

Health, Safety & Wellbeing Guidance Children's Services Department

COTMANHAY INFANT AND NURSERY SCHOOL

FIRST AID POLICY

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First Aid



Introduction

Definition of First Aid

First aid at work covers the arrangements that establishments must make to ensure that people at work who suffer an injury or fall ill (whether work related or not), receive immediate attention and that an ambulance is called in serious cases.

First aid can save lives and prevent minor injuries becoming major ones. It is designed to prevent situations getting worse and where necessary promote healing until suitably qualified medical attention can be sought if necessary.

It does not include diagnosing medical conditions or giving tablets or medicines to treat illness. Although the regulations are intended to cover employees, the same level of treatment should be provided for any other person on council premises (e.g. pupils/young people, visitors, contractors, service users) and are a requirement for Early Years Providers.

This policy must be read alongside

1. The Administration of Medicines Policy,
2. The First Aid Provision Risk Assessment and
3. The Administration of Medicines and Associated Complex Health Procedures for Children.

Provisions

Within each workplace, there must be adequate and appropriate equipment, facilities and competent persons to carry out first aid.

The decision on the level of provision should be based on a risk assessment of the first aid needs appropriate to the circumstances of each individual workplace.

Establishments must decide on the following:-

- the need for and the number of First Aiders and/or Appointed Persons required;
- the number and distribution of first aid boxes;
- the provision of a designated area to administer first aid.

Assessment

The factors to be taken into account in the assessment of first aid requirements, which should be reviewed regularly include:

- workplace hazards and risks (e.g. dangerous equipment, hazardous substances, etc);
- the size of the establishment, layout of establishment (split site, distance of hazardous area from first aider etc)
- the establishment's history of accidents;
- the age range and needs of those at the establishment
- the remoteness of the site from emergency medical services;
- the needs of travelling, remote and lone workers;
- employees working on shared or multi-occupied sites;
- annual leave and other absences of First Aiders and Appointed Persons;
- activities carried out off site or at remote locations on site.

Cotmanhay Infants and Nursery School has:

- one first aid box in each class / setting;
- one Appointed Person (someone who is designated to take charge of a first aid situation) who holds the First Aid at Work Qualification – for us this is NICOLA CANNON.

Due to having an Early Years Foundation Stage **we always have at least 1** Paediatric First Aider on site when children are present and on any trip to ensure compliance with the Statutory Framework for the Early Years Foundation Stage.

First Aid provision is readily available at all times. There is a Risk Assessment for First Aid provision in place.

First Aid Personnel

Where the assessment has identified a need for people to be available for rendering first aid, sufficient numbers of First Aiders/Appointed Persons should be provided to enable first aid to be administered without delay.

The selection of First Aiders depends on a number of factors including an individual's:

- willingness to undertake the role;
- reliability, disposition and communication skills;
- aptitude to absorb more knowledge and learn new skills;
- ability to cope with stressful and physically demanding emergency procedures;
- normal duties ~ these should be such that they may be left to go immediately and rapidly to an emergency

As an infant and nursery school we have several staff trained as appointed persons (1 day emergency first aid course), to give a wide coverage of available first aiders.

All lunchtime supervisory staff are emergency first aid trained.

Adequate provision of first-aid is available at all times.

Further guidance detailing first aid requirements when undertaking visits offsite is available within section 16 of the Children's Services Health and Safety - Offsite Visits and Adventure Activities Guidance. This is available via the EVOLVE website.

Defibrillator in school

Cotmanhay Infant and Nursery School have one Automatic External Defibrillator (AED) on site.

All staff watch AED training annually.

The AED is readily available, i.e. not locked away and regularly checked. It is positioned outside the treehouse in the main entrance.

Training

First Aiders

To be a First Aider, an employee must hold a valid certificate in First Aid at Work issued by an organisation whose training and qualifications are approved by the Health and Safety Executive. This certificate is valid for three years.

Paediatric First Aider

This is a person who has undergone a course of training which meets the requirements of the Statutory Framework for the Early Years Foundation Stage and Ofsted. This is usually a 2 day course delivered by an approved provider (NB the HSE approved First Aid at Work Course is not classed as appropriate to meet the requirements of Paediatric First Aider).

Appointed Person

It is recommended that the Appointed Persons attend an emergency First Aid Course which will give them the skills necessary to provide appropriate emergency treatment. This certificate is valid for three years. Please note an appointed person is not a First Aider and should only give treatment for which they have been trained.

Accident Reporting Procedures

First Aiders and appointed persons must be made fully aware of the Children's Services accident reporting procedures and ensure all accidents are recorded in line with this and the establishment's procedures.

Training Records

Establishments need to ensure that First Aiders and Appointed Persons are retrained at the appropriate intervals, currently every three years. Training records should be maintained.

Information

All staff and others within the workplace are aware of the first aid arrangements. First aid notices are displayed in prominent positions, detailing the location of equipment, names of First Aiders/Appointed Persons and contact numbers. All staff are aware of who the First Aider is and how to contact them.

First Aid Equipment

First aid boxes are identified by a white cross on a green background and should be easily accessible and contain appropriate first aid material. When the contents are used, the box will be refilled as soon as possible afterwards. Sufficient stocks of each item are included. There is no standard list of items to put in a first-aid box. A minimum stock of items is:-

- 1 guidance card giving general advice on first aid e.g. HSE leaflet 'Basic advice on first aid at work'
- 20 Plasters – assorted sizes – individually wrapped and sterile
- 2 sterile eye pads
- 4 individually wrapped triangular bandages
- 6 safety pins
- 6 medium wound dressings (sterile)
- 2 large wound dressings (sterile)
- 2 extra large wound dressings (sterile)
- Disposable gloves and aprons
- Moist cleaning wipes – not alcohol based (individually wrapped and sterile)

Additional items, e.g. blankets where they are required are stored nearby.

Travel Kits

Where provided these contain:

- A leaflet giving general guidance on first aid
- 6 Individually wrapped sterile adhesive dressings (plasters)
- 1 large sterile un-medicated dressing—approximately 18 x 18cm

- 2 triangular bandages
- 2 safety pins
- Individual wrapped moist cleansing wipes
- 1 pair of disposable gloves

The First Aider is designated to periodically check the contents of the first aid box and replace any missing contents.

Employee Guidelines

You should be aware of the location of first aid equipment and First Aiders/ Appointed Persons within your workplace.

If you receive an injury whilst at work, you should seek assistance from your First Aider/Appointed Person who will then administer first aid and/or seek further assistance as appropriate.

An accident report form should be completed in accordance with the Children's Services and establishments accident reporting procedures.

If you have any concerns regarding the provision of first aid facilities at your workplace, you should contact your line manager or safety representative.

The HSE publish a basic first aid information leaflet that contains useful first aid information which can be downloaded free from their website by clicking the following link

<http://www.hse.gov.uk/pubns/indg347.htm>