

First Aid Policy

General Guidance

This general guide to First Aid does not cover every contingency. If you need advice on health and safety matters, first contact your Safety Officer (Catherine Brown).

Emergencies

DO:

- Make sure you know the emergency procedures, such as fire, accident, etc., and the location of your nearest first aiders.
- Follow instructions.

First Aid

The Health and Safety (First Aid) Regulations 1981 (revised 2013) require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work.

According to this Act, "First-Aid" is defined as:

- In cases where a person will need help from a medical practitioner or nurse, treatment for preserving life and minimising the consequences of injury and illness until such help is obtained.
- Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse."

The Regulations place two primary duties on employers:

- The duty to make provision for first aid and such equipment and facilities as are adequate in the circumstances to give first-aid to an employee who is injured at work (the amount and type of equipment will vary depending on the nature of the work) and provide two persons capable of rendering first-aid to injured employees. Depending on the nature of the work, first-aiders may need training or qualifications.
- The duty to inform employees of first-aid arrangements is to ensure they are made aware of the location of first-aid equipment and the identities of people qualified or competent to render first-aid in case of injury. This will be done by posting notices on company Notice boards stating which personnel are trained and the location of first-aid kits.

Employees Responsibilities

It is essential that any injury that occurs whilst at work is recorded. Any employee who is injured should, therefore, follow the steps below:

Minor Injuries:

- Seek attention from the first aider.
- Record incident in the Accident Book

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If No Further Medical Treatment Is Required:

- When the injury has been dealt with, the first aider should be informed of the circumstances in which the injury occurred.
- These should be recorded in the Accident Book.

If Further Medical Treatment Is Required:

- This should be sought as soon as possible.
- At the earliest convenience, the first aider should be informed of the injury's circumstances.
- These should be recorded in the Accident Book.
- Other staff members who witness such an injury should also report their observations to the first aider.

Witnesses May Be Asked to Make a Statement of Their Observations.

However, if the injured party is in hospital for more than 24 hours or if the injured party is off work for more than three days, the Health and Safety for the Environment needs to be notified.

The first aider will monitor these records, and any recurrent problems will be brought to the attention of the Health and Safety representative at the child's school.

Medication

If a student brings medication on-site, it will be stored in a locked, sealed cabinet. The medication taken will be recorded at the time of administration. Unless otherwise informed by the parent/ career / or person with parental responsibility, students will be expected to self-administer.

Sharps

Sharps must be disposed of correctly using sharp boxes. Once the sharp box is full, it should be securely locked and stored in a safe place, ready for collection.

A basic first-aid kit may contain:

- plasters in a variety of different sizes and shapes
- small, medium and large sterile gauze dressings
- at least two sterile eye dressings
- triangular bandages
- crêpe rolled bandages
- safety pins
- disposable sterile gloves
- tweezers
- scissors
- alcohol-free cleansing wipes
- sticky tape
- thermometer (preferably digital)
- skin rash creams, such as hydrocortisone or calendula
- cream or spray to relieve insect bites and stings

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- antiseptic cream
- painkillers such as paracetamol (or infant paracetamol for children), aspirin (not to be given to children under 16), or ibuprofen
- antihistamine cream or tablets
- distilled water for cleaning wounds
- eye wash and eye bath