



First Aid In Schools

Guidance for Ark
Academies

David Allen

Ark

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INTRODUCTION

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate first aid staff together with the appropriate equipment and facilities for providing first aid.

This document should be read in conjunction with the ARK Schools First Aid Policy.

LEGISLATION

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

WHAT YOU NEED TO DO

- Determine through an assessment first aid requirements
- Ensure sufficient first aid trained staff are available on-site
- Ensure that suitable first aid arrangements are in place when off-site
- Ensure that staff nominated to provide first aid receive recognised training
- Ensure appropriate first aid material, equipment and facilities are provided
- Inform staff and pupils of first aid arrangements
- Ensure that all first aid equipment and facilities are well maintained
- Ensure that suitable records of first aid treatment are kept

DETERMINING FIRST AID NEEDS

How much first-aid provision an establishment has to make depends on the specific circumstances of that establishment. There is no fixed level but each school needs to assess what equipment, facilities and personnel are appropriate.

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 also off the premises whilst on school visits.

In determining appropriate provision overall, Governing Bodies, Heads or Senior Managers need to take 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 a qualified first aid person/s are 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 a qualified first aid person/s are required but where the work environment is deemed to be higher risk

It is recommended that schools provide persons qualified to the higher level of 'first aid at work' (FAW).

The following chart will assist establishments in determining what level and how many first aid personnel are required:

Hazard level	Number of employees and/or pupils	Level of first aid provision required
Low hazard (e.g. office, shops, libraries, schools)	Less than 25	At least one appointed person
	25-50	At least one person trained in EFAW
	More than 50	At least one person trained in FAW for every 100 persons (or part thereof)
Higher hazard (e.g. where dangerous machinery, sharp instruments, chemicals used)	Less than 5	At least one appointed person
	5-50	At least one person trained in EFAW or FAW (depending on risk assessment)
	More than 50	At least one person trained in FAW for every 50 persons (or part thereof)

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 persons 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 should take account of 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 can be made a selection criterion for staff appointed to any relevant post in the establishment.

A person will only be 'suitably qualified' if they have undergone training and have qualifications from a provider that is approved by the Health and Safety Executive. Courses are as follows:

- The FAW is a full three day course in first aid at work
- The EFAW s one day course in emergency first aid at work

A three year certificate will be issued to those who successfully complete an FAW or EFAW course.

Re-qualification training for both courses is required after the three year period.

During any three year certification period, HSE are strongly recommending that first aid personnel undertake annual (3 hour) basic skills update training.

OFF-SITE FIRST AID REQUIREMENTS

Before undertaking any off-site activities the head teacher or the group leader, in conjunction with the school Learning Outside the Classroom Coordinator, should assess what level of first aid might be needed.

Minimum first-aid provision should comprise a suitably stocked travel first-aid kit and a person appointed to be in charge of first-aid arrangements. This is a minimum requirement and schools should consider more than this, particularly for more complex activities.

Other considerations include:

- 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
- the availability of an ambulance service, and the distance to a hospital with accident and emergency facilities

EARLY YEARS SETTINGS

The Statutory Framework for the Early Years Foundation Stage makes the following specific requirements:

- At least one person who has a current paediatric first aid certificate must be on the premises at all times when children are present.
- There must be at least one person on outings who has a current paediatric first aid certificate.
- Providers must have a first aid box with appropriate content to meet the needs of children.
- Providers must keep a record of accidents and first aid treatment.
- Providers must inform parents of any accidents or injuries sustained by the child whilst in the care of the providers and of any first aid treatment that was given.
- Providers must notify Ofsted and local child protection agencies of any serious accident or injury to, or serious illness of, or the death of, any child whilst in their care, and act on any advice given.

TRAINING AVAILABLE THROUGH ARK SCHOOLS

Ark Schools offer the following first aid related training courses:

- First aid at work qualification (3 days)
- First aid at work re-qualification (2 days)
- Paediatric first aid qualification (2 days)
- Paediatric first aid re-qualification (1 day)

Establishments who wish to make use of this service should contact the Learning & Development Team at Ark Schools Kingsway

FIRST AID EQUIPMENT AND FACILITIES

Each establishment should have a suitable number of first aid boxes properly marked (the marking should be a white cross on a green background). More than one box is necessary if the workplace is large and only one box would not be readily accessible to all staff. There should be a box readily available in higher risk areas of schools such as:

- gymnasias/sports halls
- laboratories
- resistant materials technology
- art studios

There is no mandatory list of items that should be included in a first aid container although the Health and Safety Executive do make recommendations for contents (see www.hse.gov.uk)

The needs assessment may indicate that additional materials and equipment are required, for example scissors, adhesive tape, disposable aprons and individually wrapped moist wipes. They may be kept in the first-aid container if there is room or stored separately.

A school's first-aid procedures should identify the person responsible for examining the contents of first-aid containers. These should be checked frequently and restocked as soon as possible after use.

There should be extra stock in the school. Items should be discarded safely after the expiry date has passed.

The Education (School Premises) Regulations require every 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.

INFORMATION FOR STAFF AND PUPILS

Establishments must 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.

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.

Notices must be displayed in a prominent place, preferably at least one in each building if the school is on several sites.

Including first-aid information in induction programmes will help ensure that new staff and pupils are told about the first-aid arrangements.

It is also good practice to include such information in a staff handbook.

FIRST AID TREATMENT RECORD KEEPING

A record should be 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

A simple example of a first aid treatment template is given below.

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 needs 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.

For further information on medication see Ark schools guidance "Administration of Medicines".

FIRST AID TREATMENT RECORD

Name of person requiring first aid	
Date and time of treatment	
Details of illness or injuries	
Details of first aid treatment provided	
Name of first aid person providing treatment	
Signature	
Date	

