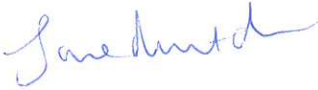





St Mary's Church of England School,
26 Tentelow Lane,
Norwood Green
Southall
UB2 4LE
office@stmarysschoolng.org
020 3693 0510

First Aid Policy

DATE APPROVED BY SMNG	March 2018		
REVIEW DATE Biennially	Spring 2020		
SIGNED HEAD TEACHER		DATE	20/3/18
SIGNED CHAIR OF GOVERNING BODY		DATE	20/3/18.

First aid qualifications and training

First Aiders must complete a training course approved by the HSE, this is usually a two/three day intensive course. It should be noted that standard first aid at work training courses do not include resuscitation procedures for small children, separate arrangements for paediatric first aid training have to be made. All first aid training must be arranged with an HSE approved training organisation.

Training certificates are valid for three years. Refresher training (including re-testing) should be arranged up to three months before the certificate expires, the new certificate will take effect from the date of expiry. If the certificate expires, the individual will have to undertake another full course of training to become a first aider. St Mary's, Norwood Green keeps a record of First Aiders and certification dates which should be provided to the Governing Body on an annual basis.

The risk assessment

The risk assessment should cover:

- The number of First Aiders and Appointed Persons needed.
- The numbers and locations of first aid containers and their content.
- Arrangements for off site activities/trips.
- Out of hours arrangements.
- Additional first aid provision if there is more than one building.
- Number of First Aiders needed to provide adequate cover on each floor on a split level site and outlying buildings, and on each site of a split site school etc.

- Age range of pupils, clients, staff and visitors.
- Nature of activities and associated risks.
- Employees or pupils/children with special health or educational needs.
- Location in relation to emergency services.
- How many First Aiders are needed?

There are no rules on exact numbers. Consideration should be given to the likely risks to service users and visitors, as well as employees when deciding on the number of First Aiders, based on a 'suitable and sufficient risk assessment.'

First aid containers – contents, location and number

- The risk assessment should indicate what number of first aid containers are needed.
- There should be at least one fully stocked first aid container for each floor.
- First aid boxes should be sited near hand washing facilities, where possible.

- Additional first aid containers will be needed for split sites/levels, distant sports fields or playgrounds, and any other high risk areas and any off site activities.
- All first aid containers must be marked with a white cross on a green background.

A checklist for the minimum contents of a first aid box is at the rear of this document.

A risk assessment may indicate that there is a need for additional materials and equipment, for example:

- Scissors.
- Adhesive tape.
- Disposable aprons.
- Individually wrapped moist wipes; these may be kept in a separate container near the first aid container if there is room.

No tablets or other medications should be kept in the first aid container or dispensed by the first aider.

Travelling first aid containers

Where there is no specific risk identified, the HSE recommend a minimum stock of first aid items for travelling first aid containers. These are listed at the end of this document.

First aid accommodation

The Education (School Premises)

- Regulations 1996 require every school to have a suitable room that can be used for medical or dental treatment when required and for the care of pupils during school hours. Schools should consider using this room for administering first aid whenever possible.
- Hygiene / infection control Risk of infection can be substantially reduced by following a few straightforward principles:
- First Aiders should take appropriate precautions to avoid infection and must follow basic hygiene procedures.
- They should have access to single use disposable gloves and washing facilities and take care when:
 - Dealing with blood, body fluids and disposing of dressings or equipment.
 - Hands should be washed in warm running water with a mild liquid soap and then dried with a hand dryer or paper towels (to be thrown away after use).
 - Cover all cuts and abrasions with sterile waterproof dressings.
 - Wear disposable latex or plastic gloves when handling blood or body fluids.

- Any skin contaminated with blood or body fluids needs to be washed immediately with soap and water.
- Cleaning of minor spillage of blood or body fluids should be undertaken using the appropriate disinfectant.
- Contaminated material along with used disposable latex or rubber gloves should be placed in securely sealed plastic bag and disposed of according to local arrangements.

Contents of first aid container

All first aid containers must be marked with a white cross on a green background.

Minimum provision of items would be:

- A leaflet giving general advice on first aid
- Twenty individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- Two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings
- One pair of disposable gloves
- "Instant" ice pack

A risk assessment may conclude that there is a need for additional materials and equipment, for example scissors, adhesive tape, disposable aprons, individually wrapped moist wipes; these may be kept in the first aid container if there is room.

However, please note, tablets and medications should not be kept in the container.

Travelling first aid containers

Where there is no special risk identified, the HSE recommends a minimum stock of first aid items for travelling first aid containers:

- A leaflet giving general advice on first aid
- Six individually wrapped sterile adhesive dressings
- One large sterile un-medicated wound dressing (approximately 18cm x 18cm)
- Two triangular bandages
- Two safety pins
- Individually wrapped moist cleansing wipes
- One pair of disposable gloves
- "Instant" ice pack

Appendix A: First Aid Template

Emergency Number(s)	999
Address for emergency services	
Name of First Aider(s)	Jane Maqbool, Sadaf Obaid, Kamaljit Sangha, Auriol Hale, Lee Plummer (not paediatric trained)
Contacting First Aider(s)	Via office
Name of Appointed Person(s)	
Contacting Appointed Person(s)	
Site Specific Hazards / Risks	Currently no risks outwith those of a normal school setting
Specific Pupil / Staff needs	Documented in Medical file
First Aid Box(es) Maintained by: Jane Maqbool	Number: 3 Location(s): Medical room, playground, classroom
Travelling First Aid Container Maintained by: Jane Maqbool	Number: 1 Location(s): Medical room
Location of First Aid Room(s)	In admin corridor
Treatment Record Book	Location: Medical room Use:
Accident Record Book	Location: office Use:
First Aid Notices	Location(s): Medical room
How are first aid procedures monitored and reviewed?	Head monitors First Aid records termly.
Date of last risk assessment	Sept 17 on the move to new build
Date for next risk assessment	Sept 18