

Georgeham C of E Primary School

First Aid Policy

Sept 2023

To be reviewed: **Annually**

Person responsible: **Lead Governor for H&S**

Owner: **Resources Committee**



Associated policies

and guidance: Georgeham C of E Health & Safety Policy

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1. POLICY STATEMENT

- 1.1 Georgeham C of E Primary is committed to achieving the highest standards of health, safety and wellbeing. Providing appropriate and effective first aid provision will help to save lives and minimise the potential impact of illness or injury to those affected. People at work can suffer injuries or fall ill whether or not the injury or illness is caused by the work undertaken. It is important that people receive immediate attention. Not only staff but contractors, members of the public, service clients and others present on the property will be considered in the arrangements for providing first aid.
- 1.2 This policy sets out the criteria for Georgeham C of E Primary to comply with the *Health and Safety (First Aid) Regulations* and should be read in conjunction with the Health and Safety Policy and Off-Site Activities Policy. These documents detail the arrangements that must be followed.
- 1.3 The purpose of this policy is to ensure that appropriate and effective first aid arrangements are available to those who may fall ill or be injured whilst on the school property or undertaking duties on behalf of school.
- 1.4 Georgeham C of E Primary School will comply with existing legislation to achieve this by:
 - _Ensuring that a suitable risk assessment is undertaken to identify appropriate first aid provisions specific to the circumstances of the workplace or location
 - _Ensuring that not only staff are considered in the assessment of needs but also anyone else who may be present on, or using, school property or facilities
 - _Ensuring an appropriate number of appointed persons or first aiders are available to provide treatment and that these members of staff have levels of training which are consistent with those described in the HS19 (First Aid Arrangements) document.

- _Ensuring that suitable and appropriate equipment is available to allow for effective first aid to be administered
- _Ensuring that those who have a role for the provision of first aid arrangements have clear responsibilities
- _Ensuring that the first aid arrangements are clearly communicated at each location or workplace

1.5 This policy applies to providing first aid arrangements for anyone who may be present on, or using, school property or facilities and includes any organised off-site visits.

2. CONTEXT

Legislation

2.1 *The Health and Safety (First-Aid) Regulations* set out the essential aspects of first aid that employers have to address. The legislation requires the provision of adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. What is adequate and appropriate depends upon the circumstances in the workplace and requires that a risk assessment is performed to identify those needs.

3. RESPONSIBILITIES

3.1 The Headteacher and Lead Governor of Resources are responsible for the development of this policy and for monitoring its implementation.

3.2 Staff are responsible for ensuring that:

- _Suitable and sufficient risk assessments are completed
- _Occupiers are consulted determining first aid arrangements
- _Actions from risk assessments are implemented
- _First aid training is suitably co-ordinated to ensure certificates are current and first aiders re-trained before their certificate expires
- _Staff are aware of the first aid arrangements
- _Agreement is reached on first aid arrangements for multi-occupancy locations
- _Facilities are maintained appropriately
- _The local emergency services are informed, in writing, of the site where hazardous substances or processes are in use that require specific first aid treatment
- _First aid arrangements are periodically reviewed
- _Appropriate budget or funding is available

3.4 Line managers/supervisors must:

- _Liaise and co-operate with facilities managers to assist with the risk assessment process

- _Co-operate with the facilities/premises manager to provide appropriate numbers of staff who will be trained to become first aiders or appointed persons
- _Communicate first aid arrangements to staff
- _Consider the impact on first aid arrangements with workplace changes and communicate to facilities/premises managers
- _Ensure first aiders are trained in special procedures relevant to workplace risks
- _Ensure that workplace injuries or ill-health are reported to the Health and Safety Executive (HSE) as determined by the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013*.

3.5 First Aider/Appointed Person must:

- _Act safely and promptly when an emergency occurs at work
- _Act effectively applying the skills gained from the appropriate training
- _Take effective control of the first aid needs in an emergency
- _Make themselves available to ensure they attend training sessions when required
- _Take responsibility for maintaining first aid facilities
- _Record treatment provided in the treatment record
- _Appropriately maintain the medical confidentiality of the person they are treating
- _Take effective precautions to protect themselves from blood borne pathogens
- _Report insufficiencies in first aid arrangements to their manager/supervisor or facilities/premises manager
- _Clearly understand the limitations within their role.

3.6 Devon Health & Safety Service must:

- _Provide advice and guidance on the first aid arrangements, risk assessment process and controls
- _Support the line manager to determine specific first aid arrangements for hazardous substances or processes
- _Assist to ensure contracted services comply with first aid arrangements and controls
- _Assist to investigate significant workplace injuries and make comments on the effectiveness of the first aid arrangements.

3.7 Employees must:

- _Report all workplace accidents and incidents
- _Seek appropriate advice and treatment from a first aider or appointed person for all workplace injuries
- _Minimise the risk of infection to others
- _Where they feel confident to do so, report any existing medical condition to their nearest first aider or responsible person that may require emergency medical attention whilst at work
- _Wear a medi-alert if advised
- _Be aware of how to contact a first aider or responsible person
- _Provide support for colleagues who are injured or suffer ill-health until a first aider or responsible person arrives to take over
- _Assist the first aider or responsible person as directed by them

3.8 DCC Procurement Services must:

- _Ensure that first aid arrangements for contractors and those that may be affected by their activities are appropriately adopted into the existing health

and safety at work clause for the tender document used by Procurement Services.

4. IMPLEMENTATION

4.2 The school must ensure that those with responsibilities under this policy:

- _Are trained to an appropriate level
- _Have access to competent advice and support
- _Have access to the resources necessary to meet the issues identified with this policy and the associated implementation requirements
- _Have sufficient time allocated to carry out the necessary tasks associated with this policy

5. AUDIT, MONITORING AND REVIEW

5.1 The school must be able to demonstrate compliance with this policy in accordance with Devon County Council health and safety auditing procedures.

5.2 Devon Health & Safety Service is responsible for monitoring the effectiveness of arrangements within all services.

6. EQUALITY STATEMENT

6.1 The School will only commit to policies and practices which will eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion and belief, race and ethnicity and sexual orientation.

6.2 This policy and related guidance has been the subject of an Equality Impact and Needs Assessment. This assessment will be integral to all future policy and guidance reviews.

7. REVIEW OF THE POLICY

7.1 The Governing body will review the policy every year to ensure standards are met.

POLICY HISTORY Policy Date	Summary of change	Contact	Implementation Date	Review Date
June 2022	N/A	JT Headteacher	June 2022	June 2023