



First Aid Training

1. Statutory Training

First Aid at Work

This is the principal First Aid course, which covers a wide range of situations from low to high risk. On successfully undertaking training and passing a written and practical assessment, the person will be issued with a First Aid at Work Certificate valid for three years. This qualification is renewable within the valid time of the certificate. Once the certificate date has expired the person will need to attend the full First Aid at Work course.

This course takes place over four days (24 hours tuition). Where staff may need to administer First Aid to children under seven years of age, an appropriate additional paediatric resuscitation module must also be taken.

First Aid at Work Refresher

This training re-qualifies holders of a First Aid at Work Certificate providing they pass their written and practical assessment. Those who wish to renew their certificate must do so before the three year expiry date, ideally 2 years 10 months.

This course takes place over two days (12 hours tuition). Where staff may need to administer First Aid to children under seven years of age, an appropriate additional paediatric resuscitation module must also be taken.

Appointed Person

The minimum requirement on an employer is to appoint a person to take charge of First Aid arrangements and any emergency First Aid situation. An Appointed Person can provide temporary cover for First Aiders, ensuring that someone is always available to give First Aid immediately following an incident. The certificate is valid for three years.

This course takes place over one day (6 hours tuition). Where staff may need to administer First Aid to children under seven years of age, an appropriate additional paediatric resuscitation module must also be taken.



APPENDIX B

First Aid Equipment and Facilities

An appropriate environment to render First Aid or allow a person to rest (minor illness) must be provided. This environment should be private, allow access to hand washing facilities, drinking water and toilet facilities and should enable the casualty to sit or lie down as needed.

A minimum of one First Aid box of appropriate size should be provided for each establishment and/or building and any Academy vehicle. Passenger carrying vehicles (PCV) and minibuses must carry First Aid kits that comply with PCV and Minibus Regulations.

All First Aid kits/boxes should be identified by a white cross on a green background and contain the following minimum items:

- 1 guidance card
- Sterile dressings, small, medium and large
- Individually wrapped sterile adhesive dressings (blue detectable in food preparation areas)
- Sterile eye pads
- Triangular bandages
- Safety pins
- Disposable gloves
- 1 bottle of sterile water or normal saline should be supplied where tap water is not available
- Individually wrapped moist wipes could be supplied where tap water is not available
- 1 resuscitator mouthpiece and
- Pencil and paper

Quantities should be decided upon in the light of risk assessment, taking into account the number of staff and students.

There must be no medication within the First Aid kit/box, and administration of medication in a First Aid situation is not part of the First Aider's role.

Bleach (Sodium Hypochlorite), or one of the available proprietary combined soak and disinfectant products, should be available in the workplace for cleaning up spillages of body fluids, but should not be located with, or in, the First Aid box. Clinical disposal bags should also be provided.

Arrangements should be in place for the Site Manager to obtain supplies.



APPENDIX C

Minimum Provision of First Aid Cover

	Secondary Schools	Competence (Level of competence expected following training attendance)
First Aid	<p>1 Full First Aider for every 100 staff or part thereof including 1 Appointed Person</p> <p>A local risk assessment will need to be undertaken to determine whether First Aid cover over and above the minimum standard will be required to take account of local hazards</p>	<p>In compliance with the First Aid at Work Policy.</p> <p>1a – FULL FIRST AID AT WORK CERTIFICATE (4 DAYS): On completion of the course, delegates will be competent to administer First Aid as per the standard criteria as required by a Health and Safety Executive Approved Course Syllabus and the guidance given by the DfES guide ‘Guidance on First Aid for Schools’. <u>It is a requirement for all educational establishment, where children up to 7 years are being cared for, to incorporate paediatric First Aid.</u></p> <p>1b – Annual Refresher Training (1/2 day): On completion of the course, delegates will have refreshed the skills they attained with respect to the above training – this must include paediatric refresher training where children aged up to 7 years are being cared for.</p> <p>1c – <u>Three Yearly Full First Aid at Work Certificate Refresher Training (2 days):</u> On completion of the course, delegates will have re-qualified with respect to the training in 1a above in order to validate their training for a further three years. Additional refresher training will be required to validate delegates’ certificates for a further three years with respect to paediatric First Aid – <u>requirement for all education establishments where children up to 7 years are being cared for.</u></p> <p>2a – APPOINTED PERSONS CERTIFICATE i) APPOINTED PERSONS CERTIFICATE (1 day): On completion of the course, delegates will be competent to take charge of First Aid</p>



		<p>arrangements and any emergency First Aid situation, as required by a Health and Safety Executive Approved Course Syllabus.</p> <p>For Educational establishments where there are children 7 years or below:</p> <p>ii) paediatric First Aid (1 day):</p> <p>On completion of the course, delegates will be competent to take charge of First Aid arrangements and any emergency First Aid situation involving children under 7 years old, as required by a Health and Safety Executive Approved Course Syllabus.</p> <p>2b – Three Yearly Appointed Person Refresher Training (1day):</p> <p>For educational establishments where there are no children 7 years or below:</p> <p>APPOINTED PERSON REFRESHER (1 day):</p> <p>On completion of the course, delegates will have re-qualified in the skills they attained with respect to the training identified in 2ai above, in order to validate their certificate for a further three years.</p>
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APPENDIX D

Selecting a Person to be Trained as a First Aider

Unless first-aid cover is part of a member of staff's contract of employment, people who agree to become first-aiders do so on a voluntary basis. When selecting first-aiders, the Principal & Governing Body will consider the individual's:

- reliability
- communication skills
- aptitude and ability to absorb new knowledge and learn new skills
- ability to cope with stressful and physically demanding emergency situations.

Their normal duties should normally allow them to go immediately to deal with an emergency.



Immunisation Recommendation for First Aiders

First-aiders are strongly advised to ensure they have adequate immunisation and the following information should be used for guidance:-

Tetanus:

Immunisation is recommended to the entire population, and by school leaving age most people will have received five doses of Tetanus immunisation.

Those who have not received immunisation in childhood should receive a course of three immunisations with booster doses every 10 and 20 years.

Booster doses are not required where individuals have had a total of five immunisations against Tetanus in their lifetime, except at the time of a tetanus-prone injury.

Hepatitis A:

Immunisation is recommended for employees working in residential care with clients who have learning disabilities, and for workers exposed directly to sewage or other human faecal matter.

One year of protection is given by a single dose of immunisation. A booster dose one year later can be expected to provide effective immunity for ten years. Immunisation requirements should then be reviewed.

Hepatitis B:

Immunisation is now recommended for employees where risk assessment shows a reasonable risk of exposure to used needles, human bites, or to any human body fluids other than saliva, urine or faeces.

Immunisation is therefore recommended for:

- Staff employed in residential facilities for the care of children and adolescents
- Social workers involved in the care of children and adolescents
- Staff having regular physical contact with children or adults with learning disabilities
- Probation Officers and other staff coming into regular contact with prisoners or offenders of any age
- Community care workers
- Contract Services employees who work in council properties and
- First Aiders

The immunisation programme consists of three doses of vaccine and a blood test following these to determine if immunity has been established. There are a small percentage of people who even though they receive the vaccine, do not acquire immunity.

It is recommended that individuals seek immunisation through their GP. In some circumstances there may be a charge for the vaccine and subsequent titre tests, which case the employer should reimburse First Aiders.