



## **First aid policy**

- *Written 14/3/23-*

- *Reviewed 28/3/25- signed Chair of Governors -*
- *Next review 28/3/26*

### **Introduction**

The aim of first aid is to reduce the effects of injury or illness suffered at work, whether caused by the work itself or not. City council office buildings are classed as low-level risk areas; however, depots are deemed to be a higher risk and will need a greater ratio of staff to first aiders.

First-aid provision must be 'adequate and appropriate in the circumstances. This means that sufficient first-aid equipment, facilities and personnel should be available. Employers have a legal duty to make arrangements to ensure their employees receive immediate attention if they are injured or taken ill at work.

First Aiders names and contact details for first aiders are displayed within the workplace

### **Legislation**

The Health and Safety (First-Aid) Regulations 1981 set out the essential aspects of first aid the council has to address.

- The First Aid Regulations do not require the council to provide first aid for anyone other than our own employees; however, as a local authority providing services to the public we have a moral duty of care to those affected by our work or on our premises; this should include the provision of adequate and appropriate equipment, facilities and personnel to ensure our employees / members of the public etc. receive immediate attention if they are injured or taken ill at work.
- Reference should also be made to the Health and Safety Executive website for further guidance and best practice

### **Responsibilities**

- 3.1** The Head teacher gives permission for staff to help others in Bentilee Family Hub if the need arises. First aiders would be released and other staff would cover. In an emergency, children would be gathered in the Quiet Room or Focus room with supervision, until staff return.

## **Appointed Persons / First Aiders**

### **First aid at work- Ofqual regulated**

- Nicola Hill has the qualification June 2024 **(valid for 3 years)** emergency first aid at work (enables the first aider / appointed person to give emergency first aid to someone who is injured or becomes ill at work).
- Megan Machin has First Aid at work – Nov 2022- valid for 3 years

- **Paediatric First Aiders- date taken**

- Di Sharp- May 2024
- Louise Foden-March 2023
- Jayne Grindey- April 2024
- Philippa Dix -Jan 2023
- Sue Barnish-Jan 2025
- Sarah Yildiz Feb 2024
- Danielle Lovatt March 25

### **First aid at work- date taken**

- Megan Machin-Nov 2022

### **Emergency First Aid at work- Ofqual regulated**

- Nicola Hill- June 2024
- Sue Ridgway will monitor this to ensure all first aid training is updated as needed

## **Juliet Levingstone and Sue Ridgway**

To call the emergency services when required;

## **First Aid Treatment**

Any first aider giving treatment to a person documents the treatment given on the first aid record form. The first aider must complete the treatment form and send it to the Health and Safety Team by post or email. Copies of the form can be found on the H&S pages in Stoke Inside.

staff receiving treatment to complete an accident / incident form

Nicola Hill has responsibility for first aid equipment including ensuring that the contents of first aid boxes are up to date (See Annex B for list of suggested contents)

## **Monitoring and Replacing Items in First Aid Boxes:**

Many items, particularly sterile ones, are marked with expiry dates. They should be replaced by the dates given and expired items disposed of safely. In cases where sterile items have no dates, it would be advisable to check with the manufacturers to find out how long they can be kept. For non-sterile items without dates, it is a matter of judgement, based on whether they are fit for purpose.

The first aider should check the quantity and expiry dates . We have 5 dates an academic year when this is to be checked- the 5 Teacher training days.

### **Teacher training days Sept 2024-July 2025**

- |                               |                                     |
|-------------------------------|-------------------------------------|
| • <i>Teacher training day</i> | <i>Friday 20th December</i>         |
| • <i>Teacher training day</i> | <i>Monday 6th January</i>           |
| • <i>Teacher training day</i> | <i>Friday 11<sup>th</sup> April</i> |
| • <i>Teacher training day</i> | <i>Friday 18th July</i>             |
| • <i>Teacher training day</i> | <i>Monday 21st July</i>             |

## **References**

HSE guidance and information can be found at: <http://www.hse.gov.uk/firstaid/>

Information on the HSE First Aid assessment tool, use the hyperlink below:

<http://www.hse.gov.uk/pubns/firindex.htm>

## Annex A – First Aid Record Form- used in classrooms

DATE:

### ACCIDENT / INCIDENT

I have had an **accident / incident** today NO:

Dear Parent / Carer

Childs Name:  Year Group:

Location of accident/incident:

Today your child has had an accident/incident at  a.m. / p.m.

We have kept an eye on him/her and he/she appears to be ok.


He/she has had a:

Bump <input type="checkbox"/>	Cut <input type="checkbox"/>
Bruise <input type="checkbox"/>	Graze <input type="checkbox"/>
Other: (please specify) <input type="text"/>	

First aid administered:

Antiseptic Wipe <input type="checkbox"/>	Plaster <input type="checkbox"/>
Ice Pack <input type="checkbox"/>	Observation <input type="checkbox"/>
Other: (please specify) <input type="text"/>	

Location of injury



Any additional information: (if relevant)

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

Parent / Carer informed at:	(time). By telephone / in person
First aid administered by:	teaching staff / dinner staff
Accident book completed by:	teaching staff / dinner staff
Receiving teacher:	

Signature of Lead First Aider:	Time:
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## Annex B -

### Suggested First Aid Box Contents:

- A leaflet giving general guidance on first aid. (For example, HSE's leaflet – Basic Advice on First Aid at work). This can be found using the following hyperlink:  
<http://www.hse.gov.uk/pubns/indg347.htm>
- Individually wrapped sterile plasters dressings (assorted sizes) appropriate to the work environment (i.e. blue detectable dressings should be provided for kitchens, hypoallergenic plasters etc.)
- Sterile eye pads
- Individually wrapped triangular bandages
- Safety pins
- Large sterile individually wrapped unmediated wound dressings 18cm x 18cm
- Medium sized individually wrapped sterile unmediated wound dressings (approx. 12cm x 12cm)
- Disposable gloves (for advice on latex gloves please refer to the HSE website for guidance, using the following hyperlink:
  - <http://www.hse.gov.uk/skin/employ/latex-gloves.htm>
- 1 pair of scissors (if necessary)
- If mains tap water is not readily available for eye irrigation, at least a litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be provided. Once the seal has been broken, containers should not be kept for reuse. Containers should not be used beyond their expiry date.

This is only a suggested contents list; the contents should reflect the outcome of the first aid assessment. Further guidance can be obtained from the HSE website.

### Suggested Vehicle First Aid Box Contents:

- A leaflet giving general guidance on first aid.
- Individually wrapped sterile plasters dressings (assorted sizes) appropriate to the work environment (i.e. blue detectable dressings should be provided for kitchens, hypoallergenic plasters etc.))
- 2Individually wrapped triangular bandages
- Safety pins
- Large sterile individually wrapped unmediated wound dressings 18cm x 18cm
- Disposable gloves (for advice on latex gloves please refer to the HSE website for guidance, using the following hyperlink:

<http://www.hse.gov.uk/skin/employ/latex-gloves.htm>

## Annex C First Aid at Work: Monitoring form

The first aid kit and supplies should be checked after use by a qualified first aider. However, the checks should be undertaken every month in line with the workplace inspection.

If you are not the responsible person for procuring first aid equipment or supplies, ensure this form is sent

<b>Date of Checking:</b>						
<b>Observer Name:</b>						
<b>Location:</b>						
<b>Responsible person:</b>						
<b>Item:</b>	<b>Expiry date of item</b>	<b>Required quantity on location</b>	<b>Present quantity</b>	<b>Balance of quantity to procure</b>	<b>If more required, date completed</b>	<b>Comment, if any</b>

to the appropriate officer for retention and/or

procurement.

The monitoring form for the building's first aid kits should be sent to Mrs. Ridgway.

Service first aid kits should be sent to the line manager.



Date of Checking:						
Observer Name:						
Location:						
Responsible person:						
Item:	Expiry date of item	Required quantity on location	Present quantity	Balance of quantity to procure	If more required, date completed	Comment, if any