



FIRST AID PROCEDURE

Adopted by the Governing Body for Isle of Wight Education Federation



1 Document Information

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1. Introduction

1.1 Isle of Wight Education Federation (IWEF) is committed to the health and welfare of all employees, pupils and visitors within its care and understands the need to have procedures in place for First Aid Provision.

1.2 It is a legal requirement under The Health and Safety (First Aid) Regulations 1981 and the supplementary code approved code of practice and guidance that employers have to make suitable arrangements for the welfare of their employees should they sustain injury or become ill whilst at work.

1.3 IWEF will provide information, training, adequate first aid cover, first aid equipment and facilities at each place of work.

1.4 Although non-employees including pupils and visitors are not covered by the regulations the College recognises its duty to provide first aid cover for them.

2. First Aid Personnel

2.1 First aid personnel are employees of IWEF who have volunteered for the role and who have been assessed by IWEF as being suitable.

2.2 It is essential that employees selected as first aiders have the aptitude and ability to cope with training and are free of health conditions which might affect their capability in an emergency.

2.3 IWEF will establish the first aid needs for each workplace. This will require an assessment of the risks involved as well as considering the geographical layout of each workplace, the number of employees and potential hazards to which employees might be exposed.

2.4 There are different levels of first aid training available and these are distinguished as follows: -

- **First Aid at Work** – Are qualified personnel who have received training and passed an examination in accordance with national standards. First Aiders are required to undergo refresher training to ensure their skills are maintained.
- **Emergency First Aid** – Must receive training to enable them to provide basic lifesaving skills. This is a short course supplemented with additional time to cover the specialist risk associated with specific types of workplace.
- **Defibrillator Training** – A short course for basic life support and use of a defibrillator.
- **Anaphylaxis Training** – A short course in the use of Epipens and anaphylaxis.

3. First Aid Equipment

3.1 First aid boxes and travelling kits should contain a sufficient quantity of suitable first aid materials and nothing else. The first aid box should be of a suitable material which will protect the contents from damp and dust. A list of contents and minimum stock levels are included in the appendix of this procedure.

3.2 Travelling first aid kits should be appropriate for the circumstances but should include the contents which are also included in the appendix of this procedure.

3.3 Every first aid kit is required to include a copy of the Health and Safety Executives general first aid guidance leaflet INDG347.

3.4 IWEF will ensure that arrangements are in place to ensure that responsibility is delegated to ensure the restocking of first aid boxes ensuring that all dates are checked as well as suitable contents.

3.5 It is the first aider's responsibility to ensure they have the first aid kit restocked if they use anything from them.

3.6 The location of first aid boxes should be sited in areas which present special risk; they should be prominently displayed and easily accessible.

4. First Aid Room

4.1 IWEF will provide a designated area for the administering of first aid within each workplace.

4.2 The first aid room will be manned by a first aider who will also be responsible for the room and its contents.

4.3 The location of the first aid room will be near to an outer door and be wide enough to accommodate a wheelchair/stretchers.

4.4 The first aid room will be available at all times and not used for any purpose other than first aid and health screening.

4.5 The first aid room will contain suitable facilities, be effectively ventilated, heated, illuminated, and cleaned each day.

5. First Aid Notices

5.1 All safety signs must comply with the safety signs regulations 1996.

5.2 First Aid boxes require marking with a white cross on a green background.

5.3 Notices stating the names of first aiders and indicating where they can be contacted should be prominently displayed.

5.4 First aid rooms should be clearly identified together with details of first aiders.

6. Record Keeping

6.1 Records of all cases treated should be made.

6.2 IWEF will ensure first aiders are aware of the system for reporting and recording accidents and ensure they are aware of their responsibilities for completing and signing relevant forms.

6.3 IWEF is required to maintain an up to date list of trained first aiders and ensure that refresher training is provided to ensure training is kept up to date. IWEF will delegate this responsibility to a designated member of staff.

7. First Aid Treatment.

7.1 First aiders should not attempt to provide any treatment, which has not formed part of their training.

7.2 Long term medical conditions and allergies are not part of first aid, however in certain cases special arrangements for staff or students with disabilities might need to be made in relation to their treatment.

7.3 It is unlikely that first aid personnel rendering assistance will become subject to legal action, provided they have acted in accordance with the training they were given they could not be seen as being negligent. However, IWEF through its insurance policies indemnifies members of staff against such claims.

CONTENTS OF FIRST AID BOXES AND KITS

Items required under the Health and Safety (First Aid) Regulations 1981.

First aid boxes and travelling kits should contain a sufficient quantity of suitable first aid material

AND NOTHING ELSE.

The minimum requirement being: -

Item	First Aid Boxes	Travelling First Aid Kits
Guidance Card	1	1
Individually wrapped sterile adhesive dressing in assorted sizes	20	6
Sterile eye pads, with attachment	2	-
Individually wrapped triangular bandages	6	6
Safety Pins	6	2
Medium sized individually wrapped sterile un-medicated wound dressings (approx. 10 cm x 8 cm)	6	-
Large sterile individually wrapped un-medicated wound dressings (approx. 13 cm x 9 cm)	2	1
Extra-large sterile individually wrapped un-medicated wound dressings (approx. 28 cm x 17.5 cm)	3	-
Individually wrapped moist cleaning wipes* (*Where soap and water is not readily available)	*	*