

Nottingham Free School

First Aid Policy

1. Introduction

- 1.1 Nottingham Free School through this policy, seeks to effectively meet the first aid needs of staff, students and visitors, in particular supporting the School as a safe place to work, learn and engage.
- 1.2 In accordance with regulations and guidance Nottingham Free School will ensure first aid provision appropriate to needs of its employees, students and visitors. The amount and type of first aid provision will be determined by risk assessment and reference to best practice including reference to the number of people usually on site.

2. Roles and responsibilities

- 2.1 The Head of School is responsible for ensuring adequate levels of first aid provision at Nottingham Free School, in consultation with senior school staff, and with due regard to departmental practice, and should consult the health and safety competent person support team if in doubt regarding meeting requirements.
- 2.2 Responsibility for ensuring first aid to support off-site activities lies with the activity organiser and authorising manager.

3. Definition of First Aid

- 3.1 First aid is defined as the treatment of injury or illness suffered at Nottingham Free School – whether or not caused by school activities undertaken – in order to save life and prevent conditions worsening, together with the calling of the Ambulance service when required. This definition does not include giving tablets or medicines.
- 3.2 There can be circumstances – separate from first aid situations – where school staff may be authorised to support the taking of prescription medicines as part of their duties – see separate medicines procedures.

4. First aid risk assessment

- 4.1 First aid provision should be readily available at all times during the normal school operating hours.
- 4.2 To assess first aid needs the Head of School must consider the following:
 - a. The outcomes of the risk assessments in the school
 - b. The number of people on site, school growth expected and Department for Education guidelines
 - c. Past accident history and first aid requirements
 - d. Distribution of staff and students across the school
 - e. Out of hours working.
- 4.3 For all work situations the Head of School will ensure at least the following minimum requirement is met:
 - a. A first aid box – for contents see Appendix 1
 - b. An Appointed Person
 - c. Sufficient notices to inform, staff, students and visitors how to access first aid.

5. First Aid Staffing

- 5.1 **Appointed Person** – the minimum requirement at all times is the presence of an Appointed Person to look after the first aid equipment and to call an ambulance if necessary.

- 5.2 Appointed Persons can attend an Emergency First Aid at Work course (usually 1 day) enabling a first aider to give emergency first aid to someone who is injured or becomes ill while at work. They should not attempt to give first aid for which they are not trained.
- 5.3 Appointed Persons are not necessary when there is an adequate number of First Aiders. When an Appointed Person administers help they must make a note of the main details of the incident in the first aid record book.
- 5.4 **First Aider** – risk assessment will indicate how many First Aiders are required and the level of training they need – eg a 1 day course as above, or First Aid at Work Course (usually 3 days) which includes emergency first aid and also equips first aiders to apply first aid to a range of specific injuries and illnesses.
- 5.5 Recertification is required every three years. When a First Aider administers help they must make a note of the main details of the incident in the first aid record book.
- 5.6 It is also recommended that a refresher course is completed annually between re-qualification to keep first aid skills fresh.
- 5.7 It is not the job of the First Aider to record the details of an accident/ill-health incident on an Accident Report Form. That is the duty of the individual/Line Manager for an employee, the teacher in charge, supported by the first aider for a student.
- 5.8 For recreational and sporting situations led by the school, consideration must be given as to the best type of first aid qualification for the activity, environment and participant. National Governing Bodies for sport will often run or recommend particular first aid qualifications as part of their leadership awards.
- 5.9 If the activity is taking place at a leisure centre or similar facility, group leaders must check first aid provision at the facility. This may replace or supplement first aid provision from the school according to need.

6. Recruiting First Aiders

- 6.1 Employees, who are recruited or volunteer for First Aider training must be reliable, be able to cope with emergency situations, have good communication skills, be able to leave their normal duties immediately and be fit enough to administer first aid.

7. Cover For Absent First Aiders

- 7.1 Where the risk assessment has indicated a certain number of First Aiders is required, then a First Aider should be available whenever the need arises. The numbers recruited and trained must be sufficient to cover for annual leave and other planned absences.
- 7.2 An Appointed Person cannot act as routine cover for absent First Aiders if the risk assessment has indicated that a First Aider is needed – they can only give cover when the absence of the First Aider is due to ‘exceptional, unforeseen and temporary’ circumstances.

8. First Aid Rooms/Medical Intervention Room

- 8.1 The School has made available a medical intervention room that will also act as a first aid room.

9. Communication of First Aid and Emergency Procedures

- 9.1 The agreed first aid arrangements will be recorded in writing and communicated clearly to all staff and visitors (as necessary).
- 9.2 These arrangements must include details of how to obtain emergency first aid support and contact the emergency services.
- 9.3 Suitable signs should be used to communicate the names and contact details of First Aiders.

10. Policy review

- 10.1 This policy will be subject to review on an annual basis or as a result of any of the following:

- a. Changes to key roles or the School's management structure
- b. Major changes to work arrangements, the implementation of new work processes, significant changes to numbers of people on site
- c. If audit or risk assessment indicate a need for review
- d. Lessons identified from an incident or exercise
- e. Changes to legislation
- f. When consultations with employees highlight deficiencies
- g. On request by an interested third party
- h. As a result of a significant change to the workforce.

11. Linkages to other Policies

11.1 The First Aid Policy should be read in conjunction with the following:

- Health and Safety Policy
- Medicines Policy
- Offsite and Residential Activities Policy.

Appendix 1

Content of First Aid Boxes and Kits – No Special Risk

Never medicines or tablets

Quantity	Description	County Supplies Catalogue No.
1	Guidance card/leaflet	73695
20	Individually wrapped sterile adhesive dressings	See catalogue
2	Sterile eye pads	73660
4	Individually wrapped sterile triangular bandages	See catalogue
6	Safety pins	35240
6	Medium sized individually wrapped sterile unmedicated wound dressings	73777
2	Large size individually wrapped sterile unmedicated wound dressings	73785
	Disposable gloves - gloves should be powder free and contain no latex proteins which could cause skin reactions	See catalogue
	First Aid Box	See catalogue

KITS FOR TRAVELLING STAFF

If the assessment indicates that a personal first aid kit is required it should contain at least the following but perhaps other items depending on circumstances

Quantity	Description	County Supplies Catalogue No.
1	Guidance card/leaflet	73695
6	Individually wrapped sterile adhesive dressings	See catalogue
2	Individually wrapped sterile triangular bandages	See catalogue
2	Safety pins	35240
1	Large size individually wrapped sterile unmedicated wound dressings	73785
	Disposable gloves - gloves should be powder free and contain no latex proteins which could cause skin reactions	See catalogue
	Individually wrapped moist cleaning wipes	73143
	First Aid Box	33485

Complete Kits in Box

County Supplies	
Catalogue No.	
For 1-10 people	33518
For 11-20 people	33529
For 21-50 people	33530
Public Service Vehicle Kit	33552
Vehicle First Aid Kit	33563
Catering First Aid Kit	33541

Additional items which may be kept IF assessment justifies them

- Adhesive tape
- Scissors
- Sterile gauze for wound cleaning
- Disposable aprons
- Individually wrapped moist wipes
- 500ml sterile water/sterile normal saline – where no tap water for eye irrigation available (see county supplies 73911) **NB This must be a sealed disposable container discarded once opened and not kept past its 'use by' date.**
- Resuscitation Device to avoid cross infection between patient and First Aider when carrying out mouth to mouth resuscitation.

Appendix 2

Managers' Check List

- First Aid needs of employees and others risk assessed
- At least an Appointed Person provided
- Training needed for Appointed Person
- Recruit and train a First Aider if needed
- Cover for absent First Aiders considered
- Responsibilities for 'joint cover'.
- First Aid Box/Kit provided and easily accessible
- First Aid kit/box contents refills easily obtained
- Person nominated to check contents/refill
- Notices available advising employees of arrangements
- First aid book available
- Check 'internal only' phones are labelled as such
- Notify payroll of paid First Aiders in post and when they cease to be First Aiders.