

# FIRST AID AT WORK POLICY

**Sand Hutton & Warthill Federated**

**CofE (VC) Primary School**

## 1. General Statement

It is our policy to ensure that appropriate first aid arrangements are in place for our staff and any visitors to our premises. This includes providing sufficiently trained employees for our business needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal working hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

## 2. The Legal Position

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981 and First Aid at Work Guidelines for Employers (HSE) effective from 1<sup>st</sup> October 2009. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our business.

We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- size of the business
- type of business
- building layout
- past history of accidents
- proximity of business location to emergency medical services
- needs of travelling and/or lone workers
- first aid cover in times of sickness or annual leave.

### **Minimum First-Aid Provision**

The regulations require that the absolute minimum First-Aid provision at any workplace is:

- a suitably stocked First-Aid box
- a 'Nominated Person(s)' to take charge of First-Aid arrangements. \*

First aid boxes can be found in the following areas:

Sand Hutton/Warhill sites:                   Main Entrance  
   Every Classroom  
 Sand Hutton: Foyer adjacent Kitchen

The Nominated Persons are Claire Roughly and Bethan Thackray

\*(in NYCC an Nominated Person must have some form of recognised first aid training minimum Emergency First Aid at Work - EFAW)

### 3. Responsibilities of First Aid Personnel

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities.

#### **Nominated persons are responsible for:**

- taking charge when someone is injured or falls ill, including calling an ambulance if required;
- looking after the first-aid equipment, e.g. restocking the First-Aid box.
- being the point of contact for all other first aiders
- being able to give first aid if required to do so but should not attempt to give First-Aid for which they have not been trained.
- remember that a Nominated Person should be available at all times that people are at work or on site – normally, this will mean appointing more than one person. Usually, all those who are trained First-Aiders and Emergency First-Aiders would cover the duties of the Nominated Person as and when required to do so.

#### **First-aiders are responsible for:**

- responding promptly to all requests for assistance
- summoning further help if necessary
- looking after the casualty until recovery has taken place or further medical assistance has arrived
- reporting details of any treatment provided.

There are three categories of qualified first aiders:-

## **First Aid at Work**

This category is a First-Aider who has undergone eighteen hours training, through an HSE approved provider, in administering First-Aid at Work (FAW) and holds a current First-Aid at Work certificate.

The First Aider is:

Mrs Catherine Naylor – Sand Hutton

Zoe Madge - Warthill

## **Emergency First-Aiders**

An Emergency First-Aider is someone who has undergone a six hour recognised training course in administering Emergency First-Aid (EFAW), and holds a current Emergency First-Aid certificate.

The Emergency First Aiders are

Sand Hutton:

All staff have at least Emergency First Aid Training

See school log

## **4. Paediatric first aid in schools and early years settings**

The Statutory Framework for the Early Years Foundation Stage require all settings providing services to children from the age of 0-5 (up to the age of 8 yrs in certain circumstances e.g. after school clubs), to have personnel with Paediatric First Aid training from an approved provider.

Managers must note that this is not an alternative to the requirements under the First Aid at Work Act but an additional level of provision. The paediatric first aid is a specific course and is not covered in FAW (18 hours) training or the Emergency First Training course (6 hours). Settings need to give consideration to extended hours provision and educational visits when assessing the number of staff needed to meet the statutory framework.

PLEASE NOTE: It is very important that where possible agreements should be made with providers that when a delegate attends a Paediatric First Aid Course, a certificate should be obtained which states that the delegate has met the requirements of the Emergency First Aid Training Course.

The Paediatric First Aiders are displayed on site in each setting

## **5. Procedures**

The following are general first aid related procedures to be followed by all staff:

- if you are aware that a pupil/employee has been taken ill, or has had an accident, call for assistance. You should not attempt to give first aid treatment yourself, unless trained.
- no employee should use their private car to transport a casualty to hospital. If an ambulance is not required, then a taxi is to be used
- if you need to access a first aid kit for personal use, do not remove it from its designated place
- any loss or damage to first aid equipment must be reported to the Nominated Person.
- if a first aid kit is poorly stocked, this should be reported to the Nominated Person.
- all lorry/van drivers and service engineers are expected to carry a first aid kit with them at all times. They are responsible for its safe-keeping and to keep it adequately stocked.

## **6. Dealing with Visitors**

It is our policy to offer first aid assistance to visitors to our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first- aider/appointed person. If the visitor has had an accident this should be entered in the accident book.

## **7. Staff Training**

All staff undertaking first aid duties will be given full training in accordance with current legal requirements.

Where necessary, all line managers will be expected to organise shifts and rosters to enable staff to attend. We will do our best to ensure that sufficient notice of both initial training courses and any refreshers are given to managers to assist with this planning.

## **8. Information for Employees**

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff.

This and further information is also included in our staff handbook.  
Review September 2024