



Pontypridd High School

First Aid Policy

March 2022

'Learning and achieving together'
'Dysgu a chyflawni gyda'n gilydd'

First Aid Policy

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Contents

1. Introduction	Page 2
2. Legal Indemnity of First Aid Personnel	Page 2
3. Needs Assessment	Page 3
4. First Aid Personnel, Training and Qualifications	Page 3
5. Roles and Responsibilities	Page 3
6. First Aid Kits	Page 6
7. Medication	Page 6
8. First Aid Rooms	Page 7
9. Recording Incidents / Accidents	Page 7
10. Information for Staff	Page 8
11. Information for Pupils	Page 8
12. Payments to First Aid Personnel	Page 8
13. Advice	Page 9

1. Introduction

The first aid procedure in Pontypridd High school is in operation to ensure that every pupil, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major.

It is emphasised that the team consists of qualified first aiders and not trained doctors or nurses.

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

The first aid needs assessment will be periodically reviewed to ensure provision remains appropriate.

NB The term *First Aider* refers to those members of the school community who are in possession of a valid 'First Aid at Work' certificate or 'Emergency First Aid at Work' certificate.

The purpose of the policy is therefore:

- To provide effective, safe First Aid cover for students, staff and visitors;
- To ensure that all staff and students are aware of the system in place;
- To provide awareness of Health and Safety issues within school and on school trips;
- To prevent, where possible, potential dangers or accidents.

2. Legal indemnity of First Aid Personnel

The School, through Rhondda Cynon Taff County Borough Council's insurers, will provide indemnity to it's first aid staff who assist pupils, colleagues or visitors who are injured or become ill.

3. Needs Assessment

The aim of first aid is to reduce the effects of injury or illness suffered at school. First aid provision will be 'adequate and appropriate in the circumstances'. Sufficient first aid equipment, facilities and personnel will be available at all times to:

- Give immediate assistance to casualties with both common injuries or illness;
- Summon an ambulance or other professional help.

The Health and Safety Officer will undertake a first aid needs assessment to determine the level of first aid provision required. The guidelines provided by RCT CBC can be found in Appendix A and will be used to complete this

4. First Aid Personnel, Training and Qualifications

We will ensure that any training providers used to deliver first aid training to its employees are competent, and that they offer a standard of training with appropriate content, suitable trainers and assessors and relevant and robust quality assurance systems.

First Aiders at Pontypridd High School hold a valid certificate of competence in the either:

- First Aid at Work (FAW)
- Emergency First Aid at Work (EFAW)

Certificates are valid for 3 years and retraining will be arranged before certificates expire. If a First Aider does not retrain or re-qualify before the expiry date on their current certificate, they are no longer considered competent to act as a first aider in Pontypridd High School. It is strongly recommended that trained first aid personnel undertake annual refresher training during any three year FAW/EFAW certification period. This will help qualified first aid personnel maintain their basic skills and keep up to date with any changes to first aid procedures.

A register of the names of all first aiders and appointed persons, together with details of their training will be kept so that refresher training/retraining can be arranged as and when required.

The Health and Safety Officer will encourage first aiders to regularly review their course manual and any other instructional materials, and allocate them time to do this.

5. Roles and Responsibilities

5.1 First Aiders

At Pontypridd High School the first aid team consists of:

- 1 designated First Aiders who are based in Pupil Services and Reception;
- 1 Senior First Aider who is available on an 'on-call' rota
- 2 additional designated First Aiders who are available on an 'on-call' rota;
- 9 first aiders who have received Emergency First Aid at work training only. These members of staff will only be used if the designated members of staff are unavailable.

All first aiders will:

- Ensure their qualifications and insurance (provided by the School) are always up to date;
- Ensure that first aid cover is available throughout the working hours of the school week;
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services;
- Help fellow First Aiders at an incident and provide support during the aftermath;
- Act as a person who can be relied upon to help when the need arises;
- Ensure that the first aid kits are adequately stocked and always to hand;
- Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking a parent / carer to pick up a child to take them to hospital. Ensure that parents/carers are aware of all head injuries promptly. If the First Aider believes the head injury does not need to be seen by professionals, parents must still be informed;
- Ensure that a child who is sent to hospital by ambulance is either:
 - Accompanied in the ambulance at the request of paramedics;
 - Followed to hospital by a member of staff to act in loco parentis if a relative cannot be contacted;
 - Met at hospital by a relative

The First Aider may not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent;

- Where a member of staff requires medical treatment and cannot provide their own transport and / or is incapable of transporting themselves, arrangements will be made with a family member / friend to assist with this. In some circumstances staff colleagues may provide the transport where it is appropriate to do so. An ambulance will be called when necessary.
- Ensure they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
- Keep a record of each student attended to, the nature of the injury and any treatment given. These records will be computerised – prime responsibility will lie with the members of staff working in Pupil Services. In the case of an accident, the appropriate person must complete the RCT CBC's Form HS5(A). Further guidelines on recording accidents/incidents are included in the section 'Recording Incidents/Accidents'.

- Ensure that everything is cleared away, using gloves, and every dressing etc be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

5.2 Senior First Aider

In addition to the above, the senior First Aider will also:

- At the start of each academic year, provide the first aid team with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illnesses. This will also be available on the computer network for staff to refer to throughout the year.
- Ensure that first aid supplies are plentiful and available for use by all first aiders. The Senior First Aider is responsible for the first aid budget.

5.3 Governing Body

The governing body will:

- Provide adequate First Aid cover as outlined in the Health and Safety (First Aid) Regulations 1981.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- Ensure all new staff are made aware of First Aid procedures in school.

5.4 Teachers, Technical and Support Staff

Staff will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are;
- Be aware of specific medical details of individual students when publicised by the Senior First Aider;
- Ensure that their students are aware of the procedures in operation;
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger;
- Send for help to Pupil Services as soon as possible either by a person, telephone or radio ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained;
- Reassure, but never treat, a casualty unless staff are in possession of a valid First Aid certificate or know the correct procedures; such as staff can obviously start emergency first aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed;

- Send a pupil who has minor injuries to Pupil Services if they are able to walk; this pupil should be accompanied by a member of staff or another pupil;
- Send a pupil who feels generally 'unwell' to Pupil Services;
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency;
- Ensure that if a pupil with an IHP is accompanying them on a school trip, a copy of the IHP is taken with them;
- Have regard to personal safety

6. First Aid Kits

First Aid kits should be easily accessible, preferably placed near to hand washing facilities and be identified by a white cross on a green background. Notices are displayed in prominent positions throughout the school and contain the following information:

- The location of the first aid kits
- The name of the first aiders, together with their telephone extension numbers.

First Aid kits can be found in the following locations:

- Upper School
 - Pupil Services (including travel first aid kits)
 - Technology – room 322 and room 313
 - Science – room 306
- Lower School
 - Technology – room 105 and room 107
 - Science – room 208
- Sports Hall

First aid kits should include a guidance leaflet and a contents list. The contents of any first aid kit provided must include all items and materials determined as necessary by the first aid needs assessment. They will be maintained and restocked when necessary by the First Aiders. Sufficient supplies will be held in stock in Pupil Services. New supplies will be ordered by the Senior First Aider, who is responsible for the First Aid budget. Care will be taken to dispose of items safely once they reach their expiry date.

Travel first aid kits are available for staff who organise trips or activities away from the school premises.

7. Medication

First aid does not include giving tablets or medicines to treat illness. Some pupils may carry their own medication that has been prescribed by their doctor (e.g. an inhaler for asthma). If a pupil 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 if appropriate.

Medicines legislation restricts the administration of injectable medicines – unless self-administered, they may only be administered by or in accordance with the instructions of a doctor. However, in the case of adrenaline there is an exemption to this restriction, which means in an emergency a First Aider is permitted to administer it by injection for the purpose of saving life.

The use of an Epipen to treat anaphylactic shock is an example of an exemption from the restriction imposed by the medicines legislation. Therefore, first aiders may administer an Epipen if they are dealing with a life-threatening emergency involving a casualty who has been prescribed and is in possession of an Epipen and where the first-aider is trained to use it.

8. First Aid Rooms

The First Aid room is located in Pupil Services. It contains essential first aid facilities and equipment, is easily accessible, clearly signposted and identified by white lettering or symbols on a green background.

The First Aid room will be kept clean, tidy, accessible and available for use at all times during school hours. It is positioned near to the disabled parking bays where can be easily accessed by emergency services.

A notice is displayed in Pupil Services advising the names, locations and extension numbers of all first aiders.

All pupils and staff are aware of the location of the first aid room.

9. Recording Incidents/Accidents

Incidents/accidents resulting from the environment or working practice, however minor, must be recorded on the RCT CBC's 'Incident/Accident Investigation and Injury Record Form HS5 (A)'. The RCTCBC Health and Safety Team can be consulted on whether an incident or accident should be reported.

If an adult is involved in an accident and is able to complete an accident form, they should do so. If a pupil is involved in an accident, the member of staff responsible for that pupil at the time should complete an accident form. If an accident occurs during break or lunchtime, the first aider who treats the pupil should complete the accident form, with the help of the pupil.

Completed accident forms are stored in the Wellbeing and Standards Support Office. The Senior First Aider will be notified of an accident, collect the relevant accident form and forward to the Deputy Headteacher, who will then liaise with the Health and Safety Manager if required.

When completed, Forms HS5(A) are be forwarded to RCT CBC's Health and Safety Team at Ty Elai, Williamstown, in accordance with the timeframes set out in the Council guidance document 'Accident Reporting Arranging Guidelines'.

First Aid personnel keep a record of all incidents attended. These records are kept in accordance with the requirements of the Data Protection Act.

Information recorded includes:

- Date, time and place of the incident;
- Name of the injured person;
- If a pupil, their registration group. If an employee, their job;
- Details of the injury/illness and what first aid was given;
- What happened to the person immediately afterwards (for example went back to class, went home, went to hospital);
- Name and signature of the person who dealt with the incident;

This information can:

- Help maintain first aid supplies;
- Help the Health and Safety officer identify accident trends and possible areas for improvement in the control of health and safety risks;
- Be used for reference in future first aids needs assessments;
- Be helpful for insurance and investigative purposes.

10. Information for Staff

Staff are informed of the first aid arrangements by first aid notices displayed in prominent positions in the School. First aid information is also included in the Staff Handbook, a copy of which is given to each member of staff annually. It is also circulated to staff electronically via our email system.

11. Information for Pupils

Pupils are informed of the first aid arrangements during transition or admission meetings. First aid notices are displayed in prominent positions in the School.

12. Payments to First Aid Personnel

The School will pay a nominal annual gratuity to those first aiders who have successfully completed the full three day FAW course. This money will be paid in one lump sum, normally at the beginning of the financial year.

The School will not pay any gratuities to appointed persons and/or first aiders who have just the emergency first aid at work (EFAW) qualification for undertaking such duties.

The School will pay for all first aid training undertaken by employees on behalf of the Council, including where the decision is made to provide a level of first aid provision over and above that deemed necessary by the first aid needs assessment.

13. Advice

Advice on the implementation of this policy can be obtained from the Health and Safety Officer who can be contacted at the school. RCT CBC Health and Safety Team can also be contacted on 01443 425 531 or by post: Human Resources, Ty Elai, Williamstown.

Appendix 1: Guidance on First Aid Kits for a Workplace Environment

Category of Hazard	Number of Employees	Number and Size of First Aid Kit
Low hazard e.g. shops, offices, libraries etc.	Fewer than 25 25 – 100 More than 100	1 small kit 1 medium kit 1 large kit per 100 employees
High hazard e.g. light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture etc.	Fewer than 5 5 – 25 More than 25	1 small kit 1 medium kit 1 large kit per 25 employees

Appendix B: First Aid Needs and Assessment Checklist

The minimum first aid provision for each work site is:

- an appointed person to take charge of first aid arrangements;
- a suitably sized and stocked first aid box;
- information for all employees about the first aid arrangements and what they need to do in an emergency.

When determining the number of first aid personnel required at a workplace, managers must take into consideration both planned absences, such as annual leave, and unplanned absences, such as sick leave.

1. NAME OF PREMISES:

Factors to Consider	Space for Notes	Impact on First Aid Provision
Hazards (use the findings of your first aid needs assessment and take account of any parts of your workplace that have different work activities/hazards that may require different levels of first aid provision)		
Does your workplace have low-level hazards such as those found in offices and shops?		The minimum provision is: <ul style="list-style-type: none"> • an appointed person to take charge of first aid arrangements; • a suitably sized and stocked first aid box.
Does your workplace have higher level hazards such as chemicals or dangerous machinery, or do your work activities involve special hazards such as hydrofluoric acid or confined spaces?		You should consider: <ul style="list-style-type: none"> • providing first aiders; • providing additional training for first aiders to deal with injuries resulting from special hazards; • providing a suitably stocked first aid box; • providing additional first aid equipment; • precise location of first aid equipment; • providing a first aid room; • informing the emergency services of specific hazards etc. in advance.
Employees		
How many people are employed on site?		Where there are small numbers of employees, the minimum provision is:

Factors to Consider	Space for Notes	Impact on First Aid Provision
		<ul style="list-style-type: none"> an appointed person to take charge of first aid arrangements; a suitably stocked first aid box. <p>Where there are large numbers of employees, i.e. more than 25, even in low hazard environments, you should consider providing:</p> <ul style="list-style-type: none"> first aiders; additional first aid equipment; a first aid room.
Are there inexperienced workers on site, or employees with disabilities or particular health problems?		<p>You should consider:</p> <ul style="list-style-type: none"> additional training for first aiders; additional first aid equipment; local siting of first aid equipment. <p>Your first aid provision should cover any work experience trainees.</p>
Accidents and ill-health record		
<p>What is your record of accidents and ill health?</p> <p>What injuries and illnesses have occurred and where did they happen?</p>		<p>Ensure your first aid provision will cater for the type of injuries and illnesses that have occurred in your workplace.</p> <p>Monitor accidents and ill health and review your first aid provision as appropriate.</p>
Working arrangements		
Do you have employees who travel a lot, work remotely or work alone?		<p>You should consider:</p> <ul style="list-style-type: none"> issuing travel first aid kits; issuing personal communicators/mobile phones to employees.
Do any of your employees work shifts or work out of hours?		You should ensure that there is adequate first aid provision at all times people are at work.

Factors to Consider	Space for Notes	Impact on First Aid Provision
Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?		You should consider the need for provision in each building or on each floor.
Is your workplace remote from emergency medical services?		You should: <ul style="list-style-type: none"> • inform the emergency services of your location; • consider special arrangements with the emergency services; • consider emergency transport requirements.
Do any of your employees work at sites occupied by other employers?		You should make arrangements with other site employers to ensure adequate provision of first aid. A written agreement between employers is strongly recommended.
Do you have sufficient provision to cover absences of first aiders or appointed persons?		You should consider: <ul style="list-style-type: none"> • what cover is needed for annual leave and other planned absences; • what cover is needed for unplanned and exceptional absences.
Non-employees		
Do members of the public or non-employees visit your premises?		Although you have no legal duty under the Regulations to provide first aid for non-employees, it is the policy of the Council to do so (see Section 2.3).

Appendix C: Record of First Aid Provision

NAME OF PREMISES:

First Aid Personnel	Required (Yes/No) / Comments	Number Needed
Appointed person		
First aider with emergency first aid at work (EFAW) certificate		
First aider with first aid at work (FAW) certificate		
First aider with additional training (specify)		
First aid equipment and facilities	Required (Yes/No) / Comments	Number Needed
Small first aid kit		
Medium first aid kit		
Large first aid kit		
Travel first aid kit		
Additional equipment (specify)		
Defibrillator		
First aid room		

APPENDIX C - SUGGESTED NUMBER OF FIRST AID PERSONNEL TO BE AVAILABLE AT ALL TIMES PEOPLE ARE AT WORK



