

**LDBS Academies Trust
&
LDBS Academies Trust 2**

First Aid Policy

DATE APPROVED BY THE LDBS ACADEMIES TRUST	16 October 2018		
NEXT REVIEW DATE (Biennial)	October 2020		
SIGNED (EXECUTIVE) HEADTEACHER		DATE	4/12/18
SIGNED CHAIR OF THE LOCAL ACADEMY COMMITTEE		DATE	4/12/18

Vision Statement

Our schools aspire to provide ‘excellence and equity in a Christian context’, where every child is valued as a unique individual treasured by a loving God.

‘I have inscribed you on the palms of my hands.’ Isaiah 49.v16.

Our aim is that every child will have the opportunity to flourish and develop into a rounded adult who can live life to the full.

‘I have come that they may have life and may have it in all its fullness’. John 10.v10.

Our schools are places where all are welcome and where we practise kindness and hospitality on a daily basis. Our vision and our values are clearly displayed and while it is not a requirement that a child and their family have to be practising Christians we do expect all parts of the community, children, staff, parents and carers to support the values that we hold dear.

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1. First aid qualifications and training

First Aiders must complete a training course approved by the Health and Safety Executive (HSE); this is usually a four-day intensive course. It should be noted that standard first aid at work training courses do not include resuscitation procedures for small children; separate arrangements for paediatric first aid training must be made. All first aid training must be arranged with an HSE-approved training organisation via HR Direct.

Training certificates are valid for three years. Refresher training (including re-testing) should be arranged through HR Direct up to three months before the certificate expires. The new certificate will take effect from the date of expiry. If the certificate expires, the individual will have to undertake another full course of training to become a First Aider. The Academy must keep a record of First Aiders and certification dates, which should be provided to the LDDBS Academies Trust on an annual basis.

2. The risk assessment

The risk assessment should cover:

- The number of First Aiders and Appointed Persons needed.
- The numbers and locations of first aid containers and their content.
- Arrangements for offsite activities/trips.
- Out-of-hours arrangements.
- Additional first aid provision if there is more than one building.
- Number of First Aiders needed to provide adequate cover on each floor on a split-level site and outlying buildings, and on each site of a split-site school, etc.
- Age range of pupils, clients, staff and visitors.
- Nature of activities and associated risks.
- Employees or pupils/children with special health or educational needs.
- Location in relation to emergency services.
- How many First Aiders are needed?

There are no rules on exact numbers. Consideration should be given to the likely risks to service users and visitors, as well as employees, when deciding on the number of First Aiders, based on a 'suitable and sufficient risk assessment.'

3. First aid containers – contents, location and number

- The risk assessment should indicate the number of first aid containers needed.
- There should be at least one fully-stocked first aid container for each floor.
- First aid boxes should be sited near hand washing facilities, where possible.
- Additional first aid containers will be needed for split sites/levels, distant sports fields or playgrounds, and any other high-risk areas and any offsite activities.
- All first aid containers must be marked with a white cross on a green background.

A checklist for the minimum contents of a first aid box is at the end of this document.

A risk assessment may indicate that there is a need for additional materials and equipment, for example:

- Scissors
- Adhesive tape
- Disposable aprons
- Individually-wrapped moist wipes; these may be kept in a separate container near the first aid container if there is room.

No tablets or other medications should be kept in the first aid container or dispensed by the First Aider.

4. Travelling first aid containers

Where there is no specific risk identified, the HSE recommend a minimum stock of first aid items for travelling first aid containers. These are listed at the end of this document.

5. First aid accommodation

The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical or dental treatment when required and for the care of pupils during school hours. Schools should consider using this room for administering first aid whenever possible.

6. Hygiene / infection control

Risk of infection can be substantially reduced by following a few straightforward principles:

- First Aiders should take appropriate precautions to avoid infection and must follow basic hygiene procedures.
- They should have access to single use disposable gloves and washing facilities and take care when dealing with blood, body fluids and disposing of dressings or equipment.
- Hands should be washed in warm running water with a mild liquid soap and then dried with a hand dryer or paper towels (to be thrown away after use).
- Cover all cuts and abrasions with sterile waterproof dressings.
- Wear disposable latex or plastic gloves when handling blood or body fluids.
- Any skin contaminated with blood or body fluids needs to be washed immediately with soap and water.
- Cleaning of minor spillage of blood or body fluids should be undertaken using the appropriate disinfectant.
- Contaminated material along with used disposable latex or rubber gloves should be placed in securely sealed plastic bag and disposed of according to local arrangements.

7. Contents of first aid container

All first aid containers must be marked with a white cross on a green background.

Minimum provision of items would be:

- A leaflet giving general advice on first aid
- Twenty individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium-sized (approximately 12cm x 12cm) individually wrapped sterile un-medicated wound dressings
- Two large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings
- One pair of disposable gloves.

A risk assessment may conclude that there is a need for additional materials and equipment; for example, scissors, adhesive tape, disposable aprons, or individually-wrapped moist wipes. These may be kept in the first aid container if there is room.

However, please note, tablets and medications should not be kept in the container.

8. Travelling first aid containers

Where there is no special risk identified, the HSE recommends a minimum stock of first aid items for travelling first aid containers:

- A leaflet giving general advice on first aid
- Six individually-wrapped sterile adhesive dressings
- One large sterile un-medicated wound dressing (approximately 18cm x 18cm)
- Two triangular bandages
- Two safety pins
- Individually-wrapped moist cleansing wipes
- One pair of disposable gloves.

Appendix 1

Emergency Number(s)	999 101
Address for emergency services	
Name of First Aider(s)	<p>First Aid at Work Linda Murray Office/Dinning Hall/Ext 202.</p> <p>Paediatric First Aid Agnieszka Wojtas Office/Ext 204. Camille Betram Nursery Class. Jackie Fitzwater Nursery Class. Angela Bland Reception Class. Vita Siddiqui Ocean Centre. Anamika Dhar Ocean Centre. Laura Dobson Extended Day Care/Dinning Hall/Meeting R.</p> <p>Emergency First Aid at Work Shiaminin Tharumarajah Nursery. Akilandeewari Deepak Year 1. Samantha McGregor Year 2. Jayshree Iyer Year 3. Indira Joshi Year 4. Linda Pogson Years 5/6. Julie Rylance Ocean Centre. Elizabeth Hammond Ocean Centre. Lisa Conroy Ocean Centre/Dinning Hall Charmaine Young Ocean Centre/Dinning Hall. Margaret O'Donnell Kitchen.</p>
Contacting First Aider(s)	
Name of Appointed Person(s)	Agnieszka Wojtas
Contacting Appointed Person(s)	School Office Ext 204
Site Specific Hazards / Risks	

Specific Pupil / Staff needs	
First Aid Box(es) Maintained by: Agnieszka Wojtas	Number: 15 Location(s): All Class Rooms, school Office, Kitchen, Site Managers Office, 2 Playground Boxes.
Travelling First Aid Container Maintained by: Agnieszka Wojtas	Number:4 Location(s): Kept in school office until needed
Location of First Aid Room(s)	School Office
Treatment Record Book	Location: On School computer in T Drive under Accident/Medicine Report Form. Use:
Accident Record Book	Location: On School Computer in T Drive under Accident/Medicine Report Form. Use:
First Aid Notices	Location(s): School Office, Staff Room, Kitchen and Class Rooms.
How are First Aid procedures monitored and reviewed?	Each term medical boxes are checked and updated. Each year the care plans are reviewed with parents. Any updates are made as and when necessary. First aid certificates are renewed every 3 years.
Date of last risk assessment	December 2018
Date for next risk assessment	December 2019