



Edith Kay  
Independent School

# First Aid Policy

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
The Governing Body	
Date adopted:	March 2019
Reviewed	September 2023
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## **1. Introduction**

Edith Kay School (hereafter known as 'EK') has a general duty under the Health and Safety at Work etc Act 1974 to provide, so far as reasonably practicable, a safe and healthy workplace.

The Health & Safety (First Aid) Regulations 1981 impose a further duty on EK 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.

Although the regulations outline the essential aspects of first aid that EK must provide, no fixed levels of equipment or personnel are stated. Instead, the onus is placed on employers to assess what facilities and personnel are appropriate, their decision being based on an assessment of each workplace.

The implementation of the First Aid Regulations across EK is mandatory and this policy must be read and implemented in conjunction with other relevant policies, in particular the EK Health and Safety Policy which provides general guidance on health and safety issues.

## **2. Scope of the policy**

The contents and requirements of this policy are applicable to the following groups of employees:

- All paid employees of EK
- Individuals who are not employees but who undertake duties on any premises owned, leased or managed by EK.

## **3. Policy statement**

EK recognises and accepts its duties and responsibilities as an employer to provide, so far as is reasonably practicable, a safe and healthy working environment for its staff.

The overall responsibility for health and safety (and therefore first aid) rests with the Proprietor. However, all employees are required to accept responsibility for implementation of this policy.

EK will ensure that reasonable resources will be made available so that the requirements of this policy can be effectively implemented.

## **4. Definitions**

### **4.1 First aid**

People at work may injure themselves or fall ill. It doesn't matter whether the injury or illness is caused by the work they do, what is important is that they receive immediate attention. First aid is the first help given to someone to prevent injury or illness from becoming worse, it covers all the arrangements that each workplace makes to ensure that the injured person receives immediate attention.

It may cover:

- Cases where a person needs help from a medical practitioner or treatment from a nurse, where the purpose of first aid is to preserve life and minimise injury until such help is obtained.
- Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.

### **4.2 First Aiders**

A First Aider is someone who:

- Has attended a recognised training course on first aid at work.
- Holds a current first aid at work certificate issued by an HSE approved first aid training centre.

First Aiders may take appropriate additional courses to maintain their expertise and are required to stay up to date on the latest treatments.

A First Aider may also undertake the duties of an Appointed Person (see below).

No one may be deemed a First Aider unless they have attended and passed an HSE approved first aid course, however they may be designated as an Appointed Person (see below 4.3)

### **4.3 Appointed Persons**

An Appointed Person is someone who takes charge of an incident when someone is injured or becomes ill. They may also call an ambulance if required. A student who is taken unwell and requires medical intervention at hospital will be accompanied by a designated member of staff at all times.

They are responsible for looking after any first aid equipment and restocking the first aid box.

Appointed Persons must not give first aid unless trained to do so.

An Appointed Person should be available when anyone is at work in an area for which they are responsible. This could mean that managers have to nominate more than one Appointed Person. However, it may be possible for adjacent areas to arrange mutual cover by an Appointed Person.

All trained personnel have attended the 1 day course 'Emergency 1<sup>st</sup> Aid at Work Course'.

## **5. Responsibilities**

### **5.1 Proprietor**

The Proprietor has overall responsibility for the effective implementation of the first aid policy and ensuring that the first aid policy is implemented and monitored. In particular he must ensure:

- That a competent person is available to provide first aid and is available in order to take charge of an incident where a person becomes ill or is injured whilst at work.
- That all employees are informed of the nature and location of first aid facilities, ideally at induction.
- That first aid notices are displayed in prominent positions, giving the location of equipment.
- That adequate facilities are provided for rendering first aid to employees in the event of injury or ill health.
- That records of First Aid training and qualifications awarded are maintained.
- That records of treatment given are maintained.
- Training is triggered when the number of trained first aiders falls below 80%.

### **5.2 Responsibilities of all EK staff**

All employees must:

- Take reasonable care for their own health and safety and the welfare of others who may be affected by their acts or omissions.
- Be familiar with and comply with instructions and training given by EK.

## **6. Deciding on the arrangements for first aid**

### **6.1 Assessing the risk**

The form that first aid takes in each work area will depend on various factors. Clearly different work activities involve different hazards; therefore, it is important to undertake a risk assessment of all pertinent hazards, which should include the following:

- Any particular hazards in the workplace, i.e. heavy equipment, tripping hazards, any dangerous chemicals
- Any history of previous accidents or incidents, for example if there are a large number of tripping incidents in your area.
- Any 'lone workers' or staff in remote locations

- The distance from medical services, e.g. A&E or in-house Occupational Health services.
- Patterns of work i.e. various teaching hours.

A first aid room is not normally required unless there are special or unusual hazards and access to the hospital is difficult.

### **7. First aid boxes / containers**

First aid containers should be easily identifiable and readily accessible. They should be marked with a white cross on a green background, and they should be damp proof.

### **8. Contents of first aid boxes**

There is no mandatory list of items that should be included in a first aid box. First Aiders and Appointed Persons should decide what to include in the first aid container from information gathered during their assessment of first aid needs.

Where there are no special hazards, a basic first aid box may contain:

- A leaflet giving general guidance on first aid
- Plasters in a variety of different sizes and shapes.
- Small, medium and large sterile gauze dressings.
- At least two sterile eye dressings.
- Triangular bandages.
- Crêpe rolled bandages.
- Safety pins.
- Disposable sterile gloves.
- Tweezers.

The First Aid kit is stored in the main office upon entry to Edith Kay School. The first aid kit is checked on a monthly basis to ensure its contents are complete and re-stocked as soon as possible after use. An accident book is kept with the Business Manager in which all accidents and emergencies are recorded. When a pupil is involved in an accident or is unwell parents/ carers must be informed.

### **9. Record keeping**

First Aiders and/or Appointed Persons will keep a record of all the incidents, injuries or illnesses that required treatment.

The following information should be included in all records:

- Date, time, and place of the incident
- Name of injured or ill person
- Details of the injury/illness
- Details of first aid given
- What happened to the person after treatment, for example did they need to attend A&E or were they sent home
- Name and signature of the person dealing with the incident

A record should also be kept of the dates on which First Aiders obtained their original qualifications and their updates thereafter. This record will prevent staff from practising first aid when their certificates have expired and will ensure that the Headteacher and proprietor can easily ascertain when refresher training is required.

All incidents must also be reported using the EK incident form.

#### **10. Pupils with Asthma or other conditions requiring emergency medication at Edith Kay**

If a pupil suffering from asthma or severe allergies suffers an attack while at EK and does not respond to medication within 5 minutes, an ambulance will be called. Additionally, if someone has their very first asthma attack or severe allergic reaction, an ambulance will be called.

When a pupil attends EK and is known to require emergency medication such as an epipen, a letter from the pupil's GP will be sought detailing instructions on the administration of the medication. These instructions will be kept with the list of pupils with medical conditions that may require emergency treatment. All staff will have specific training relating to the administration of drugs in emergencies.

A register of pupils with asthma, diabetes and other conditions requiring emergency treatment will be kept at the front of the attendance register and accessible to all staff. This list will be compiled from the data capture form completed by parents or carers prior to admission to EK provision. Staff will be required to initial the register to indicate they are aware of pupils who might need treatment.

#### **11. Safe Storage and the Administration of medicines**

All medicines will be stored safely and securely. Medicine will only be opened and administered by authorised and trained members of staff. Medication will only be administered with the written permission of the parents or carers.

Staff teaching technical or physical subjects, or subjects where equipment or tools are required, will be briefed on the potential risks involved in these activities. All staff will be told about First Aid procedures as part of their induction.

#### **12. Treating injuries and getting help**

Minor injuries can be treated on site. However, emergency situations will require a rapid response and are likely to require an ambulance. An ambulance should be called by dialling **999**:

#### **The following situations are considered emergencies:**

- Unconsciousness
- Severe respiratory difficulty
- If a person has difficulty in speaking
- Suspected heart attack or stroke
- Suspected head injury
- Suspected fracture
- Excessive bleeding
- First attack of asthma
- First seizure
- Chest pain.

#### **13. Hygiene Procedures**

When it is necessary to manage situations with bleeding or where other bodily fluids are spilled, staff are required to protect themselves and prevent contamination by wearing disposable rubber gloves. Spillages will be mopped up with paper roll and disposed of in tie handle plastic sacks. Dirty surfaces will be mopped with a disinfectant solution. Soiled items will be removed quickly from the school building and taken to the outside bin for disposal.

At all times, staff will follow good hygiene and infection control measures, including regular hand washing after assisting an unwell student. Staff are trained in, and will adhere to, good personal hygiene and toileting practices.