



FIRST AID POLICY



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Legislation

Hollinswood Primary School and Nursery 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. All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

In the EYFS, at least one person who holds a current paediatric first aid certificate is on the premises at all times when children are present and must accompany children on outings.

First Aid Training

All first aiders must complete a training course approved by the Health and Safety Executive (HSE) including paediatric first aid for all Nursery staff. This qualification is valid for 3 years and requalification is required before the expiry date. A list of qualified first aiders is available in the school office and staffroom. All school staff receive asthma and epi-pen training.

A central record of all training related to first aid is held by the School Business Manager and reviewed annually to ensure that certificates are renewed within timescales.

Assessment of First Aid Provision

The Head Teacher carries out an assessment of the first aid provision for the school taking into account the types of hazards, how many people access the building and special medical needs. The Governing Body regularly reviews the school's first aid needs (at least annually) to ensure that the provision is adequate. **(See section 6 below for the school's First Aid Needs Assessment.)**

First Aid Provision

First aid kits are located in the offices and staffrooms across both sites. KS1 and KS2 have basic first aid supplies located in each corridor. ALL MEDICATION WILL BE KEPT IN THE FIRST AID AREA IN THE OFFICE. Medicines in school should be clearly labelled with the child's name and stored in the fridge by the school office. First aid supplies will be checked and replenished regularly by **Sue Gill**.

Administration of Medicines at Hollinswood Primary School & Nursery

This applies to all pupils, including those who do not have an individual health care plan. Medicines will be safely stored in the school office medicine cabinets or staffroom designated fridge (if the medicine requires cold storage). A written record will be kept by the Office Staff of medication administered and stored in the pupil's file.

This will include date, time, dosage and name of the member of staff who administers the medicine. The Admin team or Teaching Assistant for that child will take responsibility for this task on a daily on a rota basis to ensure that no pupil forgets to take their medication.

- Any parent can request that their child is given medicine in school.

- If medicines (including asthma pumps) are to be administered in school the parents must complete and sign an agreement form which must be handed into a member of the admin team before any medication can be administered.
- It is preferable that pupils take medicine at home, before or after the school day.
- Parents are encouraged to ask their GPs for medical prescriptions that fit around the school day.
- No pupil will be given medicine without the parental consent unless there is clear and dire emergency and ambulance/emergency personnel are in attendance.
- Prescribed medicines must be in date, prescribed by a NHS doctor and provided in the original container with clear dosage instructions.
- Parents must regularly renew the school supply of medicines and be responsible for visiting the GP to collect repeat prescriptions.
- At the end of the school year in July the school will return all medicines (including asthma inhalers) in store to the parents.
- The school will not be held responsible for any side-effects due to the correct administration of prescribed drugs.
- If the administration of prescribed medication requires medical knowledge, individual training will be provided for the relevant member of staff by a health care professional.
- Arrangements for children who are competent to manage their own medicine in school
- A child who has been prescribed a medicine may be responsible enough to carry and administer drugs or medical testing equipment e.g. blood sugar testing kit. The school will consult with parents and relevant school staff about the advisability of an individual child or young person taking responsibility for their own treatment. The decision in cases of dispute will rest with the Headteacher who has a duty to ensure the safety of all children and young people.
(Please see Administration of Medication in School Policy)

Medical Emergencies

All members of staff who have contact with pupils who have medical conditions will be informed about the best course of action if a child becomes seriously ill and needs emergency treatment.

- The child and the parents will be informed about the school's arrangements and there will be details in the plan if appropriate.
- The school will call an ambulance before contacting parents if a child becomes seriously ill – this applies to all children and not only those with health care plans.
- The school will arrange for a competent member of staff to travel to hospital in an ambulance.

Sickness

Our policy for the sending home of ill or infectious children is discussed with parents. This includes procedures for contacting parents (or other authorised adults) if a child becomes ill while in the school.

- We do not provide care for children, who are unwell, e.g. have a temperature, or sickness and diarrhoea, or who have an infectious disease.
- Parents are notified if there is a case of head lice in the school.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times by the First Aiders and the cleaning team.

(Please see Infection Control and Outbreak Policy)

Treatment of injuries

Following an accident, the First Aider 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 should call an ambulance on the following occasions:

- In the event of a significant injury or head injury
- If bleeding cannot be controlled
- In the event of a period of unconsciousness
- Whenever a fracture or break is suspected
- Whenever the first aider is unsure of the severity of the injuries

First Aid Procedure

Children should be sent to a first aider for serious injuries as well as minor injuries for example:

- Head injuries (not headaches)
- Heavy bleeding- cuts, nosebleeds etc.
- Strong possibility of (or actual) vomiting
- Likelihood the child will be sent home due to temperature etc, (unless vomiting the child will return to class to await collection)
- Sprains
- Suspected fractures - if sensible to move the child
- Distinctive rashes
- Cuts, grazes and bruises.

Breaktimes and Lunchtime

All children requiring first aid treatment are sent to the first aiders on duty for those sessions. Admin first aiders can be called upon for assistance.

In Class

First aiders in class, or in neighbouring classrooms to deal with first aid incidents. Admin first aiders can be called upon for assistance.

- Any spilt blood must be washed away or mopped up with sanitizer.
- Injuries must be dealt with as quickly and calmly as possible and the child reassured whilst the treatment takes place.
- Injuries should be treated with the appropriate remedy i.e. Bruises- cold water compress ice pack
- Grazes- wash area with cold water
- Creams- must not be applied
- Cotton wool must not be used.
- Cuts and grazes should be covered with an appropriate sized plaster.
- All first aid waste e.g. rubber gloves etc, must be placed inside a bag and placed in the usual refuse bin for disposal.
- Parents must be informed of any major accident or injuries involving their child and notified to seek medical advice where appropriate.
- If a child should require further medical treatment, the first available person must call an ambulance using the 999 service, giving school address and nature of the problem. A

staff member must stay with the child until the parent arrives. Should the parent not be available then a member of staff will attend hospital with the child. Contact should be made with the parent to explain what has been done and for the parent to meet the member of staff and child at the hospital.

Accident Book and Forms

The accident book is to be completed for significant injuries. Accident forms must be completed for more serious injuries and all head injuries. These forms once completed must be sent to the LA within three working days. Copies of the accident book (Yellow carbon copy) are kept in the office with the Health and Safety files.

Treatment of head injuries to children

Children often fall and bang themselves, and thankfully most bangs to the head are harmless events and can be dealt with by the supervising adult by applying a cold compress (wet tissue or cloth) for the child's own comfort.

Parents/Carers must be contacted for all bumps/grazes to the head. All head bumps must be recorded on a first aid slip and a copy sent home informing parents of possible symptoms to look out for. It is the responsibility of the first aider dealing with the head bump to contact the parent and also inform the class teacher.

If any of the below symptoms occur in a child who has had a bump to the head, urgent medical attention is needed. Parents should be contacted and the emergency services too.

- Becomes unconscious,
- Is vomiting or shows signs of drowsiness,
- Has a persistent headache,
- Complains of blurred or double vision,
- Is bleeding from the nose or ear, and/or
- Has pale yellow fluid from the nose or ear.

In the event of an accident in which the child cannot stand up unaided, he/she should be left in the position that he/she was found (even if this is in the toilets or playground) so long as it is safe to do so and the first aider must be called immediately to assess the situation. Treatment of suspected breaks/fractures. The seven things to look for are:

1. Swelling
2. Difficulty moving
3. Movement in an unnatural direction
4. A limb that looks shorter, twisted or bent
5. A grating noise or feeling
6. Loss of strength
7. Shock
8. If it is an open fracture, cover the wound with a sterile dressing and secure it with a bandage. Apply pressure around the wound to control any bleeding.
9. Support the injured body part to stop it from moving. This should ease any pain and prevent any further damage.

10. Once you've done this, call 999 for medical help. While waiting for help to arrive, don't move the injured person unless they're in immediate danger.

11. Keep checking the casualty for signs of shock.

First Aid training states that clothing should only be removed if necessary. Where clothing needs to be removed which could cause a safeguarding issue then two members of staff should be present. Only one needs to be first aid trained. However, if waiting for a second member of staff puts a child's life in danger then the first aider should not withhold treatment.

Disposing of blood

Blooded items should be placed in the yellow clinical waste bin in the KS1 girls toilet on the Bushell site or the Disabled toilet on the Farah site.

(Please see Infection Control and Outbreak Policy)

Splinters

Splinters should not be removed by first aiders. The parents must be called to advise of the splinter and parents should attend school to either remove it themselves or seek further medical advice/assistance.

Ice Packs

Ice packs are for the treatment of sprains, strains and bruises and must be kept out of children's reach. These are stored in the staffroom freezers.

Guidance on the use of ice packs: Ideally an ice pack should be applied within 5-10 minutes of the injury occurring. The pack must be wrapped in a cloth to prevent cold burns and applied to the injured area for 5-10 minutes. If the skin is bright red or pink, remove the pack.

Precautions when using ice and heat

- DO NOT USE ICE OR HEAT
- If the casualty is diabetic
- Over areas of skin that are in poor condition
- Over areas of skin with poor sensation to heat or cold
- Areas with known poor circulation
- In the presence of visible or known infection(s)

Asthma

We have many children at Hollinswood Primary School & Nursery with Asthma.

- All inhalers are labelled and kept in classrooms
- All inhalers should accompany children when they are moving around school e.g. PE lessons, break and lunch times, sports day etc.
- They also need to accompany children when they leave the school site e.g. on a trip, swimming, visiting another school, etc.
- Children on the asthma register who have parental consent for the use of the emergency inhaler are clearly indicated. An emergency inhaler can be used if the child's prescribed inhaler is not available (for example, because it is broken, or empty). These are located in the school offices.

➤ **ALWAYS SEEK THE ADVICE/ATTENTION OF A QUALIFIED FIRST AIDER IN THE EVENT OF AN ASTHMA ATTACK.**

(Please see Asthma policy for more details).

Epi-Pens

All Epi-Pens are labelled and kept in the child's classroom. As with asthma inhalers, the child's Epi-Pen will accompany children when they are moving around school e.g.

PE lessons, break and lunch times, sports day etc. and also when they leave the school site e.g. on a trip, swimming, visiting another school, etc.

All staff have annual Anaphylaxis and Epi Pen training.

Anyone can administer an Epi-Pen in an emergency if the adult/child is unable to do it themselves.

Should a member of staff, who has not had the training have to do this, then the emergency services must be informed at the same time as the Epi-Pen is administered.

(Please see Administration of Medication in School Policy, Supporting Pupils with Medical Needs Policy and Medical Needs Policy)

From 1 October 2017 the Human Medicines (Amendment) Regulations 2017 will allow all schools to buy adrenaline auto-injector (AAI) devices without a prescription, for emergency use in children who are at risk of anaphylaxis but their own device is not available or not working (e.g. because it is broken, or out of date). The school's spare AAI should only be used on pupils known to be at risk of anaphylaxis, for whom both medical authorisation and written parental consent for use of the spare AAI has been provided.

The school's spare AAI can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay. The spare AAI's are kept in the school offices.

Care Plans

In some cases, children will require care plans to be created by the Inclusion Manager in conjunction with the family and the appropriate agencies. Copies of these are kept in the child's file.

(Please see Administration of Medication in School Policy, Intimate Care Policy, Supporting Pupils with Medical Needs Policy and Medical Needs Policy)

Educational Visits and Journeys

A risk assessment is carried out by the organiser. At least one named first aider will attend every visit and will take portable first aid kits, having checked the contents and expiry dates.

Staff should also take with them a list of the medical needs and necessary medication required for their pupils and is familiar with the pupils and their medical needs.

(Also see Educational Visits Policy)

Insurance

In the event of a claim alleging negligence by a member of school staff, action is likely to be taken against the employer rather than the employee. The school's insurance arrangements provide full cover for any claims arising from the actions of staff acting within the scope of their employment.

In addition, the Council's insurance policy covers claims arising from first aid treatment given by staff acting within the scope of their employment.



T&WC FIRST AID GUIDANCE

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1. THE LAW

1.1 The Health and Safety (First-Aid) Regulations 1981(as amended 1st October 2013) require the provision of First-Aiders/Appointed Persons and first-aid materials for employees.

1.2 Whilst the regulations do not state that employers have to provide first-aid for anyone other than their own staff the approved code of practice strongly recommends that the non employees are considered in the assessment of first aid needs and provision is made for them. It is Council policy to do this.

2. KEY ACTION POINTS

2.1 Carry out first aid needs assessment to determine the level of first-aid provision required in terms of the following:

- The number of first-aiders/appointed persons/paediatric trained
- Consider ways to manage mental ill health to include staff that are trained in Mental health first aid
- The number, content and locations of first aid equipment
- Arrangements for off-site activities / remote working
- Arrangements for activities taking place outside core hours

3. FIRST AIDERS

3.1 First aiders may either be contractually obliged to take on this role or be selected from staff volunteers. A first aider needs to:

- Have a suitable calm, reliable disposition, an empathetic approach and good communication skills.
- Be willing and able to undertake the necessary training.
- Put their skills into practice when the need arises in sometimes stressful and physically demanding situations.
- Be employed in a post where they are readily accessible in case of emergencies.

3.2 First aiders are expected to:

- Check and replenish first aid boxes on a rota basis (to be agreed with other first aiders in the vicinity)
- Ensure the most up to date first aid list for their area is displayed next to first aid boxes and in core areas where needed
- Ensure contact and location details registered with the health and safety team are kept up to date
- Maintain confidential records of first aid treatment in accordance with section 7.

There are two types of training for first aiders:

a) First Aid at Work (FAW)

At least an 18 hour course (not including breaks), over a minimum period of three days.

On completion of training, whether a full FAW course or a FAW requalification course, successful candidates should have satisfactorily demonstrated competence in all of the subject areas listed under 3.2 and also be able to:

- Administer first aid to a casualty with:
- Injuries to bones, muscles and joints, including suspected spinal injuries;
- Chest injuries;
- Burns and scalds;
- Eye injuries;
- Sudden poisoning;

- Anaphylactic shock;
- Recognise the presence of major illness and provide appropriate first aid (including heart attack, stroke, epilepsy, asthma, diabetes).
- Administer cardiopulmonary resuscitation (CPR) and use an automated external defibrillator
- Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency;
- Provide appropriate first aid for minor injuries

This must be renewed every three years by means of a two-day re-qualification course.

b) Emergency First Aid at Work (EFAW)

At least a 6 hour course (not including breaks), over a minimum period of 1 day.

On completion of training, successful candidates should be able to:

- Understand the role of the first aider, including reference to:
 - The importance of preventing cross infection;
 - The need for recording incidents and actions;
 - Use of available equipment;
- Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency;
- Administer cardiopulmonary resuscitation (CPR) and use an automated external defibrillator;
- Administer first aid to a casualty who is unconscious (including seizure);
- Administer first aid to a casualty who is choking;
- Administer first aid to a casualty who is wounded and bleeding;
- Administer first aid to a casualty who is suffering from shock;
- Provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters).

This must be renewed every three years by means of a one day re-qualification course.

c) Full Paediatric First Aid (PFA)

The current legal requirements for paediatric first aid are set out in the safeguarding and welfare section of the 2017 EYFS. The following information is taken from the 2017 Statutory Framework for the Early Years Foundation Stage published by the Department of Education.

At least one person who has a current **full** paediatric first aid certificate must be on the premises and available at all times when children are present and must accompany children on outings. Childminders, and any assistant who might be in sole charge of the children for any period of time, must hold a current **full** paediatric first aid certificate.

PFA training must be renewed every three years and be relevant for workers caring for young children and where relevant, babies.

Providers should take into account the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.

This two-day paediatric first aid course focuses on emergency scenarios that face those looking after young children and infants, including day nurseries, private nursery schools, pre-schools, before and after school clubs for children in the early years age group, childminders and carers of children at home.

All newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff:child ratios at level 2 or level 3 in an early years setting.

Providers should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate.

d) Emergency paediatric first aid training course - 1 day

Understand the role and responsibilities of the emergency paediatric first aider, have the ability to assess an emergency situation and prioritise your actions. You will also learn how to help a baby or child who is:

- Unresponsive and breathing normally
- Unresponsive and not breathing normally
- Having a seizure
- Choking
- Suffering from shock
- Bleeding

This must be renewed every three years by means of a one day re-qualification course

The paediatric first aid courses must meet the Ofsted Early Years and Childcare Register requirements. Understand the role and responsibilities of the paediatric first aider.

Be able to assess an emergency situation safely.

Be able to provide first aid for an infant and a child:

- Who is unresponsive and breathing normally, including child and infant resuscitation
- Who is unresponsive and not breathing normally
- Who has a foreign body airway obstruction
- With external bleeding
- With injuries to bones, joints and muscles.

Understand how to administer emergency first aid to an infant and a child with a chronic medical condition or sudden illness:

- Sickle cell crisis
- Diabetic emergencies
- Asthma attack
- Allergic reaction
- Meningitis
- Febrile convulsions.

Understand how to administer first aid to an infant and a child:

- Who is experiencing the effects of extreme heat and cold
- Who has sustained an electric shock
- With burns or scalds
- Who has been poisoned
- Who has been bitten or stung
- With minor injuries, including cuts, grazes, bumps and bruises, small splinters and nose bleeds
- With conditions affecting the eyes, ears and nose
- With head and spinal injuries
- With anaphylaxis
- Who is suffering from shock.

Understand how to complete records relating to illnesses, injuries and emergencies.

This must be renewed every three years by means of a one day re-qualification course.

e) Defibrillator Training

Most T&W council locations because of the high number of visitors, or associated risks, including leisure centres have defibrillators on site. These are also provided in Darby House, Southwater One, and Granville house due to the large number of employees on site. First Aid at Work training now includes the use of a defibrillator but additional training can be provided if necessary.

3.3 All first aiders must be allocated enough time to:

- Attend training
- Carry out their routine responsibilities to check and restock first aid equipment
- Review their first aid training materials.

3.4 Insurance

The council's insurance policy covers claims arising from first-aid treatment given by staff acting within the scope of their employment.

3.5 First aid training provider

First aiders must complete a training course administered by a competent First Aid training provider. The requirement for first aid training providers to be HSE registered has been removed, however training organisations will still be required to meet certain standards/criteria set by the HSE.

Telford & Wrekin Council First Aid training provider offer 'regulated qualifications. These are nationally recognised and our training centre is registered as an 'awarding organisation' (AO). These AOs are recognised by national qualification regulators (Ofqual) that have dedicated policies and quality assurance processes that approve and monitor our training centres to ensure training meets standards set by the national regulators. The regulators stipulate that AOs and their training centres must work in compliance with the Assessment Principles for First Aid Qualifications – see the SQA website www.sqa.org.uk.

To book on any first aid courses please use the OLLIE site, there are a selection of dates but if there are none available or you can't attend the dates that are available please email Co-operative.Admin@telford.gov.uk to request a place.

If you are not registered with the online booking system (OLLIE) you can access and book all your first aid training via trainingenquiries@telford.gov.uk

4. APPOINTED PERSONS

An appointed person is someone who:

- Takes charge when someone is injured or becomes ill
- Ensures that an ambulance or other professional medical help is summoned when appropriate.
- Looks after first aid equipment and restocking as necessary.
- Ensures that the necessary accident reporting is carried out.

Appointed persons are not first aiders and should not administer first aid treatment that they have not been trained to do.

5. MENTAL HEALTH FIRST AID

As part of the councils commitment to enhancing work-place mental health and to ensure that everyone has the same opportunity to progress in the workplace and achieve their potential, including those with mental health conditions staff can become Mental Health first aiders. This training enables those trained

to identify and understand symptoms and be able to support someone who might be experiencing a mental health issue and will teach delegates how to recognise warning signs of mental ill health and help them to develop the skills and confidence to approach and support someone, while keeping themselves safe.

Telford and Wrekin Council staff have access to a range of services that can be considered to assist with managing mental ill health in the workplace, that include information and training for managers and employees, access to the councils' occupational health professionals, a team of mental health trained first aiders and a full employee support programme.

For further information take a look at what the HSE have to say on [managing workplace stress and mental health issues](#)

6. FIRST AID NEEDS ASSESSMENT

To work out what level of first aid provision is needed in any Telford & Wrekin workplace consider the factors listed in the table below. Where one factor indicates that a higher level of first aid provision is needed than another factor then the higher level should be implemented. The table below gives the **minimum** acceptable level of first aid provision.

For further details on the number of first aiders required for Telford and Wrekin core buildings see appendix 2

Factor to consider	Space for notes	Impact on first-aid provision
Hazards (use the findings of your general risk assessment and take account of any parts of your workplace that have different work activities/hazards which may require different levels of first-aid provision)		
Does your workplace have low-level hazards such as those that might be found in offices and shops?	Yes	The minimum provision is: <ul style="list-style-type: none"> • An appointed person to take charge of first-aid arrangements; • A suitably stocked first-aid box.
Does your workplace have higher-level hazards such as chemicals or dangerous machinery?	Yes Cleaning Chemicles Power Tools Office equipment Staff receive emergency first aid training	You should consider: <ul style="list-style-type: none"> • Providing first-aiders; • Providing additional training for first-aiders to deal with injuries resulting from special hazards; • Providing a suitably stocked first-aid box; • Providing additional first aid equipment; • Precise location of first aid equipment; • Providing a first-aid room; • Informing the emergency services of specific hazards etc in advance.
Do your work activities involve special hazards such as hydrofluoric acid or confined spaces?	No	You should consider: <ul style="list-style-type: none"> • Providing first-aiders; • Additional training for first-aiders to deal with injuries resulting from special hazards; • Additional first-aid equipment; • Precise location of first-aid room; • Providing a first-aid room; • Informing the emergency services of specific hazards etc in advance.
Employees		
How many people are employed on site?	School – 47 Haughton Hub – 4 Caretaking – 2	Where there are small numbers of employees, the minimum provision is:

	<p>Catering – 5</p> <p>Cleaning – 7</p> <p>ICT - 1</p> <p>Crossbar – 3</p> <p>ABC – 8</p> <p>In-Harmony – 9</p> <p>Total - 86</p>	<ul style="list-style-type: none"> • An appointed person to take charge of first-aid arrangements; • A suitably stocked first-aid box. <p>Where there are large numbers of employees, ie more than 25, even in low-hazard environments, you should consider providing:</p> <ul style="list-style-type: none"> • First aiders; • Additional first-aid equipment; • A first-aid room.
<p>Are there inexperienced workers on site, or employees with disabilities or health problems?</p>	<p>Yes – Staff with hearing and mobility issues.</p> <p>Training given</p> <p>Risk assessment in place for work experience.</p>	<p>You should consider:</p> <ul style="list-style-type: none"> • Additional training for first-aiders; • Additional first-aid equipment; • Local siting of first-aid equipment. <p>Your first-aid provision should cover any work experience trainees.</p>
<p>Have you considered the Mental Health and wellbeing of your staff?</p> <p>Are there staff that have identified work pressures or personal mental health issues?</p>	<p>Yes regular stress audits are carried out and we have open door sessions</p>	<p>You should consider:</p> <ul style="list-style-type: none"> • That everyone has the same opportunity to progress in the workplace and achieve their potential, including those with mental health conditions.
Accidents and ill-health records		
<p>What is your record of accidents and ill health?</p> <p>What injuries and illness have occurred and where did they happen?</p> <p>Has there been an increase of work-related stress or staff raising concerns about work stressors?</p>	<p>General Bumps and Grazes</p> <p>Playgrounds/PE Sessions</p> <p>No</p>	<p>Ensure your first-aid provision will cater for the type of injuries and illness that have occurred in your workplace. Monitor accidents and ill health and review your first-aid provision as appropriate.</p>

Working arrangements		
Do you have employees who travel a lot, work remotely or work alone?	No	You should consider: <ul style="list-style-type: none"> • Issuing personal first-aid kits; • Issuing personal communicators/mobile phones to employees.
Do any of your employees work shifts or out-of-hours?	No	You should ensure there is adequate first-aid provision at all times people are at work.
Are the premises spread out, eg are there several buildings on the site or multi-floor buildings?	Yes	You should consider the need for provision in each building or on each floor.
Is your workplace remote from emergency medical services?	No	You should: <ul style="list-style-type: none"> • Inform the emergency services of your location; • Consider special arrangements with the emergency services; • Consider emergency transport requirements.
Do any of your employees work at sites occupied by other employers?	No Other employers use our site. (See Employees section)	You should make arrangements with other site occupiers to ensure adequate provision of first-aid. A written agreement between employers is strongly recommended.
Do you have sufficient provision to cover absences of first-aiders or appointed persons?	Yes	You should consider: <ul style="list-style-type: none"> • What cover is needed for annual leave and other planned absences; • What cover is needed for unplanned and exceptional absences.
Non-employees		
Do members of the public or non-employees visit your premises?	Yes	Under the health & Safety (First-Aid) Regulations 1981, you have no legal duty to provide first aid for non-employees but HSE strongly recommends that you include them in your first-aid provision.

7. COMMUNICATION OF FIRST AID ARRANGEMENTS

7.1 It must be made clear on all Telford & Wrekin premises who the first aiders are and where the first aid materials are kept. The standard white cross on a green background should be used to indicate first aid information. Lists of first aiders should be posted in prominent positions including adjacent to first aid boxes, on first aid room doors, in or near lifts and at reception areas. They are also available on the intranet for all the core buildings.

8. ACCIDENT REPORTING AND RECORD KEEPING

8.1 All first aiders should keep a record of first aid treatment given, when and to whom. This information should be kept securely in accordance with data protection principles. A suitable form for recording this is given in appendix 1.

8.2 If the administration of first aid was needed due to a work related accident or violent incident then the first aider should complete the relevant accident or violent incident form on behalf of the casualty if they are unable to do this themselves. Forms are completed on Myview accessed on the intranet.

9. FIRST AID EQUIPMENT

9.1 First aid equipment should be kept in a known location where it is readily accessible in an emergency. This has to be balanced against trying to keep the equipment secure so that it doesn't suffer from pilfering. In a multi floor building where any first aider could be called to any floor the first aid kits should be kept in the same location on each floor as far as possible so that they can be found quickly. Where possible hand washing facilities should be close by.

9.2 Additional first aid equipment should be sited close to identified hazard areas eg kitchens, workshops, science laboratories

9.3 At all times a balance needs to be struck between having sufficient first aid materials readily to hand to deal with likely emergencies and avoiding overstocking which causes wastage due to dressings exceeding their guaranteed sterility date and needing to be replaced. First aiders are responsible for replenishing first aid boxes.

When purchasing any first aid kit you should ensure they meet the necessary standards, The British Standards Institute (BSi) updated the contents in January 2019 to the following kits to meet the new standard:

- Workplace First Aid Kits – BS 8599-1
- Vehicle First Aid Kits – BS 8599-2

And also the BSi have also introduced two new kits:

- Personal Issue First Aid Kit
- Critical Injury Pack

9.4 First aid box contents:

The HSE state a standard first aid kit should contain:

- A leaflet giving general guidance on first aid, eg HSE leaflet - "*Basic advice on first aid at work*" <http://www.hse.gov.uk/pubns/indg347.pdf>

- 20 Individually wrapped sterile plasters (Assorted sizes)
- 2 Sterile eye pads
- 4 Individually wrapped triangular bandages (Preferably sterile)
- Safety pins
- Medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 2 large (approximately 18 cm x 18 cm) sterile individually wrapped unmedicated wound dressings
- One pair of disposable gloves (vinyl)
- 1 Revive aid
- It may also be useful to have 10 individually wrapped alcohol free wipes.
- No tablets, ointments or medicines should be kept in the First Aid box
- **Eye wash** is only required where there isn't ready access to mains water. Where it is needed it should be provided in the form of at least one litre of normal saline in a sealed disposable container. Containers should not be kept for reuse once the seal is broken and must not be used beyond their expiry date. Eye wash should be kept close to eye contamination hazards.
- **Portable first aid kit for personal use** For employees who travel around a lot it makes sense for them to be provided with a small first aid kit to enable them to clean and dress a minor injury without the need to return to base. Their kit should contain as a minimum:
 - ✓ 6 Individually wrapped sterile plasters (Assorted sizes)
 - ✓ 6 individually wrapped alcohol free wipes.

10. FIRST AID ROOMS

10.1 Some Council premises, due the number of people using the premises and the nature of the activities taking place there, may warrant the provision of a first aid room. This room can be used for other compatible purposes eg as a place for expression of breast milk or carrying out medical examinations but should be readily available for first aid purposes whenever needed. Guidance L74 identifies criteria and contents of first aid rooms and is provided in the link below.

10.2 First aiders are encouraged to familiarise themselves on the location and contents of any first aid rooms in their premises so they could use them quickly and easily should the need arise.

11. FURTHER INFORMATION

- The Health and Safety (First Aid) Regulations 1981 Approved Code of Practice and Guidance
 - ✓ [The Health and Safety at Work \(First Aid\) Regulations guidance - L74:](#)
- Other useful guidance on a number of first aid issues from the HSE
 - ✓ <http://www.hse.gov.uk/firstaid/index.htm>
 - ✓ [First Aid at Work – Your questions answered -INDG 214](#)
 - ✓ [Basic advice on first aid at work – Guidance – INDG 347](#)
 - ✓ [Selecting a first aid training provider – a guide for employers -GEIS 3](#)
 - ✓ [Basic advice on first aid at work – INDG 347](#)
 - ✓ [Basic advice on first aid at work – Poster:](#)
 - ✓ [Electric shock – First aid procedures – Poster](#)
 - ✓ [First aid FAQs](#)
 - ✓ [First Aid Needs Assessment and Workplace Mental Health](#)

- ✓ First aid at work needs assessment case studies
 - ✓ First aid guidance updated to incorporate workplace mental health
 - ✓ HSE updated First aid guidance 2019
 - ✓ Managing workplace stress and mental health issues
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- Council Guidance on first aid issues on the Health & Safety pages of the intranet.
 - There is a list of first aider for councils core buildings on the internet

Appendix 1

 <p>Telford & Wrekin COUNCIL</p>	<h1>INTERNAL HEALTH AND SAFETY</h1>
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What we will do with your Personal Information

Telford & Wrekin Council is collecting your personal information for the purpose of meeting the statutory requirement of the Health & Safety at Work etc Act 1974. Telford & Wrekin Council will not share any of your personal data collected with external organisations unless required to do so by law when your data may be shared with other organisations for example the Health and Safety Executive (HSE) or the council's insurers. For further details on the council's privacy arrangements please view the privacy page on the council's [Website Page](#)

FIRST AID TREATMENT RECORD

1. Date and time of incident:
2. Name of casualty:
3. Address of casualty:
4. Place of incident:
5. Circumstances of incident (ie what happened):
6. Name and contact details of witness(es)
7. Injuries/ ill health suffered:
8. Treatment given:
9. Did the casualty: (please circle)
 - Return to work/continue what they were doing?
 - Go home?
 - Go to their GP?
 - Go to hospital?
10. Name of First Aider:
11. Date of report:

NB If the incident was as a result of an accident or a violent incident please ensure that the relevant reporting form is completed **online using MyView.**

Appendix 2

Recommended numbers of first aid personnel to be available in Telford & Wrekin workplaces

Level of risk associated with Service Delivery team	How many employees	Minimum number of qualified first aid trained staff	Consider previous injuries	Consider other factors
Low risk Offices Office based staff Libraries Meeting and greeting	Less than 25	At least 1 appointed person	Monitor accidents and ill health and review your first aid provisions annually	<ul style="list-style-type: none"> • Inexperienced workers • Employees with disabilities/health issues • Employees that travel a lot, work remotely or lone work - issue personal first aid kit • Shift work • Out of hours • Premises spread out – several floors/buildings • Planned and unplanned absences of first aiders • Members of public visiting your services
	25 -50	At least 1 trained Emergency First Aider at Work (EFAW) first aider		
	More than 50	At least 1 trained First Aider at Work (FAW) first aider for every 100 employed (or part thereof)		
Higher risk Leisure centres Care providers Catering Light engineering work Construction work Working with chemicals Using dangerous machinery Working in confined space	Less than 5	At least 1 appointed person	Monitor accidents and ill health and review your first aid provisions annually	<ul style="list-style-type: none"> • Inexperienced workers • Employees with disabilities/health issues • Employees that travel a lot, work remotely or lone work - issue personal first aid kit • Shift work • Out of hours • Premises spread out – several floors/buildings • Planned and unplanned absences of first aiders • Members of public visiting your services
	5 – 50	At least 1 EFAW or FAW trained first aider depending on the type of injuries that may occur		
	More than 50	At least 1 FAW trained first aider for every 50 employed (or part thereof)		

