

St Paul's CE (VC) First School Coven



First Aid
Updated May 2016

Success Indicators

The following indicators will demonstrate success in this area:

- a. Premises Managers have complete assessments of first aid provision for all workplaces.
- b. Managers of teams who work in the community have assessed employee's first aid requirements.
- c. First aid training provided to the required level and frequency.
- d. First aid materials are provided and regularly checked.
- e. Appointed persons designated and aware of their responsibilities.

1. Overview

First aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner.

It is a legal requirement to implement and maintain effective systems for ensuring the provision of adequate and appropriate first aid equipment, facilities and personnel at individual workplaces and during off-site activities.

2. Health, Safety and Wellbeing Management Arrangements

These arrangements will apply to employees and workplaces.

3.1 First Aid Provision

The first aid provision at each workplace will be decided based on an assessment of need. Premises Managers and Team Managers must use The Assessment of First Aid Provision Form to assess their first aid requirements against set criteria. This assessment needs to be reviewed annually and where changes occur.

In low risk environments the assessment may require minimal first aid provision (e.g. suitably stocked first aid box and an appointed person). In larger workplaces/hazardous environment, first aid needs will be greater and managers may need to increase the number of first aiders so that someone is always available to give first aid immediately following an incident.

First aid provision must be adequate during all working hours, so planned annual leave, maternity leave of first aiders and appointed persons must be covered. If first-aiders are absent, an appointed person must be available. Premises Managers should consider what cover is needed for unplanned and exceptional absences such as sick leave or special leave due to bereavement. An emergency first aider may be provided in addition to, but not replace, the required number of first aiders with the current First Aid at Work Certificate. The individual workplace arrangements must be effectively communicated to employees and visitors indicating how to access first aid, and on shared sites the premises managers must co-ordinate the approach to first aid arrangements.

3.2 Types of First Aid Personnel

A First Aider (FAW) is someone who has undergone a training course in First Aid at Work and who holds a current First Aid at Work Certificate. Their role involves:

- undertaking first aid treatment in accordance with their training,
- summoning an ambulance or other external medical services,
- liaising with the premises manager to ensure first aid kits are fully stocked and refilled after use,
- keeping suitable records of all treatment administered.

An Appointed Person is someone who is nominated to take charge of a situation in the absence of a qualified first aider or emergency aider. Their role includes:

- taking charge when someone is injured or falls ill,
- calling an ambulance (where required), and
- being responsible for first aid equipment e.g. re-stocking the first aid box.
- Appointed persons are not first aiders and so should not attempt to give first aid for which they have not been trained. They may give emergency first aid where trained to do so (normally by completing the Emergency First Aid at Work Certificate).

An Emergency First Aider (EFAW) is someone who has undergone an Emergency First Aid at Work training course (of minimum one day duration) and who holds a current Emergency First Aid at Work Certificate. They are normally used in low hazard locations where the majority of people that may need first aid are members of the public and not employees. Their role involves:

- undertaking basic emergency first aid in accordance with their training,
- summoning the assistance of a First Aider where available,
- summoning an ambulance or other medical services
- liaising with the premises manager to ensure first aid kits are fully stocked and refilled after use,
- keeping suitable records of all treatment administered

Additional First Aid Requirements Early Years

The Statutory Framework for the Early Years Foundation Stage requires that at least one person who has a current Paediatric First Aid Certificate must be on the premises at all times when children are present. In addition there must be at least one person on outings who has a current paediatric first aid certificate.

Coach Assistants/Drivers and Attendants

Coach Guides, Drivers and attendants are required to undertake Emergency First Aid training to enable them to respond to an emergency medical situation until skilled help arrives.

3.3 First-Aid Materials and Equipment

Once the assessment of first aid provision has been undertaken, the necessary materials, equipment and facilities must be provided and maintained in accordance

with the determined need. This will involve ensuring that first-aid equipment is suitably marked, easily accessible and available in all places identified by the assessment. Each workplace should have at least one first aid box supplied with a sufficient quantity of first-aid materials suitable for the particular circumstances, and a body spills kit. Large sites will require more than one first-aid box, and suitable quantities of body spills kits. For more information on content of First Aid boxes see on line guidance. First Aiders, Emergency First Aiders and Appointed Persons must regularly inspect the contents of first-aid containers and the contents must be restocked as soon as possible after use. Sufficient supplies should be held in a back-up stock on site. Discard items after the expiry date has passed.

Where an Automated External Defibrillators (AEDs) is present, the manufacturer's instructions regarding maintenance and servicing must be followed. Batteries, leads and pads will normally have a life of between 3 and 5 years. Modern AEDs undertake self tests and indicate if there is a problem with a warning light or sign. A process should be in place to regularly (at least weekly) check the equipment and appropriate action taken if there is an issue.

3.4 Training of First Aid Personnel

Employees who volunteer or are selected to be first aiders should be suitable for the task.

All employees who undertake first aid duties must be competent to carry out their role. The content and duration of training necessary will depend on the role of an individual.

Course	Intended For	Duration of Course	Recommended Refresher training	When revalidation is required	Revalidation Training
First Aid at Work Certificate (FAW)	First Aiders	3 days	Annual basic skills update 3 hours	Before expires (3 years from date of certificate)	2 day revalidation
Emergency First Aid at Work Certificate (EFAW)	Emergency First Aiders and Appointed Persons if deemed necessary	1 day	Annual basic skills update 3 hours	Before certificate expires (3 years from date of certificate)	Repeat of original 1 day course.

In certain cases, where activities might expose individuals to unusual risks e.g. remote outdoor activities, additional specifically focused training might be necessary according to the circumstances.

3.5 Liability

The employer's liability insurance policy will provide indemnity for employees acting as first aiders or emergency aiders as defined above. First Aiders and Emergency First Aiders must ensure that any treatment they give is administered in accordance with the training they have received. So long as treatment is administered with good intent and in accordance with current good practice, the County Council and its insurers will support the actions of its employees in the event of a legal case relating to first aid treatment.

3.6 Payment of First Aiders

Payment will be made to First Aiders (FAW) who are recognised by their establishment as being necessary to meet the minimum requirements identified by the assessment of first aid needs.

Payment will not be made where the post requires the post-holder to have a full First Aid at Work Certificate. Payment will not be made to Appointed Persons or Emergency First Aiders (EFAW). Any queries relating to payment of First Aiders should be referred to Human Resources.

3.7 Infection Control

To minimise risk of infection whilst administering first aid, personnel must cover all exposed cuts/abrasions on their own bodies with a waterproof dressing before administering treatment. They must also wash their hands before and after applying dressings. Disposable nitrile/vinyl gloves and aprons must be worn whenever blood, or other body fluids are handled, and disposable materials, such as paper towels and sanitising powder, must be used to mop up any substances. All disposable items must be disposed of in plastic bags in line with the Infection Control Management Arrangements. Contaminated work areas must be suitably disinfected and soiled clothing should be washed on a hot cycle or advice given to this effect if washing sent home.

If contact is made with any other person's body fluids the area should be washed immediately and medical advice sought from Occupational Health.

4. Record keeping

All records of first aid administered must be recorded on the Record of First Aid Treatment HSF26. Assessment of First Aid Provision and records of first aid administration must be kept for at least 3 years. First aider training records must be kept for at least 5 years.

5. Monitoring and reviewing these arrangements

First Aid provision must be reviewed by managers regularly and when they believe the assessment to be no longer valid.

6. Health Safety and Wellbeing Supporting Information

- Infection Control Management Arrangements

7. Forms

HSF 16 Assessment of First Aid Provision

HSF 26 Record of First Aid Treatment