



FIRST AID POLICY

Reviewed by: Finance, Buildings, Health & Safety

Version: 1

Reviewed on: 12th September 2017

Adopted by FGB on: 10th October 2017

A handwritten signature in black ink, appearing to read "N. P. Evans", is written over a horizontal line.

Signed by:

(Chair of Governors)

Next Review: October 2018

Point of Contact: The Business Manager.

Concern: No FAW in evening when cleaners are on site, recommend two members of staff complete FAW course, who work at this time. It is a legal requirement to have at least one FAW present. Design & Technology plus, consideration for a member of staff from this department becoming FAW qualified.

INTRODUCTION

The Health and Safety (First Aid) Regulations 1981 set out aspects of first aid that the school has to address. In this respect of these regulations the school is required to make an assessment of significant risks to determine the appropriate first aid provision.

The school has a legal duty to make arrangements to ensure their employees receive immediate attention if they are injured or take ill at work. In serious cases, an ambulance should be called.

First Aid can save lives and prevent minor injuries becoming major ones. First Aid at Work covers the arrangements that the school needs to have in place to manage illness and injuries suffered at work.

LOCATION OF FIRST AID BOXES

Please note: All First Aid Boxes must be compliant with current regulations BR8599-1, 2011.

General:

Reception
Ground Floor: Student Services/Medical Room
First Floor: Science
Second Floor: Music/Library

Specific:

PE/Caretaker's Office
Design & Technology
Food

DEFIBRILATOR

Located in Reception
Trained Personnel: All FAWs

QUALIFIED FAWs

Sarah Lewis
Miles Gillespie (PE Department)
Damian Ketley
Christine Edwards

Victoria Bond (Science)
Bethan Roberts
Julie Parry
Susan Stapleton (Student Services)
B McGauty (Design & Technology)
Sue Roberts (Cleaning)

The Business Manager will be responsible for keeping records in regard to qualified staff, identifying when renewal is due and ensuring a suitable course is available.

PROCEDURE IN CASE OF ACCIDENT, INJURY, DEFECTS OR HAZARDS

Contact Student Services immediately, who will contact the nearest FAW and ask them to attend.

1. Under **NO** circumstances should a casualty be moved until the First Aider has made an initial assessment of the situation. The casualty should only be moved by other staff if there is an immediate danger that will cause further injury.
2. Where safe to do so the casualty should be treated in the Medical Room to ensure discretion, dignity and the correct facilities for the first aider.
3. In case of significant injury or one of a personal nature, a member of the student services team should remain with the first aider to enable swift communication, assistance and support.

AMBULANCE ACCESS

If the First Aider deems the incident requires an ambulance, then the following steps should be taken:

1. First Aider of Student Services phone 999, clearing stating the nearest location for the ambulance. (Main Gate – Pen Y Maes, The Strand, service gate stating Student Entrance, Sports Entrance or Sports Pitch.
2. Inform the Head Teacher or Deputy Head Teacher, and ensure the First Aider has all the appropriate support in place.
3. Inform reception in order to ensure for the Main Entrance the barriers are raised, or for the Strand Entrance the gate is unlocked.
4. At no point should the First Aider leave the casualty, unless other support is available in line with FAW guidance.

WORKPLACE HAZARDS & RISKS

Science
Design & Technology
PE
Cleaners

Considerations: Availability of Hazard Sheets re: chemicals as appropriate to be available at all times.

CONTENT OF A FIRST AID KIT

- At least 2 Resusci – aid - Face Shields.
- 9 pairs of disposable gloves non-powered Nitrile.
- A leaflet giving general guidance on First Aid.
- 60 individually wrapped sterile adhesive dressings (assorted sizes/shapes). Blue for people who prepare, handle or process food.
- 3 sterile eye pads dressings.
- 2 Burns dressings.
- 3 finger dressings.
- 2 conforming bandages.
- 3 individually wrapped triangular bandages (preferably sterile).
- 12 safety pins.
- 6 medium individually wrapped sterile un-medicated wound dressings, approximately 12 cm x 12 cm.
- 2 large individually wrapped sterile un-medicated wound dressings, approximately 18 cm x 18 cm.
- 2 foil survival blankets
- 1 roll micro porous tape
- 30 moist cleansing wipes (individually wrapped, alcohol free, antiseptic free)
- Tuff-cut Scissors (for the removal of clothing ONLY)
- Disposable aprons.

Where mains tap water is not readily available for eye irrigation;

- One litre of sterile water or sterile normal saline in sealed, disposable containers should be provided. Once the seal is broken, containers should not be kept for reuse. Sterile water should not be used beyond the expiry date.

The contents of first aid containers should be examined frequently and restocked soon after use. Sufficient supplies should be held in stock on site. Care should be taken to dispose of items safely once they reach their expiry date.

There will be a record sheet with each first aid kit, which following an incident, the FAW will record what items have been used. The Business Manager (or delegated deputy) will check the record sheets and first aid kit on a fortnightly basis.

First Aid at Work does not include giving tablets or medicines to treat illness. The only exception to this is where aspirin is used when giving first aid to a casualty with a suspected heart attack, in accordance with currently first aid practice (it must be chewed and not swallowed). It is recommended that they should not be kept in the first aid container. Some workers carry their own medication that has been prescribed by their G.P. A First aider can only assist the person to self-medicate if required.

The responsibility for ensuring the replenishment of items in the first aid kit is the School Business Manager, with a named deputy.

FAWs should report any urgent items needed to the Business Manager immediately.

RECORD KEEPING

Paul Lang: Date, Time and Place of incident

The name (and) class of the injured or ill person

Details of the injury/illness and what first aid was given

What happened to the person (went home, resumed duties, went back to class, went to hospital).

ADMINISTRATION OF MEDICINES

All medication approved for administration within the school will be adequately labelled and stored securely. A register of medicines administered will be maintained. Parental agreement forms will be located in Student Services.

The school will try to accommodate pupils with medical needs wherever practical and in line with school policy on Managing Medical Needs. The school policy is in line with the DfE document "Supporting Pupils at School with Medical Conditions." A copy of that document which the LA endorses as the policy for schools can be obtained from the moodle resource web site.

No member of staff will administer any medication unless the relevant process has been followed to ensure appropriate training in methods of administration has been received by the designated persons, and all necessary forms have been completed by the school and the parent / carer as required in each case.

Alcohol

Drugs

Health Issues for Employees (Occupational Health)

Health Issues for Pupils

Control to Prevent the Spread of Infection

Smoking

Stress Management

BODY SPILLAGES/HIV

- No person must treat a pupil who is bleeding without protective gloves.
- Protective gloves are available in the first aid kits.
- Sponges and water buckets must never be used for First Aid to avoid the risk of HIV contamination.
- All body fluid spillages (vomit, diarrhea and blood) area must be isolated and must be cleaned immediately. This is vital if spread of infections to be reduced. Gloves should be worn when in contact with blood or body fluid is likely. Ordinary rubber gloves are suitable for dealing with spillages. They must be kept for this purpose only. Following use, gloves must be rinsed and left to dry.
- Absorbent granules should be dispersed over spillage and left to absorb for a few minutes then swept into newspaper. A designated dustpan and

brush is available for body spillages and is kept in the classroom cupboard. Wash the affected area with warm water and detergent and dry. Single use Latex gloves should be available for First Aid and hygiene care procedures (these are available in the first aid kits).

- Once spillage has been put into newspaper it must then be placed in a sealed black plastic bag and put in the external dustbins for domestic waste disposal.

OFF SITE VISITS

Before undertaking any off-site activities, the responsible person must assess what level of first aid provision is required. A portable first aid kit is available for this purpose, and following each visit should be checked, and any items used should be replenished by the Business Manager. This also applies to the Mini Bus, which is required by law to carry a first aid kit

MEDICAL ROOM FACILITY AND ACCESS

The medical room provides a clear safe area to treat basic first aid. It should be checked by the Business Manager on a monthly basis.

The facility includes:

- 1 sink with running hot and cold water.
- 1 Bed.
- First Aid equipment.
- Full first aid kit.
- Contamination clean up kit.
- Hygiene gel.
- Soap.

The key for the Medical Room is held in Student Services.

SHARED OR MULTI-OCCUPIED SITES

Have in place arrangements for any shared/multi-occupied offices/buildings. One employer may take responsibility for providing first aid cover for all the workers. In these cases, a full exchange of information about the hazards and risks involved should help ensure that the shared provision is adequate. All employers should agree the arrangements and employees should be kept informed. A written agreement between employers is strongly recommended to avoid any misunderstandings.

- Are there any employees who work at sites occupied by other employers?
- Information given to employees with regard to the First Aid arrangements.
- First Aiders to have access to hazard data sheets and toxicological information if required
- Someone to accompany the casualty to hospital if necessary.

FIRST AID NEEDS – ASSESSMENT FORM

Date of assessment:
Assessor Name: Job Title:
Name of establishment: YSGOL TREFFYNNON
Address of establishment: PEN Y MAES ROAD TREFFYNNON CH8 7EN
General overview of the site and the nature of the work: School Teachers, Support Staff and Cleaners
Number of employees (plus - pupils, service users etc.):
Nature of employees work:
Hours of work , include details of shifts, emergency call out:
Site Location in relation to emergency services: Remote
Number of First Aiders (FAW) : 10
Number of Emergency First Aiders (EFAW) : 0
Arrangements for contacting First Aiders in an emergency: Via Student Services
Location of First Aiders in relation to the building:

Location of First Aid Room (if appropriate):
Do you require any special arrangements for ambulance access?
What First Aid cover do you have for people working off-site?
What information is given to employees on the First Aid arrangements?
How do First Aiders access Hazard Data Sheets?
History of accidents?
Identify workplace hazards and risks.
Signature of assessor:
Date:
Date of next review:

RECORD OF FIRST AID PROVISION

FIRST AID PERSONNEL	REQUIRED YES/NO	NUMBER NEEDED
First Aider (3 day FAW course)		
Emergency First Aider (1 day EFAW course)		
First Aider with additional training (specify)		
FIRST AID EQUIPMENT AND FACILITIES	REQUIRED YES/NO	NUMBER NEEDED
First Aid Kit		
Additional equipment (specify)		
Travelling First Aid Kit		
First Aid Room		
Provision of information for employees about the first aid arrangements		