
First Aid Policy

Date created: 03/12/12	Created by: M. Sweeney,	Review period: Annually
Reviewed: Nov 2016	By P & SW	Next Review Due: Nov 2017

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1. Introduction

1.1 The Health and Safety (First Aid) Regulations 1981 require employers to provide trained persons, equipment etc, to deal with First Aid emergencies and ill health occurring at work. This policy outlines PSCA's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. This document should be read in conjunction with the Health and Safety Policy and Medical Treatment Policy

1.2 Plymouth School of Creative Arts (PSCA) recognises that First Aid can save lives and prevent minor injuries becoming major ones. This document has been prepared to provide guidance on the policy and procedures for dealing with First Aid at PSCA.

1.3 The requirements for the statutory provision of First Aid have been taken into full account to ensure that it will provide adequate and appropriate equipment, facilities and qualified first aid personnel.

1.4 Failure to implement the procedures contained in this document could result in a criminal offence as well as disciplinary action being taken by the school. This policy is informed by the [DfE Guidance on First Aid for Schools](#) and is reviewed annually.

2. Aims

2.1 To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1992 and 1999

2.2 To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

3. Objectives

3.1 To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.

3.2 To provide relevant training and ensure monitoring of training needs.

3.3 To provide sufficient and appropriate resources and facilities.

3.4 To inform staff and parents of the school's First Aid arrangements.

3.5 To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

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4. School First Aid Staff

4.1 A list of qualified staff is below.

Name	Location	Qualification	Expiry date

5. Personnel

5.1 The Headteacher

5.1.1 The Headteacher is responsible for the health and safety of their employees and anyone else on the premises. This includes the teachers, teaching assistants, students and visitors (including contractors).

5.1.2 He must ensure that a risk assessment of PSCA is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.

5.1.3 He should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

5.1.4 The Headteacher is responsible for putting the policy into practice and for developing detailed procedures.

5.1.5 The Headteacher should ensure that the policy and information on the school's arrangements for first aid are made available to parents.

5.1.6 All teachers and other staff are expected to do all they can to secure the welfare of the students.

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6. First Aiders and Appointed Persons

6.1 Definitions

6.1.1 A First Aider is a person who has attended, successfully completed and has a valid certificate for the 4 day 'First Aid at Work' training course approved by the Health and Safety Executive (HSE). This is a voluntary post.

6.1.2 'Appointed Person' means a person who has attended, successfully completed and has a valid certificate for the 'Appointed Persons' training.

6.1.3 First Aid means the following:

- Cases where a person will need help from a medical practitioner or nurse
- Treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained
- Treatment of minor injuries which would otherwise receive no treatment or do not need treatment by a medical practitioner or nurse

7. Identification of Suitable Employees

7.1 In selecting first-aiders, the Headteacher should consider the person's;

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- Normal duties. A first aider must be able to leave to go immediately to an emergency

7.2 The Headteacher must ensure that candidates are fully briefed on the role and requirements of being a First Aider. They must understand the health risks associated with rendering First Aid and be prepared to receive appropriate health and immunisation advice.

8. Role and Responsibilities of Appointed Persons and First Aiders

8.1 An Appointed Person is someone who:

- Takes charge when someone is injured or becomes ill
- Looks after the first-aid equipment e.g. restocking the first-aid container

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- Ensures that an ambulance or other professional medical help is summoned when appropriate

8.2 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. They normally last four hours and cover the following topics:

- What to do in an emergency
- Cardiopulmonary resuscitation
- First aid for the unconscious casualty
- First aid for the wounded or bleeding

8.3 Emergency first-aid training should help an Appointed Person cope with an emergency and improve their competence and confidence.

9. The First Aider's and Appointed Person's role includes:

9.1 The administration of First Aid, up to but not exceeding the level of their training.

9.2 Ensuring that any incident and treatment given is recorded in a suitable local register.

9.3 Reporting immediately to the Headteacher, by telephone, all incidents requiring the attendance of a pupil, member of staff or any person at hospital.

9.4 Ensuring that all spillages of body fluids are cleared up promptly.

9.5 Maintaining stocks in First Aid kit/box (*see Appendix 2*) and;

9.6 Ensuring, in liaison with management that appropriate documentation is completed and that reportable accidents are reported to the line manager as soon as possible after dealing with the immediate effects

10. The First Aider's and Appointed Person's responsibilities include:

10.1 Attending an initial approved training course approved by the Health and Safety Executive (HSE).

10.2 Ensuring their own recommended immunisations/injections are up to date.

10.3 Reporting any illness or injuries (to the Health and Safety Officer and Headteacher) which would preclude their abilities to administer First Aid, in order for the School to arrange alternative cover.

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10.4 First Aiders also have a responsibility to attend a three yearly refresher training course. (They should attend this course before the expiry of their previous accreditation or they will have to complete the initial training course again).

10.5 First Aid should be provided where a person will need further medical treatment until such help arrives, and for the treatment of minor injuries. It should be noted that the treatment of minor illnesses, by the administration of tablets or medicines, falls outside the definition of First Aid. (***See Medical Treatment Policy***)

10.6 The role of the first aider is to provide care after an accident or injury including preserving life, minimising further damage and making the patient as comfortable as possible until professional medical or nursing help is available. It is not to give treatment.

10.7 The role of a member of staff discovering a serious injury or illness is to make contact with the school office and, when necessary, take charge until qualified assistance is available.

10.8 Office staff will then contact a First Aid qualified person and may also contact the emergency services.

10.9 The First Aider will decide on whether or not the ill or injured party should move, be moved, or remain undisturbed, and may have to take other appropriate action, depending on the assessment of the situation.

10.10 In the case of a serious incident, available staff should also seek to ensure the safety and welfare of other pupils in the area.

11. Indemnity and Insurance

11.1 Where an employee acting in the course of their employment administers First Aid assistance to another employee or other person in the charge of the school, such as a pupil, they will be indemnified by the liability insurance for a claim of negligence relating to injury or loss caused by their actions, provided that:

- They are a school officially designated First Aider with a current valid First Aid at Work Certificate and have attended relevant refresher training
- They are a school officially designated Appointed Person with a current valid Appointed Persons Training Certificate and have attended relevant refresher training
- The relevant protective equipment (PPE) is used
- The First Aider or Appointed Person is adhering to protocols and acting within the limitations of their training and the First Aider or Appointed Person is acting in good faith.

12. Use of the 'Epi Pen'

12.1 Members of staff who have been trained in the use of the 'Epi Pen' by medical staff, will also be covered provided that:

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- The member of staff is adhering to protocols and acting within the limitations of their training
- That the member of staff is acting in good faith

13. Procedures

13.1 Risk assessment

13.1.1 Reviews are required to be carried out at least annually, and when circumstances alter, at the request of the Headteacher. Recommendations on measures needed to prevent or control identified risks are forwarded to the Headteacher.

14. Re-assessment of first-aid provision

14.1 As part of the school's annual monitoring and evaluation cycle;

- The Headteacher reviews the school's First Aid needs following any changes to staff, building/site, activities, off-site facilities, etc
- The designated Health and Safety Officer monitors the number of trained First Aiders, alerts them to the need for refresher courses and organises their training sessions
- The designated Health and Safety Officer also monitors the emergency First Aid training received by other staff and organises appropriate training
- The Appointed Person checks the contents of the First Aid boxes termly

15. Providing information

15.1 The Headteacher will inform all staff (including those with reading and language difficulties) of the First Aid arrangements, including the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the school's first-aid needs.

15.2 The Health and Safety Officer

- Provides information packs for new staff as part of their induction programme
- Maintains a First Aid notice board in the staff room
- Gives all staff information on the location of equipment, facilities and First Aid personnel. This will appear in the staff handbook

15.3 First Aid Notices will be displayed in a prominent place. First Aid information will also be made available in the school Staff Handbook.

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16. Provision

16.1 Number of First Aid personnel required

16.1.1 The Headteacher will consider the findings of the risk assessment in deciding on the number of First Aid personnel required. Schools are low risk environments, but the Headteacher will consider the needs of specific times, places and activities in deciding on their provision.

16.1.2 In particular they should consider:

- Off-site PE and sports
- School trips
- Science labs
- Design Technology/Art rooms
- Adequate provision in case of absence, including trips
- Out-of-hours provision e.g. clubs, events

16.1.3 Arrangements should be made to ensure that the required level of cover of both First Aiders and Appointed Persons is available at all times when people are on school premises.

17. First Aiders

17.1 The recommended number of **certified First Aiders is one per 100 students/staff**.

18. Appointed person

18.1 The school will appoint at least one Appointed Person per key stage (as a minimum this will include for PE and Science).

19. Qualifications and Training

19.1 First Aiders will hold a valid certificate of competence, issued by an organisation approved by the HSE.

19.2 Appointed persons will undertake one-day emergency First Aid training.

19.3 Specialist training in First Aid for children should be arranged in a three year cycle.

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20. First Aid materials, equipment and facilities

20.1 The Headteacher must ensure that the appropriate number of First Aid containers according to the risk assessment of the site, are available. (See HSE guidelines on recommended and mandatory contents)

- All First Aid containers must be marked with a white cross on a green background
- Each School minibus must carry a First Aid container
- First Aid containers must accompany PE teachers off-site

20.2 First Aid containers should be kept near to hand washing facilities and will be available in key areas.

21. First Aid Containers

21.1 A schedule showing the locations of First Aid containers will be made available.

21.2 The named Appointed Person will check all containers each month. Any person who uses an item from a First Aid container should inform the Appointed Person as soon as possible so that it can be replaced.

21.3 Items will be discarded safely after the expiry date has passed.

22. Responsibility for checking and restocking the first-aid containers:

22.1 In the school, the Health and Safety Officer.

22.2 For off-site PE, a named member of staff.

23. Accommodation

23.1 The Headteacher must provide a suitable room for medical treatment and care of children during school hours. This need not be a dedicated area but should be close to a lavatory and contain a washbasin.

24. Control of Infection

24.1 Many blood-borne micro-organisms have the capacity to infect a first aider should blood from an already infected casualty enter an open wound or sore on the person of the first aider, for example Hepatitis.

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24.2 The HIV virus is not readily transmitted in this way and only a small number of cases of cross infection are documented in health care circles, usually involving heavily infected patients in the latter stages of their condition.

24.3 However, the emergence of HIV/AIDS has served to concentrate attention on sensible and routine protective measures which should always be employed during the treatment of bleeding wounds, regardless of the health or otherwise of the casualty.

24.4 As it is impossible to be sure of who is, or is not, infected with these viruses the following precautions should be taken by First Aiders:

- Treat all casualties as if they are carriers of a virus
- Always cover open wounds on your own hands with a waterproof adhesive dressing
- Where practical, a pair of disposable gloves (latex or nitrile) should be worn when dealing with bleeding or when cleaning up body fluids or excreta
- All used gloves, waste dressings and other contaminated waste should be placed in a plastic bag for disposal (see later)
- Any blood splashes on the skin should be washed off with soap and water
- If a cut or puncture wound by a needle is sustained, let the wound bleed, squeeze it gently but do not suck it. Wash the area in cold running water and apply a sterile dressing. Report the incident and seek medical advice immediately.

24.5 The HIV virus has only occasionally been found in saliva and in very small quantities when compared with blood. No HIV infection is known to have occurred as a result of carrying out mouth-to-mouth resuscitation. Therefore, the risk to the First Aider is thought to be extremely small and should not discourage a prompt response in a life-saving emergency. A protective resuscitation aid can be used where available and this may be kept in First Aid kits.

24.6 Never re-use disposable equipment or use to treat more than one casualty.

25. Dealing with Blood and Body Fluid Spills

25.1 Spillages of blood, vomit, urine and excreta should be cleaned up promptly. The following general actions must be taken by the person dealing with the spill;

- Clear the immediate area of people. Hazard signs and cordoning may be necessary, according to the circumstances
- Disposable personal protective equipment (PPE), including gloves (latex or nitrile) or equivalent and a disposable plastic apron must be worn
- Any spilt blood or other body fluids should be cleaned up, either with disposable absorbent paper towels or with an appropriate sanitizing product

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26. Waste Disposal

26.1 Waste created by the administration of First Aid is categorised as hazardous as it may contain bodily fluids. However, in most circumstances and premises the amount produced is minimal and as such special arrangements for disposal are not required.

27. Reporting accidents

27.1 Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (**RIDDOR**) some accidents must be reported to the HSE.

27.2 The Headteacher must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

27.3 The following accidents must be reported to the HSE involving employees or self-employed people working on the premises:

- Accidents resulting in death or major injury (including as a result of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than three days

For definitions, see HSC/E guidance on RIDDOR1995, and information on Reporting School Accidents (Annex A).

28. Accidents involving students and visitors:

28.1 In the case of any accidents that result in the person being killed or being taken from the site of the accident to hospital and if the accident arises out of or in connection with work i.e. if it relates to;

- Any school activity, both on or off the premises
- The way the school activity has been organised and managed
- Equipment, machinery or substances
- The design or condition of the premises

28.2 HSE will be notified of **fatal and major injuries and dangerous occurrences without delay** (i.e. by telephone). This will be followed up within ten days with a written report on Form 2508. Other reportable accidents do not need immediate notification, but they will be reported to HSE within ten days on Form 2508.

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28.3 The Headteacher is responsible for ensuring this happens, but may delegate the duty to the Health and Safety Officer.

29. Record keeping

29.1 Statutory accident records: The Headteacher must ensure that readily accessible accident records, written or electronic, are kept for a minimum of seven years. (see DSS The Accident Book BI 510)

29.2 School's central record: This can be combined with the RIDDOR record and the Accident Book, providing all legislation requirements are met.

29.3 The Headteacher must ensure that a record is kept of any First Aid treatment given by First Aiders or Appointed Persons. This should include:

- The date, time and place of incident
- The name (and tutor group if a student) of the injured or ill person
- Details of their injury/illness and what First Aid was given
- What happened to the person immediately afterwards
- Name and signature of the First Aider or person dealing with the incident

29.4 The Headteacher must have in place procedures for ensuring that parents are informed of significant incidents.

30. Monitoring

30.1 Accident records can be used to help the Heads and Health and Safety Officers identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

30.2 The Headteacher should establish a regular review and analysis of accident records.

30.3 The Headteacher will ensure that this list is kept up to date and that, where required, qualifications are renewed as required.

30.4 The Headteacher will review the list at the start of each term to ensure compliance with the policy.

31. Payment for First Aiders

31.1 An allowance will be paid to all First Aiders who have a valid current First Aid Certificate. This payment is an acknowledgement of the individual's training and commitment and is paid in accordance with the current First Aid at Work Policy.

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31.2 This payment will be stopped if the First Aider:

- Chooses not to continue as a First Aider, or
- Does not attend the 12 monthly refresher courses, or
- On attendance at the refresher course is found not to be competent, or
- Allows their certificate to lapse, or
- Relocates to a unit/establishment which already has sufficient First Aiders, or leaves the organisation

31.3 At the Headteacher's discretion, the allowance may be stopped or suspended if the First Aider is likely to be away from the work base for a considerable period of time, e.g. long term sickness, home working, maternity leave, unpaid leave etc. **The Appointed Persons do not receive an allowance.**

32. Monitoring, Evaluation and Review

32.1 The Governing Body will regularly review this policy and assess its implementation and effectiveness.

32.2 The policy will be promoted and implemented throughout the school.

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APPENDIX 1

Action in the Event of Injury – Aide Memoir summary

People with minor injuries should report to the nearest First Aider.

Students needing First Aid during a lesson should be referred to the nearest First Aider by a member of staff. They should be accompanied by another student (if the injury is minor) or by another adult if the injury is more serious.

If it would further endanger the student then the nearest First Aider should be called to the casualty and Reception informed.

Casualties with suspected fractures or back or neck injuries must not be moved unless directed by the ambulance personnel. For the patient's safety and insurance reasons, they must NOT be moved on the instructions of ANY bystander.

Injuries and accidents that occur during non-contact and break times should be dealt with in a similar way by the Duty Staff.

No student should be left unattended in the Medical Room.

In more serious cases, where hospital attention is deemed necessary an ambulance will be called and the parent contacted by **Insert Person's Name**

In the absence of a parent, a member of staff must accompany the student to the hospital and remain there until the parent arrives.

If a parent cannot be contacted, the school will act in loco parentis and give permission for any emergency treatment.

Procedures for First Aid Staff

First Aid should only be administered in response to an immediate and serious medical problem.

First Aid staff are not allowed to administer any medication or cream without parental consent.

No treatment or procedure should be attempted for which formal training has not been undertaken.

All head injuries must be reported and referred on to the nearest casualty department.

Parents of students who have received First Aid must be advised at the earliest opportunity of the incident, the injury and the action taken.

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APPENDIX 2

FIRST AID INFORMATION

The following members of staff hold HSE approved First Aid at Work Certificates and can be used in an emergency.

Name	Location	Telephone

If an ambulance is needed dial 999

Statutory Training

First Aid at Work

This is the basic First Aid course, which covers a wide range of situations from low to high risk. On successfully undertaking training and passing a written and practical assessment, the person will be issued with a First Aid at Work Certificate valid for three years. This qualification is renewable within the valid time of the certificate. Once the certificate date has expired the person will need to attend the full First Aid at Work course. This course takes place over four days (24 hours tuition). Where staff may need to administer First Aid to children under seven years of age, an appropriate additional pediatric resuscitation module must also be taken.

First Aid at Work Refresher

This training re-qualifies holders of a First Aid at Work Certificate providing they pass their written and practical assessment. Those who wish to renew their certificate must do so before the three year expiry date, ideally 2 years 10 months. This course takes place over two days (12 hours tuition). Where staff may need to administer First Aid to children under seven years of age, an appropriate additional pediatric resuscitation module must also be taken.

Appointed Person

The minimum requirement on an employer is to appoint a person to take charge of First Aid arrangements and any emergency First Aid situation. An Appointed Person can provide temporary cover for First Aiders, ensuring that someone is always available to give First Aid immediately following an incident. The certificate is valid for three years. This course takes

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place over one day (6 hours tuition). Where staff may need to administer First Aid to children under seven years of age, an appropriate additional pediatric resuscitation module must also be taken.

Statutory Training

Refresher Training (update in First Aid skills)

This is additional training to ensure that practical skills are maintained and is not an alternative to statutory training. This training should be carried out annually by all designated First Aiders and Appointed Persons. This course takes place over 3 hours.

First Aid Equipment

A minimum of one First Aid box of appropriate size should be provided for each establishment and/or building and any school vehicle. Passenger carrying vehicles (PCV) and minibuses must carry First Aid kits that comply with PCV and Minibus Regulations. Each First Aider should have their own First Aid kit for rapid access in an emergency situation.

All First Aid kits/boxes should be identified by a white cross on a green background and contain the following minimum items:

Guidance card

Sterile dressings, 6 small, 6 medium and 2 large

20 Individually wrapped sterile adhesive dressings (blue detectable in food preparation areas)

2 Sterile eye pads

4 Triangular bandages

12 Safety pins

2 Disposable gloves

1 x 300ml bottle of sterile water or normal saline should be supplied where tap water is not available

Individually wrapped moist wipes could be supplied where tap water is not available

1 pair scissors (First Aid Type)

1 roll micro pore tape

1 resuscitator mouthpiece and

Pencil and paper

Quantities should be decided upon in the light of risk assessment, taking into account the number of staff and pupils.

There must be no medication of any kind, for example aspirin, paracetamol, antiseptic creams, burn sprays, etc within the First Aid kit/box, and administration of medication in a First Aid situation is not part of the First Aider's role.

The reasoning behind this is:

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- In the case of tablets you may not know if any medication has previously been taken or, if it has, what dosage and when. This being the case, your 'prescription' may adversely affect any further treatment or surgery that may later be required
- If the wrong cream were used for the wrong injury, or used inappropriately, there may be serious scarring and long term discomfort for the casualty. There may also be the chance of an adverse allergic reaction

Since First Aid containers are available to anyone who wishes to use them, the possibility of the problems highlighted above occurring is quite high.

The provision of plasters, contrary to popular belief, is fine. Most people will know if they are allergic to plasters and will ask for alternatives to be used.

Bleach (Sodium Hypochlorite), or one of the available proprietary combined soak and disinfectant products, should be available in the workplace for cleaning up spillages of body fluids, but should not be located with, or in, the First Aid box. Clinical disposal bags should also be provided.

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APPENDIX 3

INCIDENT FORM

1. Person affected/injured

Full Name _____ Class _____

2. Accident/Incident

Date ____/____/____ Time _____

Description of Incident – including cause and nature of injury

Action Taken _____

3. Person reporting incident

Copy taken for First Aid log YES / NO

Teacher Told _____

Print Name _____

Signed Name _____

Date ____/____/____

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ADDITIONAL INFORMATION FOR HEAD INJURIES

Extract from the NHS website

Head injuries often cause a bump or bruise. As long as the person is conscious (awake), with no deep cuts, there is unlikely to have been any damage to the brain.

Other symptoms of a minor head injury may include:

- nausea (feeling sick)
- mild headache
- tender bruising or mild swelling of the scalp
- mild dizziness

If you or your child experience these mild symptoms after a knock, bump or blow to the head, you do not require any specific treatment.

Close observation

If your child has sustained a head injury, observe them closely for 48 hours to monitor whether their symptoms change or worsen. If you have sustained a head injury, ask a friend or family member to stay with you for the following 48 hours to keep an eye on you.

If your child has a minor head injury, they may cry or be distressed. This is normal and, with attention and reassurance, most children will settle down. However, seek medical assistance if your child continues to be distressed.

For further information go to www.nhs.co.uk

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USEFUL CONTACTS

British Red Cross

9 Grosvenor Crescent
London SW1X 7EJ
Tel: 0171-235 5454

Child Accident Prevention Trust

Clerks Court 18-20 Farringdon Lane
London EC1R 3AU
Tel: 0171-608 3828

CLEAPPS School Science Service

Brunel University
Uxbridge
UB8 3PH
Tel: 01895 251496

**Royal Society for the Prevention of Accidents
(ROSPA)**

Edgbaston Park
353 Bristol Road
Birmingham B5 7ST
Tel: 0121-248 2000

Department of Health

Wellington House
133-155 Waterloo Road
London SE1 8UG
Tel: 0171-972 2000

Health and Safety Executive

HSE First Aid Applications and Monitoring Section
Quay House
Quay Street
Manchester M3 3JB
Tel: 0161-952 8276

HSE Infoline

Tel: 0541 545500

or write to:

HSE Information Centre
Broad Lane
Sheffield S3 7HQ

Date created: 03/12/12	Created by: M. Sweeney,	Review period: Annually
Reviewed: Nov 2016	By P & SW	Next Review Due: Nov 2017

Department for Education

Sanctuary Buildings
Great Smith Street
Westminster
London SW1P 3BT
Tel: 0171-925 5000

St John Ambulance

1 Grosvenor Crescent
London SW1X 7EF

References

“Supporting Pupils with Medical Needs: a good practice guide”, DfE/Department of Health

DfE Circular 14/96 “Supporting Pupils with Medical Needs in School”

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