

**First aid policy**

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## First aid policy

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### 1. Introduction

Schools must, according to health and safety law, provide first aid personnel and equipment for its staff in case they are injured or become ill at work. Schools should also provide first aid cover for other people who are not our employees but come to our premises as clients or 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 help arrives, and; treating minor injuries which do not require medical help.

First aid does not normally include giving medicines.

### 3. Responsibilities

Managers must see that appropriate first aid provision is made for their staff. This provision may be arranged by individual managers or in conjunction with premises managers as we often provided first aid cover for everyone using a building rather than for each group of staff.

Managers and premises managers will, in most cases, also need to provide first aid cover for clients and visitors.

### 4. First Aid Needs Assessment

First aid provision is no longer based upon fixed numbers of first aiders per member of staff and a list of required contents of first aid boxes. Instead the approach we are now required to use involves making an assessment at our own workplaces and determining for ourselves: the numbers and types of first aiders we need; what we need in our first aid boxes, and whether we need any other facilities or equipment. This is called a *first aid needs assessment*.

### 5. How do we perform the first aid needs assessment?

The aim of the first aid needs assessment is to produce first aid provision that is tailored to our own individual workplaces, the people who work there and the risks they face from the work that they do. The process of performing the first aid needs assessment is explained in *First aid needs assessment guidance G608b*.

### 6. Types of first aid personnel

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According to the findings of your first aid needs assessment, you will need to provide appropriate first aid personnel. The training of first aiders and the required arrangements for first aid training are described in *First Aid Training G608c*.

### Appointed person

If your first aid needs assessment identifies that you do not need any trained first aiders, you will, at least need to see that you have an appointed person available. The role of an appointed person is to: look after any first aid equipment; take charge if there is an incident, and call and liaise with the emergency services when this is necessary. You must see that appointed persons are instructed on and clear about their duties.

### Emergency First Aider

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 will need to undertake the Emergency First Aid at Work (EFAW) course.

### First Aider

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. First Aiders will need to undertake the First Aid at Work (FAW) course.

### Paediatric First Aid training

Schools and other settings with young children (from birth to the end of the academic year in which they have their fifth birthday) are required to have at least one person trained in Paediatric First Aid. This is a *Department for Education* requirement.

## 8. First aid kits

There is **no** definitive list of what should be in a first aid kit. The contents of each kit will be determined by the first aid needs assessment. The following list is a suggestion only, for general and low-risk environments.

- a leaflet giving general guidance on first aid (for example, HSE's leaflet *Basic Advice on First Aid at Work*)
- 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

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- large sterile individually wrapped unmedicated wound dressings
- medium-sized sterile individually wrapped unmedicated wound dressings
- disposable gloves

### Travelling first-aid kits

Again there is **no** mandatory list of items to be included in first-aid kits for travelling workers but they might typically contain:

- a leaflet giving general guidance on first aid (for example HSE's leaflet *Basic Advice on First Aid at Work*)
- 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.

## 9. First aid rooms

First aid rooms are normally only necessary where employees are engaged in higher risk activities. Some larger premises may have sick rooms in case staff are taken ill and schools may provide quiet rooms where children can be treated for minor injuries.

## 10. Recording first aid treatment

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

- the date, time and place of the incident

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- 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) Form F608a* can be used to record first aid treatment. Copies of completed forms, on paper or electronic, are confidential and must be stored securely.

### **11. Automated External Defibrillators (AEDs)**

AED's are provided in some, but not all school premises. This is decided on the basis of first aid needs assessments.

Training in the use of AEDs can provide additional knowledge and skills and may promote greater confidence in the use of a defibrillator where it is provided.