

Academic Year 2020/2021

# First Aid Arrangements and Procedures



This policy should be read in conjunction with:

- Supporting Children with Medical Conditions Policy
- Intimate care policy
- First Aid for Schools Guidance (Appendix 1)
- Safe Working Procedures for First Aid (SCC) December 2015

This policy sets out Moorlands Primary School First Aid Arrangements and procedures.

Signed by Head Teacher \_\_\_\_\_

Signed by Chair of Governors \_\_\_\_\_

Review Date \_\_\_\_\_



## Moorlands Primary School

### First Aid Arrangements and Procedures

#### 1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

#### 2. Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 2013](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 2020](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 2006](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1987, which set out rules on the retention of accident records

#### 3. Roles and responsibilities

##### 3.1 Appointed person(s) and first aiders

The school's appointed person is **Mr Andy Venn, Mrs Rachael Townsend and Mrs Bev Thorne**. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment



- Completing relevant reporting procedures, including the first aid book
- Sending pupils home to recover, where necessary
- Calling parents in the case of a significant injury or accident for example injuries to the face or head
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident. This will always be the First Aid Medical Book and relevant letters to be sent home with the child.
- Keeping their contact details up to date

Our school's Appointed Person, First Aiders and Pediatric First Aiders are listed in the Medical Room, Office and First Aid Book. Their names are also being displayed prominently around the school.

At Moorlands we have made the decision to have all Learning Support Assistants to be First Aiders.

### **3.2 The governing board**

The governing board delegates operational matters and day-to-day tasks to the Interim- Co Head Teachers and staff members.

### **3.3 The Interim Co- Head Teachers**

The Interim Co-Head Teachers are responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aiders are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary

### **3.4 Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider is not called, the First Aid Medical Book.
- Informing the Interim Co- Head Teacher's or their manager of any specific health conditions or first aid needs

## 4. First aid procedures

### 4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the Appointed Person or member of SLT will contact parents immediately
- The first aider who dealt with the incident will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- Serious accidents or injuries must be investigated by either Mrs Sarah Harrison or Mr Andy Venn as accident investigators and followed up with appropriate Health and Safety procedures.

### 4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises. These risk assessments will be reviewed by the Educational Visits coordinator: **Mr. Joe Cunningham**

There will always be at least one first aider with a current pediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage. On all school trips there will be a trained first aider present.

## 5. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages



- Eye pad bandages
- Triangular bandages
  
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room (Acorn building)
- The Burrow (Oak building)
- The school kitchen
- School trip bags

**Mrs Rachael Townsend** is the appointed person to check, on a half termly basis, that the first aid kits are fully stocked and in date;

## 6. Hygiene and Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

## 7. Record-keeping and reporting

### 7.1 First aid and accident record book

- An entry will be made into the first aid book by the relevant first aider on the same day or as soon as possible after an incident resulting in an injury.
- As much detail as possible should be supplied when reporting an accident

### 7.2 Reporting to the HSE

The Appointed Person will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Appointed Person will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:



- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

<https://www.hse.gov.uk/riddor/report.htm>

### **7.3 Notifying parents**

The relevant first aider will inform parents of any accident or injury; including those sustained by a pupil, and any first aid treatment given, on the same day or as soon as reasonably practicable. This may be through the use of a First Aid Letter.

Office staff will contact parents in the case of a significant injury, such as to the face or head.

## **8. Training**

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school keeps a register of all trained first aiders, what training they have received and when this is valid until.

Staff are required to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current pediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at



least every 3 years.

*a good  
practice  
guide*



## GUIDANCE ON FIRST AID FOR SCHOOLS



Department for  
Education and Employment





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# INTRODUCTION

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- 1 First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.
- 2 It is for schools and Local Education Authorities (LEAs) to develop their own policies and procedures, based on an assessment of local need. Most schools will already have first-aid arrangements in place, and this guidance draws on existing good practice. It provides advice for schools on drawing up first-aid policies and ensuring that they are meeting their statutory duties. In particular, it includes a checklist of issues which schools may find helpful when undertaking a risk assessment, and also lists the items which should be in a standard first-aid kit.
- 3 The guidance reflects extensive consultation with the teacher unions, LEAs, health services and voluntary organisations. We greatly appreciate the assistance of all those who contributed to the consultation.
- 4 The guidance does not constitute an authoritative legal interpretation of the provisions of any enactments or regulations or the Common Law; that is exclusively a matter for the Courts.
- 5 **The minimum first-aid provision is:**
  - ① a suitably stocked first-aid container (see paragraphs 56 - 59);
  - ① an appointed person to take charge of first-aid arrangements (see paragraphs 21 - 23);
  - ① information for employees on first-aid arrangements (see paragraphs 30-33).
- 6 **This minimum provision must be supplemented with a risk assessment to determine any additional provision.**

- 7 **First-aid provision must be available at all times while people are on school premises, and also off the premises whilst on school visits.**

## FIRST AID IN SCHOOLS - WHO IS RESPONSIBLE?

### The Employer

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- 8 Health and safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. In schools this includes responsibility for the head teacher and teachers, non-teaching staff, pupils and visitors (including contractors). Who the employer is depends on the type of school. For example:
  - ① the LEA is the employer in county, controlled and special agreement schools, and in pupil referral units;
  - ① the governing body is the employer in city technology colleges, voluntary-aided, non-maintained special, grant-maintained and grant-maintained special schools;
  - ① the owner or the trustees are the employers in some independent schools.
- 9 The employer is responsible, under the Health and Safety at Work etc Act 1974 (HSWA), for making sure that a school has a health and safety policy. This should include arrangements for first aid, based on a risk assessment of the school, and should cover:
  - ① numbers of first aiders/appointed persons;
  - ① numbers and locations of first-aid containers;

① arrangements for off-site activities/trips;

① out of school hours arrangements eg lettings, parents evenings.

- 10** The employer should also make sure that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. It is the employer's responsibility to make sure that the statutory requirements for provision of first aiders are met, that appropriate training is provided and that correct procedures are followed. The employer should be satisfied that any training has given staff sufficient understanding, confidence and expertise. (More information is given in the section on Insurance, see paragraphs 34-35.)
- 11** For more information on health and safety legislation, see Annex A which lists other relevant publications/information sources.

## The Local Education Authority

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- 12** In county, controlled and special agreement schools the LEA, as the employer, is primarily responsible for health and safety matters, with managers and staff also having responsibilities.
- 13** To comply with their health and safety obligations, the LEA should provide a policy statement and guidance on good practice to help county and controlled schools draw up their own health and safety arrangements, including first aid. County and controlled schools should have regard to the LEA's policy and guidance.

## The Governing Body

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- 14** Where the governing body is the employer it has responsibility for health and safety matters within the school, with managers and staff also having responsibilities.

- 15** The governing body are required to develop policies to cover their own school. This should be based on a suitable and sufficient risk assessment carried out by a competent person. The governing body has general responsibility for all the school's policies, even when it is not the employer. In county and controlled schools the governing body should follow the health and safety policies and procedures produced by the LEA as the employer. In practice, most of the day to day functions of managing health and safety are delegated to the head teacher.

## The Head Teacher

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- 16** The head teacher is responsible for putting the governing body's policy into practice and for developing detailed procedures. The head teacher should also make sure that parents are aware of the school's health and safety policy, including arrangements for first aid.

## Teachers and other school staff

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- 17** 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 pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils 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.
- 18** The employer must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. The employer must ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site.

## WHAT ARE A FIRST AIDER'S MAIN DUTIES?

- 19 First aiders must complete a training course approved by the Health and Safety Executive (HSE).
- 20 At school, the main duties of a first aider are to:
- ① give immediate help to casualties with ~~common~~ injuries or illnesses and those arising from specific hazards at school;
  - ① when necessary, ensure that an ambulance or other professional medical help is called.

## WHAT IS AN APPOINTED PERSON?

- 21 An appointed person is someone who:
- ① takes charge when someone is injured or becomes ill;
  - ① looks after the first-aid equipment eg restocking the first-aid container;
  - ① ensures that an ambulance or other professional medical help is summoned when appropriate.
- 22 Appointed persons are **not** first aiders. They should **not** give first aid treatment for which they have not been trained. However, it is good practice to ensure that appointed persons have emergency first aid training/refresher training, as appropriate. These courses do not require HSE approval. They normally last four hours and cover the following topics:
- ① what to do in an emergency;
  - ① cardiopulmonary resuscitation;
  - ① first aid for the unconscious casualty;
  - ① first aid for the wounded or bleeding.

- 23 Emergency first-aid training should help an appointed person cope with an emergency and improve their competence and confidence.

## FIRST AID - WHAT DO SCHOOLS NEED TO DO?

- 24 **The Health and Safety (First-Aid) Regulations 1981 set out what employers have to do.**
- 25 Employers must provide adequate and appropriate equipment, facilities and qualified first-aid personnel.
- 26 The Regulations do not oblige employers to provide first aid for anyone other than their own staff, but employers do have health and safety responsibilities towards non-employees. The Health and Safety Commission (HSC) guidance recommends that organisations, such as schools, which provide a service for others should include them in their risk assessments and provide for them. **In the light of their legal responsibilities for those in their care, schools should consider carefully the likely risks to pupils and visitors, and make allowance for them when drawing up policies and deciding on the numbers of first-aid personnel.**
- 27 Where first aid is provided for staff and pupils, schools should ensure that:
- ① provision for employees does not fall below the required standard;
  - ① provision for pupils and others complies with the relevant legislation and guidance.

## Assessment of need

- 28 The Management of Health and Safety at Work Regulations 1992 require employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees at work,

and others who may be affected by their undertaking, to identify what measures they need to take to prevent or control these risks.

## Reassessment of first-aid provision

- 29** The governing body and/or head teacher should regularly review the school's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate. Where minimum numbers of trained first aiders are set, these should be monitored to ensure that these standards are being met.

## Providing information

- 30** The employer or the manager with the delegated function (usually the head teacher) must inform all staff (including those with reading and language difficulties) of the first-aid arrangements. This should include the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the school's first-aid needs.
- 31** A simple method of keeping staff and pupils informed is by displaying first-aid notices in staff/common rooms. The information should be clear and easily understood.
- 32** Notices must be displayed in a prominent place, preferably at least one in each building if the school is on several sites.
- 33** Including first-aid information in induction programmes will help ensure that new staff and pupils are told about the first-aid arrangements. It is good practice to include such information in a staff handbook.

## Insurance

- 34** In the event of a claim alleging negligence by a member of the school staff, action is likely to be taken against the employer rather than

**the employee.** Employers should make sure that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. Some LEAs provide explicit reassurance to staff that those in county and controlled schools who volunteer to assist with any form of medical procedure are acting within the scope of their employment and are indemnified.

- 35** County and controlled schools should consult their LEA about insurance arrangements.

## RISK ASSESSMENT OF FIRST-AID NEEDS - WHAT SHOULD SCHOOLS CONSIDER?

- 36** Schools normally include staff, pupils and visitors when carrying out risk assessments for first-aid needs.
- 37** County and controlled schools should check their LEA's procedures.

### Points to consider:

#### What size is the school and is it on split sites and/or levels?

- 38** The governing body/head teacher need to consider additional first aid provision if there is more than one building. They should consider how many first-aid personnel are 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.

### Location of school

- 39** Is it remote from emergency services? It is good practice to inform the local emergency services, in writing, of the school's location (giving Ordnance Survey grid references, if necessary) and any

particular circumstances that may affect access to the school. If the school has more than one entrance, emergency services should be given clear instructions on where or to whom they should report.

### Are there any specific hazards or risks on the site?

- 40 For example, hazardous substances, dangerous tools and machinery. Temporary hazards, such as building or maintenance work, should also be considered and suitable short-term measures put in place.

### Specific needs

- 41 Are there staff or pupils with special health needs or disabilities? What age range does the school cater for? Different first-aid procedures may apply to pupils in primary and secondary schools. For example, the age of pupils may affect the type of first-aid procedures required, such as resuscitation techniques. First-aid training organisations can provide advice on training for first-aid personnel in schools. See Annex B for contact addresses.

### Accident statistics

- 42 Accident statistics can indicate the most common injuries, times, locations and activities at a particular site. These can be a useful tool in risk assessment, highlighting areas to concentrate on and tailor first-aid provision to.

### How many first-aid personnel are required?

- 43 There are no rules on exact numbers. Employers have to make a judgement based on their own circumstances and a suitable and sufficient risk assessment. **Governing bodies/head teachers should consider the likely risks to pupils and visitors, as well as employees,**

### when drawing up policies and deciding on the numbers of first-aid personnel.

- 44 County and controlled schools should have regard to their LEA's policy and advice.

- 45 The HSC provide guidance on numbers of first-aid personnel based on employee numbers. As a general guide, they recommend that:

- ① a lower risk place of work (eg shops, offices, libraries), with fifty to one hundred employees, should consider having at least one first aider;
- ① a medium risk place of work (eg light ~~off~~ and assembly work, food processing) with twenty to one hundred employees, should consider having at least one first aider for every fifty employees (or part thereof).

- 46 Schools will generally fall into the lower risk category, but some schools or areas of activity may fall into the medium risk category. Schools should base their provision on the results of their risk assessment. If there are parts of the school where different levels of risk can be identified, the employer should consider the need to make different levels of provision in different areas/departments. When considering how many first-aid personnel are required, the governing body/head teacher should also consider:

- ① adequate provision for lunchtimes and breaks. It is good practice to encourage lunchtime supervisors to have first-aid training;
- ① adequate provision for leave and in case of absences;
- ① first-aid provision for off-site activities ie school trips. If a first-aider accompanies pupils off-site, will there be adequate first-aid provision in the school?
- ① adequate provision for practical departments, such as science, technology, home economics, physical education;



- ① adequate provision for out of hours activities sports activities, clubs;
- ① any agreements with contractors (eg meals) on joint provision for first aid for their employees;
- ① adequate provision for trainees working on site. They have the same status as staff for the purposes of health and safety legislation.

## Selection of first aiders

**47** Unless first-aid cover is part of a member of staff's contract of employment, people who agree to become first-aiders do so on a **voluntary basis**. When selecting first aiders, governing bodies/head teachers should consider the individual's:

- ① reliability and communication skills;
- ① aptitude and ability to absorb new knowledge and learn new skills;
- ① ability to cope with stressful and highly demanding emergency procedures;
- ① normal duties. A first aider must be able to go immediately to an emergency.

## Contacting first-aid personnel

**48** Do all school staff know how to contact a first aider? Are there agreed procedures in place if an emergency occurs in an isolated area eg on the playing field? Governing bodies/head teachers should consider how best to let everyone know the school's first-aid arrangements. Procedures need to be in place that are known, understood and accepted by all. Information should be given about the location of first-aid equipment, facilities and personnel. First-aid notices should be displayed which are clear and easily understood by all.

## Is it sufficient only to have an appointed person?

**49** The governing body or head teacher may decide, on the basis of the risk assessment of their first-aid needs, that a first aider is not necessary, although this is unusual. The minimum requirement is that an appointed person must take charge of the first-aid arrangements. The school's assessment should identify the number of appointed persons needed. Arrangements should be made to ensure that this cover is available at all times while people are on school premises.

**50** County and controlled schools should observe their LEA's minimum requirements.

## QUALIFICATIONS AND TRAINING

**51** A first aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE. Information on local organisations offering training is available from HSE offices and from some of the organisations listed in Annex B. Local colleges may also offer first-aid training.

**52** Training courses cover a range of first aid competences. However, **standard first aid at work training courses do not include resuscitation procedures for children**. The employer should arrange appropriate training for their first-aid personnel. Training organisations will often tailor courses specifically to schools' needs. It is helpful to let the training organisation know in advance of any particular areas that should be covered.

**53** First aid at work certificates are only valid for **three years**. Employers should arrange refresher training and retesting of competence before certificates expire. If a certificate expires, the individual will have to undertake another full course of training to become a first aider. However, employers can



arrange for first aiders to attend a refresher course up to three months before the expiry date of their certificate. The new certificate takes effect from the date of expiry. Schools should keep a record of first aiders and certification dates.

- 54 The HSE also produce guidance on the standards and requirements for approval of training including a list of standard first aid competences (see Annex A).

## FIRST-AID MATERIALS, EQUIPMENT AND FIRST-AID FACILITIES

- 55 Employers must provide the proper materials, equipment and facilities at all times. First-aid equipment must be clearly labelled and easily accessible.

### How many first-aid containers should a school have?

- 56 Every employer should provide at least one fully stocked first-aid container for each site. The assessment of a school's first-aid needs should include the number of first-aid containers. Additional first-aid containers will be needed for split-sites/levels, distant sports fields or playgrounds, 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.**
- 57 The siting of first-aid boxes is a crucial element in the school's policy and should be given careful consideration. If possible, first-aid containers should be kept near to hand washing facilities.

### Contents of a first-aid container

- 58 There is no mandatory list of items for a first-aid container. However, the HSE recommend that,

where there is no special risk identified, a **minimum** provision of first-aid items would be:

- ① a leaflet giving general advice on first aid (see list of publications in Annex A);
- ① 20 individually wrapped sterile adhesive dressings (assorted sizes);
- ① two sterile eye pads;
- ① four individually wrapped triangular bandages (preferably sterile);
- ① six safety pins;
- ① six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- ① two large (approximately 18cm x 18cm) individually wrapped unmedicated wound dressings;
- ① one pair of disposable gloves.

Equivalent or additional items are acceptable.

- 59 A school's first-aid procedures should identify the person responsible for examining the contents of first-aid containers. These should be checked frequently and restocked as soon as possible after use. There should be extra stock in the school. Items should be discarded safely after the expiry date has passed. Some booklets giving further information on the contents of first-aid containers are listed at Annex A.

### Travelling first-aid containers

- 60 Before undertaking any off-site activities, the headteacher should assess what level of first-aid provision is needed. The HSE recommend that, where there is no special risk identified, a **minimum** stock of first-aid items for travelling first-aid containers is:

- ① a leaflet giving general advice on first aid. See ~~h~~ of publications in Annex A;
- ① six individually wrapped sterile adhesive dressings;
- ① one large sterile unmedicated wound dressing - approximately 18cm x 18cm;
- ① two triangular bandages;
- ① two safety pins;
- ① individually wrapped moist cleansing wipes;
- ① one pair of disposable gloves.

Equivalent or additional items are acceptable. Additional items may be necessary for specialised activities.

## Public Service Vehicles

**61** Transport Regulations require that all minibuses and public service vehicles used either as an express carriage or contract carriage have on board a first-aid container with the following items:

- ① ten antiseptic wipes, foil packaged;
- ① one conforming disposable bandage (not ~~ls~~ than 7.5 cms wide);
- ① two triangular bandages;
- ① one packet of 24 assorted adhesive dressings;
- ① three large sterile unmedicated ~~als~~ dressings (not less than 15 cm x 20 cm);
- ① two sterile eye pads, with attachments;
- ① twelve assorted safety pins;
- ① one pair of rustless blunt-ended scissors.

- 62** This first-aid container shall be:
- ① maintained in a good condition;
  - ① suitable for the purpose of keeping the ~~be~~ referred to above in good condition;
  - ① readily available for use; and
  - ① prominently marked as a first-aid container.

## First-aid accommodation

**63** Employers must provide suitable and sufficient accommodation for first aid according to the assessment of first-aid needs identified. 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. The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed. Schools should consider using this room for first aid. However, first-aid facilities may need to be made available quickly. Organisations such as HSE provide detailed advice on first-aid rooms (see Annex A).

## HYGIENE/INFECTION CONTROL

**64** All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. Further guidance is available in the DfEE publication *HIV and AIDS: A Guide for the Education Service* (see Annex A). LEAs may have produced guidance on this issue, which county and controlled schools should follow.

## REPORTING ACCIDENTS AND RECORD KEEPING

### Statutory requirements

- 65** Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.
- 66** The employer must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records (see paragraphs 75-78).

### What accidents to employees do LEAs and/or schools need to report?

- 67** County and controlled schools should follow their LEA's procedures. Some LEAs may require serious/significant accidents to be reported centrally for insurance/statistical purposes or as part of their RIDDOR arrangements.
- 68** The following accidents must be reported to HSE if they injure either the school's employees during an activity connected with work, or self-employed people while working on the premises:
- ① accidents resulting in death or major injury (including as a result of physical violence);
  - ① accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).
- 69** For definitions of major injuries, dangerous occurrences and reportable diseases see HSC/E guidance on RIDDOR 1995, and information on Reporting School Accidents (Annex A).

### How should schools report them?

- 70** HSE must be notified of **fatal and major injuries and dangerous occurrences without delay** (eg by telephone). This must be followed up within ten days with a written report on Form 2508. Other reportable accidents do not need immediate notification, but they must be reported to HSE within ten days on Form 2508.

### What about pupils and other people who are not at work?

- 71** An accident that happens to pupils or visitors must be reported to the HSE on Form 2508 if:
- ① the person involved is killed or is taken from the site of the accident to hospital; **and**
  - ① the accident arises out of or in connection with work.
- 72** Like fatal and major injuries to employees or dangerous occurrences, these accidents must be notified to HSE without delay and followed up in writing within ten days on Form 2508.

### How do I decide whether an accident "arises out of or in connection with work"?

- 73** In HSE's view an accident must be reported if it relates to:
- ① any school activity, both on or off the premises;
  - ① the way a school activity has been organised and managed (eg the supervision of a field trip);
  - ① equipment, machinery or substances;
  - ① the design or condition of the premises.

## Record keeping

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- 74** County and controlled schools should follow their LEA's procedures.

## Statutory accident records

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- 75** Employers with 10 or more employees must keep readily accessible accident records, either in written or electronic form. These records must be kept for **a minimum of 3 years**. (See Annex A for where to obtain further guidance.)

## School's central record

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- 76** This record is not the same as the Department of Social Security BI510 statutory accident book (see paragraph 75) or the RIDDOR record (see paragraph 65), although the three might be combined, providing all the information required by the legislation is included in the replacement record.

- 77** Schools should keep a record of any first aid treatment given by first aiders and appointed persons. This should include:

- ① the date, time and place of incident;
- ① the name (and class) of the injured or ill person;
- ① details of the injury/illness and what first aid was given;
- ① what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- ① name and signature of the first aider or person dealing with the incident.

- 78** The information in the record book can:

- ① help the school identify accident trends and possible areas for improvement in the control of health and safety risks;

- ① be used for reference in future first-aid risk assessments;

- ① be helpful for insurance and investigative purposes

- 79** In an emergency, the headteacher/teacher in charge should have procedures for contacting the child's parent/guardian/named contact as soon as possible. It is also good practice to report all serious or significant incidents to the parents eg by sending a letter home with the child, or telephoning the parents.

## OTHER USEFUL GUIDANCE

## ANNEX A

### Department for Education & Employment (DfEE)

Circular 3/94 - The Development of Special Schools

Circular 10/96 - The 1996 School Premises Regulations

Circular 14/96 - Supporting Pupils with Medical Needs in School\*

Supporting Pupils with Medical Needs - Good Practice Guide\*

HIV and AIDS: A Guide for the Education Service

School Governors - A Guide to the Law

All these publications are available free of charge from:

DfEE Publications Centre

PO Box 5050

Sudbury

Suffolk CO10 6ZQ

**Tel: 0845 6022260**

**Fax: 0845 6033360**

*\* Joint publication with the Department of Health.*

### Health & Safety Commission (HSC)/Executive (HSE)

Basic advice on first aid at work (1997)

IND(G)215L - free leaflet or available in priced packs

ISBN 0 7176 1070 5

First aid at work - your questions answered (1997)

IND(G)214L - free leaflet or available in priced packs

ISBN 0 7176 1074 8

First-aid training and qualifications for the purposes of the

Health and Safety (First Aid) Regulations 1981 (1997)

ISBN 0 7176 1347 X £8.50

First aid at work - The Health and Safety (First Aid)

Regulations 1981 - Approved Code of Practice and

Guidance (1997) L74 ISBN 0 7176 1050 0 £6.75

5 steps to successful health and safety management:  
special help for directors and managers

IND(G)132L - free leaflet

5 steps to risk assessment: A step by step guide to a  
safer and healthier workplace 1994

IND(G)163L - free leaflet or available in priced packs

ISBN 0 7176 0904 9

A guide to risk assessment requirements: common  
provisions in health and safety law (1996)

IND(G)218 - free leaflet or available in priced packs

ISBN 0 7176 1211 2

Everyone's guide to RIDDOR '95 (1996)

HSE31 - free leaflet or available in priced packs

ISBN 0 7176 1077 2

Reporting school accidents (1997)

EDIS 1 - free information sheet

Workplace Health, Safety & Welfare

Regulations 1992 (1995)

IACL97 - free leaflet or available in priced packs

ISBN 0 7176 1049 7

Workplace health, safety and welfare -  
a short guide (1995)

- free leaflet or available in priced packs

ISBN 0 7176 0890 5

Essentials of health & safety at work (1994)

ISBN 0 7176 0716 X £5.95

Signpost to safety signs regulations (1996)

IND(G)184 - free leaflet or available in priced packs

ISBN 0 7176 1139 6

List of current health & safety legislation 1996:

Book and disk

ISBN 0 7176 1311 9 £11.95

HSE priced and free publications are available from:

HSE Books  
PO Box 1999  
Sudbury  
Suffolk CO10 6FS  
**Tel: 01787 881165**  
**Fax: 01787 313995**

HSE priced publications are also available from good booksellers.

### **Department of Health (DH)**

Child Health in the Community: A Guide to Good Practice

Developing Emergency Services in the Community: The Final Report

EL(96)28 LAC(96)10 - Children's Services Planning: Guidance

These publications are available free of charge from:

Department of Health  
PO Box 410  
Wetherby  
LS23 7LL  
**Fax: 01937 845381**

### **Department of Social Security (DSS)**

The Accident Book BI 510  
ISBN 011761 3843 £1.94

Available from  
The Stationery Office, PO Box 276, London SW8 5DT  
**Tel: 0171-873 9090**

### **Department of the Environment, Transport and the Regions (DETR)**

Public Service Vehicles Conditions of Fitness, Equipment, Use and Certification Regulations 1981  
ISBN 0 11 016257 9 £3.00

### **St John Ambulance**

First-Aid Manual - 7th edition

Emergency Aid Handbook

Emergency Aid in Schools - gives advice on basic first-aid procedures

Young Lifesaver Award Scheme - pack for teaching pupils aged 7 and above first-aid skills, including video, teachers' guide and work sheets

These priced publications and first-aid equipment are available from:

PO Box 707a  
Friend Street  
London EC1V 7NE  
**Enquiry line: 0171-278 7888**

## USEFUL CONTACTS

## ANNEX B

Association of Colleges  
7/8 Rathbone Place  
LONDON W1P 1DE  
**Tel: 0171-637 3919**

British Red Cross  
9 Grosvenor Crescent  
London SW1X 7EJ  
**Tel: 0171-235 5454**

Child Accident Prevention Trust  
Clerks Court 18-20 Farringdon Lane  
London EC1R 3AU  
**Tel: 0171-608 3828**

CLEAPPS School Science Service  
Brunel University  
Uxbridge  
UB8 3PH  
**Tel: 01895 251496**

Royal Society for the Prevention of Accidents  
(ROSPA)  
Edgbaston Park  
353 Bristol Road  
Birmingham B5 7ST  
**Tel: 0121-248 2000**

Department of Health  
Wellington House  
133-155 Waterloo Road  
London SE1 8UG  
**Tel: 0171-972 2000**

Health and Safety Executive  
HSE First Aid Applications and Monitoring Section  
Quay House  
Quay Street  
Manchester M3 3JB  
**Tel: 0161-952 8276**

**HSE Infoline**  
**Tel: 0541 545500**

or write to:

HSE Information Centre  
Broad Lane  
Sheffield S3 7HQ

Department for Education and Employment  
Sanctuary Buildings  
Great Smith Street  
Westminster  
London SW1P 3BT  
**Tel: 0171-925 5000**

St John Ambulance  
1 Grosvenor Crescent  
London SW1X 7EF  
**Tel: 0171-235 5231**

Department of the Environment, Transport  
and the Regions  
Great Minster House  
76 Marsham Street  
London SW1P 4DR  
**Tel: 0171-271 4800**

### TEACHER UNIONS

Association of Teachers and Lecturers  
7 Northumberland Street  
London WC2N 5DA  
**Tel: 0171-930 6441**

National Association of Head Teachers  
1 Health Square  
Boltro Road  
Haywards Heath  
West Sussex RH16 1BL  
**Tel: 01444 472472**

National Union of Teachers  
Hamilton House  
Mabledon Place  
London WC1H 9BD  
**Tel: 0171-388 6191**

Professional Association of Teachers  
2 St James' Court  
Friar Court  
Friar Gate  
Derby DE1 1BT  
**Tel: 01332 372337**

National Association of School Masters/Union of  
Women Teachers  
Hillscourt Education Centre  
Rose Hill  
Rednal  
Birmingham B45 8RS  
**Tel: 0121-453 6150**

Secondary Heads Association  
130 Regent Road  
Leicester  
Leicestershire LE1 7PG  
**Tel: 0116 2471797**

UNISON  
1 Mabledon Place  
London WC1H 9AJ  
**Tel: 0171-388 2366**