

Haddenham St Mary's CE School



First Aid at Work Policy

Based on:

Bucks Council Health and Safety Policies and Procedures
Section 8.5 First Aid at Work

FIRST AID AT WORK

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PART ONE - POLICY AND RESPONSIBILITIES

1.0 INTRODUCTION AND POLICY

The Health and Safety (First Aid) Regulations 1981 govern the provision of first aid at work. These regulations apply only to employees; there is no legal requirement to provide first aid cover to members of the public. However the Health and Safety Executive (HSE) strongly recommends non-employees are included in first aid provision and it is County Council Policy to follow that advice. In addition first aid provision for pupils is enshrined in common law under the “in loco parentis” doctrine.

Volunteers will be treated in the same way as employees for the purposes of first aid provision.

The following document sets out guidance for how the County Council will fulfil its responsibilities for first aid provision.

This Code of Practice does not cover giving tablets or medicines to treat illness which is dealt with by service specific medication guidelines.

2.0 SERVICE AREA ARRANGEMENTS

Each Service area is responsible for supplementing this document with additional information to reflect local circumstances, if required, taking into account the guidelines set out below.

The first aid arrangements for each Service/establishment must be in writing and be drawn to the attention of all employees.

3.0 MANAGERS WILL:

Using the information contained in this guide managers are expected to:

- Carry out a risk assessment to ensure that first aid cover is adequate bearing in mind the number of employees, clients and visitors and the type of activities, equipment and premises that are under their control. See Paragraph 4.0 and Appendix 1 for guidance on the numbers of first aiders required and first aid risk assessment.
- Ensure that there are sufficient numbers of first aiders, emergency first aiders or appointed persons as appropriate and available at all times while the premises are occupied.
- Arrange for first aiders to be designated and receive a payment (see 4.0) and monitor payments regularly.
- Ensure that there are sufficient first aid facilities and equipment available.
- Ensure that employees are made aware of the first aid provision in their place of work through induction, briefings and notices.

- Ensure travelling first aid kits are issued to staff who meet the criteria in Para 9.4.
- Ensure that there are suitable first aid arrangements in place for off site activities, journeys and homeworkers, based on a risk assessment.

Where employees work in premises controlled by others, agreement should be reached to share facilities and first aiders (this should not be assumed). Or, if this is not possible, independent arrangements should be made.

PART TWO TOOLKIT – GUIDANCE FOR IMPLEMENTING FIRST AID ARRANGEMENTS

4.0 DEFINITIONS

First Aid

First Aid means: -

- Treatment for the purpose of preserving life and minimising the consequences of injury and illness until medical help is obtained.
- Or
- Treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a nurse or doctor.

First Aider at Work (FAW)

Someone who holds an up-to-date First Aid at Work Certificate.

The First Aid at Work Certificate is a formal qualification. The initial qualification course is normally of three days duration; retraining and requalification must take place every three years by attending a 2-day course.

It is strongly recommended that a 3 hour refresher course is attended annually to prevent skills decay.

Emergency First Aider at Work (EFAW)

Someone who holds an up to date Emergency First Aid at Work Certificate.

The EFAW course is certificated one day course covering the basic first aid. A one day retraining and requalification course must be completed every three years.

It is strongly recommended that a 3 hour refresher course is attended annually to prevent skills decay.

Appointed Person

Someone who is not qualified as a first aider but who is nominated to:

- take charge of an emergency first aid situation in the absence of a first aider
- ensure that an ambulance or other professional medical help is called in an emergency
- look after the first aid equipment e.g. restocking the first aid box.

Appointed persons are not “First Aiders” and should not give treatment for which they have not been trained.

Early Years First Aid

A 2 day (twelve hour) certificated course on paediatric first aid. Required by Ofsted in childcare settings where there are children present under the age of 8. It is not a substitute for First Aid at Work and Emergency First Aid at Work Qualifications. See Statutory Framework for the Early Years Foundation Stage for more information.

Doctors and Nurses

Practising registered medical practitioners and practising nurses whose names are entered on part 1, 2 or 3 of the Single Professional Register maintained by the United Kingdom Central Council for Nursing Midwifery and Health Visiting may be regarded as first aiders.

Designated First Aider

A qualified first aider at work or emergency first aider at work (as in 4.0) who is paid an allowance of £100 by the Council for acting as a first aider in the workplace.

The allowance should be paid to first aiders where this is regarded as an additional responsibility. Where the assessment shows that first aider(s) with a first aid at work qualification is needed then they must all be designated and receive the appropriate payment. Consideration should also be given to designating and paying those trained to emergency first aid level if appropriate.

The manager is responsible for designating an appropriate number of first aiders and/or emergency first aiders via the First Aid Risk Assessment (see Appendix 1) and for arranging payment. The payment comes out of the managers salary budget.

5.0 PROVISION OF FIRST AIDERS

First Aid for Employees

The amount and type of first aid cover which should be provided in a workplace is covered by the First Aid Regulations and should be based on the circumstances in each workplace. In small low risk workplaces it may be sufficient to rely on appointed persons only and there may be no need for a first aider at all.

The aim should be to ensure that there is a first aider, emergency first aider or appointed person available at all times during normal working hours, although in very small workplaces this may not be possible.

The amount of first aid cover should be based on an assessment of risk using the checklist and the guide figures given in Appendix 1, Table 1 and Two.

Where the assessment shows first aiders or emergency first aiders are needed then they must all be designated and receive the appropriate payment.

Employees carrying out hazardous activities on site (use of chainsaws and other equipment) or working with groups of clients or volunteers may also require specialist first aid training.

First Aid for Non Employees

Heads of Service and establishment managers should take members of the public and clients into account when planning the provision of first aid.

First aid provision for pupils is enshrined in common law under the “in loco parentis” doctrine.

Volunteers should be treated in the same way as employees for the purposes of first aid provision.

Special training may be needed if first aid provision for children is required, special courses are available for early years children (age 0 – 8 years) and schools. The age of the casualty may affect the type of first aid procedure required such as resuscitation techniques. This training should be in addition to any first aid at work provision for employees.

First aid arrangements should also take into account off site trips and visits where first aid cover for the visit and that for those remaining in the establishment must be considered.

6.0 RECRUITMENT AND SELECTION OF FIRST AIDERS AND APPOINTED PERSONS

Selection of first aiders, emergency first aiders and appointed persons should take account of the following factors:

- reliability, disposition and communication skills
- aptitude and ability to absorb new knowledge and skills
- ability to cope with stressful and physically demanding procedures eg staff must be capable of kneeling to provide CPR.

There should be adequate cover in the workplace. Selection of staff as first aiders, emergency first aiders and appointed persons should take account of the importance of ensuring sufficient cover. Priority should be given to full-time employees who would be more readily available in an emergency. Part-time employees or those who work away from their work base should not be designated unless no other suitable staff are available.

In the event of difficulty in recruiting volunteers, willingness to serve as a first aider, emergency first aider or appointed person can be made a selection criterion for staff appointed to any relevant post in the establishment. This may be put into the job description.

7.0 TRAINING

First Aid Training is carried out by the St John Ambulance. Course bookings should be made directly with them by calling 01296 744370 or via www.sja.org.uk/sja (except Adult Social Care and Children and Families Staff where bookings are made through Training and Development, Human Resources).

Other training providers e.g. The Red Cross can be used as long as they are an HSE approved first aid at work trainer. Information about course content can be found on the training providers websites.

First aiders and emergency first aiders are strongly recommended attend an annual first aid skills refresher course in between formal requalification courses.

St John Ambulance will notify first aiders and emergency first aiders when requalification training is due (every three years).

8.0 PERSONAL LIABILITY OF FIRST AIDERS

No personal liability for injuries sustained to a first aid casualty will be attached to any individual first aider, emergency first aider or appointed person acting in the course of their employment as long as they follow any training or other guidance they have been given. In the event of a claim alleging negligence, action is likely to be taken against the employer rather than the employee.

Employees are expected to do their best at all times and particularly in emergencies, to secure the welfare of their fellow employees, pupils or clients. The consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

9.0 FIRST AID FACILITIES AND EQUIPMENT

9.1 First Aid Boxes

The number, location and content of first aid boxes should also depend on an assessment of the risk. Each workplace should have at least one first aid box, more if the workplace is large and one box would not be readily accessible to all staff.

The first aid box must be under the care of a named, designated first aider, emergency first aider or appointed person and be kept readily available to all staff. A record of the location of all first aid boxes including travelling ones should be kept (see Appendix 4 for sample record sheet).

A standard first aid box would normally contain the following although quantities may vary depending on an assessment of the risk.

- HSE leaflet; Basic Advice on First Aid at Work (updated 02/02).
- 20 individually wrapped, sterile plasters (assorted sizes, preferable non allergic ones). Blue detectable dressings should be available in kitchens.
- 2 sterile eye pads with attachments.
- 4 individually wrapped triangular bandages (preferably sterile).
- 6 safety pins.
- 6 medium sized individually wrapped, sterile unmedicated wound dressings (approximately 12cm x 12cm).
- 2 large sterile individually wrapped, unmedicated wound dressings (approximately 18cm x 18cm).
- One pair of disposable gloves (powder free, low protein latex or alternative if any likely users suffer from a latex allergy).

First aid items may be printed with an expiry date, the designated person should check these regularly and items which have passed their expiry date should be disposed of safely.

The named, designated first aider or appointed person is responsible for ensuring that establishment first aid boxes are kept fully stocked. Where there is more than one first aider, emergency first aider or appointed person in a workplace then the manager should nominate who is responsible for the first aid box. Replacement materials are available through normal purchasing arrangements.

9.2 Supplementary Items

The needs assessment may indicate that additional items are necessary they may be kept in the first aid box if there is room or can be stored separately e.g.

- Adhesive tape.
- Disposable aprons.
- Resuscitades (a device for use in mouth to mouth resuscitation).
- Paper towels (for clearing up spillages).
- Individually wrapped moist wipes.
- Scissors (only required where there is a possibility that clothing may have to be cut away) where issued, they should be a minimum of 12.7cm long, blunt ended, stainless steel.
- Spills kit.
- Milton.

Where no mains tap water (drinking quality) is readily available at least a litre of sterile water or sterile normal saline solution (0.9%) in sealed disposable containers should be provided. Once the seal is broken containers should not be kept for reuse.

9.3 Items Not Permitted in First Aid Kits

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 accepted first aid practice. In which case the aspirin should be kept separately by the trained first aider. Therefore, tablets, medicines, antiseptics (Dettol, TCP, Savlon, etc.) burn and sting treatments must not be kept in the first aid box.

9.4 First Aid Kits in Vehicles

All County Council vehicles carry a small travelling first aid kit. These are checked at the time the vehicle is inspected by the Councils vehicle maintenance contractor. Replacement items are also obtained through the workshops.

Staff using their own vehicles, who spend a large proportion of their time away from their workbase, should be provided with a travelling first aid kit for which they will be personally responsible. These should be paid for from local budgets and are available through normal purchasing arrangements.

The contents of travelling first aid kits should reflect the circumstances in which they are likely to be required. As a minimum they should contain:

- HSE Leaflet: Basic Advice on First Aid at Work (updated 02/02).
- 6 individually wrapped, sterile plasters.
- 1 large sterile, unmedicated dressing.
- 2 triangular bandages.
- 2 safety pins.
- Individually wrapped moist cleansing wipes.
- 1 pair of disposable gloves (powder free, low protein latex or alternative if any likely users suffer from a latex allergy).

Again the same advice regarding the regular checking of the expiry dates of sterile items applies (9.1).

9.3 First Aid Rooms

The decision to provide a first aid room should be based on a risk assessment but would not normally be required except in high-risk establishments or those remote from medical services. Any room provided to fulfil the requirements of the regulations must be easily accessible to stretchers and to any other equipment required to convey patients to and from the room.

The room should also be sign posted with a sign(s) complying with the Safety Signs

Regulations (see Health and Safety Policies and Procedures Section 9.2).

9.3 First Aid for Homeworkers

First Aid arrangements for homeworkers should be considered during the risk assessment process (see BCC Policy on Remote and Homeworking for more information). Managers should provide regular homeworkers with a small first aid kit, unless one is available in the house.

10.0 FIRST AID NOTICES

There should be at least one notice of an approved type posted in a conspicuous position in each workplace giving the location of first aid equipment and personnel (except County Hall and Easton St, High Wycombe where special arrangements exist, see Para 13). More notices will be required in larger workplaces, again this should be determined as part of the risk assessment. See Health and Safety Policies and Procedures Section 9.2) for requirements.

Notices should be kept up-to-date by the designated first aider, emergency first aider or appointed person (where there is more than one first aider/appointed person the manager must nominate one person as responsible for up dating the notice).

Contact numbers and procedures in the event of an accident could also usefully be displayed in appropriate areas e.g.:

- Nearest Accident and Emergency Department telephone number.
- NHS Direct 0845 4647.
- Illustrations of special procedures e.g. life saving, treatment for electrical shocks and burns.

11.0 RECORD KEEPING AND REPORTING

A record should be kept of any first aid treatment given, by the person giving the treatment. The record should include:

- Name and job of the person treated.
- Date, time and place of incident.
- Nature of injury or illnesses and first aid given/action taken.
- What happened to the person immediately afterwards (went home, went to hospital, went back to work).
- Name and signature of person dealing with the incident.

The sheet in Appendix 2 or a similar record must be filled in by each first aider or appointed person whenever first aid is given and kept secure and confidential, only managers with a need to access the information may do so. This is to comply with the Data Protection Act.

When complete or annually whichever comes first the sheet must be handed to the service/establishment/school administration manager for filing. The sheet must be retained for 4 years in the event of any claims arising.

The incident may also need to be reported via Buckinghamshire's County Council Contact Centre if it:

- Meets the criteria for reporting accidents/incidents/near-misses see BCC Health and Safety Policies & Procedures section 3.1 for full details.
- Is a serious medical incident where an employee (not school based) is taken seriously ill at work and requires professional medical treatment at A&E. In which case the caller should make it clear they are reporting a medical incident and not an accident/incident/near miss. The Contact Centre will put these calls through to a member of the Health and Safety Team who will take details of the incident and pass them onto the relevant Head of Service or Strategic Director.

12.0 DISPOSAL OF USED MATERIALS

All staff must take precautions to avoid infection. Basic hygiene procedures must be followed.

When dealing with blood or other body fluids, staff should use single use disposable gloves.

Items contaminated with blood or other body fluids should be treated in the following ways:

- Disposable items, unless very small and capable of being flushed away, should be sealed in a plastic bag and disposed of with general waste.
- Clothing can be cleaned in an ordinary washing machine on the hot cycle (80°C).
- Other equipment and surfaces should be cleaned using a fresh hypochlorite solution, e.g. bleach (one part bleach to ten parts water) or Milton.

See BCC Health and Safety Policies and Procedures Section 8.2 Blood Borne Viruses.

13.0 SPECIAL ARRANGEMENTS AT COUNTY HALL AND EASTON ST

Contacting a First Aider

A list of first aiders and their phone numbers for County Offices and Easton St can be found on the Intranet Notice board under emergency procedures or via the Contact Centre. First aider notices are not displayed, as they are difficult to keep up to date. Any changes should be notified to the Intranet Notice board. If a first aider is needed they should be contacted via the emergency numbers below.

Summoning First Aid Assistance

County Hall – phone 777

Easton St – phone 5555

The 777 and 5555 emergency numbers are available at all times and when used will initiate

a rehearsed emergency procedure by the Contact Centre. In each case say where and what the problem is, the operator will contact first aiders in the vicinity and call the emergency services if required.

First Aid Room County Offices

A first aid/rest room is available on the first floor of the Old County Offices.

Guidelines for the use of the First Aid Room have been issued to all County Hall first aiders. Anyone using the room must be under the supervision of a first aider or other responsible person.

The Facilities Team has overall responsibility for maintenance of the room and equipment within it, any problems should be reported to the Facilities Helpline/Mailbox.

14.0 FURTHER ADVICE

Further advice or information can be obtained via the HR Service Desk on 01296 382222.

See also:

Intranet Noticeboard – Emergency Procedures, for a list of First Aiders at County Hall and Easton St, High Wycombe.

County Council Code of Practice on Blood-Borne Viruses, Health and Safety Policies and Procedures Section 8.2.

Use of Latex, Health and Safety Policies and Procedures Section 11.2.

First Aid at Work, Your Questions Answered (HSE free leaflet INDG 214).

First Aid at Work, Health and Safety (First Aid) Regulations 1981 Approved Code of Practice and Guidance second edition 2009 L74. ISBN 978 07176 6260 9 available free to download from HSE Books.

Buckinghamshire County Council Policies and Procedures' 3.1 Accident, Incident and Near Miss reporting and investigation within the County Council.

Appendix 1

ASSESSMENT OF FIRST AID NEEDS

Table 1 and Table 2 should be used together to determine first aid requirements. Table 1 gives the minimum cover for employees, Table 2 lists the conditions where additional provision might need to be made including that for non employees.

Minimum first-aid provision for each work site is:

- a suitably marked and stocked first aid container
- a person appointed to be in charge of the first-aid arrangements
- information provided for employees on first aid arrangements.

TABLE ONE - MINIMUM LEGAL REQUIREMENT - FIRST AID COVER FOR EMPLOYEES

Category of Risk	Number employed at any location	Suggested minimum number of first-aid personnel
Low hazard including shops, offices, libraries	less than 25	At least one Appointed Person
	25 - 50	At least one Emergency First Aider
	More than 50	At least one First Aider for every 100 employed (or part thereof)
Higher hazard including workshops, kitchens laboratories, warehouses.	less than 5	At least one Appointed Person
	5 – 50	At least one First Aider* or Emergency First Aider* for every 50 employed
	More than 50	At least one First Aider for every 50 employees (or part thereof)

* The type of injuries that might arise should influence whether the first aiders should be trained in First Aid or Emergency First Aid.

First aiders and appointed persons take leave and may be absent from premises for other reasons such as courses or illness. You must appoint sufficient people to cover these absences to enable first aid personnel to be available at all times people are at work.

TABLE TWO - RISK ASSESSMENT CHECKLIST

The checklist below is designed to assist with and record the assessment of first aid provision which might be needed above the minimum listed in Table One above.

Name of Establishment

Aspects to Consider	Impact on First Aid Provision	Comments
Premises Issues		
Is your establishment remote from emergency medical services?	You should consider:- - additional first aid provision; - inform the emergency services of your location; - special arrangements with the emergency services.	
Are there parts of your premises where different levels of risk can be identified? e.g. kitchens, workshops, sports hall, science.	You may need to make different levels of provision in different parts of the establishment. One FAW is needed in each high risk area - Science, Technology, Art and Design, Drama, Physical Education	
Are the premises spread out? - several buildings on the site -multi- floored building	You may need to consider provision in each building, area or on each floor.	

Aspects to Consider	Impact on First Aid Provision	Comments
- distant sports fields/playground		
Activity Issues		
How serious are the risks of injury or ill health arising from the work activities as identified in your risk assessment?	If the risks are significant you may need first aiders rather than emergency first aiders or emergency first aiders rather than just appointed persons.	
Are there specific risks? e.g. working with - hazardous substances - dangerous tools - dangerous machines - dangerous loads -sporting activities	You will need to consider: - specific training for first aiders - extra first aid equipment/first aiders - precise siting of first aid equipment - informing emergency services - medical/first aid room facilities One FAW is needed in each high risk area - Science, Technology, Art and Design, Drama, Physical Education	
Organisational Issues		
Is there working out of normal working hours?	There needs to be suitable first aid provision at all times when people are at work or others are on site including evening	

Aspects to Consider	Impact on First Aid Provision	Comments
	and night time activities and lettings.	
What is your past record of accidents and cases of ill health? What type are they and where did they happen?	You need to: - ensure first aid provision will cater for the type of injuries and illness that might occur - consider the location of your provision in certain areas	
What off site activities take place?	Suitable provision will be needed for any activities taking place off site	
People Issues		
Are large numbers of employees and/or non-employees (clients, pupils, visitors etc) on site? Note the number of employees and non employees on site at any one time in the comments column.	You will need additional first aiders to deal with the higher probability of an accident. You may need School first aid trained staff	
Do you have any work experience trainees/volunteers?	Remember that your first aid provision must cover them.	
Are there inexperienced workers on site, or employees or clients with disabilities or special health problems?	You may need to consider: - special equipment - specific/additional training for first aiders - local siting of equipment	

Aspects to Consider	Impact on First Aid Provision	Comments
Are there children aged between 0 and 8 present?	You need to ensure there are a suitable number of early years first aid trained staff. A minimum of 2 trained staff will be needed.	
Do you have any persons on your premise with reading or language difficulties?	You may need to make special arrangements to give them first aid information.	

Number of Trained Personnel Required

First Aid at Work

Emergency First Aid

Appointed Persons

Schools First Aid

Early Years First Aid

Date of Assessment

Date Re assessment Due

Appendix 2

ESTABLISHMENT FIRST AID RECORD

NAME OF PERSON INJURED/ILL	INCIDENT Date- Time- Location	DETAILS OF INJURY/ILLNESS	FIRST AID GIVEN	WHAT HAPPENED IMMEDIATELY AFTERWARDS? e.g. Home, Hospital?	NAME AND SIGNATURE OF FIRST AIDER

FIRST AID TRAINING RECORD

[illegible]

LOCATION OF FIRST AID BOXES

List Location of Establishment and Travelling First Aid Boxes

No. of Box	Location	Date Contents Checked						