



**Greenside School**  
Learning Achieving Together

# First Aid Policy

Reviewed: 8<sup>th</sup> October 2024

Review Date: 7<sup>th</sup> October 2026



This policy outlines the School's responsibility to provide adequate and appropriate first aid to employees, parents, visitors and contractors and the procedures in place to meet that responsibility. Reviewed annually.

## Aims

- To identify the first aid needs of the School in accordance with [The Management of Health and Safety at Work Regulations 1999](#). To ensure that first aid provision is available at all times while people are on the School premises and on school visits in accordance with the [Health and Safety First Aid legislation 1981](#)

## Objectives

- To appoint the appropriate number of suitably trained people as First Aiders to meet the needs of the school
- To provide relevant training and ensure monitoring of training needs is reviewed yearly
- To provide sufficient and appropriate resources and facilities
- To keep accident records and to report to the HSE as required under the [Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995](#)
- To give clear structures and guidelines to all employees regarding first aid
- To undertake a risk assessment of the first aid requirements of the school

## RLSS Qualifications / Courses Explained

**First Aid at Work – 3 day course (18 hours)** – Ofqual accredited and valid for 3 years, making it suitable for all industries and enabling you to meet HSE requirements.

The IQL Level 3 First Aid at Work Qualification covers a wide range of CPR and first aid skills, equipping the first-aiders to apply first aid to a range of specific injuries and illness. This three-day course covers a range of CPR and first aid skills, providing you with the skills to ensure a safe working environment.

The First Aid at Work course is 18 hours and can be delivered over three consecutive days or can be split into smaller sessions and delivered over a 10 week period from the start of the course. The course comprises of practical work and theoretical classroom work, as well as a practical assessment on CPR and first aid.

**Emergency First Aid at Work – 1 day course (6 hours)** - Ofqual accredited and valid for 3 years. making it suitable for all industries and enabling you to meet HSE requirements.

The IQL Level 3 Emergency First Aid at Work (EFAW) qualification enables a first-aiders to give emergency first aid to someone who is injured or becomes ill while at work. This one-day course covers a range of CPR and first aid skills, providing you with the skills to ensure a safe working environment.

The Emergency First Aid at Work course is six hours and can be delivered in one day or split into smaller sessions over a four week period from the start of the course. The course comprises of practical work and theoretical classroom work, including practical assessment on CPR and first aid.

**Paediatric First Aid – 2 day course (12 hours)** - Ofqual accredited and valid for 3 years.

The IQL Level 3 Paediatric First Aid covers a wide range of CPR and first aid skills, equipping the first-aiders to administer first aid to children and infants. This two-day course covers a range of CPR and first aid skills related to children, providing you with the skills to ensure a safe environment for children and infants.

Paediatric First Aid is 12 hours and can be delivered over two consecutive days or can be split into smaller sessions and delivered over a 7 week period from the start of the course. The course comprises of practical work and theoretical classroom work, as well as a practical assessment on CPR and first aid.



### **Emergency Paediatric First Aid – 1 day course (6 hours) - Ofqual accredited and valid for 3 years.**

The IQL Level 3 Emergency Paediatric First Aid covers a wide range of CPR and first aid skills, equipping the first-aider to administer first aid to children and infants. This one-day course covers a range of CPR and first aid skills related to children, providing you with the skills to ensure a safe environment for children infants.

Emergency Paediatric First Aid is six hours and can be delivered in one day or split into smaller sessions over a four week period from the start of the course. The course comprises of practical work and theoretical classroom work, as well as a practical assessment on CPR and first aid.

### **Emergency Paediatric & Emergency First Aid at Work (Combined) – 1 day course (7 hours)**

- Ofqual accredited and valid for 3 years.

This course is a combination of the two course, adding an additional hour to the duration of the course

### **Automated External Defibrillator Programme (3 hours - or 1 & a half hours as an add-on). Ofqual accredited and valid for 2 years.**

AED is part of the guidelines for Cardio Pulmonary Resuscitation (CPR) in the UK and Europe and a vital part of improving the chance of survival in cases of cardiac arrest, in some cases up to 75%. IQL offer a standalone AED course and the opportunity to add AED qualification to several of our qualification courses.

The IQL Level 2 Award in Automated External Defibrillator- AED enables someone to give CPR and use an AED. The Automated External Defibrillator course is four hours and is designed to be delivered in one day. The course comprises of practical work and theoretical classroom work, including practical assessment on CPR and AED

### **Anaphylaxis Management – (3 hours - or 1 & a half hours as an add-on). Ofqual accredited and valid for 2 years. IQL offer both a standalone course and the opportunity to add Anaphylaxis Management to several of our qualification courses.**

The regulated IQL Level 2 Award in Basic Life Support and Management of Anaphylaxis has been created with support from Anaphylaxis Campaign.

The Basic Life Support and Management of Anaphylaxis course is four hours and is designed to be delivered in one day. The course comprises of practical work and theoretical classroom work, including practical assessment on CPR, AED and use of an adrenaline auto-injector.

## **Approved Training Centre**

Greenside successfully became an **Approved Training Centre (ATC)** registered with the **Royal Lifesaving Society (RLSS)** in June 2021. **Michael Levy** is the named Co-ordinator. Allowing Greenside to host regulated Ofqual first aid courses for internal staff and offer out externally.

## **RLSS Trainer Assessor**

**Michael Levy** became an approved / qualified RLSS First Aid Trainer Assessor (June 2021). Michael has the required qualifications and experience and been assessed competent by David Springthorpe (RLSS Qualification & Workforce Support Manager) June 2021.

Michael is required by the RLSS to retain first aid knowledge, ensure any updates are followed. Michael should prepare and keep up to date course activities, course material (PowerPoints) and assessment processes. PowerPoints must remain current with updates and reflect any changes to wording.

Michael is also required to write and keep up to date lessons plans relating to each subject taught.



## Staff

The LA and the School Governors are responsible for the health and safety of their employees and anyone else on the school premises. They must ensure that risk assessments of the School are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.

The Head teacher is responsible for putting the policy into practice. The Headteacher should ensure that the policy for first aid is available to all employees, volunteers, contractors and parents. Greenside are over the HSE recommend numbers of First Aiders in a 'High Risk' work place.

**Michael Levy** (Swimming Pool Manager/Health & Safety Liaison Officer) is the named person to over-see first aid, under the guidance of the Head teacher. Michael also provides internal training updates for staff.

## Qualified Staff

<b>First Aid at Work</b> (adults) – 18 hour course ( <b>HIGHER COURSE</b> )				<b>Paediatric First Aid</b> (0 – 18 years) – 12 hour course	
<b>Michael Levy</b> Pool Manager	<b>Jill Smith</b> Teacher	<b>Corrina Ephgrave</b> Tutor	<b>Marisa Mariposa</b> Teacher	<b>Michael Levy</b> Pool Manager	<b>Jo James</b> Teaching Assistant

<b>COMBINED Emergency First Aid at Work &amp; Emergency Paediatric First Aid</b> – 7 hour course					
<b>Jade Morris</b> Teaching Assistant	<b>Donna Mcgrath</b> Teaching Assistant	<b>Matthew Donno</b> Tutor	<b>Anna-Marie Vargiu</b> Teaching Assistant	<b>Faye Bunce</b> Tutor	<b>Becky Gallacher</b> Teaching Assistant
<b>Abi Schfield</b> Teaching Assistant	<b>Laura Gourlay</b> Teaching Assistant	<b>Amy Shorey</b> Teaching Assistant	<b>Sophie Titmuss</b> Teaching Assistant	<b>Jo James</b> Teaching Assistant	<b>Trisha Bird</b> Teaching Assistant
<b>Michelle Webber</b> Teaching Assistant	<b>Tina Gillett</b> Teaching Assistant	<b>Kelly Watkins</b> Teaching Assistant	<b>Donna Evans</b> Swimming Teacher	<b>Denise Davey</b> Swimming Teacher	

<b>Emergency First Aid</b> (18 years +) – 6 hour course					
<b>Felicity Bridle</b> Teaching Assistant	<b>Jasmine Abrey</b> Tutor	<b>Emma Covington</b> Communications			

<b>Emergency Paediatric First Aid</b> (0 years – 18 years) – 6 hour course					
<b>Rob Grundy</b> Teacher	<b>Jasmin Beauchamp</b> Teaching Assistant	<b>Sam Stokes</b> Teaching Assistant	<b>Micaela Ward S</b> Teaching Assistant	<b>Jo Fraser</b> Teaching Assistant	<b>Sarah Allen</b> Teaching Assistant
<b>Claire Vigus</b> Teaching Assistant	<b>Christina Cannon</b> Teaching Assistant				

<b>Mental Health First Aider</b>					
<b>Michael Levy</b> Pool Manager	<b>Mandy Wheelhouse</b> Teacher	<b>Jo James</b> Teaching Assistant			

Teachers / Tutors are trained in basic CPR. There is also a large number of Teaching Assistants who have received this training.



## **Nurses – for main school only**

Greenside have one-two qualified Nurses on site during the school day. The Nurses see to the learner's medical needs throughout the day. Nurses and employees are familiar with the learner's medical needs and conditions. All learner's medical information and medication are located in the Nurses room.

First Aiders are on standby to take the lead role upon no school Nurses being on site, as set out on the First Aid Risk Assessment. Paediatric First Aiders – see section in this policy.

## **Training & Basic Life Support**

Greenside's First Aid Trainer/Assessor provides on-going in-house training to all First Aid at Work employees to ensure their knowledge is retained and practiced. They should attend a minimum of 3 hours per year.

Teachers/Tutors should retain their knowledge by attending Basic Life support workshops throughout the year. Teaching Assistants are also provided with the opportunity to attend.

All attendance and training is recorded with the activities being taught throughout the session.

Bespoke Training Sessions (inset days) are devised for specific training needs. From basic first aid, to CPR. School Nurses/external bodies provide the following specific training to employees:

- Anaphylaxis Shock & Adrenaline Auto-Injectors
- Asthma Treatment and Inhalers
- Epilepsy
- Medication Management
- Suction Training (learner specific)
- Diabetes (learner specific)

## **Main Duties of a First Aider**

- To give immediate assistance to casualties with common injuries or illnesses and those arising from specific hazards at school complying with their training
- When necessary, ensure that an ambulance or other professional medical help is called
- To attend training sessions throughout the year to ensure they retain their knowledge
- First Aiders are required to follow the procedures outlined in this policy
- To ensure first aid supplies in their boxes are maintained, correctly in date and checks recorded

## **First Aid Equipment and Facilities**

- The First Aid Co-ordinator will ensure that each First Aider is provided with a correctly stocked first aid box following the HSE recommendations, annual checks are completed with items replenished throughout the year when necessary. (Record of checks are filed)
- Every class has a small first aid pack. Teachers are responsible for these packs and should take them on offsite visits where there are not first aid facilities
- Every minibus (including the school car) has a first aid box – these are checked annually with records filed
- Basic hygiene procedures must be followed by employees administering first aid treatment
- Single-use disposable gloves must be worn when treatment involves blood or other body fluids
- The meeting room, office or nurses room may be used to treat a casualty
- The school has a defibrillator which is located outside the hall (wall mounted) facing the dining hall – which Michael Levy and the school first aiders are trained to use



## Information on First Aid arrangements

- The Head teacher/First Aid Co-ordinator will inform all employees at the school of the following:
  - The arrangements for recording and reporting accidents
  - The arrangements for first aid
  - Those employees with qualifications in first Aid
- The First Aid Co-ordinator will ensure that posters are displayed throughout the school providing employees with the first aiders names and qualifications
- All employees are reminded to read all policies (this first aid policy) on the school website
- Reception has a list of all current first aiders and contact numbers of their normal location

## Spitting

Staff should seek further advice from their GP or 111 upon any fluids entering their eye or mouth

## Record Keeping, Reporting Accidents and Statutory Requirements

First Aiders record all injuries and first aid treatments in their Accident Book, once completed the page is removed from the book and given to Michael Levy to monitor and file securely in a locked office.

Employees are taught to report and record incidents/accidents via a book in the Heads office or on CPOMS – depending on the incident.

The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees. The Head Teacher will report accordingly.

For each instance where the Head teacher considers an accident to a visitor or learner is reportable under RIDDOR the advice of the authority will be sought. The Head Teacher is responsible for this area.

## Administering First Aid Off-Site

- First Aid provision must be available at all times including off site on school visits. The level of first aid provision for an off-site visit or activity will be based on the risk assessment
- A trained CPR appointed person or first aider should accompany all off site visits and activities
- All adults present on the visit should be made aware of the arrangements for First Aid
- If any First Aid treatment is given the 'Group Leader' will inform the school office, by mobile telephone if urgent, or on return so that the learner's parents can be informed
- All employees have a moral and legal duty to administrate first aid if required
- Millie's Law requires a qualified paediatric first aider (PFA or EPFA) to attend an offsite visit (including a local walk) for any child in the group that is in Early Years Foundation.

*"Teachers and other staff in charge of learners are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the learners 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"*

Government Teacher Site.



## Aspirin

X1 300mg Aspirin is permitted and recommended to be used for someone suffering from a suspected heart attack. The casualty should chew this slowly. An Aspirin box (best before date is checked) is accessible for first aiders to use if required and located in reception.

## Bites

Human bites can be very serious especially if the skin has broken. The first aider should clean the wound with tepid water for 2 minutes and treat any bleeding as per their training. The casualty should then be assessed by a healthcare professional the **same day** due to the potential severity, as there is a high risk of infection.

Minor bites can be treated by their GP or staff at a local walk-in centre or minor injuries unit. For more severe bite wounds involving bones, joints or tendons, visit your nearest accident and emergency (A&E) department. Antibiotics are given as a precaution when it's believed there's an increased risk of infection. Blood tests and a course of hepatitis B vaccinations may be suggested by the doctor. Staff can phone 111 for an appointment.

All employees at Greenside are recommended to ensure their tetanus vaccinations are current additionally recommended to have the hepatitis B vaccinations.

## Serious Incident/Emergency

A second first aider should be called upon to assist/support should a serious incident or emergency occur e.g. unconsciousness/severe bleeding/breathing difficulties/suspected heart attack or anything else requiring the attendance of a second first aider. A school Nurse may also be called as support if not assisting a learner.

## Emergency Auto-Injectors & Inhalers

Greenside have 'emergency inhalers' and 'emergency auto-injectors' (epi-pen or jext pen). These are located in the nurse's room (safely locked away in the filing cabinet and clearly labelled).

## PPE & Infection Control

First aider's personal safety is paramount. Gloves must be worn when providing treatment to a casualty who may be bleeding so other open wounds. All waste must be disposed of securely. The Caretaker may be required to ensure the area is cleaned appropriately and waste disposed of.

## New First Aider / Mentoring - *New First Aider Induction Sheet attached*

It is important to recognise and support a newly qualified First Aider.

The First Aid Co-ordinator will provide support by:

- Providing a 'Mentor' first aider to talk through any minor treatments given
- Talk through and explain the contents of the first aid box
- Providing a copy of this policy
- Provide and discuss the First Aid Risk Assessment
- Talk through previous minor and major injuries and how they were treated
- Ensure they are taught to always inform the casualty (staff member for a learner): If anything changes e.g. worsening symptoms, develop new symptoms they should seek further medical advice
- Provided with a list of training sessions



## Paediatric First Aid

To relieve and support the school nurses by acting as a 'Triage' qualified Paediatric first aider treat learner's minor first aid needs. This will enable the nurses to carry out day-day duties and emergencies more efficiently.

Paediatric first aiders will:

- Hold a list of learner's known allergies e.g. plasters. This information will remain confidential.
- Call a nurse to take over a situation upon it being beyond their confidence or training.
- Called for all learners regardless to severity upon a nurse being off site.
- Teachers/tutors will notify parents of treatment received. Bumped head notes located in the nurses room.
- Bruises are always referred to the DSP team.

**Paediatric first aider should treat:**

- Minor cuts/wounds which require an antiseptic wipe or plaster
- Scrapes/Grazes
- Minor burns and scalds
- Nosebleeds
- Splinters
- Insect bites/sting (not allergy related i.e. requiring an epi pen).
- Human bite (learner-learner bite, SLT to be informed & parent contacted)
- Sprains
- Minor head injuries
- Any of the nurses treatment until they arrive

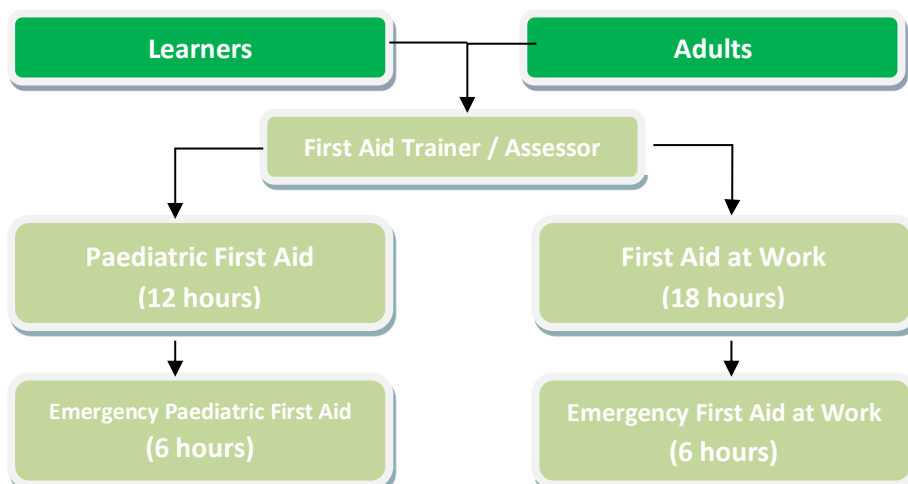
**Nurses should treat:**

- Serious head injuries
- Eye injuries
- Major cuts/grazes
- Major burns/scalds
- Asthma attacks
- Anaphylaxis
- Seizures that require medication whilst on school premises
- Choking
- Any situation requiring basic life support

School staff should not assume that nurses will always be able to attend to a learner having a seizure; staff should collect medication after 2-3 minutes just in case the nurses are treating a medical emergency. Staff should be prepared to administer medication if necessary.

## Hierarchy of first aid

The following chart explains the hierarchy of qualified first aiders. Upon a serious situation a higher qualified first aider should be summoned to assist or lead the situation. Nurses follow the above relating to learners.







## Defibrillator (AED)

Greenside has an Automated External Defibrillator (AED) on site. This is located outside the Heads Office in a white alarmed cabinet. This will be taken immediately to a casualty who is unconscious, developing heart problems or at the request of a first aider or Nurse. It is vital this gets to a casualty fast without delay.

A number of staff have received basic life support, which enables them to follow instructions for the defibrillator use.

The AED has pads connected via a wire, the packet would need ripping open. It is set to 'Adult Mode', to change this to 'Child Mode' lift the plastic case & change prior to sticking the pad to the casualty. Within this pack is also a pocket mask, disposable gloves, clothes scissors to cut top garments (which include a under garments) and a razor to shave any body hair (where the pads need to stick).

If a wet surface, ideally (and if possible) the casualty should be placed on a dry surface. The casualty must have their chest dried prior to placing the pads.

Placing the pads on the casualty for an adult is as directed from the AED (near the shoulder and side of chest – in a seatbelt type look). For a junior aged under 8 years – the pads should be placed following AED training – front of chest and on the back. The IPad AED does not show this on the device.

The AED has multiple uses; however new pads would be required upon a single use. The AED has a build in memory to record its use.

Staff must monitor the battery life and pads life via the display screen. This would also indicate a problem with the AED

**HYDE** – the class spaces for Studio 1 and Studio 2 located off-site have an AED across the main carpark (on the pub building wall), staff are aware of its location and the code to open it without delay.





## NEW FIRST AIDER INDUCTION

Name:

Information/Training	Further Action
Mentor Provided – Name: Michael	
Talk through and explain the contents of the first aid box & explain the accident book	
First Aid Policy provided	
First Aid Risk Assessment provided	
Talk through previous minor and major injuries and how they were treated	
Advising casualty: If anything changes e.g. worsening symptoms, develop new symptoms or they are unhappy they should seek further medical advice	
Provided with a list of training sessions	
Defibrillator Trained & provided with Greenside's AED training video	

Signed:

Date:

### COMPETENCY

Strengths	Further Development Requests
•	•
•	•
•	•
•	•
•	•

NOTES

First Aid Co-ordinator Signature:



## Human Bites Guidance

Human bites can cause deep puncture wounds that can damage tissues and introduce germs. Bites can also crush the tissue. Any bites that break the skin need urgent first aid because there is a high risk of infection.

### Adult bitten by a learner

#### Broken Skin

- See a first aider immediately, there are posters identifying the first aiders.
- You will need to seek professional medical help/advice the same day – GP, 111 or A&E, regardless of recent vaccinations or it going through the clothes, as they will usually provide antibiotics and/or a tetanus jab.

#### Unbroken skin

- See a first aider immediately, there are posters identifying the first aiders.
- Monitor your bite & seek medical help/advice if you develop changes such as – swelling, tingling, numbness, excessive bruising or if it does not feel or appear right to you.

### Learner bitten by a learner

Learner to be seen by a first aider immediately, there are posters identifying the first aiders.

Learner to learner bites must be reported to SLT immediately, as they will phone home. The member of SLT must ensure they are aware if it has broken the skin or not, to provide the correct advice to the parent:

#### Broken skin

- They will need to seek professional medical help/advice the same day – GP, 111 or A&E, regardless of recent vaccinations or it going through the clothes, as they will usually provide antibiotics and/or a tetanus jab.

#### Unbroken skin

- See a first aider immediately, there are posters identifying the first aiders.
- Advise the parent to monitor the bite & seek medical help/advice if they develop changes such as – swelling, tingling, numbness, excessive bruising or if they feel it does not feel or appear right to them.

### First aider's treatment:

1. Assess the wound
2. Wash the wound thoroughly with **soap & warm** tap water for a couple of minutes to minimise risk of infection (**even if the skin appears to be unbroken**). Antiseptic wipe can be used if it is difficult or impossible to wash the area under a tap.
3. If it is bleeding - apply pressure & control any bleeding (a gauze/bandage can be used) as required. First aider to follow their training.
4. A cold compress can be used when cleaning and any bleeding is controlled.

*Updated: 20.06.*