

**Hackney New School First Aid Policy**  
**Part of CST First Aid Policy**  
**(This policy is draft awaiting LSB ratification)**

## **Introduction**

Health and safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. In schools this includes responsibility for the head teacher and teachers, support staff, pupils and visitors (including contractors). The employer is responsible, under the Health and Safety at Work Act 1974 (H&S), for ensuring that a school has a health and safety policy. This should include arrangements for first aid, based on a risk assessment, and should cover:

- numbers of first aiders/appointed persons;
- numbers and locations of first-aid containers;
- arrangements for off-site activities/visits.

## **Who is governed by this policy?**

All Community Schools Trust establishments, in this case Hackney New School

## **Contact**

Grace Travis  
Hackney New School  
317-319 Kingsland Rd,  
Dalston, London E8 4DL

## **Reference**

Department for Education and Employment: Guidance on first aid for schools (1998)  
The Health and Safety (First-Aid) Regulations 1981  
Health and Safety at Work Act 1974 (H&S)

## **Glossary of Terms**

**First aider:** A qualified person who administers emergency treatment to any injured or sick person before professional medical care is available

**Appointed person:** someone who takes charge when someone is injured or becomes ill

**Paediatric first aider:** A person who administers emergency treatment to any injured or sick children before professional medical care is available.

## **1.0 Regulation**

1.1 The Health and Safety (First-Aid) Regulations 1981 set out what employers must do.

- 1.2 The Community Schools Trust must provide adequate and appropriate equipment, facilities and qualified first aid personnel.
- 1.3 The Regulations do not oblige employers to provide first aid for anyone other than their own staff, but employers do have health and safety responsibilities towards non-employees in this case young people, contractors and others that visit schools. The Health and Safety Executive (HSE) recommends that organisations, such as schools, which provide a service for others should include them in their risk assessments and provide for them.
- 1.4 In the light of their legal responsibilities for those in their care, Community Schools Trust schools should consider carefully the likely risks to pupils and visitors, and make allowance for them when deciding on the numbers of first aid personnel.
- 1.5 Where first aid is provided for staff and pupils, Community Schools Trust schools must ensure that:
- Provision for employees does not fall below the required standard
  - Provision for pupils and others complies with other relevant legislation and guidance.

## **2.0 Requirements**

- 2.1 The Community Schools Trust is responsible, under the Health and Safety at Work etc Act 1974 (HSWA), for making sure that every school has a health and safety policy. This should include arrangements for first aid, based on a risk assessment of the school, and should cover:
- Numbers of first aiders/appointed persons
  - Numbers and locations of first-aid containers
  - Arrangements for off-site activities/trips
- 2.2 The Headteacher should regularly review the school's first aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate.
- 2.3 Hackney New School must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders / appointed persons. Hackney New School must ensure that a risk assessment is carried out to ensure that there is an adequate number of trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual / sick leave or off-site.

## **3.0 Information**

- 3.1 The employer or the manager (usually the Headteacher) must inform all staff (including those with reading and language difficulties) of the first aid arrangements.
- 3.2 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.
- 3.3 A simple method of keeping staff and pupils informed is by displaying first aid notices in staff/common rooms. The information should be clear and easily understood.
- 3.4 Notices must be displayed in a prominent place, preferably at least one in each building if the school is on several sites.

3.5 We include first aid information in induction programmes which helps ensure that new staff and pupils are told about the first aid arrangements. We also include relevant information in the staff handbook.

#### **4.0 First Aid at Work - Training**

4.1 First Aid at Work (FAW) training has a total of 18 contact hours which includes a final practical assessment; this is usually delivered over a 3 day duration. However some providers will include an add-on for paediatric first aid (see section 5)

4.2 Revalidation training must contain at least 12 contact hours, including a final assessment and is delivered over a minimum of two days.

4.3 The HSE strongly recommends FAW first aiders undertake annual refresher training within any three year certification period of the FAW or the Revalidation FAW. It is not mandatory and as it is not a legal requirement under the Health and Safety (first aid) Regulations (1981). First aiders do not have to provide evidence of having completed annual refresher training in order to undertake FAW Revalidation training. Refresher training would normally last 3 hours over a half day.

4.4 Following completion of an approved training/refresher course the main duties are:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- When necessary ensure that an ambulance or other professional medical help is called
- Assess the situation in an emergency
- Administer first aid to a casualty who is unconscious (including seizure), wounded and bleeding and who is suffering from shock
- Administer cardiopulmonary resuscitation, chest compressions only for Adults (March 2020), Paediatrics should receive 5 rescue breaths before cardiopulmonary resuscitation (June 2020)

#### **4.5.0 What are the current qualification and training arrangements?**

Community Schools Trust schools are required to have at least 3 trained First Aid at Work (FAW)(3 day) First Aiders. To achieve this status they must undertake the qualification "First Aid at Work". Schools are also required to supplement the First Aiders with a number of staff who are trained in Emergency Aid/Appointed Persons (1 day course).

4.5.1 The initial first aid qualification (FAW) is valid for 3 years. Prior to expiry a revalidation of the qualification is required. (This can be undertaken up to three months prior to expiry). This entails a 2 day course which again is renewable after 3 years.

#### **5.0 Paediatric first aid**

5.1 Guidance issued by the former Department of Education and Employment (DfEE) states that paediatric training must be undertaken for those pupils who have not reached puberty. The Community Schools Trust ensure that this is considered in its first aid risk assessment

- 5.2 For those staff holding a current 3 day First Aid at Work (FAW) certificate or 2 day Refresher course (RFAW) certificate, the Paediatric module is a 1 day course that is offered by first aid training providers.
- 5.3 For those with no prior first aid knowledge the training is a 2-day course and is offered by first aid training providers.
- 5.4 Refresher training would normally last at least 3 hours over half a day.
- 5.5 The Statutory Framework document also covers details about first aid boxes, records, ensuring parents are informed of any accidents or injuries, first aid treatment, school visits and children who are ill.
- 5.6 For managing medication for those pupils with long term needs in future those staff who undertake First Aid at Work training, Refresher training and Paediatric first aid training will normally cover Epi-Pen and Defibrillator training.

## **6.0 Appointed persons**

- 6.1 An 'appointed person' is a person who has attended a one day course for the basic aspects of dealing with emergencies, handling 'life threatening' situations as well as recognised and responding to some of the more common ailments that may be encountered in the workplace. Appointed persons are not first aiders. They should not give first aid treatment for which they have not been trained. However, it is good practice to ensure that appointed persons have emergency first aid training/refresher training, as appropriate. These courses do not require HSE approval.
- 6.2 An appointed person can also be someone who:-
- takes charge when someone is injured or becomes ill;
  - looks after the first aid equipment, eg restocking the first aid container;
  - ensures that an ambulance or other professional medical help is summoned when appropriate.
- 6.3 Training is available which normally lasts four or more hours and covers the topics above. On completion of the course the person will be awarded the 'Appointed Person' Certificate.

## **7.0 First aid information and records**

- 7.1 Hackney New School must ensure that there is information for users of the site on first aid arrangements. This may include having prominent notices in the staff room or elsewhere in the setting.
- 7.2 Hackney New School uses Behaviour Watch (Medical) to record injuries, accidents or illnesses of pupils, in conjunction with this guidance, when first aid has been given.
- 7.3 The record can be printed and photocopied as required. The record must be completed for minor pupil accidents, injuries or illnesses where the pupil presents themselves for first aid treatment. The following information must be recorded on the form:
- Date, time and location of accident or illness
  - Name of pupil / person in receipt of first aid
  - If a 'pupil' or an 'employee', or state occupation

- Description of injury sustained or illness and the first aid that was given (e.g. went home, returned to class, resumed duties or went to hospital (how) etc).
- Name of person administering first aid or dealing with the incident / illness.

7.4 The record must state when first aid is given to staff / visitors / contractors. However, an incident form must be completed if they are injured / assaulted.

7.5 You must record names and the expiry dates of all First Aiders – see Appendix 1.

7.6 The record form must be retained in the school for a period of 10 years from the last entry date.

## **8.0 Training**

8.1 Schools and other educational settings can source first aid training wherever they choose, so long as the course provider meets the standards required by the educational setting.

8.2 Hackney New School uses The Red Cross as the trainer of choice for first aid training.

## **9.0 First aid kit contents**

9.1 There is not a standard list or contents for a first aid box. However, the Health and Safety Executive (HSE) recommend that, where there is no special risk identified, a minimum stock of first aid items would be:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 2 large (approximately 18cm x 18cm) sterile individually un-medicated wound dressing
- 1 pair of disposable gloves.

## **10.0 Risk assessment of first aid needs**

10.1 A copy of the Department for Education and Employment's "Guidance on First Aid for Schools – a good practice guide" is attached in Appendix 2.

10.2 Hackney New School must undertake an assessment of need which must be reviewed at least annually and particularly after any changes to ensure that provision is adequate.

## **11.0 Administering medicines in educational establishments**

11.0 Only suitable and qualified staff are permitted to administer medication.

## **12.0 Intimate care and first aid**

12.1 Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some pupils are unable to do because of their young age, physical difficulties or other special

needs. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing. It also includes supervision of pupils involved in intimate self-care.

- 12.2 When undertaking intimate care, it is good practice for two members of staff to be present and any procedure should not be carried out in an area which is open to the school community. When two members of staff are not available, the individual member of staff should inform another appropriate adult that they are going alone to assist a pupil with intimate care. Staff should be fully aware of best practice regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate.
- 12.3 When intimate care is given, the member of staff explains fully each task that is carried out, and the reason for it. Staff should encourage children to do as much for themselves as they can; lots of praise and encouragement will be given to the child when they achieve. It is good practice to ensure that parents/carers are informed on the same day.
- 12.4 When undertaking intimate care, this should be risk assessed and PPE used to support the task.
- 12.5 As with all situations, any safeguarding concerns should be reported to the Designated Safeguarding Lead.

<b>Responsible for review:</b>	<b>Gillian Dineen</b>
<b>Version:</b>	<b>01</b>
<b>Reviewed:</b>	<b>June 2020</b>
<b>Next review date:</b>	<b>June 2021</b>

## APPENDICES

### APPENDIX 1

**First aid register and checklist - HSE update all FAW certificates have been extended in the first instance during the COVID 19 Pandemic (March 2020)**

**Registered First Aiders:**

Name: Paulette Collymore

Certificate expires: 18/07/20 now extended to 30/09/20 due to Covid 19

Name: Helen Merton

Certificate expires: 28/05/22

Name: James Davies

Certificate expires: 04/12/20

Name: Laura Purcell

Certificate expires: 03/03/23

Name: Kayleigh Gallagher

Certificate expires: 17/04/21

**Registered paediatric trained persons - HSE update all FAW certificates have been extended in the first instance during the COVID 19 Pandemic (March 2020)**

Name: Paulette Collymore

Certificate expires: 18/07/20 now extended to 30/09/20 due to Covid 19

Name: Laura Purcell

Certificate expires: 03/03/23

**NB. Certificates must be renewed before the expiry date of the old certificate.**

**First aid kits are sited in the following places:**

1. Medical Room
2. PE Office
3. Science Prep Room
4. Kitchen ( Olive Dining)
5. Library
6. Staffroom

**Portable first aid kits are obtainable from:** Paulette Collymore, in reception

Eye wash facilities are located in the following places:

- Medical Room

- Science prep room

The minimum first aid provision for Hackney New School is:

- A correctly stocked and labelled first aid container
- Three qualified first aiders (to ensure that there is one on duty when the establishment is open for normal activity)

**Accident Report book commenced September 2019**

**First Aid Log commenced September 2019**

The contents of first aid boxes should be examined frequently and restocked as soon as possible after use.

The person responsible for checking and restocking is Kayleigh Gallagher.

## Appendix 2

### General Guidance on First Aid for Schools – a good practice guide

1. Are there any specific risks? E.g. working with hazardous substances, machinery, bodily fluids and loads	You will need to consider: Specific training, extra-aid equipment, the precise siting of first aid equipment or a medical room or area
2. Are there parts of your environment where different levels of risk can be identified?	You will probably need to make different levels of provision in different parts of the setting.
3. Do a large number of people use your site?	You may need more first aiders to deal with a higher probability of an accident
4. Is a paediatric trained first aider required?	Are there any users of the site who have not reached puberty?
5. What is your record of accidents and assaults? What type are they and where did they happen?	You may need to: <ul style="list-style-type: none"><li>● Locate your provision in certain areas</li><li>● Review contents of the first aid boxes</li></ul>
6. Are there employees or young people in your setting with disabilities or special health problems?	You will need to consider: <ul style="list-style-type: none"><li>● Special equipment</li><li>● Local siting of equipment</li><li>● Extra training</li></ul>
7. Is the setting spread out? e.g. several or multi-floor buildings on the site?	You will need to consider provision in each building or on several floors
8. Is there evening, weekend or out-of-term time working?	Remember that there are needs to be first aid provision at all times people are at work
9. Do you have employees who travel a lot or work alone?	You will need to consider: <ul style="list-style-type: none"><li>● Issuing personal first aid kits and training staff in their use</li><li>● Issuing mobile phones to employees</li><li>● Consider the use of location checks (i.e. phoning in when reaching a location)</li></ul>
10. Do you have any work experience trainees?	Remember your first aid provision must cover them
11. Do you have employees with reading problems or who do not speak English?	You will need to make special arrangements to give them first aid information.

Don't forget that first aiders take leave and may be absent from the setting for other reasons. You must appoint sufficient people to cover their absences to enable first aid personnel to be available at all times people are at work. This must cover any staff who work outside term time.

N.B. Before and after sessions, during holidays – because there are no pupils on site - a one-day “appointed person” may be enough to cover.