



First Aid Policy



First Aid Policy

Date of Policy: November 2023
Date of Next Review: November 2025

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This policy was reviewed in **November 2023** and has been approved for implementation by the Governing Body.



SECTION 1: Statement of First Aid Organisation

Members of the Governing Body and the Principal of Penistone Grammar School accept their responsibility under the Health and Safety (First Aid) Regulations 1981 (as amended). The Education (School Premises) Regulations 1996 and acknowledge the importance of providing first aid for employees, children and visitors within the school.

The school is committed to following the Local Authority's procedures for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The school's arrangements for carrying out this policy include nine key principles:

1. Placing a duty of care on the Governing Body and Principal to approve, implement and review the policy in accordance with any guidance received.
2. To ensure responsible and competent persons carry out any duties required to maintain this policy and any reports arising from such are acted upon.
3. To report, record and where appropriate, investigate all accidents.
4. Record all occasions when first aid is administered to employees, students and visitors.
5. Provide equipment and materials to carry out first aid treatment.
6. Make arrangements to provide training to the number of identified first aid employees, maintain accurate records of training and review all training needs annually.
7. Establish a procedure for managing accidents in school which require first aid treatment and investigation.
8. Provide information for employees on the arrangements for first aid.
9. Undertake a risk assessment of the first aid requirements of the school annually, maintaining and monitor this accordingly.

All employees are required to:

- Comply with their employers' arrangements for first aid
- Report any adverse events which could give rise to or have resulted in an accident

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of students are always expected to use their best endeavours, particularly in emergencies, to secure the welfare of the students at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

SECTION 2: Arrangements for First Aid

2.1 Materials, Equipment and Facilities

The Facilities Management contractor will provide materials, equipment and facilities as set out in the Health & Safety Regulations 1981 and associated guidance from the Local Authority concerning first aid provision in schools.

The school management will be responsible for:

- Nominating a responsible person for first aid in school to maintain and monitor the provision of materials, equipment and facilities and to report any defects or omissions.
- The recording of the location of suitable first aid containers across the school and the completion of maintenance records in relation to their upkeep by a responsible person.
- Nominating a responsible person who will be accountable for all record keeping in relation to first aid including maintaining a record of the **location** of first aid qualified staff and equipment and ensuring all first aid equipment is maintained to the standard of that stated below:



Item(s)	First Aid Boxes	Travel Kits
Guidance Card/Leaflet on First Aid	1	1
Individually Wrapped Sterile Adhesive Dressings (assorted sizes)	20	6
Sterile Eye Pads with Attachment	2	N/A
Individually Wrapped Triangular Bandages	6	2
Safety Pins	6	2
Medium Sized Individually Wrapped Sterile Un-Medicated Wound Dressings (approximately 12cm x 12cm)	6	N/A
Large Sterile Individually Wrapped Un-Medicated Wound Dressings (approximately 18cm x 18cm)	2	1
Individually Wrapped Moist Cleaning Wipes	N/A	Small packet
Disposable Gloves (for wear by any personnel handling blood, vomit, excreta etc)	1 pack	2 pairs

In compliance with The Education (School Premises) Regulations 1996 the Governing Body and Principal will ensure that a room will be made available for medical treatment. This facility will contain the following and be readily available for use:

- Sink with running hot and cold water
- Drinking water (if not available on mains tap) and disposable cups
- Paper towels
- Suitable hygienic smooth-topped working surfaces
- A range of first aid equipment (at least to the standard required in first aid boxes) with proper storage
- Chair
- A couch or bed (with waterproof cover) pillow and blankets
- Soap
- Clean protective garments for first aiders
- Suitable refuse container (foot operated) lined with appropriate disposable yellow plastic bags (for clinical waste)
- An appropriate record-keeping facility
- A means of communication, for example, a telephone and/or radio

In addition to the above, the school have burns kits located in and around the premises where these injuries are likely to be sustained (i.e. kitchen, science, etc).

2.2 Appointment of First Aiders

The appointment of first aiders within school will comply with a first aid risk assessment which will dictate the minimum expectation and requirement in terms of first aiders. The school's risk assessment is provided at **Appendix 1**.

The Principal will appoint a member of staff to be the Responsible Person within Penistone Grammar School to ensure duties are carried out as detailed below:

- An appropriately qualified member of staff will take charge of the situation when someone is injured or becomes ill.
- First aid equipment will be effectively maintained, for example, first aid equipment will be restocked and periodically checked where required. A detailed and accurate log of all checks will be retained.
- Ensuring that an ambulance or other professional medical help is summoned where identified and that arrangements are in place to ensure correct information is passed onto them. Ensuring that next of kin are contacted and informed accordingly.



- Ensuring first aid emergencies are responded to as quickly and efficiently as possible with the correct medical first aid provision administered by appropriately trained staff.

It is recognised that the responsible person will delegate duties to other members of staff to effectively maintain first aid provision. The responsible person will ensure that any delegation of duties is done so to appropriately trained colleagues only.

In implementing the outcome of the first aid needs risk assessment, it is acknowledged that where first aid cover is part of the member of staff's contract of employment and for those who agree to become first aiders in addition to their substantive post, duties are undertaken in compliance with this policy and any associated procedures set down by the school in relation to administering first aid.

In determining who should be trained in first aid, consideration will be given against the following criteria:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- Ability to leave normal duties to go immediately to an emergency

2.3 Information Regarding First Aid Arrangements

All employees within school will be made aware of the following information:

- a) The arrangements for recording and reporting accidents
- b) The arrangements for first aid
- c) Those employees with qualifications in first aid
- d) The location of first aid boxes

In addition, signs that display the following information will be displayed across the school:

- a) Names of employees with first aid qualifications
- b) Location of first aid boxes

All members of staff will have access to this First Aid Policy.

2.4 Provision Away from School

Provision for first aid on school visits and journeys will be determined by a suitable risk assessment which takes account of the contents of this First Aid Policy together with consideration of the school's Health & Safety/Educational Visits Policy visits and any associated procedures. The planning for such journeys will include what to do in case of accident and emergency (see Educational Visits and Journeys Guidance).

Where the trip is extended or remote in nature, or the likelihood of injury is higher, a qualified First Aider should accompany the group.

Where journeys are close to populated areas, or the likelihood of injury is minimal, then an appointed person or someone with a working knowledge of first aid procedures should accompany sports or field trips and other school journeys, and a travelling first aid kit should be provided.

Where students are travelling, for example, on field trips or other activities out of school a suitable first aid kit will be provided containing appropriate provision as detailed in Section 2.2.1. as well as emergency medical supplies such as asthma inhalers and Auto Adrenaline Injectors (i.e. EpiPen's).

In addition, and depending upon the type of trip or activity, the following should also be considered:

- a) Disposable drying materials
- b) Plastic bowls for cleaning wounds etc.
- c) An effective sterilising solution which is approved (this should be used for cleaning sinks and bowls and any soiled surfaces (protective gloves to be worn))
- d) Yellow biohazard plastic bags for the disposing of waste



- e) A small supply of paracetamol (recommended for dysmenorrhoea (period pains) and other minor problems providing permission has been sought from parents/carers in accordance with this policy. These will be securely kept and issued to students as appropriate and necessary by the designated responsible person. Records will be kept of all paracetamol issued (how many tablets, to whom, when and why))

Where items C, D and E (as listed above) are included within first aid provision for a visit or educational trip, this will be logged, and the medication will be kept locked away from access by students. These actions will be the responsibility of the nominated first aider.

2.5 Use of the Automated External Defibrillator (AED)

The school has a Mediana Hearton A15 automated external defibrillator (AED). The AED is wall-mounted in the reception area and the appropriate first aid signage is displayed to alert all staff and students to its presence.

First Aiders are provided with formal training in the use of the AED in addition to cardiopulmonary resuscitation (CPR), as this is an essential part of first aid and AED use. Notwithstanding this, no training is needed to use the AED, as voice and/or visual prompts guide the rescuer through the entire process from when the device is first switched on or opened.

The emergency services will always be called where an AED is used or requires operation.

Where possible, AEDs will be used in paediatric mode or with paediatric pads for children under the age of eight.

A condition check will be undertaken on the AED half-termly to ensure that the battery is charged, and the defibrillator pads are in date. This will be done by the First Aid and Medical Officer and recorded on a checklist kept with the AED.

All school staff will be offered a familiarisation session on the defibrillator and signposted to CPR training resources online through the St John's Ambulance website via the health and safety intranet site.

2.6 Infection Control Measures

It is acknowledged that since the Coronavirus pandemic, and due to the prevalence of infectious diseases transmissible via airborne pathogens, many staff do not want to administer close, personal care such as rescue breaths when administering CPR. To this end, face masks and manual resuscitation pumps have been purchased and are located at main reception and in the medical room for use in this regard. All First Aiders have been provided with a training video in their use. CPR can also be limited to chest compressions if a staff member feels more comfortable doing so.

SECTION 3: Accident Reporting

This section of the First Aid Policy is to comply with the First Aid arrangements in the school's Health & Safety Policy.

Procedures for reporting any accident where first aid has been administered will be carried out in accordance with school policy arrangements for Accident and Incident Reporting and Investigation and it is the responsibility of the treating first aider to complete the relevant sections of any reports required (for example, Microsoft Teams Accident report e-form, BMBC HS2 Pupil Accident, BMBC HS2 Employee Accident Forms).

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be adhered to in respect of reporting any of the following to the Health & Safety Executive:

- An accident that involves an employee being incapacitated from work for more than 3 consecutive days (excluding the day of the accident but including non-working days)
- An accident which requires admittance to hospital for more than 24 hours
- Death of an employee
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine



For non-employees and students an accident will only be reported under RIDDOR if;

- it arises out of, or in connection with, the work of the school or a contractor (for example, if the accident was caused by faulty equipment or inadequate supervision) AND:
- the accident results in death or major injury OR
- it results in an injury requiring immediate emergency medical treatment at hospital (a hospital examination which reveals no injury does not constitute 'treatment').

NB: PE injuries which are a result of the 'normal risks' associated with participation in physical activities such as a tackle in football are not reportable according to the school specific FAQ's at: <https://www.hse.gov.uk/riddor/examples-reportable-incidents.htm>

A full list of criteria is available on the HSE website: <http://www.hse.gov.uk/riddor/>.

In each instance the relevant accident form will be completed by the Manager of the Department or activity in which the accident happened and submitted to the School Health & Safety Advisor, who will then arrange for a proportionate accident investigation to be conducted. All necessary forms and documents will be forwarded, on behalf of the Principal, to the Local Authority.

SECTION 4: Student Accidents involving the Head

It is recognised that accidents involving injuries to a student's head can be problematic because the injury may not be evident (for example, internal) and the effects only noticeable after a period of time. Where this is the case, the following guidance will be adhered to:

- Form RH1 will be completed in accordance with Section 11 of the Authority's Guidance
- Where emergency treatment is not required Form RH1 will be sent to the parents/carers to inform them of the injury.

SECTION 5: Transport to Hospital or Home

- a) The attending responsible first aider (on behalf of the Principal) will determine what the reasonable and sensible course of action to take is considering the circumstances of each case.
- b) Where the injury is an emergency an ambulance will be called following which the parent/carer will be called and the necessary documentation completed in accordance with section 5.1 of the school Health and Safety Policy.
- c) Where hospital treatment is required but it is not an emergency, the parents/carers for the student will be asked to take over responsibility for the student. If the parents/carers cannot be contacted, then a decision will be taken about how to transport the student to hospital in accordance with the school's policy as below:
 - i) Only staff vehicles insured to cover such transportation will be used
 - ii) No individual member of staff will be alone with a student in a vehicle
 - iii) The second member of staff will be present to provide supervision for the injured student and should be an appropriately qualified first aider
 - iv) At least one member of staff will be the same gender as the student who is being transported

SECTION 6: Personnel

Any staff who are appointed and qualified as first aiders within school should be recorded and displayed within school under the below headings together with a point of contact:

Penistone Grammar School Appointed and Recognised First Aiders

- a) Appointed Responsible Person
- b) Level 3 Award in Emergency First Aid at Work
- c) FFA Level 3 Aware in First Aid at Work
- d) Other Recognised First Aid Qualifications



SECTION 7: Associated Advice

7.1 Emergency Dental Care

The Community Dental Services offer the following guidance on procedures to be followed when a child has a tooth displaced during an accident at school. The advice, if followed, may well prevent the disfigurement of a child by the loss of a front tooth:

- i) Following a trauma to the mouth it is important that the child is assessed by a dentist as soon as possible, even if there is no apparent damage to the teeth.
- ii) This treatment may be provided by the child's dentist, by the Community Dentist at the nearest Community Dental Clinic, or by any other dentist who can be contacted and is willing to provide immediate treatment.
- iii) It is not advisable to attend hospital for the urgent dental treatment required as valuable time may be lost during travelling or waiting while more serious accident cases are treated.

7.2 Blood Spillages and Bodily Fluids (including vomit)

In the first instance, Facilities Management should be contacted to deal with body fluids and spillages. However, if it is necessary for staff to clean up such incidents (e.g. on school trips) a COSHH assessment should be obtained and displayed with the supplies for dealing with body fluids and clinical waste. The procedure for dealing with bodily fluids is:

- put on plastic apron and latex gloves;
- place paper towels or absorbent powder over spillage;
- leave the granules as directed on the label;
- pick up towels or absorbent granules (with gloves) and place in a yellow hazardous waste plastic bag;
- wash the area thoroughly with detergent and hot water or antibacterial wipes, then dry
- for carpets use soap and hot water as some disinfectants will bleach;
- place all used towels in the bio-hazard plastic bag, wash gloved hands, place gloves in bag and seal, and ensure bag is given to a Caretaker for proper disposal;
- wash hands

7.3 Clinical Waste and Contaminated Injuries

Clinical waste must be disposed of in yellow bags as this colour identifies the contents as bodily fluids or waste and is collected by a hazardous waste contractor.

If it is thought that biological pathogens have entered the body via a contaminated injury, the BMBC Corporate [Health and Safety Management Standard for Contaminated Injuries](#) should be referred to for further guidance.

Contaminated injuries include:

- Human bites
- Scratches by humans
- Injuries caused by an object contaminated with visible blood
- Needle stick injury/injury with a needle
- Exposure to blood borne viruses (for example: hepatitis B, hepatitis C, Human Immunodeficiency Virus (HIV))

7.4 Access for Ambulance

Unobstructed and adequate access should be maintained for ambulances and for ambulance staff and their equipment. Suitable signs should be displayed if deemed appropriate.

7.5 Hospital Consent Forms

It is unlikely that school staff who take students to hospital after accidents will be asked by the hospital to sign consent forms but if asked, they must decline.



The hospital will have procedures for obtaining consent from other sources if the parents are not available.

7.6 Personal Considerations

Pupil's electronic records should have an appropriate entry regarding any personal medical directives (such as not to administer certain medicines and/or treatment), and this should be known to the First Aider or teacher who the duty of may have taking the child to hospital in emergency if the parent is not available.

7.7 Other Users of the Premises

The school should encourage mutual co-operation and assistance between the other users of the premises such as out-of-school clubs. Contractors may have their own First Aiders or Appointed Persons. The school and the contractors should co-operate and exchange information about First Aiders, etc. in case there is a need for help and assistance in an emergency.

The Lettings Manager should inform those hiring the premises where the First Aid facilities are. They should ensure that the contractor also makes their own arrangements for First Aid provision and take copies of First Aid certificates for school records as part of the annual Letting Agreement paperwork review.

7.8 Children with Medical Conditions

Pupils with medical conditions where the administering of first aid may require variation should be subject to an individual care plan. The 'Supporting Students with a Medical Need' Policy and schools Standard Operating Procedures for First Aid and Medical Provision provides more guidance and information on this matter.

Individual care plans would not only consider the administration of medical treatment (such as adrenaline injection), but also the requirement for supporting students physically by lifting and handling them and the associated training needed for staff, and whether a Personal Emergency Evacuation Plan (PEEP) needs to be developed.

SECTION 8: Review

The Lead Governor with responsibility for Health & Safety will ensure that the review of the First Aid Policy is undertaken on an annual basis and any recommendations, where appropriate, are acted upon. The next date for review will be **November 2024**



**Barnsley Metropolitan Borough Council
Health, Safety and Emergency Resilience Service
First Aid Risk Assessment Form**

Service/Function/School:	Penistone Grammar School
Date of Assessment	01/11/2023
Senior Designated Officer for the site	Paul Crook
Name of assessor	Julie Galvin
Date	01/11/2023

This form is to assist managers/supervisors in determining the number of first aiders/emergency first aiders required by the Health and Safety (First Aid) Regulations 1981 and the Approved Code of Practice. The form allocates weightings to possible replies to the questions. These weightings are shown in brackets.

- Complete Parts 1-13 of the Assessment by writing the weighting for the reply in the appropriate box. Unless otherwise stated, choose only one reply for each question.
- Calculate the overall total for Parts 1-13 using the space provided on page 6 of the form. Once you have calculated your overall total refer to the table on page 7 to determine your first aid requirement.

PART 1

What types of injury and ill health have been recorded in the past?

- a) Minor cuts and bruises; eye irritation.
- b) Lacerations; burns; concussion; serious sprains; minor fractures.
- c) Amputations; poisonings; major fractures; multiple injuries; fatalities.

(Choose one reply only)

	(1)
X	(2)
	(3)

PART 2

What are the risks of injury arising from the work?

- a) Low risk
- b) Medium risk
- c) High risk

(Choose one reply only)

X	(1)
	(2)
	(3)

PART 3

Does your workplace contain any of the specific hazards listed below?

- a) Hazardous substances/chemicals
- b) Dangerous tools/equipment/machinery/loads/animals
- c) Work at height
- d) Workplace transport

(Choose appropriate reply/replies)

X	(3)
X	(3)
	(3)
	(3)

Total for Part 3 **6**



PART 4

Are there parts of your establishment where different levels of risk can be identified (such as a range of offices and workshops).

(Choose one reply only)

- a) Yes
- b) No

X	(2)
	(1)

PART 5

What is the nature of the location to which this assessment applies?

(Choose one reply only)

- a) Offices, libraries etc (*offices and classrooms*)
- b) Light engineering, warehousing etc
- c) Construction, work with dangerous machinery, sharp instruments, etc.

X	(1)
	(2)
	(3)

Are there hazards for which additional first aid skills are necessary (examples include the use of/contact with cyanide and hydrofluoric acid)?

- a) Yes
- b) No

	(2)
X	(1)

Note: Chemicals in use in Science are diluted enough to be handled by students, unlike in chemical manufacture.

PART 6

Are there young/inexperienced workers on site or employees with disabilities or particular health problems?

(Choose one reply only)

- a) Yes
- b) No

X	(2)
	(1)

PART 7

Are there several buildings on site or multi-floor buildings?

(Choose one reply only)

- a) Yes
- b) No

X	(2)
	(1)

PART 8

Is there shift work or out-of-hours working?

(Choose one reply only)

- a) Yes
- b) No (not for school staff)

	(2)
X	(1)

PART 9

Is the workplace remote from emergency medical services?

(Choose one reply only)

- a) Yes
- b) No

	(2)
X	(1)

PART 10

Do you have employees at work sites occupied by other employees?

(Choose one reply only)

- a) Yes
- b) No

	(2)
X	(1)



PART 11

Do you have any work experience trainees?

- a) Yes
- b) No

(Choose one reply only)

	(2)
X	(1)

PART 12

Do members of the public visit your premises?

- a) Yes
- b) No

(Choose one reply only)

X	(2)
	(1)

PART 13

Do you have employees with reading or language difficulties?

- a) Yes
- b) No

(Choose one reply only)

	(2)
X	(1)

TOTAL

Enter the totals for **each part** in the boxes adjacent and calculate the overall total:

(Choose one reply only)

Part 1	2
Part 2	1
Part 3	6
Part 4	2
Part 5	1
Part 6	2
Part 7	2
Part 8	2
Part 9	1
Part 10	1
Part 11	1
Part 12	2
Part 13	1
Overall Total	24

Having obtained the Overall Total, look for the corresponding Overall Total in the table below and, taking account of the number of people employed in the location, find out the First Aid requirement.

Regardless of the numbers of First Aiders/Emergency First Aiders required the following must be considered:

1. Where there are hazards for which additional first aid skills are necessary at least one First Aider trained in the specific emergency action is required (examples include the use of/contact with cyanide and hydrofluoric acid).
2. Where employees travel a lot, work remotely or work alone personal first aid kits should be provided.
3. There needs to be adequate first aid provision at all times people that are at work, including considering shift and out-of-hours work.
4. The provision of first aid to Council employees who work at sites occupied by other employers.
5. There needs to be adequate first aid provision to cover annual leave and planned absences (also consider what action will be taken in unplanned and emergency absences).
6. The number and type of members of the public who visit the premises.
7. Whether the calculated first aid provision seems reasonable considering the type of injuries that might occur.



Overall Total	Numbers employed at any location	Suggested number of qualified First Aiders/Emergency First Aiders
16-24	Fewer than 50	At least one Emergency First Aider (Emergency First Aid at Work trained and qualified)
	50-100	At least one First Aider (First Aid at Work trained and qualified)
	More than 100	One additional First Aider for every 100 employed (or part thereof) (First Aid at Work trained and qualified)
25-33	Fewer than 20	At least one Emergency First Aider (Emergency First Aid at Work trained and qualified)
	20-100	At least one First Aider for every 50 employed (or part thereof) (First Aid at Work trained and qualified)
	More than 100	One additional First Aider for every 100 employed (or part thereof) (First Aid at Work trained and qualified)
34-41	Fewer than 5	At least one Emergency First Aider (Emergency First Aid at Work trained and qualified)
	5-50	At least one First Aider (First Aid at Work trained and qualified)
	More than 50	One additional First Aider for every 50 employed (or part thereof) (Emergency First Aid at Work trained and qualified)

Based on this First Aid risk assessment chart above, the school requires **a minimum of 3 FAW trained first aiders** and is recommended to have **1 extra Emergency First Aider to cover each of the PE, Design Technology and Science departments and an additional cover for reception, post-16, School Kitchen, Lunchtime/break supervision and 2 Outdoor First Aiders** to cover school journeys/residential visits.





Penistone Grammar School

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