

BRECON HIGH SCHOOL

YSGOL UWCHRADD ABERHONDDU



First Aid

Corporate Working Arrangements

Policy

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First Aid

Corporate Working Arrangements

1. Introduction

1.1. The aims of the Corporate Working Arrangements are to standardise the arrangements for first aid throughout the County and to make provision for ensuring equipment and facilities are adequate and appropriate for the circumstances for enabling first aid to be available to employees, visitors and service users to our premises.

1.2 The Council is committed to providing sufficient numbers of first aid personnel in the workplace at any one time to deal with accidents, injuries and ill health, to this end the Council will provide information and training on first aid to employees, to ensure statutory requirements are met, operational needs are addressed and first aid support is rendered to persons who require it. The Council will also ensure that employees are aware of the reporting procedures to be followed in the event of illness or injury.

1.2 The overall responsibility for implementing the requirements of the arrangements, ensuring resources are available, and making sure that the working arrangements are followed, rests with the Chief Executive.

2. The Legal Framework

2.1 The County Council has a duty under the Health & Safety at Work etc Act 1974, to ensure the health, safety and welfare of its employees and others who may be affected by its work activities

2.2 In addition, the Management of Health and Safety at Work Regulations require that we assess the risks to employees' health, safety and welfare, implement adequate controls and address health surveillance where appropriate.

2.3 The Health and Safety (first aid) Regulations 1981 place a general duty on employers, to make sure that there is, adequate first aid provision for their employees, if they become ill or injured at work. Although there is no legal responsibilities for non employees, the Health and Safety Executive (HSE) strongly recommends that they are included within first aid provision, there is also a moral duty to include visitors and service users.

3. Responsibilities

3.1 The **Chief Executive and Executive Directors** are responsible for: -

- the implementation of this corporate working arrangements and ensuring that all employees are familiar with its contents, insofar as it is relevant to their role and responsibilities.
- the allocation of sufficient resources to effectively manage the risks from persons falling ill or injured whilst at work, using Council premises and work locations etc.

3.2 The **Heads of Service** are responsible for: -

- ensuring that arrangements are in place to undertake suitable and sufficient risk assessments which properly assess any work activities undertaken, which must include the assessment of first aid provision.
- ensuring arrangements to bring this corporate working arrangements and any revisions to the notice of all employees within their Service Areas and others who may be affected.
- ensure Service Unit Managers and Team Managers receive sufficient training to undertake their role.
- ensure that the resources required to implement this corporate working arrangements including financial requirements are included in budget bids.

3.3 The **Head teachers, Section Heads, Line Managers & Supervisors** are responsible for: -

- Ensuring that suitable and sufficient risk assessments are undertaken, which properly assess all work activities due consideration must be given to first aid provision, in order to ensure legal compliance.
- Ensuring that all employees are provided with adequate information, instruction and training, as indicated within the risk assessment.
- Ensuring that first aid cover is available throughout the working hours of the school week
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3.4 **FIRST AIDERS** will:

- Ensure that their qualification is always up to date.
- 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 and/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 their first aid kits are adequately stocked and always to hand.
- To contact parents themselves so that any questions related to the injury can be passed on quickly, efficiently and accurately (**this task is not to be passed on to office staff unless the First Aider cannot leave the patient**).
- Ensure that parents are aware of **all** head injuries promptly, by telephone and completion of an advice form (App 4C)

- 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 parents to pick up a child to take them to hospital
- Ensure that a child who is sent to hospital by either ambulance or staff is either:
 - Accompanied in the ambulance at the request of paramedics.
 - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
 - Met at hospital by a relative.
- Liaison with the person in charge of cover, to ensure that lessons are covered in the event of an absent teacher.
- Keep a record of each person attended to, the nature of the injury and any treatment given, in the book provided in the First Aid Room. In the case of an accident, the Accident Book must be completed by the appropriate person.
- 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.

Notify relevant Form Tutor and Attendance Officer if pupil is sent home (note in pigeon hole will suffice).

3.5 Performance & Guidance Managers/WELLBEING CENTRE STAFF will:

- Ensure that 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.
- Ensure that in the event that an injury has caused a problem, the student **must** be referred to a First Aider for examination.
- At the start of each academic year, provide the first aid team with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.
- In the event of **Performance & Guidance Managers/WELLBEING** Centre Staff dealing with student, they will have the authority to send the pupil home if the illness is obvious (i.e. sickness, migraine, etc).
- **Performance & Guidance Managers/WELLBEING** Centre Staff to email Attendance Officer and relevant Head of Attainment/Form Tutor if student is sent home.

3.6 TEACHERS will:

- Send students who simply do not feel well to the WellBeing Centre, but checking first that they can accept them or their respective Performance & Guidance Manager; unless their deterioration seems uncharacteristic and is causing genuine concern. First Aiders are unable to deal with these issues; they are there for emergencies only and cannot administer 'over the counter drugs' (i.e. paracetamol).
- 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 Wellbeing staff/Performance & Guidance Managers
- 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 Reception as soon as possible either by a person or telephone, 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 Emergency Aid Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Send a student who has minor injuries to Reception if they are able to walk where a First Aider will see them; this student should be accompanied.
- Have regard to personal safety.

3.7 All **Other Employees** will: -

- Call for a qualified First Aider, unless suitably qualified themselves, to treat any injured student. This should be done by telephone, by sending a messenger or by pager, giving the specific location, and injury of the casualty.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency
- Send students who simply do not feel well to the Pastoral Support Assistant or the Wellbeing Centre, but checking first that they can accept them.
- **NOT** administer paracetamol or other medications
- comply with the requirements of this corporate working arrangements.
- report any concerns to their line manager as soon as possible, including issues of poor working practices, in order that remedial actions can be taken.
- adhere to safe systems of work and training and awareness for the purposes of this corporate working arrangements.

3.8 The Corporate **Health & Safety Advisers** will be responsible for:-

- providing advice and guidance to managers on the effective implementation of these corporate working arrangements.

3.9 Injury/Incident Reporting

- An Incident Report Form (Appendix 4a) is required for any incident / Injury which occurs to an employee during the course of their work or to a member of the public (including school pupils) whilst on school property.
- It is the responsibility of the person who witness's or is first to attend to complete the Incident Report Form. This should be done on line and guidance to do this can be found in Appenidix 4(b).

4. Arrangements

4.1 Risk Assessment.

The Council is required to make an assessment of first aid needs appropriate to the circumstances of each building, premises and mobile location.

The aim of first aid is to reduce the effects of injury or illness, either caused by a work activity, or other factor. First aid provision must be “adequate and appropriate to the circumstances” this means that sufficient first aid personnel and facilities should be available:-

- To give immediate assistance to casualties with both common injuries or illness, and those likely to arise from specific work hazards.
- To summon an ambulance or other professional medical assistance.

In assessing the need for first aid provision consideration should be given to:

- Workplace hazards and risk.
- The size of the organisation (service area)
- The accident history of the organisation (service area)
- The nature and distribution of the workforce.
- The remoteness of the site from emergency medical services.
- The needs of travelling, remote lone workers.
- Employees working on shared or multi occupied sites.
- Annual leave and other absences of first aiders and appointed persons.
- Any specific training requirements for first aid staff, this could also be linked to work place hazards.

Appendix 1 shows a checklist to use as guidance to help during the risk assessment process, the list is not exhaustive and other aspects may need to be considered. Within the care/education sector health care plans may be in place, which will have been compiled by trained and competent persons, these plans may include first aid requirements or extended skills, where staff may require further training. The care plans will have been drawn up with the assistance of the parents, and health care professionals.

4.2 Nature of Work and Distribution of Workforce.

In making an assessment of first aid provision the Head Teacher, Line Manager and Supervisor will need to take account of the different risks, due to the variety of work that may be carried out, separate risk assessments would need to be completed for individual premises, buildings and mobile works. Higher risk activities will need greater provision.

Young workers, trainees and persons with disabilities for example, potentially may be at greater risk, and may need to be addressed as a group or individuals. Where buildings have multiple floors, and potentially high occupancy, first aid provision may be required per floor, where multi occupancy exists this will require, close communication with all building users, over what provisions are required.

4.3 Travelling, Remote and Lone Workers.

Head Teachers, Line Managers and Supervisors will need to ensure that the needs of the persons are considered while working away from their depot or base. This may require them carrying a first aid kit in their vehicle and complying with other Council Policies, for example Lone Working.

4.4 Annual Leave and Other Absences of First Aiders.

It is essential that first aid cover is maintained during absences of the first aid staff, consideration should be given to un planned, as well as planned absences.

4.5 First Aid Materials and Equipment.

When the assessment of first aid requirements has been completed, all identified materials, equipment and facilities must be provided, at all times. This will include ensuring that first aid equipment is suitably marked and easily accessible, and is available in the areas that require it.

The first aid kit must be in an appropriately marked box (white cross on a green background) if the kit is kept in a cupboard/locker a sign must be displayed on the door. The first aid equipment must be checked frequently to ensure that all items are within their expiry date, and that all the identified equipment is present.

Latex based gloves should not be used, due to the potential allergic reactions. Instead nitrile rubber replacements must be provided and used.

A basic content list of a first aid kit is listed at Appendix 2, this list is for guidance and other items may be required as identified in the risk assessment.

Medicines, medication and lotions and items that do not constitute first aid equipment must **NOT** be stored within the first aid kit.

4.6 First Aid Rooms.

Under current Legislation the employer must assess the need for a medical room, this should be considered where the workplace presents high risk, from hazards, where access to outside accident and emergency facilities are difficult or where there are large numbers of persons on site at any one time.

The first aid room at Brecon High School is located centrally in between the Main Office and Reception.

In the interest of security, health and safety and pupil monitoring, the First Aid room will remain locked except in the event of the room being needed. Pupils can go to any staff member for it to be unlocked and all First Aiders will have access when needed.

4.7 First Aid Personnel.

Where the first aid risk assessment identifies a need for people to be available for rendering first aid, they must be appropriately trained, resourced and able to administer first aid without delay, should the occasion arise. Appendix 3a and 3b illustrates, as a guide, how many first aiders or appointed persons may be required. This should be considered along with the risk assessment.

When selecting staff to undertake the role of first aider or appointed person the following factors should be considered:-

- Reliability, disposition and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties, these should be such that they may be left to go immediately and rapidly to an emergency.
- Location of work place, are they based at the premises etc, or are they mobile.

When selecting first aiders, and prior to the appointment, contact should be made with the HR department.

A first aider is a person who has completed either a HSE registered three day first aid at work course (FAW) and attends refresher training, as required or has completed a HSE registered one day emergency first aid at work course (EFAW) and attends refresher training as required. As stated earlier the level of first aider skills, and number of first aiders required should be decided by completing the risk assessment process.

An appointed person is NOT A FIRST AIDER, but is a person who takes charge of the first aid facilities and calls the emergency services, they should not give first aid, if not trained to do so. Where the risk assessment identifies there is no need for a first aider, the minimum requirement is that an appointed person will be available. In exceptional unforeseen circumstances the appointed person may cover in the absence of a first aider, absences such as annual leave do not count as exceptional circumstances.

Where there are adequate numbers of first aiders there is no requirement to have an appointed person.

4.8 Information, Instruction and Training.

First aid arrangements will only operate efficiently in an emergency where they are known, understood and accepted by everyone on the premises. Signs should be displayed within buildings and a list held at reception or main office of the qualified first aid staff, complete with their phone numbers. The procedure must include the location of first aid equipment, or each first aider will have a kit by their desk, office or workplace.

First aid staff must be trained as indicated below:-

- First aider, four day HSE first aid course, renewed every three years.
- Appointed person, one day course, renewed every three years.
- Epipen Training, Delivered by an appropriately qualified health care professional, renewed as advised by the trainer/assessor.

First aid courses must address the needs of the workplace, the environment, and the risk assessment. Courses should be delivered by an appropriate training provider, with a HSE registration number.

4.9 Payment.

All nominated first aiders, those that have been identified and passed the HSE four day first aid at work course, holding a current certificate of competence, will receive an annual honorarium. This will be paid by monthly instalments. There will be no payment made to persons who hold an appointed persons certificate, or persons who require a first aid qualification, in order to carry out their job role. The payment of the honorarium will be met by the department in which the first aider is employed.

4.10 Special Circumstances.

The risk assessment should indicate if there are special circumstances, or special requirements for additional training for staff, or the need for specific types of first aid equipment. An example of this would be that some staff, pupils or user groups carry epipens; in this case staff that are willing to do so should receive specific training in the use of epipens, and should assist an individual in administering such an item. Where there is a high risk of burns specific burn dressings may be required, this is an example of specific equipment.

Medication that is required in an emergency, by individuals, should be labelled, and a procedure put in place for the storage/carriage of such items, all the first aid staff should be made aware of the situation.

Care plans for individual service users or pupils may indicate where specific training or equipment may be required. The training and equipment should be supplied and completed, as identified.

4.11 Vaccinations.

It is advisable for all persons that are required to carry out first aid duties, or deal with body fluid spillages, to have received the appropriate vaccinations, for example, vaccination against hepatitis B. It should however also be highlighted, that staff should have systems in place in order to avoid contact with sharps and body fluids.

Staff can receive vaccinations and advice from their local GP surgery, where they can also enquire as to their current vaccination state.

Managers and staff who require further information, or have any concerns should check the current County Council Immunisation policy or contact the Occupational Health department nurse.

Further information can be found in the documentation as listed below:-

- The Management of Health and Safety at Work Regulations 1999.
- The Health and Safety (first aid) Regulations 1981 (ACOP)

Support and Advice

If you require further information or wish to comment on this Policy, please contact your Health and Safety Adviser.

Link to Health & Safety Team contact details and areas of responsibility.

http://intranet.powys.gov.uk/fileadmin/all_depts/cds_pers/Health_Safety/Lead_Safety_Advisers_e-mail_contactsetc_Dec07.pdf

5 Review of the Corporate Working Arrangements.

In line with recommendations of the Health and Safety Executive, on the Management of Health and Safety, the corporate working arrangement will be subject to review in line with all Corporate Health and Safety Working Arrangements, or when there is any significant change.

Ser	Aspects to Consider	Possible Impact on first aid provision
1	What are the risks of injury and ill health arising from the work as identified in your risk assessment?	If the risks are significant you may need to employ first aiders.
2	Are there specific risks, for example working with hazardous substances, machinery, dangerous loads or tools?	You may need to consider specific training for first aiders, extra first aid equipment and a first aid room.
3	Are there any areas of the premises that have different levels of risk, for example labs or chemical storage?	You will may need to make different levels of provision, within the premises.
4	Are large numbers of people on site.	See Appendix 3 for guidance.
5	What are your records of accidents, and cases of ill health and accident history etc?	You may need to re-locate your first aid box, or review the contents.
6	Are there any inexperienced workers on site, or persons with disabilities or special health problems?	You will need to comply with the care plan, and may need special equipment, or move first aid equipment nearer to the area of need.
7	Are the premises spread out, for example several buildings on one site or multi floor buildings?	You will need to consider provision in each building, and possibly each floor of the buildings, depending on numbers of persons.
8	Is there shift work or out of hours working?	There needs to be first aid provision at all times.
9	Is the premises remote from emergency medical services?	Consider special arrangements with the emergency services, and also phone signal.
10	Do persons travel alone?	Personal first aid kits are required, mobile phones and lone working system.
11	Is the site occupied by other organisations?	You will need to make arrangements with the other organisation.
12	Are there any work experience trainees on the premises?	Remember that your first aid provision must cover them.
13	Do members of the public visit your premises?	There is no legal responsibilities for non employees, however HSE strongly recommends you include them, also morally they should be included.
14	Are there any persons with reading or language difficulties?	You will need to make special arrangements to give them first aid information.

Ser	Item	Quantity in Basic First Aid Kit (based on 10 persons)	Quantity in Travel First Aid Kit (car kit)
1	Guidance Leaflet.	1	1
2	Individually Wrapped Sterile Adhesive Dressings.	20	6
3	Sterile Eye Pads.	2	0
4	Individually Wrapped Sterile Triangular Bandages.	4	2
5	Safety Pins.	6	2
6	Medium Sized Individually Wrapped Sterile un medicated Wound Dressings.	6	1
7	Large Sized Individually Wrapped Sterile un medicated Wound Dressings.	2	1
8	Individually Wrapped Moist Cleansing Wipes.	Quantity	Quantity
9	Disposable Sterile Gloves (non latex)	1 pair	1 pair

The above list is for guidance and not exhaustive, other items may be required as identified by the risk assessment process, and the quantities of equipment may increase depending on number of persons within the premises.

Medicines, Medication, Lotions and Items that do not constitute first aid equipment, must NOT be stored within the first aid kit.

Appendix 3a

Places of Work and Members of the Public. Ser	Category of Risk	Numbers of persons at any Location	Suggested Number of First Aid Personnel
1	<p>Low Hazard. Eg For example Shops, offices and libraries etc.</p>	<p>Less than 25 25-50 More than 50</p>	<p>At least one appointed person. At least one first aider (EFAW) At least one first aider (FAW) for every 100.</p>
2	<p>Higher Hazard. For example Light Engineering and assembly work, warehousing, construction, work with machinery etc.</p>	<p>Less than 5 5-50 More than 50</p>	<p>At least one appointed person. At least one first aider, trained in EFAW or FAW depending on injuries that are likely to occur At least one trained in FWA for every 50 persons.</p>

Guidance on the Number of First Aid Staff Required.

Guidance on the Number of First Aiders and Appointed Persons.

School Establishments. Ser	Number of Persons Regularly on Site.	Number of Appointed Persons*	Number of First Aiders (FAW)	Number of First Aiders (EFAW)
1	25 or Less	1	-	1
2	25-75	2	-	2
3	75-200	2	1	2
4	200-400	3	2	3
5	400-500	4	3	4
6	500 or More	5	4	5

The Regulations do not cover school children, therefore the table above should be used for guidance also taking into account the proximity and distance to the nearest hospital.