COALWAY COMMUNITY INFANT SCHOOL

Provision and Administration of First Aid

Provision of First Aid

Schools are required to provide first aid for all employees and to all pupils.

In order for Gloucestershire County Council establishments to comply with Health and Safety (First Aid) Regulations 1981 the document 'Guidance on First Aid in Schools: a good practice guide' issued by the Department for Education (DfE) should be followed.

The Approved Code of Practice gives discretion to individual establishments to assess their own need rather than rely on a fixed numerical ratio between numbers of people and first aiders. There is no fixed number of first aiders that a school must provide, although recommended guidelines are that a First Aider is provided for each 150 pupils and for each 50 employees.

Instead, each school must individually assess the need for:

- First aiders
- Appointed persons
- First Aid containers
- Travelling First Aid kits
- Other facilities such as first aid rooms, notices, signs etc.

Factors considered in assessing the needs of the school:

- It is advisable to have a member of staff with a paediatric first aid qualification (for pupils aged under 8 years)
- Past history of incidents
- The range of activities undertaken on site
- The nature and number of pupils
- The distribution of people over the site
- The remoteness of the site from emergency medical services
- Other groups of persons on a shared site
- Absence of First Aiders
- The consequences of teaching staff having to leave classes to administer first aid
- The risks involved in a specific activity, e.g. P.E.
- The risks associated with out of hours clubs

1. First Aiders

A First Aider is someone who holds a current certificate obtained by successfully completing the approved course accredited by the HSE.

At Coalway Community Infant School both teaching and non-teaching staff have completed the relevant First Aid training to become First Aiders. Please see attached training record for current list of First Aiders.
Both the 'Emergency First Aid in Schools' and 'Paediatric First Aid' (specific to Early Years) courses have been completed.

2. First Aid Containers

First Aid containers are clearly marked with a white cross on a green background.

They should be durable, prevent contamination of their contents and be kept in easily identifiable and accessible locations (see plan).

There is no mandatory list of items to be included in a first aid container. As a guide, a minimum stock of First Aid items would normally be;

- 20 individually wrapped sterile adhesive dressings (assorted sizes and detectable if in food technology or kitchen areas).
- 2 sterile eye pads
- 2 individually wrapped sterile triangular bandages
- 6 safety pins
- 6 medium sized individually wrapped sterile unmedicated wound dressings (approx 12cm x 12cm)
- 2 large individually wrapped sterile unmedicated wound dressings (approx 18cm x 18cm)
- 5 pairs of disposable gloves
- 1 pair of 'Tuff-cutt' scissors (round-tipped)
- Aprons

Where soap and water are not available, individually wrapped moist cleaning wipes (not alcohol based) should be provided.

If mains tap water is not available for eye irrigation, sealed disposable containers of at least 300ml of sterile water or 0.9% saline solution should be provided.
Eye baths, eyecups and refillable containers must not be used for eye irrigation.

Disposable plastic gloves and aprons should be kept in or near the First Aid container.

Amongst items not to be available are:

- Sharp edged tweezers or scissors
- Antiseptic creams or lotions
- Any type of medication or prescribed drug
- Anything else that could cause further harm to the patient.

3. Appointed Persons

An appointed person is someone nominated to summon the emergency services and generally take charge of a situation. It is desirable, though not mandatory, for Appointed Persons to have attended an Emergency First Aid course.

At Coalway Community Infant School the appointed person is the Head Teacher, with a member of the Senior Management Team designated this role in her absence.

4. Travelling First Aid Kits
Travelling first aid kits should be available on all coaches or vehicles used to transport numbers of pupils and staff.

Travelling first aid kits should be taken on local walks and educational visits.

(N.B. In addition to this, staff should take any necessary medication required for individuals, i.e. inhalers, diabetic medication).

They should contain the following or equivalent;
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing (approx 18cm x 18cm)
- 2 triangular bandages
- 2 safety pins
- Individually wrapped moist cleansing wipes (not alcohol based)
- 5 pairs disposable gloves
- Sterilised water (500ml) in sealed disposable container

5. Other Facilities
Notices and signs giving the name, location and direction of the nearest First Aid Kit and First Aider should be prominently displayed and kept up to date throughout the school.

Coalway Community Infant School does not have a single use First Aid room. Staff should use either the First Aid central store room or Head Teacher's room as designated First Aid rooms, should a quiet room be required.

Administration of First Aid
The contents of a First Aid container are designed so that they can be used by anybody without likelihood of causing further harm to the patient.

Despite this, it is advisable that only properly trained First Aiders administer First Aid.

When administering First Aid, the following precautions should be observed:
- Staff should be aware of the potential for allegations of improperly touching a pupil. If necessary, a second member of staff should be present to act as a witness.
- Any exposed cuts, abrasions or sores should be covered with a dressing before administering First Aid.
- Disposable plastic gloves should be worn when cleaning up blood or other body fluids. Gloves and anything else used to clean up should be disposed of via a safe source.

- Any blood or other bodily fluid should be washed off with soap and water if it comes into contact with the First Aider.
- Surfaces should be wiped down with a solution of suitable disinfectant.

All administration of First Aid, no matter how minor, should be recorded and retained for a period of at least five years, in case it is required for use in any legal or civil action. Records should be made in the Accident Book located within the School Office.

Review
This policy statement will be reviewed annually.

Date of policy: October 2019
Review Date: Annually