certificate.

END OF APPENDICIES