

Appendix E

First Aid Policy

Crestwood College for Business & Enterprise

Name of School	Crestwood College for Business & Enterprise
Date of Policy Issue/Review	March 2017
Name of Headteacher	Krista Dawkins
Signature of Headteacher	

Introduction	
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Policy Statement

Crestwood College will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Crestwood College is held by Krista Dawkins who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Corporate First Aid Policy. All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
 - It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
 - The Children's Services First Aid Needs Assessment Form (Appendix 4) will be used to produce the First Aid Needs Assessment for our site
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

First Aid Training	
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The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

Emergency First Aiders

At Crestwood College (Community) there are 2 emergency first aiders who are as follows:

- Charlie Lebborn
- Arron Tucker

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. They may also have other duties and responsibilities which are identified and delegated as appropriate (e.g. first aid kit inspections).

Qualified First Aiders

At Crestwood College there are 17 qualified first aiders who are as follows:

Cherbourg Campus

Alan Cole (Community)
John Donaghey
Jackie Houghton
Sharon Laux
Jan Marsh
Zena Smith
Pete Willmore

Shakespeare Campus

Andy Biddiss
Alison Caplin (Community)
Michaila Dieng
Tracy Griffiths (Community)
Nicky Heward
Anji Hinton (Matron)
Paul Jenks (Community)
Gill Ranger (5508)
Denise Sharp (4956)
Jenny Wiseman (4959)

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (e.g. first aid kit inspections).

Paediatric First Aid Trained Staff

At Crestwood College there are 3 paediatric first aid trained staff who are as follows:

Georgie Ware
Ron Ware

These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of first aid to those children aged 5 years old or younger.

First Aid Provision	
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Our First Aid Needs Assessment has identified the following first aid kit requirements:

- 6 first aid kits at each campus
 - These first aid kits will be situated at Reception
 - The Sports Hall
 - P.E. Department
 - Science Department
 - Technology Department
 - Canteen
- 1 travel first aid kit in each minibus
- 15 small soft bag travel kits for trips – located in the Medical Room on each campus

It is the responsibility of the emergency/qualified first aiders to check the contents of all first aid kits every term and record findings on the Children’s Services First Aid Kit Checklist (CSAF-003).

Completed checklists are to be stored in the Medical Room on each campus.

The contents of first aid kits are listed under the ‘*required quantity*’ column on the checklist itself.

The Medical Room on each campus is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

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|--------------------------|--------------------------|
| Chairs | Bed (Shakespeare campus) |
| Running hot & cold water | Toilet |
| First Aid Supplies | Fridge Freezer |

Emergency Arrangements	
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Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child’s accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents can not be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Out of hour and Trips	
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The first aid arrangements for all school managed and organised after school activities (parents evenings, school fetes, and sports activities) are considered in this policy. On occasions where there may be the need for additional provision the school will carry out a needs assessment for that activity.

Where the school have arrangements to let/hire out buildings to external organisations there need to be arrangements in place to co-ordinate the first-aid arrangements with the hirer. This is managed by Alison Caplin who will ensure that these arrangements are recorded in the lettings/hire agreement.

The first-aid arrangements for school organised trips/visit are included in the Evolve Trip Assessment Form. These are reviewed for each trip/visit and the level of first-aid provision is reviewed to ensure adequate cover is provided for the trip/visit, and that sufficient cover is retained at the school to cover those who stay at school.

Records	
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All accidents requiring first aid treatment are to be recorded on our Incident/Near Miss forms which are available at reception, in the medical room and from the staff room. The completed form should be sent to Matron at Shakespeare campus for either filing in our Minor Accident book or forwarding electronically to the HSE

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified/emergency/paediatric first aider
- Date of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken

Appendix 1

The table below is HSE's general guide on how many first-aiders or appointed persons are needed. While it gives some direction on what level of provision may be suitable for a work place it does not consider site specific risks and needs.

Category of risk	Numbers employed at work	Guidance on number & type of first aid staff to be available on site at any time
Lower Hazards e.g. offices, shops , libraries	Less than 25	An appointed person
	25 – 50	At least one emergency first aider
	More than 50	One first aider for every 100 employed or part thereof.
Higher hazards e.g. light engineering, assembly work, food processing, warehousing, work with dangerous equipment or sharp instruments, construction, chemical manufacture	Fewer than 5	An appointed person
	5 – 50	At least one first aider (either an emergency first aider or first aider depending on the type of injuries that might occur)
	more than 50	One additional first aider for every 50 persons or part thereof

The second table gives examples of first aid cover that the HSE have put together to help give an indication on the numbers and types of training that schools may require. For offices, residential units and other locations the level of provision will be very different dependent on the risk.

		Secondary School – 1588 pupils and 150 staff	Primary School – 320 pupils and 26 staff	
First-aid personnel	Required Y/N	Number needed	Required Y/N	Number needed
First-aider with first aid at work (FAW) Certificate	Yes	At least 3 on duty at all times people are at work. However, because of the size of the site and number of pupils you may wish to increase that level of provision	No	0
First-aider with an emergency first aid at work (EFAW) certificate	No	0	Yes	At least 1 on duty at all times while people are at work.
First-aider with additional training (specify)	Yes	Indicates first-aiders should have training in anaphylaxis. May also be a requirement on the management of sports related injuries. May wish to consider AED training.	Yes	Indicates first-aiders should have training in major illness, paediatric first aid and anaphylaxis. Training can either be provided to existing EFA qualified staff or alternatively staff can be trained in paediatric first aid.
Appointed person	No	0	No	0
First-aid equipment and facilities	Required Y/N	Number needed	Required Y/N	Number needed
First-aid Container	At least 3	In locations easily accessible to the whole school	At least 2	Locations easily accessible across the school
Additional equipment (specify)	AED	May be required if number of pupils/staff with history of cardiovascular problems.	No	0
Travelling first-aid kit	Yes	At least 1 per vehicle	No	0
First-aid room	Yes	1	Yes	1

Appendix 2

This needs assessment template is for schools / sites to use to highlight what issues you might need to consider, and to record your findings.

Part 1		ASSESSMENT OF FIRST AID NEEDS	
Name of Premises/Organisation/School			
No.	Aspects to Consider at Your Premises	First Aid Provision Considerations (Insert Your Information)	
1	What are the risks of injury and ill-health arising from the work and activities as identified in your risk assessments?	<i>You will need to give serious consideration to the number and training level of first aid staff based upon the general level of risk on your premises</i>	
2	Are there any specific risks? (e.g. work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities, HC3S Kitchens, etc)	<i>Consider any specific training for first aiders, extra first aid equipment, precise siting of first aid equipment, informing emergency services and the first aid room requirements and location</i>	
3	Are large numbers of people employed on site?	<i>You will need to consider the number of staff and a commensurate number of first aiders to deal with the higher probability of accidents</i>	
4	What is your record of accidents and cases of ill-health? What type and where did they happen?	<i>You may need to locate your first aid provision in certain areas, review first aid box contents and increase first aid staff proportionately</i>	
5	Are there staff/children on site who have disabilities or specific health problems?	<i>First aiders will need to be trained to a suitable level to enable them to address any likely ill-health or medical conditions as well as potential injuries. It is helpful if first aiders are aware of the health problems and any issues staff with disabilities might experience, but personal information can only be provided with the individual's permission</i>	
6	Are there clients or service users on the site who may need first aid?	<i>The needs of any clients and service users should be considered in your assessment</i>	
7	Is there first aid cover for lunch times and for the beginning and end of the working day?	<i>An adequate level of first aid cover will need to be considered at lunch times and start/end of the day with arrangements made with first aid trained staff to ensure there is adequate cover</i>	
8	What is the site layout and will the layout require additional first aid cover for	<i>The layout of some larger sites with separate buildings or large multi-storey buildings will need to be considered as to where the first aiders are</i>	

	separate buildings or floors of a multi-storey building?	<i>based, as the distance first aiders have to travel may increase the risk to an injured person</i>
9	Do you have any work experience trainees?	<i>Remember that your first aid provision must extend to cover these trainees</i>
10	Are there a number of inexperienced or young staff/workers/visitors on site?	<i>Young/inexperienced staff/visitors can have higher rates of injuries. If large enough numbers are present this may require additional first aid cover</i>
11	Do the numbers of people on site vary throughout the day. Are extra first aiders needed for peak periods?	<i>The introduction of flexible working and extended working hours should be considered as part of the assessment for first aid cover</i>
12	Do staff work in shift patterns and does each shift have sufficient first aid cover?	<i>Each shift may need to be considered separately to ensure that there is first aid provision when people are at work</i>
13	Do you work on a site occupied by other organisations and share first aid arrangements?	<i>If you share a site or building with one or more other organisations then co-operating on providing first aid cover is acceptable, but it is strongly recommended that this is documented in your own first aid policy and monitored. If the building or site is shared by staff from different departments it is important that the assessment considers the building or site as a whole, and departments share the first aid provision arrangements</i>
14	What is the distance from emergency services and how long are they likely to take to arrive on site?	<i>Sites remote from emergency services such as accident and emergency departments or where emergency services will take time to arrive may need a higher level of first aid provision such as a first aider rather than an emergency first aider</i>
15	Do some staff work alone or remotely (including contracted home workers)?	<i>Staff who work alone and especially those who work alone in remote locations will need access to their own first aid kits so they can self-administer first aid (in accordance with your own lone working policy). Staff who work at home full time will also need to have their own first aid provision</i>
16	Do you have service users aged five years of age or younger?	<i>The Early Years Foundations Stage statutory instrument and Ofsted require organisations to have adequately trained paediatric first aid trained staff always present on site and trips if five year olds or younger children are on site</i>
17	Do members of the public visit your premises?	<i>Hampshire County Council does extend its first aid cover for members of the public using our sites and services. Where the public access our sites and buildings, this cover needs to be considered</i>

18	Do you have any employees with reading or language difficulties?	<i>You will need to make special arrangements to give them the necessary first aid information</i>
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Do not forget that first aid trained staff, paediatric first aid trained staff and appointed persons take leave and/or are often absent from the premises for other unscheduled reasons. You must appoint sufficient people to cover these absences to enable first aid personnel to be available at all times when people are at work.

Part 2	SUMMARY OF REQUIRED FIRST AID PROVISION
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Name of Premises/Organisation/School	
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Level of First Aid Staff (Type of Provision)	Numbers of Staff Required to be on Site at Any Time	Numbers to be Trained to Meet On-Site Requirement
Qualified First Aider		
Emergency First Aider		
School First Aid Trained		
Paediatric First Aid Trained		
Appointed Person		
Other: (Please specify)		
<i>(Note: This is not to include any training requirements for medicine administration)</i>		

First Aid Kits	Quantity Required	Locations of First Aid Kits
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Yes / No		
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Travel First Aid Kits	Quantity Required	Locations of Travel Kits
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Yes / No		
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First Aid Rooms/Areas	Quantity Required	Locations of Rooms
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Yes / No		
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Defibrillator / Additional Equipment	Quantity Required	Locations of Rooms
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Yes / No (list)			
First Aid Needs Assessment Completion			
Manager's comments	Insert comments relevant to assessment as appropriate		
Name of manager	Signature of manager	Date	
Assessment reviews	Set future review dates & sign/comment upon completion		
Review date	Reviewed by	Reviewer signature	Remarks

Appendix 3

CHILDREN'S SERVICES ASSESSMENT FORM CSAF-003

First Aid Kit Checklist

Alter the contents list to suit what you have assessed as required for your premises and first aid needs.

First Aid Kit Checklist				
Location of First Aid Kit/Box				
Vehicle & Registration No. <i>(if applicable)</i>				
Identity No. of First Aid Kit/Box <i>(if applicable)</i>				
Date of Initial First Aid Kit/Box Check				
Name of Assessing First Aider				
Contents Check				
No.	Premises First Aid Box	Minimum Required	Required Quantity	Actual Quantity
1	Guidance card	1		
2	Individually wrapped sterile adhesive dressings (assorted sizes)	20		
3	Sterile eye pads	2		
4	Individually wrapped triangular bandages (preferably sterile)	4		
5	Safety pins	6		
6	Medium individually wrapped sterile unmedicated wound dressings	6		
7	Large individually wrapped sterile unmedicated wound dressings	2		
8	Pair of disposable gloves	1		
No.	Travel First Aid Kit	Minimum Required	Required Quantity	Actual Quantity
1	Guidance card	1		
2	Individually wrapped sterile adhesive dressings	6		
3	Individually wrapped triangular bandages	2		
4	Large sterile unmedicated dressing (approx. 18cm x 18cm)	1		
5	Safety pins	2		

