

# The SENAD Group

## Section 2 First Aid Arrangements and Facilities

Issue: May 2016  
Reviewed: May 2016  
Next Review May 2018  
Version: 11.0  
Policy Ref: 211.0  
Owners: MB

## Provision for First Aid

The Company policy on first aid facilities and arrangements follows the DfEE guidelines 'Guidance on First Aid for Schools' and complies with the **Health & Safety (First Aid) Regulations 1981**, and recent updates also the HSE guidance ACOP L74 (Third edition) Published 2013

The Group will undertake an assessment of first aid needs to determine the numbers of first aiders at each site. The arrangements for First aid are shown below.

### Responsibility

The Senior Manager at each facility is responsible for ensuring that the arrangements for First Aid are adequate. Employees and temporary workers will be made aware of these arrangements during their induction training and thereafter informed of any amendments to the arrangements.

### Assessment

The **Management of Health & Safety at Work Regulations 1999** requires employers to make suitable and sufficient assessments of the risk to the Health & Safety of their employees. These assessments allow the SENAD Group to prevent and control the risks to staff of the Group, and help to carry out an assessment of the first aid requirements. The facility Health and Safety Co-ordinator will ensure that an assessment of first aid requirements has been carried out. This assessment will be documented and a copy made available at the facility, and in the site-specific section of this manual. The assessment will be reviewed every twelve months or when the arrangements are no longer suitable. See **HSM 410.1**, the **First Aid Risk Assessment Form**.

The ACOP for First Aid is written to reflect the optional four-layer framework for first-aid provision. The framework is designed to help employers to comply with the Regulations by providing 'off-the-peg' levels of provision. These layers are:

- Appointed person (AP);
- Emergency first aid at work (EFAW);
- First aid at work (FAW);
- Additional training.

Within the SENAD Group two layer of training are used, EFAW, and FAW. Following a first aids needs assessment, (using the Risk assessment process using HSM 410.1) at some sites additional training is provided where site specific resources or staff and/or student health conditions require additional control measures, for example swimming pool, staff or students with diabetes, epilepsy or heart conditions.

The Group First Aid training is quality assured/ assessed externally and internally through the SENAD Group.

### **Appointed Person**

The minimum requirement on an employer is to appoint an Appointed Person to take charge of first aid arrangement, including looking after the equipment, facilities and calling the emergency services when required. Arrangements should be made to undertake these duties at all times when people are at work.

Generally all staff are given access to Emergency First Aid in the Work Place, (EFAW) Training usually during the Induction / probation period. The training is aimed at lower risk premises, the training equips staff with the knowledge of what to do:-

- To minimise the consequences of an accident or Incident until help is obtained
- Treat a low level injury

It is recommended however that throughout the day each site will have at least one First aider.

### **First Aiders**

The Senior Manager of the establishment will appoint a number of persons as first aiders. These persons will be trained to First Aid at Work level standard. (FAW) The HSE strongly recommends that FAW qualified staff should attend a three hour annual refresher, which should provide an opportunity to update and practice skills.

- In addition to the annual refresher the legislation requires FAW training to be refreshed every three years.
- The FAW course has been reduced to a three day course; requalification remains unchanged at two days.
- The names of Persons trained to FAW level will be displayed in prominent positions around the site.

- Employees and temporary workers will be aware of the first aiders at their induction.
- The first aider will provide emergency aid to the injured person in accordance with the training received and appropriate to the nature of the injury until the emergency services arrive.
- Training will be provided to meet the needs of the individual facilities. These needs will vary with the service users and size of the facility.
- The number of qualified personnel will take into account Staff, Students/Residents and Visitors

The new training courses/requirements will be implemented from October 2009. The current requirements remain in place until then. First Aiders certification will be valid for three years from their certification date.

### **Emergency First Aid/ Medical Accommodation.**

The Education (School Premises) Regulations 1999 outlines the need for First Aid rooms as follows:

Medical accommodation

In every school there shall be accommodation for—

- (a) the medical or dental examination and treatment of pupils; and
- (b) the care of sick or injured pupils.

The accommodation provided in pursuance of this regulation shall contain a washbasin and be reasonably near a water closet.

The Health & Safety (Miscellaneous Amendments) Regulations 2002 requires that any First Aid room provided must be easily accessible to stretchers and other equipment needed to convey patients to and from the room.

All SENAD Schools comply with these Regulations.

### **Defibrillators.**

The legislation surrounding Supporting Children with Medical Needs came into force in September 14. The legislation contains the following statement:-

Schools are advised to consider purchasing a defibrillator as part of their first aid equipment. Staff members appointed as first aiders should be trained in the use of CPR and may wish to promote these techniques more widely in the school, amongst both teachers and pupils alike.

All SENAD Schools comply with this Legislation. In addition at present Winslow Court, Orchard End and Fairfield House have defibrillators.

All SENAD Emergency First Aid, Full First Aid at Work, and Refresher Training will include the use of Defibrillators.

Each site will have a designated individual who will ensure that the defibrillator is maintained and in close proximity there is a list of trained personnel who are capable of using the defibrillator.

## **First Aid Kits**

The Company will provide sufficient and suitably stocked first aid kits at all sites and portable kits will be available for times when off site. The location of these kits will be clearly indicated with appropriate signs. All First Aid Kits should be marked with a white cross on a Green background.

As described above, the Senior Manager at the site will appoint someone to be responsible for first aid equipment. This person will conduct checks **at least monthly** on the first aid equipment and first aid kits.

Sterile dressings will have a use by date if dressings are found to be out of date they should be removed from the First Aid Kit. They may however be used during scenario training (provided the area being covered does not contain any broken skin.)

A checklist will be used for each first aid kit and will be initialled in the appropriate column by the person checking the kit.

The content of the first aid kits will depend upon the location and the type of work being carried out in the area. For example, kits located in food preparation areas will include blue waterproof plasters; those provided in areas where there are animals or likely contact with soil, chemicals or waste, will be waterproof.

Before undertaking any off site activities an assessment should be made of the first aid provision required. It is recommended a travelling first aid kit is taken on all off site activities which are away from access to normal first aid provision.

The following table shows a typical content list for a small first aid kit. Tablets, creams and medicines must not be placed in first aid kits.

1	List of contents	2	20 sterile waterproof plasters
3	Guidance card	4	4 sterile assorted dressings
5	2 sterile eye pads	6	5 x 25ml sachets sterile water
7	Micropore tape	8	Sterile bandages
9	1 Resusci aid kit	10	Notebook
11	6 disposable gloves	12	List of first aiders (site kits)
13	Triangular bandage	14	Sterile Wipes

The contents of the first aid kits should be defined by the appointed person responsible for the site, or Registered Manager or the Group Health, Safety & Wellbeing Manager.

### **Vehicle First Aid Kits**

It is a requirement of law that all PSV vehicles carry a first aid kit. All Site vehicles have been supplied with first aid kits. It is recommended that all drivers of these vehicles are trained to at least Appointed Person level, or preferably full First Aid at Work level. It is the duty of the driver to check that the first aid kit is available before leaving the SENAD facility.

### **Hygiene/Infection control**

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should be given access to single –use disposable gloves and hand washing facilities. Care should be taken when dealing with blood or any other body fluid. For additional information on Blood Borne Viruses see Policy 301 and Infection Control 305.

### **Accident Book**

Each facility has been supplied with the new style Accident Book, which is fully compliant with the Data Protection Act (DPA). All accidents & incidents should be recorded. (Refer to **204**, the **Accident Reporting, Recording and Investigation Procedure** section).

### **Insurance**

The insurance arrangements provide full cover for claims arising from the action of employees and temporary workers acting within the scope of their employment.

### **First Aid Assistance**

In the event of anyone receiving treatment from a First Aid at Work-qualified person, the treatment received should be reported using the Accident book. For example, 'bite cleaned using sterile wipes, plaster applied by Jane Smith, First Aider.

### **Site Specific Information**

The site-specific will include the following information:

- The First Aid Risk Assessment (See **Section 2 211.1**, the **First Aid Risk Assessment Form**)

- Identity of the person made responsible for organising the first aid arrangements on site and during transportation
- The location of the accident book
- A copy of the assessment of first aid requirements
- The location of all first aid kits & location of eye wash stations where appropriate
- The names of all first aid trained employees
- Details of the local Accident and Emergency Hospital, e.g. availability, address, location map, telephone number etc. should also be displayed
- Name of qualified life-guards for swimming pool duties if appropriate
- Specific Information for Individual students/staff needed through the risk assessment process, for example choking risk, Mobility, health conditions and blood borne Viruses.

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