



# **First Aid (including Isolation arrangements)**

## **September 2021**

Date for Review: September 2021

## **Introduction**

First Aid can save lives and prevent minor injuries from becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace to all those where a duty of care exists.

It is a mandatory requirement that staff working within the James Montgomery Academy Trust are fully conversant with the Health and Safety Policy.

The importance of First Aid in saving lives is recognised, and preventing of minor injuries becoming major ones. To this end and in line with JMAT responsibilities under health and safety legislation, our schools must provide adequate resources to provide first aid in the workplace to staff and to pupils.

## **Responsibility**

Health and safety legislation places duties of care on employers for the health and safety of their employees and anyone else on the premises. In JMAT schools the responsibility lies with the Headteacher to ensure that policy and procedure are in place and understood by all, including Parents/carers.

The employer is responsible, under the Health and Safety at Work Act 1974 for making sure that the school has both a health and safety policy which includes arrangements for First Aid. The Health and Safety (First Aid) Regulations 1981 set out what employers have to do. This First Aid policy runs alongside the H&S Policy to provide such guidance to head teachers when determining what is appropriate in their school.

Insurance: JMAT schools opt in to the Governments Risk Protection Arrangements and will abide by the recommendations within.

## **Risk Assessment**

Based on an assessment of local need, Schools must ensure that appropriate levels of First Aid provision is provided, including numbers of trained staff by assessing the types of injury/accident likely in the setting, taking into account any local or national pandemic (e.g. COVID).

Schools should ensure that individual pupil and staff needs are assessed and a judgement as to whether they can be safely accommodated in school should be made. The assessment should be reviewed at least annually and in light of any changes to staffing or pupils in attendance e.g. disabilities, increase in numbers, change of staffing/qualified personnel.

## **Minimum first aid provision includes the below and schools must ensure:**

- First Aid stocks are suitably resourced
- Travel stocks are available and replenished after each use.
- PPE and equipment is provided including:
  - Gloves
  - Apron
  - Face Mask
  - Visor
  - Bin Liners
  - Wet floor hazard sign
  - Clinical yellow bags
  - Hand Sanitiser / Washing facilities
- First Aid Qualified staff are available within each setting (designated)
- Isolation area is established for use in preventing the spread of infection. (e.g. COVID).

This minimum provision must be supplemented with a risk assessment to determine any additional provision, to ensure that first aid provision is available at all times while people are on the school premises both within and outside of school.

### **Points to consider when reviewing compliance:**

The size of the school

Does school occupy a split site

Location and proximity to emergency services – e.g. rural setting

Hazardous substances or activities undertaken e.g. Forest School

Accessibility – disabilities and health needs of staff and pupils on site

Accident history and statistics – what are the most common incidences, locations or times of incidents

Provision for lunch times, after school clubs and educational visits.

There are no specific rules on ratios of qualified First Aiders and employees/pupils on site so a suitable and sufficient risk assessment is best undertaken amongst each schools SLT with an understanding of the afore mentioned points.

Typically primary schools fall into a LOW Risk category in terms of Health and Safety. Schools should base their provision on the results of their risk assessment.

### **Training**

Schools will ensure that there are adequately trained first aiders on site for their operation and facilities.

This includes both Paediatric First Aid qualifications and First Aid at Work qualifications.

All staff will have access to at least First Aid awareness through their CPD on an annual basis.

Giving First Aid is not included in conditions of employment, although any member of staff may volunteer to undertake First Aid tasks and or training. Pupils and staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils and staff within school. *The consequence of taking no action is likely to be more serious than trying to assist in the event of an emergency.*

Adequate and appropriate training should be extended to volunteers who attend and work on site.

\*Paediatric First Aid is a 2 full days course with qualifications lasting 3 years.

\*First Aid at Work is a 3 full days course with qualifications lasting 3 years.

Emergency First Aid/First Aid refresher training is non accredited training used in the Trust as awareness training and completed annually by all staff.

Minimum topics covered in First Aid training annually are:

What to do in an emergency

Cardiopulmonary resuscitation

First aid for the unconscious casualty

First aid for the wounded or bleeding

This training helps appointed persons to cope in the event of an emergency.

JMAT will ensure that a certified provider is available to deliver both First Aid qualifications throughout the year. Schools should rotate their attendees to ensure a continual turnover of qualified staff.

### **First Aider's Duties? (Named)**

A named First Aider must be in receipt of a valid in date \*3 year certified qualification.

In school their main duties are to give immediate help to casualties with common injuries or illness and those arising from specific hazards in school. When necessary the First Aider should ensure that an ambulance or other professional medical help is called.

### **Appointed Person(s) Duties**

An appointed person does not have to be someone who has the certificated qualification. They are appointed to:

Take charge when someone becomes ill or injured

Look after the first aid equipment and stocks of first aid provisions in the schools stores/designated areas

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

Appointed persons should not give first aid treatment for which they have not been trained. All Appointed persons should, however have at least first aid awareness training.

When appointing persons to first aid duties, schools should consider the individuals reliability, communication skills, aptitude and ability to absorb information and react in a controlled manner when faced with stressful situations and a first aider should be able to attend immediately therefore abandon their normal duties in the event of an emergency.

### **Information**

Schools should ensure that all first aid provision is easily accessible, signposted using display notices in common areas and r easily understood. Named First Aiders and responsible persons should be displayed with details of how to contact them in an emergency.

Reporting (PUPILS) – accidents and incidents should be recorded on the safeguarding system Record MY against an individual pupils chronology, with the Health and Safety lead at JMAT notified. The accident and incident reporting procedures are available in schools in an alternative format for staff members. A record of an accident or incident requiring the administration of first aid should be recorded as soon after the event as possible.

Some accidents and incidents may require investigation. This will be undertaken in line with the Health and Safety policy by the Trusts competent person.

### **Hygiene and Infection Control**

All staff should take precautions to avoid infection and contamination and must follow basic hygiene procedures. Guidance is set out below in terms of Coronavirus and other eventualities. Schools must use an area of school, preferably large enough for adequate supervision of pupils while awaiting collection (maintaining COVID-secure protocols). During the pandemic if a pupil is identified as being symptomatic or becomes unwell, they should be removed from their class and placed in the isolation room/area.

Appropriate supervision must be maintained. The doors to the room should be closed with a window open for ventilation until the parent of the pupil arrives to collect him/her.

**Booking a test** – In line with the Infection Control Policy, the staff member waiting with the pupil, must request that a test for COVID is booked by the parent for the child.

The parent must inform school of the results of the test upon receipt and the pupil will be assessed in terms of return to school in accordance with those results by NHS Test and Trace. If positive – Government guidance must be followed.

**Clean up** – The isolation room/area must be cleaned using disinfectant thoroughly after each occupation, not just at the end of the school day.

### **Other guidance:**

The best defence against spreading infectious disease is to ensure regular and thorough handwashing, ensuring adequate signage is displayed e.g. **Catch it, Bin it, Kill it.**

Pupils and staff, in line with the behaviour/positive handling addendum and Staff Code of Conduct policies must be encouraged to wash their hands regularly for 20 seconds a time.

Cover all breaks in the skin with waterproof plasters.

Where splashing is possible, protect eyes and mouth with a visor.

Avoid hand-mouth contact and hand-eye contact.

### **For blood spills:**

Use diluted bleach (1 part bleach to 10 parts water) in a bucket of warm water.

Carefully pour the dilute mixture gently over the spill.  
Cover with disposable towels.  
After 2 minutes mop up using more disposable towels.  
Dispose of any used gloves, aprons, mop heads and cloths into the clinical yellow bag and seal it.  
Wash hands thoroughly with antibacterial soap and water.

#### **For vomit and excreta spills:**

Remove gross contamination using plenty of paper towels.  
Clean affected area with detergent.  
Dispose of all waste into a clinical yellow bag and seal the bag.  
Wash hands thoroughly with antibacterial soap and water.

#### **For Urine Spillages:**

Do not use bleach as this may result in a dangerous chemical reaction Use paper towels to mop up the urine.  
Clean the area with detergent.  
Dispose of all waste into clinical yellow bags.  
Dispose of any used gloves, aprons, mop heads and cloths into the clinical yellow bag and seal it.  
Wash hands thoroughly with antibacterial soap and water.  
Any other items that may be contaminated by blood or body fluids should be disposed of into a yellow clinical waste bag and sealed.  
Wash hands thoroughly with antibacterial soap and water.

#### **For Seizures and Epilepsy**

Parent/carer of a pupil who experiences a seizure or has known epilepsy should be contacted immediately in the event of an episode and collection arranged. Follow the pupils EHCP plan. In the event of a first time seizure an ambulance should be called (preferably with parents' permission or notification) and pupil taken to hospital for further observation.

#### **CONTENTS OF FIRST AID PROVISION**

This list constitutes 1 Large Work Kit – relating to each 100 persons employed – however a sensible approach given the numbers of pupils on site would be to have several across the setting in addition to the SMSA bum bags used during breaks which should contain plasters, wipes and gloves as a minimum.

<b>Contents List</b>	<b>1</b>
Medium Dressing	8
Large Dressing	2
Triangular Bandage	4
Safety Pins	24
Eye pads	4
Plasters	100
Wipes	40
Adhesive Tape	1 roll
Nitrile gloves (pairs)	12
Finger dressing	4



Foil blanket	3
Burn dressing	2
Safety shears	1
Conforming bandage	2

Since the onset of the coronavirus pandemic schools now have access to thermometers which can be placed with the First Aid kits.

## **Monitoring and Review**

This policy will be regularly monitored and reviewed. Any updates will then be communicated with school staff via Designated Safeguarding Leads and Headteachers.