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## **First Aid Policy**

### **1. INTRODUCTION**

The Health and Safety (First Aid) Regulations 1981 sets out what the employers are required to do under health and safety law for people at work.

Although the regulations apply to persons at work, the Education Authority and governing bodies have a moral and civil law duty to pupils, students, and members of the public. It is therefore important to establish for both employees and the general public as allowed by the regulations without diluting the minimum statutory requirement.

### **2. FIRST AIDERS**

2.1 Managers, Supervisors and Head teachers must recruit and train enough first aiders for their immediate areas of responsibilities that is appropriate for the number of staff, pupils or the general public that may be affected.

### **3. TRAINING IN FIRST AID**

3.1 This must be carried out by organisations that are approved by the Health and Safety Executives (HSE) (e.g. British Red Cross, St John Ambulance); there is an initial course of four days followed by a two-day refresher course every three years. The following topics should be covered:-

- Resuscitation
- Treatment and control of bleeding
- Treatment of shock
- Management of the unconscious casualty
- Contents of first aid box and their use
- Purchasing of first aid box and their use
- Purchasing of first aid supplies
- Transport of casualty
- Recognition of illness
- Treatment of injury to the bone, muscles and joints
- Treatment of minor injuries
- Treatments of burns and scalds
- Eye irrigation

- Poisons/chemicals – (COSHH)
- Simple record keeping

#### **4. NUMBER OF FIRST AIDERS**

4.1 The managers, head teachers, and/or supervisors must recruit and/or train enough first aiders appropriate to the number of pupils or staff and risk involved by carrying out detailed risk assessment taking into account the distance from medical services, sites with separate buildings there may need to be more than the stated first aid personnel and nominated persons as below:-

- Where 0-50 people are involved, at least one appointed person but if there are more than 50 – 100, at least one first aider;
- If there are more than 100, an extra first aider and an additional first aider for every additional 100 people subject to full assessment;
- For medium and higher risks locations the number of first aiders should increase appropriately to the risk involved;
- All teaching lunchtime staff will receive First Aid training;
- The school has at least five Paediatric First Aid trained staff.

#### **5. APPOINTED PERSONS**

5.1 An appointed persons (currently Linda Nash and Aggie Mesmain) should not replace a qualified first aider where there are more than 50 employees. An appointed person should call the emergency services where required. An appointed person must be available always to take up these responsibilities when people are at work. He or she must make sure that the casualty is made comfortable until the arrival of the ambulance. The appointed person should work with a qualified first aider.

#### **6. FIRST AID ROOM/MEDICAL ROOM**

6.1 First Aid can be administered in the classrooms, Breakfast room or Disabled toilets

#### **7. FIRST AID BOXES/KITS (kept in classrooms)**

7.1 A person should be nominated to be responsible for the first aid boxes or kits and must make sure that these are replenished as soon as the content has been used or low. Currently this is the responsibility of Linda Nash.

- The first aid box or kit should contain sufficient quantity of suitable material and nothing else
- All life expired items should be removed from the boxes/kits
- The first aid boxes/kits must be of suitable material designed to protect the contents from damp and dust
- These must be clearly identified as first aid containers

7.2 The first aid boxes/kits must contain the following items:

- A list of all the items in the container;
- Individually wrapped sterile adhesive dressings;
- Sterile eye pads;
- Individually wrapped triangular bandages;
- Safety pins;
- Individually wrapped sterile un-medicated wound dressings of varying sizes;
- Disposable plastic gloves and aprons;
- In-date sterile eye wash or saline solution in sealed disposable containers.

7.3 Waste materials must be deposited in Yellow Bins (available on each floor)

## **8. TRAVELLING FIRST AID KITS (kept in the First Aid Cupboard)**

8.1 This is a first aid kit for travelling workers i.e. lone workers, school on outing or school holidays. As a minimum these should contain the following:

- A leaflet giving general guidance on first aid (HSE basic advice on first aid at work);
- Six individually wrapped adhesive dressings;
- One large sterile adhesive dressing – approximately 18cm x 18cm;
- Two triangular bandages;
- At least two safety pins;
- Individually wrapped moist cleaning wipes;
- Several pairs of disposable gloves.

## **9. RECORD KEEPING**

9.1 The headteacher provides first aiders and appointed persons with a book in which to record incidents requiring their attendance. Regardless of the number of books held, the data held within them must all be the same:

- Date, time and place of incident;
- Name and job of the injured or ill person;
- Details of the injury/illness and what first aid was given;
- What happened to the person immediately afterwards (e.g. went home, went back to work or taken to hospital);
- Name and signature of the first aider or the person dealing with the incident;
- Ensure that accident is reported using the appropriate forms i.e. HSI (report form for adults) and HS2 (investigation section), HS3 (report form for pupils);
- If casualty has to go to hospital the form is sent to Serious Incidents fax 0208 589 006;
- All diseases are reported in line with RIDDOR to [www.riddor.gov.uk](http://www.riddor.gov.uk).

## **10. SUMMARY OF THE MAIN POINTS:**

10.1 Thus, the main points are:

- Managers, supervisors and head teachers are required to recruit and train adequate first aiders as appropriate;
- Managers, supervisors and head teachers must have an appointed person as per (section 5);
- First aid equipment must be readily available (section 7);
- First aid boxes/kits must contain only the recommended items as required under (section 9);
- Record must be kept of all cases treated (section 9);
- The location of the First Aid Boxes must be clearly identified (section 7);
- Disposable gloves and, if required aprons should be worn in all incidents involving blood and blood products;
- All solid used dressings should be treated as clinical waste and disposed of in yellow clinical waste bins.

## **11. FURTHER INFORMATION**

11.1 If at any time further advice, assistance or information is needed, contact the Education Health and Safety Team.

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