

Education Department Policy

Title	First Aid Policy To provide an effective and responsive first aid resource across the Education Department, where appropriate.
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Author	Head of Facilities Management

1 STATEMENT OF POLICY

The Health and Safety at Work (Jersey) Law, 1989 places duties on employers for the health and safety of their staff and anyone else on the premises.

The UK Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate first-aid equipment, facilities and people so staff can be given immediate help if they are injured or taken ill at work. Education follows these Regulations as best practice and, as far as reasonably practicable, extends these arrangements to those who may be affected by its activities, including students/pupils and the public.

2 RESPONSIBILITIES

Principals, Head teachers, Centre Managers and Section Heads will ensure that:

- this policy is implemented and adhered to;
- the minimum numbers of appropriately trained First-Aiders are provided;
- refresher training is undertaken;
- suitable equipment and facilities are provided for first aid treatment;
- suitable first aid notices are displayed in prominent places detailing names of First-Aiders and contact information.
- all first aid treatments are recorded.

3 AIMS AND OBJECTIVES

First aid is the initial management of any injury or illness suffered at work or during the education of students/pupils or to other classes of persons. It does not include giving tablets or medicines to treat illness.

First aid policy requirements are achieved by:

- carrying out a First Aid Needs Assessment to determine the first aid provision requirements for the school/service area appropriate to the circumstances of the work/teaching/leisure environments.
- ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment.
- including first aid Information in new employee induction. Existing employees must be informed of any changes that are made.
- ensuring that all staff, including temporary and agency staff, are aware of the first aid arrangements.

4 FIRST AID PERSONNEL

Appointed Persons

An appointed person should take charge of first aid arrangements including looking after equipment and calling emergency services. An appointed person should be available at all times which may involve appointing more than one person.

Appointed persons are not necessarily First-Aiders and should not provide any first aid for which they have not been trained. It is recommended, however, that an appointed person in a smaller establishment (<25 persons) should have attended the Emergency First Aid course.

Emergency First-Aiders

An Emergency First-Aider must hold a valid certificate of competence showing that they have completed an HSE approved 1-day emergency first aid (EFAW) course, and that they have attended refresher courses as required.

Qualified First-Aiders

A Qualified First-Aider must hold a valid certificate of competence showing that they have completed an HSE approved 3-day First Aid at Work (FAW) course, and that they have attended refresher courses as required.

Paediatric First Aid Trained Staff

Standard first aid at work training courses do not include paediatric first aid training, including resuscitation procedures for children under 5 years of age.

The Statutory Framework for the Early Years Foundation Stage states that at least one person who has a current paediatric first aid certificate must be on the premises at all times when early years children are present, and must accompany children on outings.

A register of all accredited and appointed First-Aiders within the Service will be held centrally by the Department.

5 FACILITIES AND EQUIPMENT

First Aid Notices

These must state Name, Location, contact number of the First Aider (see attached at Appendix 2)

First Aid Rooms

First aid room/s should be provided where the assessment of first aid needs identifies this as necessary. A suitable facility is provided in all educational buildings and centres, however, the use of the facilities must only be allowed under the supervision of a First-Aider. Where designated rooms cannot be provisioned appropriate local arrangements will need to be considered.

First Aid Boxes

These should be marked with a white cross on a green background. There is no mandatory list of items to be included in a first aid container and the decision on what to provide will be influenced by the findings of the First Aid Needs Assessment. First Aid boxes, however, should be stocked in accordance with the minimum quantities listed below. The contents of the boxes should be checked at regular intervals and items replaced after use. All establishments need at least one (1) first aid box. Each box should be placed in a clearly identified and readily accessible location. Every First-Aider or Appointed Person should have access to, or be in charge of the first aid box.

In addition, the Education Senior Management Team has agreed that defibrillators should be installed in all schools, and training will be provided in their use.

First Aid Box Minimum Requirements

Item	Number
Guidance card	1
Individually wrapped sterile adhesive dressings, assorted sizes	20
Sterile eye pads	2
Individually wrapped triangular bandages (preferably sterile)	4
Safety pins	6
Medium sterile individually wrapped un-medicated wound dressings	6
Large sterile individually wrapped unmediated wound dressings	2
Gauze	1 packet
Disposable gloves	1 packet

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided.

6 ASSESSING LEVELS OF PROVISION

First aid provision should be identified by carrying out a First Aid Needs Assessment. The template form at Appendix 1 and the guidance included in that template aims to help those responsible to identify, formalise and record what level of first aid provision is needed in their building, premises or for their team.

HSE guidance on minimum levels of first aid provision based on staff numbers only are set out below. These minimum levels may need to be increased, dependent upon the information determined during the First Aid Needs Assessment, such as the number and type of service users on site.

From your risk assessment, what degree of hazard is associated with your activities?	Numbers employed at work (<i>plus pupils, students, contractors, special provision etc</i>)	What first aid personnel do you need on the premises?
Lower Risk (See Note 1) e.g. primary schools, some secondary schools, offices, libraries	Less than 25	At least one appointed person. In smaller establishments, the appointed person should have attended the Emergency First Aid course.
	25-50	At least one first-aider trained in Emergency First Aid (EFAW)
	More than 50	At least one first-aider trained in First Aid at Work (FAW) for every 100 persons (or part thereof)
Higher Risk (See Note 1) e.g. some secondary schools, workshops, warehousing, use of dangerous machinery or sharp instruments, construction, chemical manufacture	Less than 5	At least one appointed person who should also have attended the Emergency First Aid course
	5-50	At least one first-aider trained in First Aid at Work (FAW) depending on the injuries that might occur
	More than 50	At least one first-aider trained in First Aid at Work (FAW) for every 50 persons (or part thereof)

Note 1: Appendix 1 provides guidance in determining levels of risk.

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Revised:	5 November 2013
Revised:	Line removed requiring All Teaching Assistants to hold the EFAW certificate as a minimum (approved by policy group August 2015)
Last Updated:	January 2016 (Updated to reflect new Department name and job titles/contacts.)

**APPENDIX 1
ASSESSMENT OF FIRST AID NEEDS**

Name of site _____ Date _____

	Aspects to consider	First Aid Provision Guidance (<i>Insert Your Information in place of this Guidance</i>)
1	What are the risks of injury and ill health arising from the work as identified in your risk assessment?	You will need to give serious consideration to the number and training level of first aid staff based upon the general level of risk on your premises.
2	Are there any specific risks, e.g. working with: - hazardous substances; - dangerous tools; - dangerous machinery; - dangerous loads or animals?	You will need to consider: - Specific training for First-Aiders; - Extra first-aid equipment; - Precise siting of first-aid equipment; - Informing emergency services; - First-aid room
3	Do parts of your establishment have different levels of risk?	You will probably need to make different levels of provision in different parts of the establishment.
4	Are large numbers of people employed on site?	You may need to employ First-Aiders to deal with the higher probability of an accident.
5	What is your record of accidents and cases of ill health? What type are they and where did they happen?	You may need to consider to locate your first aid provision in certain areas, review first aid box contents and increase first aid staff proportionately.
6	Are there staff/children on site who have disabilities or specific health problems? Are there inexperienced persons on site?	First-Aiders should be trained to a level sufficient to address any likely ill-health or medical conditions as well as potential injuries. It is helpful for First-Aiders to be aware of health problems and the issues staff with disabilities might experience. (Remember that sensitive personal information can only be provided with the individual's permission). Also consider special equipment and local siting of equipment.
7	Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?	You will need to consider provision in each building or on several floors.
8	Is there shift work or out-of-hours working?	Remember that there needs to be first-aid provision at all times people are at work.
9	What is the distance from emergency services and how long are they likely to take to arrive on site	Remote sites may need a higher level of first aid provision and special arrangements with the emergency services. It is recommended that sites more than 3 miles from the central emergency services should have an extra Qualified First-Aider.
10	Do you have employees who travel a lot or work alone?	You will need to: - Consider issuing personal first-aid kits and training staff in their use; - Consider issuing personal communicators to staff.
11	Do any of your employees work at sites occupied by other employers?	You will need to make arrangements with the other site occupiers.
12	Do you have any work experience trainees?	Remember that your first-aid provision must cover them.
13	Do members of the public visit your premises?	First aid cover is extended to members of the public using our sites and services. The level of cover required should be considered.
14	Do the numbers of people on site vary throughout the day? Are extra First-Aiders needed for peak periods?	Flexible working and extended working hours should be considered as part of the assessment for first aid cover.
15	Do you have service users aged five years of age or younger	The Early Years Foundation Stage statutory instrument and Ofsted require organisations to have adequately trained paediatric first aid trained staff always present on site and trips if five years old or younger children are on site.
16	Do you have employees with reading or language difficulties?	You will need to make special arrangements to give them first-aid information.