



# Elmfield Rudolf Steiner School

## First Aid Policy

November 2019

<b>Policy Tracker – Responsibility for monitoring this policy:</b> <b>Lesley Taberer (Bursar)</b> (Reviewed annually or in response to changes in legislation)			
<b>Date</b>	<b>Reviewed and Updated By:</b>	<b>Role</b>	<b>Date Approved by the Governing Board</b>
March 18	Lesley Taberer	Bursar	
13/03/18	Health & Safety Committee		
17/05/18	Jenni Thorne – Trustee Health and Safety	Trustee – Council of Management	22/05/18
21/05/18	Lesley Taberer	Bursar	
07/10/19	Lesley Taberer	Bursar	
14/11/19	Sue Dawson	Health & Safety Trustee	
20/0120	Health and Safety Committee	Health and Safety	17/03/20

## **Application**

This policy applies to all activities undertaken by and which are the responsibility of Elmfield School and in all work situations. It also requires consideration in respect to the provision of extra-curricular activities beyond the normal school day and during educational visits.

## **Introduction**

First aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner.

The object of first aid is to offer assistance to anyone injured or suddenly taken ill before expert help from a doctor or nurse is available, or before an ambulance arrives.

The aims of first aid are threefold:

- To preserve life by prompt and initial action;
- To prevent the injury or condition from deteriorating;
- To promote recovery through reassurance and protection from further danger.

## **Aims and Objectives**

To implement and maintain effective systems for ensuring the provision of adequate and appropriate first aid equipment, facilities and personnel at individual workplaces and during off-site activities.

## **The Arrangements for Applying the Policy**

### **First Aid Provision**

There must be adequate and appropriate provision of first aid equipment, facilities and appropriately trained staff to enable first aid to be administered to pupils, employees and non-employees if they become injured or ill.

The actual level of first aid provision will be decided based on an assessment of need. Where the activity involves particular risks, for example using hazardous substances or with dangerous tools or machinery, first aid needs will be greater, and Elmfield School may need to increase the number of first aiders so that someone is always available to give first aid immediately following an incident.

It is important to ensure that first aid provision is adequate and appropriate during all working hours, so planned annual leave, maternity leave of first aiders must be covered. Elmfield School should consider what cover is needed for unplanned and exceptional absences such as sick leave or special leave due to bereavement.

A First Aider is someone who has undergone an approved training course in First Aid and who holds a current First Aid Certificate.

Their role involves:

- undertaking first aid treatment in accordance with their training,
- summoning an ambulance or other external medical services,
- liaising with Reception to ensure first aid kits are fully stocked and refilled after use,
- keeping suitable records of all treatment administered.

### **First-Aid Materials and Equipment**

Once the assessment of first aid provision has been undertaken, the necessary materials, equipment and facilities must be provided and maintained in accordance with the determined need. This will involve ensuring that first-aid equipment is easily accessible and available in all places identified by the assessment.

Each identified area within the school should have at least one first aid box supplied with a sufficient quantity of first-aid materials suitable for the particular circumstances, and a body spills kit. All first aid boxes must be identified by a white cross on a green background.

First-aid boxes should be easily accessible, and sited, if possible, near to hand washing facilities. First aid boxes must only be used to store first aid materials and nothing else. They must not contain tablets, medications, creams etc.

The contents of the first aid containers must be regularly inspected by the office staff and the contents must be restocked as soon as possible after use. Sufficient supplies should be held in a back-up stock on site. Care should be taken to discard items safely after the expiry date has passed.

Reference should be made to Appendix 1 for further guidance on the content of first aid boxes.

## **First Aid Arrangements at Elmfield School**

The Bursar is responsible for undertaking first aid assessments, ensuring adequate first aid arrangements at individual premises. These include ensuring that:

- There are sufficient numbers of first aid trained personnel to meet the need identified in the assessment throughout the times that the premises are in use.
- There is adequate provision of first aid equipment which is stored in suitable containers.
- Sufficient notices are displayed at appropriate places indicating the location of first aid equipment and trained first aiders so that assistance can be quickly summoned. These should be reviewed and amended regularly. Adequate access to a telephone to call emergency services when required.
- Elmfield School will inform employees of the local first aid arrangements at induction and whenever changes are made.
- Staff are made aware of the location of first aid equipment/facilities and personnel.
- A suitable first aid room is available when the need is identified.
- When having dealt with a first aid incident contact should be made with that person's primary contact (pupil or staff member).
- First Aiders should not give out medication.
- All first aid administered must be recorded in the Record of First Aid Treatment on the accident form. Elmfield School are responsible for assessing the first aid requirements for off-site activities where there may be an increased risk of injury.

## **Assessment of First Aid Requirements**

A first aid assessment must be completed each academic year to take into account the changing pupil and staff cohort.

- The Bursar will monitor the adequacy of first aid provision and revise as necessary.
- The Bursar reviews the assessment annually, in the light of any significant changes or if there is reason to suspect that it is no longer valid.
- First Aid incidents are to be reported to the Health & Safety Committee at each meeting and issues addressed where necessary.

## **Training of First Aid Personnel**

Employees who volunteer or are selected to be first aiders should be suitable for the task. For example, an individual who is susceptible to fainting at the sight of blood is unlikely to be a suitable first aider.

All employees who undertake first aid duties must be competent to carry out their role. The content and duration of training necessary will depend on the role of an individual.

In certain cases, where activities might expose individuals to unusual risks e.g. remote outdoor activities, additional specifically focused training might be necessary according to the circumstances.

## **Liability**

The school's insurers have confirmed that our employer's liability insurance policy will provide indemnity for staff acting as first aiders or emergency aiders as defined above. First Aiders must ensure that any treatment they give is administered in accordance with the training they have received. So long as treatment is administered with good intent and in accordance with current good practice, the school and its insurers will support the actions of its employees in the event of a legal case relating to first aid treatment.

## **Infection Control**

To minimise risk of infection whilst administering first aid (for example, from hepatitis B and HIV), first-aid personnel must cover all exposed cuts/abrasions on their own bodies with a waterproof dressing before administering treatment.

Although mouthpieces are available for administering mouth-to-mouth resuscitation, they should only be used by trained personnel as incorrect use may cause bleeding.

Disposable nitrile/vinyl gloves and aprons must be worn whenever blood, or other body fluids are handled, and disposable materials, such as paper towels and sanitising powder, must be used to mop up any substances. All disposable items must be disposed of in plastic bags in line with the Infection Control Policy. Contaminated work areas must be suitably disinfected and soiled clothing should be washed on a hot cycle or advice given to this effect if washing sent home.

If contact is made with any other person's body fluids the area should be washed immediately and medical advice sought.

## **APPENDIX 1**

### **Contents of First Aid Boxes**

Where no special risk arises in the workplace, a minimum stock of first aid items is indicated in the table below.

Where activities are undertaken away from a recognised base, it will usually be appropriate to take a suitable first aid kit. As with first aid boxes, the contents of traveling kits should be kept stocked from the back-up stock.

Where the first aid assessment identifies additional equipment is required due to the circumstances of an activity, this may also be carried.

#### **First Aid Box**

- Leaflet or card giving general guidance on first aid at work.
- Individually wrapped sterile adhesive dressings (plasters) of assorted sizes appropriate to the type of work (dressings may be of a detectable type for food handlers)
- Sterile eye pads.
- Individually wrapped triangular bandages (preferably sterile).
- Safety pins
- Medium sized (12cm x12cm) individually wrapped sterile unmedicated wound dressings.
- Large (18cm x 18cm) sterile individually wrapped unmedicated wound dressings.
- Individually wrapped moist cleaning wipes
- Disposable gloves (non-latex powder free)

Where additional equipment such as scissors, adhesive tape, disposable aprons, individually wrapped moist wipes, blankets, or protective equipment such as resuscitators, these may be kept in the first aid box or stored separately as long as they are available for immediate use if required.

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in one use, disposable containers should be provided. Once the seal has been broken, the containers should not be kept for re-use.

# LIST OF FIRST AID QUALIFIED STAFF

## November 2019

Name	Qualification	Expires	Location
Alex Greaves	Emergency First Aid at Work + specific schools first aid	02/09/2022	Classroom based
Alice Barnsdale	Schools First Aid	04/09/2020	Classroom based
Alison Bingham	Schools First Aid	04/09/2020	Reception
Alison Pickering	Schools First Aid	04/09/2020	Cleaning Team - after school hours
Amy Malkin	Paediatric First Aid – 12 Hours	22/10/2021	Teaching Kitchen
Anne Barker	Emergency First Aid at Work + specific schools first aid	02/09/2022	Classroom based
Annie Gedge	Paediatric First Aid – 12 Hours	22/10/2021	Early Years Department
Beth Nabbs	Emergency First Aid at Work + specific schools first aid	02/09/2022	Early Years Department
Bridget Winters	1 <sup>st</sup> Response First Aid Course	27/03/2021	Classroom based
Caroline Price	Paediatric First Aid – 12 Hours	22/10/2021	Music Room/classroom
Cerrian Carrier	Emergency First Aid at Work + specific schools first aid	02/09/2022	Classroom based
Chinda Bevan	Paediatric First Aid – 12 Hours	22/10/2021	Early Years Department
Claire Twist	Emergency First Aid at Work + specific schools first aid	02/09/2022	Classroom based
Gavin Ferris	Emergency First Aid at Work + specific schools first aid	02/09/2022	Classroom based
Gertraud Soukup	Emergency First Aid at Work + specific schools first aid	02/09/2022	Classroom based
Harriet Quinn	Schools First Aid	04/09/2020	Gym
Jackie Irving	Paediatric First Aid – 12 Hours	22/10/2021	Early Years Department
Jan Bradley	Paediatric First Aid – 12 Hours	07/04/2022	Early Years Department
Jane Newsome	Paediatric First Aid – 12 Hours	22/10/2021	Learning Support Room/Classroom
Jean Buckle	Schools First Aid	04/09/2020	Early Years Department
Jedidja Butjin	Emergency First Aid at Work + specific schools first aid	02/09/2022	Classroom based
Jennifer Knowles	Paediatric First Aid – Level 3	01/10/2020	Early Years Department
Joanne Claridge	Schools First Aid	04/09/2020	Upstairs Admin Office
Julia Hares	Paediatric First Aid – Level 3	02/11/2020	Early Years Department
Kate Penny	Paediatric First Aid – 12 Hours	31/05/2022	Learning Support Room/Classroom
Lorraine Bresnahan	Paediatric First Aid – 12 Hours	22/10/2021	Early Years Department
Natalie Owen-Mounsey	Emergency First Aid at Work	02/09/2022	Classroom based
Nigel Lumsden	Schools First Aid	04/09/2020	Craft Room/Classroom
Rebecca Jenkins-Handy	Paediatric First Aid – 12 Hours	22/10/2021	Early Years Department
Richard White	Emergency First Aid at Work + specific schools first aid	02/09/2022	Science Lab/Classroom
Sarah Loughlin	Emergency First Aid at Work + specific schools first aid	02/09/2022	Classroom based
Saul Wallis	Paediatric First Aid – 12 Hours	22/10/2021	Gym
Serena Salvadori	Paediatric First Aid – 12 Hours	22/10/2021	Classroom based
Stephanie Ashfield	Paediatric First Aid	27/06/2020	Classroom based
Steve Hall	Paediatric First Aid – 12 Hours	22/10/2021	Estates Department
Sue Dutton	Emergency First Aid at Work	02/09/2022	Art Room/Classroom
Tal Taylor-Bright	First Aid at Work	10/09/2022	Estates Department

# LIST OF FIRST AID QUALIFIED STAFF

## Early Years Department

November 2019

<b>Name</b>	<b>Qualification</b>	<b>Expires</b>	<b>Location</b>
Jackie Irving	Paediatric First Aid – 12 Hours	22/10/2021	Early Years Department
Lorraine Bresnahan	Paediatric First Aid – 12 Hours	22/10/2021	Early Years Department
Jan Bradley	Paediatric First Aid – 12 Hours	06/04/2022	Early Years Department
Rebecca Jenkins-Handy	Paediatric First Aid – 12 Hours	22/10/2021	Early Years Department
Beth Nabbs	Emergency First Aid at Work + specific schools first aid	02/09/2022	Early Years Department
Chinda Bevan	Paediatric First Aid – 12 Hours	22/10/2021	Early Years Department
Kate Penny	Paediatric First Aid – 12 Hours	31/05/2022	Learning Support Room/Classroom
Jennifer Knowles	Paediatric First Aid – Level 3	01/10/2020	Early Years Department
Julia Hares	Paediatric First Aid – Level 3	02/11/2020	Early Years Department
Annie Gedge	Paediatric First Aid – 12 Hours	22/10/2021	Early Years Department
Serena Salvadori	Paediatric First Aid – 12 Hours	22/10/2021	Early Years Department
Thanyaphat Chance (volunteer)	Paediatric First Aid – 12 Hours	14/05/2021	Early Years Department