

<b>CONTENTS</b>	<b>Page</b>
<b>1.0 INTRODUCTION.....</b>	<b>2</b>
<b>2.0 DEFINITIONS.....</b>	<b>2</b>
<b>3.0 SCOPE .....</b>	<b>2</b>
<b>4.0 RESPONSIBILITES .....</b>	<b>2</b>
<b>5.0 FIRST AID ARRANGEMENTS.....</b>	<b>3</b>
<b>6.0 LEVELS OF FIRST AID PROVISION .....</b>	<b>4</b>
<b>7.0 FIRST AID MATERIALS, EQUIPMENT AND FACILITIES, INCLUDING AED .....</b>	<b>4</b>
<b>8.0 ACCIDENT/INCIDENT REPORTING .....</b>	<b>5</b>
<b>9.0 TRAINING .....</b>	<b>5</b>
<b>10.0 INFECTION CONTROL .....</b>	<b>6</b>
<b>APPENDIX A: SITE SPECIFIC FIRST AID ARRANGEMENTS POSTER.....</b>	<b>7</b>

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## 1.0 INTRODUCTION

Under The Health and Safety (First-Aid) Regulations 1981 employers have a duty to provide adequate first aid equipment, facilities and suitable personnel to render first aid to employees.

The Regulations do not require employers to provide first aid for anyone other than their own employees. However, it is strongly recommended that employers include non-employees in their assessment of first aid needs and make provision for them.

OFG will provide training to all relevant employees including service nominated individuals who are to be training to act as first-aiders. There are 3 training courses available (depending on need), these are booked via the Learning and Development Department:

- Emergency First Aid at Work (EFAW) training: this enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work.
- First Aid at Work (FAW) equips the first aider to apply first aid to a range of specific injuries and illness.
- Paediatric First Aid – specifically for child related incidents in schools and homes (children aged 5 and under)

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## 2.0 DEFINITIONS

**First aid** is defined as:

The provision of treatment for the preservation of life and minimising the consequences of injury and illness until medical help is obtained, and the treatment of minor injuries which would otherwise receive no treatment or which does not require professional medical treatment.”

**A first-aider** is

Someone who has undertaken suitable training and has an appropriate First Aid qualification and remains competent to perform their role. This means that they must hold a valid certificate of competence.

**Appointed Person** is

A person to take charge of the first-aid arrangements, including looking after the equipment and facilities (e.g. checks and, as appropriate, replenishing the first aid boxes), and calling the emergency services when required. Typically an appointed person would be used in low-level hazards areas such as those that might be found in offices and shops.

An appointed person is not required to have any formal training.

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## 3.0 SCOPE

All OFG sites and aligns with the Health and Safety Policy.

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## 4.0 RESPONSIBILITIES

**Managers (Registered Managers, Principals, Head Teachers, Office Manager)**

Managers are responsible for

- Undertaking the first aid risk assessment to ensure that adequate first aid can be provided during all work hours including assessing the first aid requirements for off-site activities where there may be an increased risk on injury

- Ensuring provision of relevant and adequate first aid supplies stored in suitable containers
- Ensuring the provision of adequate number of staff trained in first aid as per the mandatory requirements (FAW/EFAW/Paediatric first aid/Appointed persons) throughout the times that the premises are in use.
- Sufficient notices are displayed at appropriate places indicating the location of first aid equipment and trained first aiders so that assistance can be quickly summoned. These should be reviewed and amended regularly.
- Adequate access to a telephone is always available to call emergency services when required.
- Ensuring that all employees are aware of first aid arrangements in the event of an accident or illness.
- A suitable first aid room is available when the need is identified.
- Visitors and contractors are provided with information regarding first aid procedures and how to access first aid provision prior to commencing work, if this will be available to them whilst working on-site.
- Records are maintained of:
  - checking of first aid boxes by nominated person;
  - all first aid administered must be recorded as part of the electronic accident/incident reporting system.
- Maintaining details of Certified First Aiders, Appointed Persons, their training records on Learning Management system (LMS), and training renewal dates.

### **First Aiders**

First aiders are responsible for

- Administering first aid to employees in accordance with their training, when required to do so, and to refer staff for specialist help, when required.
- To record all treatment provided, including the nature of first aid given, together with the date and time it was given.
- To present themselves for training at the appropriate time and inform Learning & Development of any external training (this must be agreed by Learning & Development prior to any bookings made).

### **Other Nominated Persons**

- Nominated person(s) are responsible for maintaining stocks of first aid kits and appropriate signage is in place as directed by the site Managers.

## **5.0 FIRST AID ARRANGEMENTS**

### **First Aid Provision**

At all OFG workplaces, there must be adequate and appropriate provision of first aid equipment, facilities and appropriately trained staff to enable first aid to be administered to employees and non-employees if they become injured or ill.

The actual level of first aid provision at each workplace will be decided based on an assessment of need.

All OFG workplaces must provide a suitably stocked first aid box, and an 'Emergency First Aid at Work', or nominated trained staff member to look after first aid arrangements and take charge in emergencies.

Where the work involves particular risks, for example work with hazardous substances or with dangerous tools or machinery, first aid needs will be greater and managers may need to increase the number of first aiders.

It is important to ensure that first aid provision is adequate and appropriate during all working hours, so planned annual leave, maternity leave of first aiders must be covered.

## 6.0 LEVELS OF FIRST AID PROVISION

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The findings of the first-aid needs assessment will help to determine how many first-aiders/appointed persons are required. There are no standard rules on exact numbers as it should be determined by the needs assessments taking into account all the relevant circumstances of each individual workplace.

Following completion of the first aid needs assessment/checklist a general guide on how many first-aiders or appointed persons might be needed should be established. The numbers quoted are suggestions only as all relevant information should be taken into account to make a valid judgement.

**A First Aider (FAW)** is someone who has undergone an approved training course in First Aid at Work and who holds a current First Aid at Work Certificate. Their role involves:

- undertaking first aid treatment in accordance with their training,
- summoning an ambulance or other external medical services,
- maintain the first aid container to the required level as listed on the standard list of contents
- record all cases treated via the appropriate online reporting system (Info Exchange, Sleuth, Access).

**An Emergency First Aider (EFAW)** is someone who has undergone an approved Emergency First Aid at Work training course (of minimum one-day duration) and who holds a current Emergency First Aid at Work Certificate. They are normally used in low hazard locations; their role involves:

- Undertaking basic emergency first aid in accordance with their training,
- Summoning the assistance of a First Aider where available,
- Summoning an ambulance or other medical services
- Maintain the first aid container to the required level as listed on the standard list of contents
- Record all cases via the appropriate online reporting system (Info Exchange, Sleuth, Access).

**Paediatric First Aider (PFA)** is someone who has undergone an approved Paediatric First Aid training course. Paediatric first aid is the name given to training that meets the specifications set out in the Early Years Foundation Stage Statutory Framework (EYFS) and is recommended when caring for babies and young children. In services where this is applicable, at least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present and must accompany children on outings.

### Insurance

All suitably trained staff providing first aid are covered by the insurance arrangements for the Company.

## 7.0 FIRST AID MATERIALS, EQUIPMENT AND FACILITIES, INCLUDING AED

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When the assessment of first-aid requirements has been completed, the materials, equipment and facilities needed should be provided to make sure that the level of cover identified as necessary will be available to employees and others at all relevant times. This will include ensuring that first-aid equipment, suitably marked and easily accessible, is available in all places where working conditions require it.

**There is no mandatory list of items to be included in a first-aid container.** The decision on what to provide will be determined by the findings of the first-aid needs assessment.

First aid kits can be purchased which comply with British Standard BS 8599 however, whether using a first-aid kit complying with BS 8599 or an alternative kit, the contents should reflect the outcome of the first-aid needs assessment.

Each workplace should have at least one first aid box supplied with a sufficient quantity of first-aid materials suitable for the particular circumstances, and if necessary a body spills kit. Large sites will require more than

one first-aid box, and suitable quantities of body spills kits. All first aid boxes must be identified by a white cross on a green background.

First-aid boxes should be easily accessible, and sited, if possible, near to hand washing facilities. First aid boxes must only be used to store first aid materials and nothing else. They must not contain tablets, medications, creams etc.

First Aiders & Emergency First Aiders must regularly inspect the contents of first-aid containers and the contents must be restocked as soon as possible after use. See checklist for First Aid containers

All suitably trained staff providing first aid are covered by the insurance arrangements for the Company.

### **7.1 Automated External Defibrillators (AEDs)**

An Automated External Defibrillator (AED or 'defibrillator') is a machine that is placed externally on the body and is used to give an electric shock when a person is in cardiac arrest i.e., when the heart suddenly stops pumping blood around the body.

In view of the vital role that defibrillators can play in saving the lives of pupils, staff and other users of school premises, and in line with DfE guidance, it is OFG policy that all schools have an AED onsite.

Within OFG care provision (adults and children) where it has been identified through the site needs assessment that an AED is recommended this should be purchased via Lyreco to ensure the minimum standard is met.

AEDs must in a location whereby they can be accessed quickly in an emergency. Sites must ensure the location is highly visible and well signposted and that the installation is securely fixed so that anyone who needs to take one to an incident can locate the defibrillator quickly and easily.

When deciding on the location, consideration must be given to the risk of unauthorised use or tampering. Ideally, the AED should be located in the reception area where the risk of tampering will be limited.

AED's do not need a power supply as they are supplied with a lithium battery that does not require charging.

Although there is an inbuilt 'self-check' function to alert when the battery needs to be replaced, AEDs and their accessories must be checked monthly, using the AED Monthly Checklist.

*\*\*When purchasing an AED this must be via Lyreco, product 10959636 AED HEART RESTART SYSTEM. This AED meets the minimum specification laid out by Department of Education, and has been discounted for OFG.\*\**

## **8.0 ACCIDENT/INCIDENT REPORTING**

Any events where attention is required by an appointed person, First Aider or qualified person to deliver first aid must be reported following the accident/incident reporting policy and report via the appropriate online reporting system (Info Exchange, Sleuth, Access).

## **9.0 TRAINING**

There are 3 training courses available. These are booked via the Learning and Development Department:

- Emergency First Aid at Work (EFAW) training enables an employee to give emergency first aid to someone who is injured or becomes ill while at work.

- First Aid at Work (FAW) equips the first-aider to apply first aid to a range of specific injuries and illness.
- Paediatric First Aid – specifically for child related incidents in schools and homes

Any staff attending first aid training who have a medical condition which may affect them completing all elements of the course must ensure they notify their manager (who must undertake a risk assessment and provide evidence to the trainer) and the Learning & Development team prior to attendance. If staff are unable to participate in all aspects of the training, they will not have achieved the full formal training and will therefore be unable to qualify as a fully trained first aider.

Within Care provision (i.e. Children or Adult Care Home), all staff who are able will be provided with EFAW training.

**Note:** an ‘Appointed Person’ is not required to have any formal training.

Defibrillators are designed to be used by someone without any specific training, by following step-by-step instructions on the defibrillator at the time of use.

## 10.0 INFECTION CONTROL

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Those most at risk of infection are, in theory, first aiders attempting to give resuscitation or trying to stop bleeding. As a precautionary measure a suitable resuscitation mask or shield should be provided where a risk of infection may occur.

To minimise risk of cross contamination/ infection whilst administering first aid, first-aid personnel must cover all exposed cuts/abrasions on their own bodies with a waterproof dressing before administering treatment. They must also wash their hands before and after applying dressings. Disposable nitrile/vinyl gloves and aprons must be worn whenever blood, or other body fluids are handled

First aiders must comply with all infection prevention and control policies and procedures for the company, for example in cleaning up spilt blood.

If contact is made with any other person's body fluids the area should be washed immediately and medical advice sought.

Further advice on infection control is available in the Control of Infection Policy.

Any injuries incurred whilst providing first aid (including sharps injuries) must be reported via the appropriate online reporting system (Info Exchange, Sleuth, Access).

**APPENDIX A: SITE SPECIFIC FIRST AID ARRANGEMENTS POSTER**

# FIRST AID



**CURRENT FIRST AIDERS**

Jade Hallett	
Tara Bates	

**First-Aid Materials, Equipment and Facilities**

First aid boxes are sited in the following areas:

First Aid Room	Every School Vehicle
Staff Room	Forest School Site
Dover Classroom	Equine Therapy Stables
Main Kitchen	
Facilities Room	
Head Teacher Office	
Therapy Room/Office	

**Non-First Aiders**

Staff conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of individuals. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

**Procedure for administering medication**

Please refer to the medications policy (available upon request) for further details. All records of dispensed medication are maintained.