The Oak Tree Federation follow the ESCC Policy Ratified April 2019

First Aid Policy

Date: April 2019

Document summary

First aid is an essential part of every establishment's provision for health and safety. It is not possible in most cases to determine precise requirements for first aid provision due to the wide nature of establishment types and activity. Managers should assess their own requirements for first aid provision based on local needs and the minimum guidelines described in this document.

Contents

1. Introduction....2
2. Definition of Terms....3
3. Responsibilities....4
4. Training....6
Appendix 1: Approved Contents of First Aid Boxes....7

First Aid Policy

Key Points:

- This policy describes how the Health and Safety (First Aid) Regulations 1981 and any guidance issued by the HSE, are implemented to ensure appropriate first aid provision at work and regularises the long–standing first aid arrangements in departments.
- Responsibilities in relation to this policy fall on Chief Officers, Managers, ESCC Health and Safety Team, Controllers of Premises and employees.
- All First Aid training can be booked through the East Sussex Training Portal.
- Copies of all the Health and Safety Policies can be found on the intranet and webshop.

1. Introduction

1.1 It is the policy of the County Council that, through the risk assessment process, there is sufficient First Aid cover i.e. First Aiders, Emergency First Aiders or Appointed Persons, to meet the needs of departments, taking into account:

- Proximity to external medical services
- Staffing levels and type of establishment, school, office etc.
- Risk levels and workplace hazards e.g. tools, machinery, hazardous substances, kitchens and workshops
- Previous incidents that required first aid treatment
- The needs of peripatetic staff e.g. lone workers, single staffed mobile libraries
- Employees, service users or pupils with disabilities
- Annual leave, shift patterns and other foreseeable absences of first aiders and appointed persons.

1.2 Where first aid is carried out in connection with a work-related incident, a report must be completed on the on-line incident reporting system, located on the intranet or webshop for schools.

1.3 Where a building is shared with other departments or agencies, agreement must be reached on first aid arrangements with the other parties so as to ensure suitable and sufficient first aid provision for the whole premises and all staff concerned. Such agreements should be properly documented.

1.4 Adequate numbers of clearly marked First Aid boxes and kits, stocked with the appropriate quantity of first aid materials, must be provided for each workplace or work activity and kept under the control of an Appointed Person or First Aider.

1.5 First aid at work is primarily intended for the needs of employees, but the policy is to make such facilities available to clients, service users, pupils, members of the public etc. whilst on County Council premises.

2. Definition of Terms

2.1 A **first aider** is an adult who has successfully completed and holds a current **first aid at work** certificate (3 days) (delivered by organisations regulated by Ofqual). Re-certification 2 day course every 3 years

2.2 The role of the first aider is to administer first aid to staff, service users, clients, visitors to the premises when required. Where possible first aid treatment should only be administered by trained persons.

2.3 An **emergency first aider in the workplace** is an adult who will take control in a situation when a first aider is not available and holds a current Emergency First Aider in the Workplace certificate (1 day). This course requires re-attendance every 3 years.

2.4 Emergency First Aiders in the Workplace (EFAW) have far less training than qualified first aiders (learning only resuscitation, control of bleeding, treatment of unconscious casualties, contents of first aid boxes and communication in an emergency) they cannot, therefore, be considered as substitutes for first aiders.

2.5 **Appointed Person -** some low-risk workplaces will only need a first-aid box/es and a person or persons appointed to take charge of first-aid arrangements such as calling the emergency services and stocking the first-aid box. The appointed persons do not need specific first-aid training but must have been instructed in their role in relation to first aid incidents.

2.5 The Early Years Foundation Stage Statutory Framework states that, “at least one person who has a current **paediatric first aid certificate** must be on the premises at all times when children are present. There must be at least one person on outings who has a paediatric first aid certificate.” This became a requirement from September 2008 and applies to all children aged 0-5. Refresher training required every 3 years.

2.6 The Health and Safety Executive (HSE) has issued the following guidance: “Research has shown that following training, the practical skills of first aiders can deteriorate. Therefore the HSE strongly recommends that it is good practice for first aiders to complete an **Annual Skills Update** during any three year First Aid at Work or Emergency First Aider in the Workplace certification period. It is important that employers make sure qualified first aiders attend these courses to help maintain their basic skills and keep up-to-date with any changes to first aid procedures.”

2.7 On successful completion of a First Aid at Work or Emergency First Aider in the Workplace course, candidates are issued with a certificate for three years. They then need to undertake a First Aid at Work re-certification course or Emergency First Aider in the Workplace course, as appropriate to obtain another three year certificate.

2.8 Every effort should be made to make sure that first aiders attend the relevant course within the three month period prior to the certificate expiry date. The new certificate will then take effect from the date of achievement. However, where it has not been possible to re-qualify in this three month period, there is a 28 day period of grace within which a First Aid at Work recertification course or Emergency First Aider

in the Workplace course should be completed. **Please note that first aid cannot be administered beyond the date of expiry of the appropriate first aid certificate until the member of staff has re-qualified.**

2.9 Anyone re-qualifying within a period of certificate extension will have their new certificate dated from the date of the new achievement. Any first aider who is not able to complete a course up to a maximum of 28 days after the expiry date of their three year certificate, will need to undertake a full First Aid at Work or Emergency First Aider in the Workplace course, to obtain a valid certificate.

3. Responsibilities

3.1 **Chief Officers will ensure that:**

3.1.1 arrangements are in place for implementing this Policy, through department-specific guidance on its application, where appropriate

3.1.2 systems are in place for the periodic monitoring of the implementation of this Policy

- ensure that Head Teachers/Managers are aware of their responsibilities in relation to this policy.

3.2 **Head Teachers and Line Managers will:**

3.2.1 implement and monitor this Policy and associated documentation within their area of responsibility

3.2.2 ensure that sufficient persons are nominated to provide first aid, in accordance with the criteria outlined in paragraph 1.1 above; for example, in low risk situations such as offices and libraries, with fewer than 50 employees, at least one First Aider qualified in Emergency First Aid at Work (one day course) would suffice. Whereas if more than 50 persons are employed there, at least one First Aider qualified in First Aid at Work (three day course) will be required. Remember, however that you may need to have more than one to ensure the site is covered allowing for shift or part time working patterns

3.2.3 ensure that risk assessments incorporate appropriate reference to suitable first aid provision

3.2.4 ensure First Aiders receive adequate training, delivered by organisations regulated by Ofqual, to enable them to carry out their duties

3.2.5 ensure First Aiders hold current First Aid training certificates

3.2.6 ensure that, where required, First Aiders re-qualify before the expiry date of their certificate

3.2.7 provide and maintain appropriate first aid provision, including efficient systems for dealing with injuries, ill-health etc.

3.2.8 bring to the attention of all staff, particularly at induction, the first aid arrangements e.g. names of First Aiders and locations of First Aid boxes

3.2.9 ensure that adequate communications are in place for contacting all First Aiders

3.2.10 arrange for the annual honorarium to be made to employees who hold a current Full First Aid at Work Certificate (three day course) by way of a grant in recognition of their services (contact Employee Services, County Hall)

3.2.11 ensure that sufficient First Aid boxes are provided and First Aid notices displayed

3.2.12 ensure the safe disposal of surplus and waste substances/containers in accordance with the relevant waste regulations, taking into account ecological factors

3.2.13 provide personal protective clothing or equipment as necessary and ensure staff know how to use and maintain them

3.2.14 take the requirements of this Policy into account when placing orders for goods or services

3.2.15 ensure that staff who have witnessed or have been subject to a traumatic incident are familiar with the Staff Counselling Service.

3.3 **ESCC Health and Safety Team will:**

3.3.1 provide additional advice and guidance, on request, to assist with the implementation of this Policy and ensure it is kept up to date in accordance with any changes in legislation and reflecting current best practice.

3.4 **Controllers of Premises must:**

3.4.1 ensure there are adequate First Aid Notices indicating local first aid arrangement around the premises, in particular meeting rooms and training rooms

3.4.2 agree common first aid arrangements where a workplace is shared with other agencies or departments

3.4.3 ensure that contractors and others working temporarily on the premises are familiar with the first aid arrangements.

3.5 **First Aiders and EFAWs will:**

3.5.1 take control of an emergency situation and give appropriate first aid in line with their training and where necessary delegate members of staff to undertake the following tasks:

- ring emergency services
- wait for ambulance
- direct paramedics to scene of incident

3.5.2 in a serious emergency clear the area of anyone not involved in the incident.. The area also needs to be made clear for medical professionals responding to the emergency call

3.5.3 be responsible for checking the contents of first aid boxes and ensuring there is an adequate supply of materials and those supplies have not passed any expiry date (see Appendix 1). Supplies will be purchased through the normal procurement channels

3.5.4 ensure that all used first aid material/soiled dressings etc. are disposed of appropriately. Note that infectious items are to be treated as hazardous waste and placed in appropriate containers (e.g. yellow bags) and disposed of in accordance with local arrangements

3.5.5 ensure that secure records are kept of all first aid administered, in a First Aid book or similar, and if arising from an incident at work, also reported on the on-line incident reporting system

3.5.6 be aware that the County Council's Employers Liability and Public Liability Insurance arrangements extend to the provisions of first aid at work.

3.6 **Appointed Persons will:**

3.6.1 take charge of first-aid arrangements such as calling the emergency services and stocking the first-aid box where a First Aider is not appointed to do so.

4. Training

4.1 First Aid training must only be delivered by organisations regulated by Ofqual.

4.2 The following training is provided by the Corporate Training & Development Team:

- First Aid at Work Certificate (3 days)
- First Aid at Work Re-certification course (2 days)
- Emergency First Aider in the Workplace (1 day)
- Annual Skills Update (3 hours).

4.3 For course availability and booking use the East Sussex Learning Portal.

4.4 Where specific risks are identified in the workplace, additional specialised training to deal with these situations may also be necessary.

Oak Tree Federation trained staff in first aid

First Aid Co-ordinator- Sue Miller

First Aiders- (First Aid at work) Rachel West, Andy Sidebottom and Nicky Clark at Laughton and Teresa Horan and Lynn Filtness at Firle

(Emergency First Aid at Work) Felicity Candogan, Chris Rieman, Paul Herdman, Jo-Ann Shettle at Laughton and Heidi Sison, Charlie Coburn and Tracy Green at Firle

Paediatric First Aiders- Zena Budd at Laughton, Clare Ness and Martin Dawson at Firle

Administrators of Medicines- Felicity Candogan and Nicky Clark at Laughton and Martin Dawson, Teresa Horan and Lynn Filtness at Firle

Appendix 1: Approved Contents of First Aid Boxes

What should a first-aid box in the workplace contain?
There is no mandatory list of contents for first-aid boxes and the HSE does not 'approve' or endorse particular products. Deciding what to include should be based on an employer's assessment of first-aid needs. As a guide, where work activities involve low hazards, a stock of first-aid items might include:

Contents	First Aid Kit Sizes			
	SMALL	MEDIUM	LARGE	TRAVEL
Burn relief dressing 10cm x 10cm	1	2	2	1
Washproof assorted plasters	40	60	100	10
Eye pad dressing with bandage, sterile	2	3	4	1
Foil blanket, adult size	1	2	3	1
Large HSE dressing 18cm x 18cm, sterile, unboxed	1	2	2	1
Medium HSE dressing 12cm x 12cm, sterile, unboxed	4	6	8	1
Nitrile gloves pair	6	9	12	1
Mouth to mouth resuscitation device with valve	1	1	2	1
Finger dressing with adhesive fixing 3.5cm	2	3	4	-
First aid guidance leaflet	1	1	1	1
Conforming bandage 7.5cm x 4m	1	2	2	1
Microporous tape 2.5cm x 5m	1	1	1	1
Cleansing wipes	20	30	40	4
Safety pins assorted	6	12	24	2
Single use triangular bandage 90cm x 127cm	2	3	4	1
Universal shears, small 6"	1	1	1	1
Eye wash 250ml	-	-	-	1

This is a suggested contents list taken from the British Standards Institute (BSI).

Important points:

- where clean mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline solution (0.9%) in sealed disposable containers should be provided. Once opened they must not be re-used and must be

used within their use-by date. The use of eye baths/cups or re-fillable containers is not permitted

- the use of antiseptics is not necessary for first aid treatment of wounds
- under no circumstances must medication or tablets be kept in first aid boxes/kits.