



First aid compliance statement

1. Introduction

According to health and safety law, The Wherry School must provide first aid personnel and equipment for its children and staff in case they are injured or become ill at work. Although it is not required by the law in most cases, we also provide first aid cover for other people who are not our employees but come to our premises as visitors.

2. What does *First Aid* include?

The term *First Aid* means treating someone who is injured or unwell to keep them alive or stop their condition worsening until medical health arrives, and; treating minor injuries which do not require medical help. First aid does not normally include giving medicines – see **Administration of Medicines Policy/Procedures**

3. Responsibilities

The school Governors and Principal have assessed the need within the school and ensured appropriate first aid provision is made for the children and staff, as well as providing first aid cover for visitors.

4. Types of first aid personnel – see Appendix 1 Roles and Responsibilities:

The school has assessed the need for first aid provision for 2017/18 and has identified that **3** fully qualified first aiders holding the First Aid at Work Certificate is required for adequate cover for the number of staff and young adults at The Wherry School.

There is also the need for **2** fully qualified Paediatric First Aiders to provide immediate first aid to the children and infants at The Wherry School, from September 2018 onwards.

Appointed person

The School Business Administrator, Alex Gotte, is the appointed person and is responsible for overseeing the arrangements for first aid within the school.

The appointed persons duties include ensuring:-

- That first aid equipment is available at strategic points in the school and checked/stocked on a monthly basis.
- The First aid boxes are located in the following areas:
 - Main Office/Medical Room
 - Staffroom
 - Vice Principal Office Secondary
 - Assistant Principal Office – Primary
 - Head of Sixth Form Room
 - Art Room
 - Science Room
 - Life Skills Room
 - Food Technology Room



First aid compliance statement

Emergency First Aider - EFAW

Emergency first aiders are trained to carry out basic first aid and perform life-saving interventions whilst waiting for the emergency services. Emergency first aiders have undertaken the Emergency First Aid at Work (EFAW) course.

These staff are able to:

- understand the role of the first-aid, including reference to: the importance of preventing cross infection
- understand the need for recording incidents and actions
- use available equipment appropriately
- assess the situation and circumstances in order to act safely, promptly and effectively in an emergency
- administer first aid to a casualty who is unconscious (including seizure)
- administer cardiopulmonary resuscitation
- administer first aid to a casualty who is choking
- administer first aid to a casualty who is wounded and bleeding
- administer first aid to a casualty who is suffering from shock
- Provide appropriate first aid for minor injuries including but not limited to the following: small cuts, grazes and bruises; minor burns and scalds; small splinters

First Aider – First Aid at Work certification (Rachel Quick, Alex Gotte)

First Aiders are trained to perform the duties of emergency first aiders, above, and also to provide first aid for a range of specific injuries and illnesses. Our First Aiders have undertaken the First Aid at Work (FAW) course. **First aid at work (three day course/two day requalification)**

First Aiders (FAW) should be able to:

- understand the role of the first-aid, including reference to: the importance of preventing cross infection
- understand the need for recording incidents and actions
- use available equipment appropriately
- assess the situation and circumstances in order to act safely, promptly and effectively in an emergency
- administer first aid to a casualty who is unconscious (including seizure)
- administer cardiopulmonary resuscitation
- administer first aid to a casualty who is choking
- administer first aid to a casualty who is wounded and bleeding
- administer first aid to a casualty who is suffering from shock
- provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters)
- Administer first aid to a casualty with:
 - injuries to bones, muscles and joints, including suspected spinal injuries
 - chest injuries
 - burns and scalds
 - eye injuries
 - sudden poisoning
 - anaphylactic shock



First aid compliance statement

- Recognise the presence of major illness and provide appropriate first aid training including but not limited to the following conditions: heart attack; stroke; epilepsy; asthma; diabetes.

Paediatric First Aid training (from September 2018 onwards)

As a school with Reception aged pupils (from September 2018 onwards - up to end of year after 5th birthday), The Wherry School is required to have at least one person trained in Paediatric First Aid.

8. First aid kits

The contents of each kit will be determined by the first aid needs assessment – a school is a low risk environment and the 9 school first aid boxes include.

- a leaflet giving general guidance on first aid (for example, HSE's leaflet *Basic Advice on First Aid at Work* available via the link on the PeopleNet/Schools'PeopleNet first aid page)
- individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary)
- sterile eye pads
- individually wrapped triangular bandages, preferably sterile
- safety pins
- large sterile individually wrapped unmedicated wound dressings
- medium-sized sterile individually wrapped unmedicated wound dressings
- disposable gloves

Travelling first-aid kits

Travel first kits contain:

- a leaflet giving general guidance on first aid (for example HSE's leaflet *Basic Advice on First Aid at Work* available via the link on the PeopleNet/Schools'PeopleNet first aid page)
- individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary);
- individually wrapped triangular bandages, preferably sterile;
- safety pins;
- large sterile un-medicated dressing;
- individually wrapped moist cleansing wipes;
- disposable gloves.

Medication

First aid does not include administering medication. It is recommended that medication is not normally kept in first aid kits – see administration of Medicines Policy

9. First aid room

The Wherry School has a supervised Medical/sick room in case children and staff are taken ill, this is a quiet room, off the Main Office, where children and visitors can be treated for minor injuries, or rest whilst supervised if unwell.



First aid compliance statement

10. Recording first aid treatment – see reporting form – Appendix 2

It is necessary to record any first aid treatment that is given. A record will be made of:

- the date, time and place of the incident
- the name and job of the injured or ill person
- details of the injury or illness and what first-aid was given
- what happened to the person immediately afterwards, eg went back to work, went home, went to hospital
- name and signature of the first aider or person dealing with the incident

The form **First aid record of treatment (confidential when completed)** is to be used to record all first aid treatment. Copies of completed forms, on paper or electronic, are confidential and must be stored securely.

Monitoring and Review

This policy will be monitored by the School Business Administrator and reviewed in accordance with any new guidance given.

- The Behaviour and Care sub-committee will have the responsibility for ensuring this policy is formally evaluated every two years or sooner if required.
- The Principal and School Business Administrator will monitor all staff within the school to ensure they understand who the registered first aiders are and to outline their understanding of their roles and responsibilities associated with this through the Health, safety and well-being learning walks undertaken each term throughout the school – this will form part of the school staff and volunteer induction programme.
- The safeguarding Governor will additionally monitor the process undertaken during Health, safety and well-being learning walks as part of their roles/responsibilities raising any queries in relation to daily practice with the Principal of the school
- Part of the monitoring procedure by the Principal and School Business Administrator, along with the Caretaker, will be to obtain information through the termly learning walks undertaken.
- First Aiders will be asked to sign to state that they have read, understood and are willing to comply with this policy.
- This policy will form part of a period of induction of any staff member who is new to the school.



First aid compliance statement

Appendix 1 – Roles and Responsibilities:

The Governing Body of The Wherry accept fully the Norfolk County Council First Aid At Work Policy and Procedures, as noted in the Policy and Procedures form – May 2017.

The following roles and responsibilities as noted in the NCC policy have been agreed – June 2017 Staff

<u>Section:</u>	<u>Aspect</u>	<u>Responsibility</u>
1	Carrying out a risk assessment	Alex Gotte Rachel Quick
2	When risk assessment should be reviewed	Annually September – new pupils Spring Term – annual review with govts
4.1	Appointed persons	Alex Gotte
4.2	Emergency First Aider (EFAW)	Renewal of training <ul style="list-style-type: none"> • Rachel Quick – April 2018 • Alex Gotte – April 2018 • Karen Humphrey – May 2020 • Rob Speck
4.3	First Aider at Work (FAW/RQFAW)	<ul style="list-style-type: none"> • Rachel Quick – April 2015 – April 2018 • Alex Gotte – April 2015-April 2018 • Karen Humphrey – April 2017 – April 2020
4.4	Paediatric First Aid – not required in 2017 as no Reception Intake	<ul style="list-style-type: none"> • Training to be completed by September 2018
5.1	First aid stock check	To be undertaken by <ul style="list-style-type: none"> • Alex Gotte • School Admin officer
5.2	First aid boxes - storage	9 boxes within school – for use around main school building – First Aid boxes stored <ul style="list-style-type: none"> • Main Office • Art Room • Science Room • Food Technology Room • Vice Principal Office (Rob Speck) • Assistant Principal Office (Dani Winteringham) • Head of Sixth Form Office • Life-skills Room • Staffroom 6 travel first aid boxes for visits, coach journeys (eg visits + swimming)
6	Recording first aid treatment and incident reporting	File kept in Main School Office
7	Nominated first aid areas	Initial assessment by first aider at point of accident – then to medical room, next to Main Office:
8	Information on First Aid Arrangements	Posters displaying names of Emergency first Aiders etc are reviewed annually and posted prominently around the school.



First aid compliance statement

9	Working away from premises	First aid kits are available for travel, visits (stored in Main Office)
9.1	First Aid kits in vehicles	See travel kits – no school minibus at present
10	Insurance implications for first aiders	Covered by County insurance scheme
11	Control of infections – see Control of Bodily Fluids in Health and Safety policy	Staff training covers infection control and awareness of self protection in cases of dealing with blood, saliva and other possible causes of cross-contamination.
12	Blood and Body fluid spills – see control of Bodily Fluids in Health and Safety policy	All staff are aware of how to clean up spillages, use of gloves (nitrile) etc A spillage kit is available for vomit, blood etc – Main Office and also Site Manager Office Yellow waste disposal box in Medical room
13	Waste Disposal	Waste created by the administration of first aid is disposed of in the school bins – double bagged if blood/urine – or use of Yellow bin in Medical room Where large amounts of urine may be involved – the school has disposal facilities for urine and nappies (located in staff toilets) Yellow disposal bags are available in the spillage kit for disposal of large amounts of waste – can be passed to Paramedic/ambulance if required
14	Data Protection	The school is aware of the necessity to comply with Data Protection Act 1998 – all data held in relation to first aid is individualised; disclosure of information is limited and all documents stored securely.



First aid compliance statement

A. Reporting - About the incident:	
Name of injured:	
Date of incident: (DD/MM/YYYY)	Time of Incident: (24 hour clock HH:MM)
Where incident happened:	Describe task or activity happening when incident occurred
<ul style="list-style-type: none"> <input type="radio"/> Playground – primary <input type="radio"/> Playground – lower secondary <input type="radio"/> Playground – front of school <input type="radio"/> Field <input type="radio"/> Classroom (note which class/number) <input type="radio"/> Professional rooms/Room (note room number) <input type="radio"/> Corridor areas <input type="radio"/> Specialist teaching space (note room and number) <input type="radio"/> Hall/Dining Hall (note) <input type="radio"/> Drama/Music studio Notes:	<ul style="list-style-type: none"> <input type="radio"/> Break – Morning <input type="radio"/> Break – Afternoon <input type="radio"/> Lunchtime play <input type="radio"/> Curriculum Area (details below) <input type="radio"/> PE – indoors <input type="radio"/> PE – outdoors <input type="radio"/> Other (details below)
List injuries/illness: (continue overleaf if required)	Part of Body Affected:
B. About the person injured:	
Name:	Status:
Curriculum Year group:	<ul style="list-style-type: none"> <input type="radio"/> Pupil <input type="radio"/> Staff <input type="radio"/> Parent/carer <input type="radio"/> Other
Class Teacher:	
C. About the treatment/action:	
Detail ALL the First aid/treatment given	What happened to the injured/ill person after treatment:
<ul style="list-style-type: none"> <input type="radio"/> Cold water/towel/wash with cold water <input type="radio"/> Ice-pack and monitoring <input type="radio"/> Plaster <input type="radio"/> Other (detail below) 	<ul style="list-style-type: none"> <input type="radio"/> Returned to class <input type="radio"/> Home <input type="radio"/> Hospital <input type="radio"/> Other (detail below) <input type="radio"/> Returned to first aider
Treatment by:	Form completed by:



First aid compliance statement

Manager investigation as required: (overleaf)	
--	--