



YSGOL GYMUNEDOL
PORTH
COMMUNITY SCHOOL

First Aid Policy

Date Created: 15th October 2019

Review Date: October 2020

Chair of Governors – David Brookes

Signed:

Date: 15.10.2019

Headteacher – Yvonne Jones

Signed:

Date 15.10.2019

First Aid Policy

Introduction

The LA/school is required under the *Health and Safety at Work Act 1974* to have a First Aid policy. This policy is in line with the local authority's generic policy, and contains the policies and procedures to be used in this school. The Health and Safety (First-Aid) Regulations 1981 set out what employers have to do.

Aim

- to ensure that the school has adequate and appropriate equipment, facilities and procedures to provide appropriate First Aid; and
- to ensure that the First Aid arrangements are based on a risk assessment of the school.

Responsibilities

The LA is responsible for the overall provision in community schools.

The governing body in all types of school has the general responsibility for all school policies, even when it is not the employer. The governing body must have regard to the LA policy.

Internal management

The internal management responsibility for First Aid is delegated to the head teacher.

The head teacher is responsible for developing detailed procedures and must ensure that parents are aware of the school Health and Safety and First Aid policies.

The school will appoint a person to be in charge of First Aid provision, who will:

- ensure that the First Aid provision is adequate and appropriate;
- carries out appropriate risk assessments in liaison with the head;
- ensures that the number of First Aiders/appointed persons meets the assessed need;
- ensures that the equipment and facilities are fit for purpose; and
- regularly keeps the head informed of the implementation of the policy;

The Person in Charge of First Aid is Mrs C Jones-Morgan

Teachers' conditions of employment do not include giving First Aid. Staff may, however, volunteer to undertake First Aid tasks. However, all staff in charge of pupils (including volunteer staff) must use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils in the same way that parents would be expected to act towards children.

Trained staff may take action beyond the initial management stage. Other staff must provide aid only to the level of qualification or competence they possess.

Designated First Aiders are:

- Designated First Aider list is held within the school

Duties of a First Aider

They must:

- complete an approved HSE training course (every three years);
- give immediate help to casualties; and
- ensure that when necessary an ambulance or other professional medical help is called.

Both First Aiders and appointed persons will be expected to follow any LA or government guidance.

Number of First Aiders/appointed persons:

There are no rules on exact numbers. The school will make a judgement based on local circumstances, having considered likely risks to staff, pupils and visitors.

The school will have regard to any advice from the LA.

The Health and Safety Commission (HSC) recommends:

- in low risk places including normally schools – 1 First Aider to every 50 to 100 employees. In this school the ratio is 1 to every 40 pupils.

The school will also take into account the need for adequate cover at breaks and lunchtimes, during practical lessons and PE and Games activities, and on off-site activities.

Training

The school will provide adequate and appropriate training for First Aid staff and appropriate information for all staff to enable them to carry out their duty of care.

The governors will ensure that there are sufficient trained staff to meet statutory requirements and the assessed needs, allowing for staff who are absent or off-site.

Compliance of Training Providers

The head teacher or deputy head will ensure that training attended by First Aid staff is of an appropriate standard as approved by the HSE and records will be kept in the health and safety file regarding checks made on suitability of training provided.

Appointed persons

They are not necessarily First Aiders.

They:

- take charge when someone is ill or injured;
- look after the First Aid equipment; and
- ensure that medical help is called when necessary.

The school will, however, ensure that they are trained in coping with emergencies. The training will include:

- what to do in an emergency;
- cardiopulmonary resuscitation;
- First Aid for the unconscious casualty; and
- First Aid for the wounded or bleeding.

The minimum First Aid provision is:

- a suitably stocked First Aid container; (*see Appendix A*);
- an appointed person in charge of First Aid;
- information for employees on First Aid arrangements;
- arrangements for off-site activities; and
- out-of-school hours provision e.g. lettings.

Designated First Aid Area/ First Aid Kits

The sink and adjacent area in the Nursery toilet area is designated for first aid use only. The main first aid supplies are located in the cupboard. There is clean running water, a suitably hygienic surface adjacent to the sink and a small seating area. A guidance poster adjacent to the sink offers advice to any person administering first aid in an emergency. Small First Aid boxes are located in the classrooms, in the kitchen and in the Parent and Toddler Room. Small First Aid kits suitable for trips are available in the office.

Risk assessments

The person responsible for First Aid must make suitable and sufficient risk assessments in the school to determine any extra provision required over and above the minimum provision.

The risk assessments must also cover the risks to employees and also any non-employees who may come into the school.

Insurance

The Local Authority must ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

Guidance

National guidance is provided in the government's document *First Aid in Schools* and has been duly considered during formation of this policy, as well as guidance offered by the LA.

Equal opportunities

The school will take particular care with the First Aid provision for its disabled staff and pupils. Appropriate risk assessments will be done by the person in charge of First Aid, and suitable provision will be made in liaison with the Head.

Monitoring and review

The head will review the First Aid needs and arrangements annually, and will ensure that the appropriate level of First Aiders/appointed persons are in post, and that the appropriate standard are met.

The governing body will receive an annual report from the head and will review the policy every year.

APPENDIX A

First Aid boxes

All staff should know where the First Aid boxes are kept.

The boxes must contain a 'sufficient quantity' of First Aid material and nothing else.

The school requires the following items to be in the box as a minimum.

Minimum for 51-100 persons

Guidance card	1
Individually wrapped sterile adhesive dressings	40
Sterile eye pads, with attachment	6
Triangular bandages	6
Sterile coverings for serious wounds (where applicable)	6
Safety pins	12
Medium size, sterile unmedicated dressings	10
Large, sterile unmedicated dressings	6

Extra large, sterile unmedicated dressings.

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The person in charge of First Aid will determine whether there should be more than the minimum items.