



School Policy Document
First Aid Policy

Introduction

First Aid can save lives and prevent minor injuries becoming major ones. Under the Health and Safety Legislation, Pinner Park Primary School ensures that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

Although there is no requirement to take account of non-employees, the purpose of this policy is to ensure that there is appropriate first aid provision for employees, pupils and visitors at all times while people are on site and whilst on off site visits.

The school promotes awareness of health and safety issues to prevent, where possible, potential hazards or accidents. However, if accidents do occur, there will be qualified staff following clearly defined procedures to treat injuries with the aim of reducing the impact of the accident and if necessary to save life.

Legislation

- Health and Safety (First Aid) Regulations 1981
- Statutory Framework for the Early Years Foundation Stage
- DFE First aid in schools
- Education (School Premises) Regulations 1999

Policy Statement

Pinner Park Primary School ensures that it will:

- Undertake a first aid risk assessment (available as a separate document).
- Appoint an appropriate number of suitably trained personnel as first aiders.
- Ensure sufficient first aid facilities and resources are available.
- A record of accidents is maintained
- Ensure that suitable and sufficient information and training is provided to staff.
- Keep accident records and will report to the HSE as required under the Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

Determining First-Aid Needs

The Health and Safety (First Aid) Regulations do not oblige schools to provide first aid for anyone other than their own staff, but guidance recommends that organisations, such as schools, which provide a service for others should include these other persons in their risk assessments and provide for them.

First-aid provision must be available at all times while people are on school premises, and off the premises whilst on school visits.

In determining appropriate provision overall, Pinner Park Primary School has taken into account the following factors:

- The size and location of the establishment and the distribution of employees and pupils.
- Distance emergency services would need to travel to site.
- The establishments' history of accidents.
- Provision for absence of first aiders due to sickness, holiday cover etc.
- Staff accompanying a visit.
- Nature of the off-site activities e.g. off-site and sporting activities.
- Hazards and risks encountered in the workplace.
- Staff and pupils with special medical conditions or disabilities.
- Provision outside normal hours e.g. extended services.

Type and Number of First-Aid Staff

The Health and Safety (First-Aid) Regulations 1981 require an employer to provide an adequate number of suitable persons who are able to render first-aid to employees if they are injured or become ill at work. There are two levels of provision:

- **Emergency First Aid at Work (EFAW):** This level will be relevant when qualified first aid person/s is required but the work environment is deemed to be lower risk (such as an office).
- **First Aid at Work (FAW):** This level will be relevant when qualified first aid person/s is required but where the work environment is deemed to be higher risk.

The EYFS Framework (2021) states that, for EYFS, at least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present, and must accompany children on outings. The certificate must be for a full course consistent with the criteria set out in Annex A of the framework document.

Appointed Persons

Where an assessment of first-aid needs identifies that first aid personnel are not necessary, the minimum requirement is to appoint a person to take charge of the first-aid arrangements, including looking after the equipment and facilities, and calling the emergency services when required.

Arrangements should be made for an appointed person to be available to undertake these duties at all times when people are at work.

To fulfil their role, appointed persons do not need first-aid training, though emergency first-aid training courses are available. Appointed person's emergency first aid training courses do not require HSE approval.

Appointed persons with such training will *not* be deemed to be a qualified first aid person as defined in the regulations.

Therefore, it is important to remember that appointed persons are not first-aiders and should not attempt to give first aid for which they have not been trained.

Selection, Qualifications and Training

The selection of staff to become first aid qualified personnel has taken into account a number of factors including:

- Reliability, disposition and communication skills.
- Aptitude and ability to absorb new knowledge and skills.
- Ability to cope with stressful and physically demanding emergency procedures.

In the event of difficulty in recruiting volunteers, willingness to serve as a first aider is made a selection criterion for staff appointed to any relevant post in the establishment.

Pinner Park Primary School's designated First Aiders

A full and up-to-date list of qualified first-aiders is kept in the school office and in each welfare room.

Off-Site First-Aid Requirements

Before undertaking any off-site activities, the head teacher or the group leader, in conjunction with the school Educational Visits Coordinator (EVC), makes an assessment on what level of first aid might be needed as part of the visit risk assessment.

Minimum first-aid provision comprises of a suitably stocked travel first-aid kit and a person appointed to be in charge of first-aid arrangements. The academy also takes into consideration the following, particularly for more complex activities:

- The numbers in the group and the nature of the activity.
- The risk and type of injury that might be incurred and how effective first aid would be in those circumstances.
- Provision of first aid at the accommodation/site being visited.

First-Aid Equipment and Facilities

Pinner Park Primary School has a suitable number of first aid boxes properly marked, kept in locations around the school.

All first aid stocks are regularly checked and restocked by the first aid lead.

Emergency medication (such as asthma inhalers) are kept in the child's classroom. Other medication is stored in the welfare rooms.

The Education (School Premises) Regulations require the school to have a suitable room that can be used for medical or dental treatment when required and for the care of pupils during school hours. Schools should consider using this room for first aid purposes. The school has two welfare (medical) rooms, one in each building. All medication is kept in the welfare room.

Automatic External Defibrillators (AED)

An AED, or automated external defibrillator, is used to help those experiencing sudden cardiac arrest. It's a sophisticated, yet easy-to-use, medical device that can analyse the heart's rhythm and, if necessary, deliver an electrical shock, or defibrillation, to help the heart re-establish an effective rhythm.

Pinner Park Primary School has two, fully-automatic defibrillators for adult or paediatric use. One is located in the Lower School (entrance hall outside staff room) and the other is located in Upper School (entrance hall at bottom of main stairs). First aid training includes the use of the AED.

Information for Staff and Pupils

The School is responsible to inform all staff of the first-aid arrangements. This should include the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the school's first-aid needs.

To keep all staff and pupils informed there are displays of first-aid notices all around stairwells and corridors. The information is clear and easily understood. Notices have been displayed in a prominent place.

First-aid information is included in all induction programmes which helps ensure that new staff and pupils are told about the first-aid arrangements.

First-Aid Treatment Record Keeping

A record is kept of any first aid treatment given. The record should include:

- Date, time and place of the incident.
- Name and job of the injured or ill person.
- Details of the injury/illness and what first aid was given.
- What happened to the person immediately afterwards (for example went back to work, went home, went to hospital).
- Name and signature of the first-aider or person dealing with the incident.

Student first aid records are held electronically on Medical Tracker.

Medications and Additional Treatment

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. It is recommended that tablets and medicines should not be kept in the first-aid container.

If an individual need to take their own prescribed medication, the first-aider's role is generally limited to helping them do so and contacting the emergency services as appropriate.

As a school, we support the administration of medication to those children who require medication during the school day. For further information on medication see the school's "Administration of Medicines" guidelines.