

Banks Lane Infant & Nursery School

Working together, nurturing excellence



First Aid Policy February 2024

Review date: March 2025

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Statement of Intent

The governing body of Banks Lane Infant & Nursery School acknowledge and accept its responsibilities under the Health and Safety (First Aid) Regulations 1981, to provide equipment and facilities as are adequate and appropriate for enabling first-aid to be rendered to employees, pupils and visitors in the school.

Our First Aid Policy will be successfully implemented through the delivery of the following aims and objectives:

- Undertaking a First Aid Needs Assessment to determine the requirements for the provision of first-aid within the school premises.
- Ensuring that there are suitable facilities and equipment to administer first-aid, where necessary.
- Ensuring that there is a sufficient number of staff trained in first-aid on duty at all times.
- Ensuring that the requirements of this policy are clear and appropriately circulated, including the location of first-aid equipment, facilities and personnel.

The appointed person, responsible for first-aid, is: Headteacher.

Where the appointed person is unavailable, the following person(s) will deputise instead: Deputy Headteacher.

Signed by

Headteacher

Date:

Chair of Governors

Date:

Next review date: March 2024

1. Legal framework

- 1.1. This Policy will have consideration for, and be in compliance with, the following legislation and regulations:
 - Health and Safety at Work Act 1974.
 - Health and Safety (First Aid) Regulations 1981.
 - The Management of Health and Safety at Work Regulations 1992.
 - The Education (School Premises) Regulations 1999.
 - Health and Safety (The Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)) Regulations 2013.
- 1.2. This Policy will also have regard to the following statutory and non-statutory guidance:
 - First Aid for Schools (August, 2000).
 - Advice on Standards for School Premises (May, 2013).
 - Incident reporting in schools (accidents, diseases and dangerous occurrences) (October, 2013).

2. Risk assessment

- 2.2. The Headteacher and H&S Lead, A Townsend will ensure that an annual risk assessment of first-aid needs is undertaken, appropriate to the circumstances of the school.
- 2.3. Where a minimum number of trained first-aiders is set, this will be monitored to ensure that the needs identified in the risk assessment are met.

3. Facilities

- 3.2. First-aid will be administered in an area that meets the requirements of the DfE guidance. Specifically, to:
 - Be large enough to hold the necessary equipment.
 - Have washable surfaces and adequate heating, ventilation and lighting.
 - Be kept clean and tidy at all times.
 - Be positioned as near as possible to a point of access for transport to hospital.
 - Display a notice on the door advising of the names and locations of first-aiders.
 - Have a sink with hot and cold water, if possible.
 - Have drinking water and disposable cups.
 - Have soap and paper towels.
 - Have a suitable container with disposable waste bags.
- 3.3. The school's designated medical area is in the front corridor bay.

4. Fixed and portable first-aid containers will contain as a minimum

Item/s	First Aid Bay Cupboards	Classroom First Aid Kits	Portable/Visit Kits
First aid advice leaflet	/	/	/
3 wrapped sterile adhesive dressings (assorted sizes)	/	/	/
2 Individually wrapped, sterile triangular bandages	/	/	/
3 Safety Pins	/	/	/
2 Medium size (12cmx12cm approx.) individually wrapped, adherent sterile wound dressings	/	/	/
2 large (18cmx18cm approx.) individually wrapped, sterile wound dressings	/	/	/
2 Medium size (12cmx12cm approx.) individually wrapped, sterile wound dressings	/	/	/
2 large (18cmx18cm approx.) individually wrapped, adherent sterile wound dressings	/	/	/
2 pairs of disposable gloves	/	/	/
Disposable apron/s	/	/	/
Plasters assorted	/	/	/
2 Bandages	/	/	/
Gauze squares	/	/	/
Disposable bags	/	/	/
Resuscitation shield	/	/	/
Clean swabs	/	/	/
Micropore tape	/	/	/
Sterile eye pads	/		/
2 Sterile waters	/		/
Tweezers	/		/
1 small sterile dressing	/		/

- First aid containers are identified by a white cross on a green background.
- No medicinal substances or materials are permitted within the first aid container.
- TAs check classroom first aid kits termly.
- Three visit kits are available in the first aid bay cupboards.
- Replacement stock for travel kits should be communicated to S. Gillatt immediately after return from visits
- S Gillatt checks first aid bay stock termly and all first aid kits each July.

5. Selection of first-aiders

- 5.2. When selecting first-aiders, the Headteacher should consider an individual's:
- Reliability and communication skills.
 - Aptitude and ability to absorb new knowledge and learn new skills.
 - Ability to cope with stressful and physically demanding emergency procedures.
 - Normal duties. A first-aider must be able to leave immediately in an emergency.
- 5.3. Unless first-aid cover is part of a staff member's contract of employment, people who agree to become first-aiders should do so on a voluntary basis.

6. Training

- 6.2. The Headteacher and H&S Lead, A Townsend are responsible for organising first-aid training.
- 6.3. New staff members are offered first-aid training as part of their induction training.
- 6.4. Lunch time supervisors will also undertake first-aid training.
- 6.5. The school keeps a record of who is trained in first-aid and the date that their certificates expire.
- 6.6. First-aiders will be re-trained within 3 months prior to the end of the third year, when their first-aid certificates expire.
- 6.7. All staff should ensure that they have read the school's First Aid Policy and sign the training record to say they have done this.

7. Roles and responsibilities

- 7.2. The main duties of the appointed person are to:
- Take charge of first-aid arrangements, including looking after equipment and calling the emergency services, where necessary.
 - Bear in mind that they are not first-aiders. They should not give first-aid treatment for which they have not been trained, although it is good practice to ensure that they have emergency first-aid/refresher training, including:
 - What to do in an emergency.
 - Cardiopulmonary resuscitation.
 - First-aid for the unconscious casualty.
 - First-aid for the wounded or bleeding.
 - Liaise with the Lead TAs /Business Manager, where necessary, to facilitate the replacement of out-of-stock or expired first-aid material or equipment.
 - Remain on-site throughout the school day.
- 7.3. The main duties of first-aiders are to:

- Complete a training course approved by the Health and Safety Executive (HSE).
- Give immediate help to casualties with common injuries and those arising from specific hazards at the school.
- Ensure that an ambulance or other professional medical help is called, where appropriate.

8. Reporting incidents and record keeping

Reporting

- 8.1. The Headteacher will ensure that procedures are in place to report any major or fatal injuries without delay (e.g. by telephone), as required by RIDDOR. Other reportable injuries will be reported within 10 days.

Record keeping

- 8.2. The Headteacher will ensure that records are kept of any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR.

- 8.3. Reportable injuries include:

- Fractures, other than to fingers, thumbs and toes.
- Amputations.
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Any crush injury to the head or torso causing damage to the brain or internal organs.
- Serious burns (including scalding), which cover more than 10 percent of the body or cause significant damage to the eyes, respiratory system or other vital organs.
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.

- 8.4. Reportable occupational diseases include:

- Carpal tunnel syndrome.
- Severe cramp of the hand or forearm.
- Occupational dermatitis e.g. from work involving strong acids or alkali, including domestic bleach.
- Hand-arm vibration syndrome.
- Occupational asthma e.g. from wood dust or soldering.
- Tendonitis or tenosynovitis of the hand or forearm.
- Any occupational cancer.

- Any disease attributed to an occupational exposure to a biological agent.
- 8.5. Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR, as a reportable injury has to have resulted from a work-related incident.
- 8.6. Dangerous occurrences include:
- The collapse or failure of load-bearing parts of lifts and lifting equipment.
 - The accidental release of a biological agent likely to cause severe human illness.
 - The accidental release or escape of any substance that may cause a serious injury or damage to health.
 - An electrical short circuit or overload causing a fire or explosion.
- 8.7. Injuries to pupils and visitors who are involved in an accident at school, or an activity organised by the school are only reportable if the accident results in:
- The death of a person which arose out of or in connection with a work-related activity.
 - An injury that arose out of or in connection with a work-related activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).
- 8.8. Records will be also be kept of all occupational injuries where a staff member is away from work or incapacitated for more than three consecutive days, although this doesn't need to be reported.
- 8.9. The school does not have to report injuries where the pupil remains at school, is taken home or is simply absent from school for a number of days.
- 8.10. First-aiders will ensure that they comply with the reporting procedures of the school after administering treatment, including recording:
- The date, time and place of the 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 immediately afterwards? (e.g. went home, resumed normal duties, went back to class, went to hospital).
 - Name and signature of the first aider or person dealing with the incident.
- 8.11. Records will be maintained for no less than three years after the incident.
- 8.12. The accident reporting book is kept in the first aid bay. Additional records are kept for year groups for on site routine playground first aid measures.

9. Circulation

- 9.1. The Headteacher/ H&S Lead, A Townsend will inform all staff, including those with reading and language difficulties, of the first-aid arrangements. This should include:
- The location of the first-aid equipment, facilities and personnel.
 - The procedures for monitoring and reviewing the school's first-aid needs.
- 9.2. Copies of this policy will be made available in the first aid bay and in the shared work area of the school network.

Appendices

Check Lists

First Aid Bay

First aid advice leaflet	Plasters assorted
3 wrapped sterile adhesive dressings (assorted sizes)	2 Bandages
2 Individually wrapped, sterile triangular bandages	Gauze squares
3 Safety Pins	Disposable bags
2 Medium size (12cmx12cm approx.) individually wrapped, adherent sterile wound dressings	Resuscitation shield
2 large (18cmx18cm approx.) individually wrapped, sterile wound dressings	Clean swabs
2 Medium size (12cmx12cm approx.) individually wrapped, sterile wound dressings	Micropore tape
2 large (18cmx18cm approx.) individually wrapped, adherent sterile wound dressings	Sterile eye pads
2 pairs of disposable gloves	2 Sterile waters
Disposable apron/s	Tweezers
	Small sterile dressings

Checked by: _____ Date _____

_____ Date _____

_____ Date _____

Travel First Aid Kits

First aid advice leaflet	Plasters assorted
3 wrapped sterile adhesive dressings (assorted sizes)	2 Bandages
2 Individually wrapped, sterile triangular bandages	Gauze squares
3 Safety Pins	Disposable bags
2 Medium size (12cmx12cm approx.) individually wrapped, adherent sterile wound dressings	Resuscitation shield
2 large (18cmx18cm approx.) individually wrapped, sterile wound dressings	Clean swabs
2 Medium size (12cmx12cm approx.) individually wrapped, sterile wound dressings	Micropore tape
2 large (18cmx18cm approx.) individually wrapped, adherent sterile wound dressings	Sterile eye pads
2 pairs of disposable gloves	2 Sterile waters
Disposable apron/s	Tweezers
	Small sterile dressings

Checked by: _____ **Date** _____

_____ **Date** _____

_____ **Date** _____

Classroom First Aid Kits

First aid advice leaflet	Plasters assorted
3 wrapped sterile adhesive dressings (assorted sizes)	2 Bandages
2 Individually wrapped, sterile triangular bandages	Gauze squares
3 Safety Pins	Disposable bags
2 Medium size (12cmx12cm approx.) individually wrapped, adherent sterile wound dressings	Resuscitation shield
2 large (18cmx18cm approx.) individually wrapped, sterile wound dressings	Clean swabs
2 Medium size (12cmx12cm approx.) individually wrapped, sterile wound dressings	Micropore tape
2 large (18cmx18cm approx.) individually wrapped, adherent sterile wound dressings	Disposable apron/s
2 pairs of disposable gloves	

Checked by: _____ **Date** _____

_____ **Date** _____

_____ **Date** _____

First Aid Policy & Induction of New Staff

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