



LAUNDE PRIMARY SCHOOL

First Aid Policy

June 2023

Review: June 2025

Signed:  (Chair of Governors)

Date 29.05.2023

Introduction

The Health and Safety at Work etc. Act 1974 imposes a general duty on employers to ensure that their establishments are safe and healthy places.

The Health and Safety (First Aid) Regulations 1981 (First Aid Regulations) (amended 1st October 2013) and the associated Health and Safety Executive (HSE) Approved Code of Practice (ACOP) [L74: First Aid at Work](#) applies to all employers and employees who work in establishments.

The First Aid Regulations do not apply directly to non-employees, although ACOP L74 places emphasis on the need, when assessing the overall risk, to take account of all persons who have access to the premises. Therefore, it is sensible to combine first aid provisions and facilities for employees and non-employees (including visitors to the premises and contractors) ensuring that the level of provision for employees is not diluted.

This document sets out Launde Primary School's arrangements to ensure compliance with the First Aid Regulations and ACOP L74. It also provides guidance to management about what first aid facilities should be provided, the training of first aiders, administering treatment and the employer's responsibilities.

Where establishments work with children or vulnerable adults there may be additional best practice guidance available and managers must seek further information in line with the relevant regulatory authority such as OFSTED and the Care Quality Commission (CQC).

Employers Responsibilities

It is an employer's responsibility to ensure that there is adequate and appropriate equipment and facilities in place to enable the application of First Aid to employees who become ill or are injured at work, extending these responsibilities to visitors and contractors.

The First Aid Regulations and ACOP L74 require the employer to assess first aid needs appropriate to the circumstances (hazards and risks) of each workplace; see Appendix 1. This is commonly referred to as a 'First Aid Needs Assessment'. This requires conducting a suitable and sufficient risk assessment considering, and dependent on, the following:

- (i) The number of staff, visitors and contractors to site
- (ii) The nature of the hazards likely to be encountered and activities undertaken
- (iii) Age group of users
- (iv) The geographical layout of the establishment and the facilities it provides
- (v) Accessibility to assistance and emergency medical services

There is no ratio for the number of first aiders to employees although ACOP L74 offers some guidance which Launde staff adhere to:

- Low risk workplaces (such as offices) - one trained First Aider to every 50 employees with an additional first aider for every 100 employees
- High risk workplaces - one trained first aider for five or more employees, with an additional first aider for every 100 employees

First-Aid Facilities

The number of first aiders, first aid kits and whether a dedicated first aid room is required will be dependent upon the assessment of risk and the criteria stated in 2.2 above.

First aid boxes or kits are identifiable, signed with a white cross on a green background, easily accessible and placed in areas of greatest risk.

All staff members, as part of their initial induction, are given information relating to:

- (i) Who the first aid trained staff are;
- (ii) Where the nearest first aid box/kit is located
- (iii) Site procedure for dealing with first aid emergencies

First Aiders make themselves known to all employees.

HSE guidance on suggested first aid box contents:

ITEM	MINIMUM QUANTITIES
First Aid Guidance Leaflet	1
Sterile Adhesive Dressing (individually wrapped plasters)	20
Sterile eye pads	2
Sterile Triangular Bandage (individually wrapped)	4
Safety Pins	6
Medium Sterile Dressing	6
Large Sterile Dressing	2
Disposable Gloves	3 Pairs
Sterile Cleansing Wipes	4
Sterile Water or Saline (if mains water not available)	1 Litre

Other suggestions based on the activities being undertaken and risk assessment:

- Instant ice packs
- Disposable yellow plastic bags for clinical waste/sharps bin
- Silver foil survival blanket
- Protective Resuscitation Aid (Vent Aid)
- AED – Automatic External Defibrillator

An 'appointed person' within our school is given responsibility for checking and, where necessary, replenishing the contents of first aid boxes/kits to the above minimum quantities on a regular basis.

Sterile items are marked with a 'use-by' date. When replacing these items within the first aid boxes/kits the dates marked on such items should be checked to ensure that expired items are disposed of and replaced. For non-sterile items without dates, personal judgement should be used to determine whether they are fit for purpose.

Following administration of first aid, the first aider is responsible for ensuring any stock is replenished by informing their manager. Checks are recorded.

Anti-bacterial pump soap, water and disposable drying materials or suitable equivalents must be available.

If utilising a designated room or area as a 'First Aid Room' to allow patients to sit quietly in private, it is important that casualties are not left alone, or are checked regularly, dependant on the severity of their illness/injury.

First Aid Training

The school ensures, as part of our employer's duty, to select a competent training provider. First aid training providers used need to be able to demonstrate how they satisfy the HSE's [First Aid Training Criteria](#)

The designated person should also have knowledge and competence in first aid, as demonstrated by:

- A current, valid FAW certificate, or
- Being registered and licensed as a doctor with the General Medical Council, or
- Current registration as a nurse with the Nursing and Midwifery Council, or
- Current registration as a paramedic with the Health and Care Professions Council and
- In-depth knowledge of the subject of first aid and first aid training

There are two types of first aid personnel often referred to as "First Aiders":

- (i) Certified First Aider – First Aid at Work (FAW) - 3 day course
- (ii) Emergency First Aid at Work (EFAW) – 6 hour course

All first aiders are encouraged to conduct an annual refresher to ensure their skills remain up to date.

It is important that staff complete a formal refresher prior to the expiry of their certificate which is valid for 3 years. This training should be arranged in plenty of time before it expires. Should a certificate expire the employee will be required to complete the course in its entirety.

It is essential when selecting members of staff to fulfil the roles of First-Aid provisions, personal qualities likely to make a good First-Aider should be considered. Reliability, strength of character, ability to remain calm in an emergency situation or when others may be injured should all be considered. Additionally, it would be sensible to select members of staff who are employed in what are generally regarded as the most hazardous areas and where the greatest need is likely to arise, but establishments will need to determine their own priorities.

A qualified first aider will be readily available on the premises and easily contactable at all times when employees are at work. Consideration will be made to take into account annual leave, out of hours working and other unplanned absence.

In an Early Year's Foundation Stage setting, there is at least one person who has a current Paediatric First Aid (PFA) certificate. This person must be on the premises, and available, at all times when children are present and accompany children on outings. The PFA certificate must be a full course consistent with the criteria set out in Appendix 2 and Annex A of the [Statutory framework for the early years foundation stage](#) government guidance.

The cost of an individual's first aid training will be paid for by the school.

Administration of First Aid

Any persons detailed in 4.3 (above) can administer first aid in line with the training they have received. However, it is not the responsibility of a first aider to administer medication.

Where accidents involve external bleeding, first aiders must wear protective gloves and ensure that their own personal wounds are covered with a waterproof dressing.

If a first aider receive bites, scratches or needle stick injuries, wash the wound with water, make it bleed, if you can, and then cover with a waterproof dressing. The incident will be reported to a senior leader and a record made of the incident through our incident/accident reporting procedure. This is then addressed within our sites workplace risk assessment to ensure sufficient and suitable control measures are in place (see the Leicestershire Traded Services [Blood Borne Viruses and Needle Stick Injuries](#) Guidance for more details).

Mouth to Mouth Resuscitation

If contaminated blood is present through facial injuries, and mouth to mouth contact is required, a Vent Aid is kept in first aid boxes/kits to facilitate this.

Where first aiders feel unable to deliver rescue breaths due to the presence of blood, vomit or other reason, they should endeavour to continue to provide chest compressions in line with their training.

Requesting the Attendance of an Ambulance

All first aiders must be fully aware of their work location procedures for calling, and meeting, the emergency services.

First aiders should follow NHS guidance on [when to visit an urgent care centre](#) when deciding whether to call an ambulance, in line with their training. However, if there is any doubt, an ambulance should be called without delay and follow any instructions provided by the emergency services call handler.

Mental Health First Aid (MHFA)

It is important for employers to recognise the effects of metal health issues in the same way as physical first aid needs.

Mental Health First Aid (MHFA) is an educational course which teaches people how to identify, understand and help a person who may be developing a mental health issue. In the same way as we learn physical first aid, Mental Health First Aid teaches you how to recognise the crucial warning signs of mental ill health.

MHFA courses teach people how to:

- Recognise the signs and symptoms of common mental health issues
- Provide help on a First Aid basis
- Effectively guide someone towards the right support

Our school is committed to ensuring that staff are trained in this area of need. There is a senior Mental Health Lead named.

Reviewing and Reporting

Senior leaders will periodically review our first aid needs, particularly after any accidents or incidents occur. Recording the accidents and incidents dealt with by first aiders is an important part of the review process.

Post Incident Support

It is acknowledged that dealing with an emergency situation can have a significant psychological impact on all involved. Senior leaders are aware of the signs and symptoms of post incident stress

and provide support, where necessary. It must be noted that the effects can often take months to manifest.

Employees should be encouraged to discuss incidents and seek professional support, if necessary, from their GP. The Leicestershire Traded Services Wellbeing Service can also be contacted where necessary via email - counsellingandwellbeing@leics.gov.uk