



*This policy is applicable to all College pupils, including those in EYFS*

## FIRST AID POLICY

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**TO BE READ IN CONJUNCTION WITH ALL SLC ASSOCIATED POLICES AND SUPPORTING DOCUMENTS.**

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## INTRODUCTION

St Lawrence College will provide timely and competent administration of first aid and will implement this policy effectively if someone becomes unwell or is injured, whether as a result of work-related activity or not, ensuring that the College complies with the DfE publication: Guidance on First Aid in Schools (February 2014).

Medical treatment should be provided promptly and efficiently. First aid can save lives and prevent minor injuries becoming major ones. Specific arrangements are in place for pupils with particular pre-notified medical conditions (e.g. Asthma, Epilepsy and Diabetes) and these pupils are known to the Medical Centre staff.

St Lawrence College has its own Medical Centre, which is situated on the first floor of the Junior School Main Building. During term time there is a qualified nurse available 24 hours a day, 7 days a week, and if possible the patient should go to the Medical Centre or the Medical Centre staff should be called. Unless otherwise authorised by the Senior Nurse, all medications are stored securely in, and administered from, the Medical Centre.

All visits to the Medical Centre are recorded in the Day Book, which is kept in the Medical Centre.

The Health and Safety (First-Aid) Regulations 1981, as amended applies

## **ARRANGEMENTS FOR OBTAINING FIRST AID TREATMENT**

- 1.1 In the event of a pupil or member of staff feeling unwell or sustaining an injury, they will be escorted to the Medical Centre by a member of staff or a responsible pupil. If the injury is non-life-threatening, then the injury should be stabilised using supplies from the nearest First Aid Kit (see Appendix C for locations) before escorting the person to the Medical Centre.
- 1.2 The school doctors visit 3 times a week and hold a surgery in the Medical Centre, where any of the boarders are able to see them. If a pupil needs a consultation with a doctor on the days when they do not visit, then an appointment will be made at the surgery and the pupil is escorted there. If the situation is considered necessary, then the pupil will be taken to hospital.
- 1.3 During holiday times the Medical Centre is not staffed. Therefore it is important that there are sufficient members of staff trained in First Aid in each department, to cover any emergency that may arise.

## **INFORMING PARENTS**

- 1.4 Parents will always be contacted if a pupil suffers anything more than a trivial injury, or is unwell and admitted to the Medical Centre, or there are any concerns about their health.

## **PUPIL RECORDS**

- 1.5 All boarders' medical records are kept securely in the Medical Centre. Information regarding pupils with medical conditions that all staff should be aware of is circulated to staff at the start of each year. A list detailing all the information is retained in the Medical Centre and is also available in the Staff Common Rooms.

## **RECORDING OF ACCIDENTS**

- 1.6 All accidents, no matter how trivial, should be recorded by the adult present at the time, on an accident report form available from the Bursary in the senior school building, additionally the accident report form is available from the college intranet, Firefly. For pupils who sustain an injury which requires medical attention the completed accident report form should be made available to the Medical Centre when presenting for treatment where the detail will be concluded. Copies must then be given to the Deputy Head, Pastoral, and the relevant Housemaster/Housemistress, the member of staff present with the pupil at time of the injury and the Health and Safety Department.
- 1.7 In the Junior School, parents will be informed in writing of any accidents or injuries sustained by a child in line with specific EYFS requirements and of any first aid treatment given. Acknowledgement must be sought by the parent signing and returning the said letter.
- 1.8 The Health and Safety Manager will take all the necessary steps to comply with the Reporting of Injury, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR) informing the Health and Safety Executive (HSE) as necessary.

- 1.9 RIDDOR report forms are submitted electronically to the Health and Safety Executive by the Health and Safety Manager upon receipt of a reportable; Injury Disease, Dangerous Occurrences. RIDDOR acknowledgements together with a copy report are retained by the Health and Safety Department. The detail of all incidents/accidents are retained by the Health and Safety Department, reviewed and investigated. Statistical detail as a result of accidents/incidents/diseases/dangerous occurrences is collated and submitted to the (SLC) Health and Safety Committee when it meets quarterly, by way of the Health and Safety Scorecard.

## **TRIPS OUT OF SCHOOL**

- 1.10 The Medical Centre should be made aware of all pupils attending an educational visit, to enable them to discuss any particular medical needs with the member of staff in charge of the trip. It is also the responsibility of the member of staff in charge to provide the Medical Centre with a list all pupils participating and to be aware of any particular medical conditions (for example, asthma, epilepsy, diabetes) affecting pupils. The member of staff should also ensure they have a fully stocked first aid kit available for the trip.

*See Educational Visits Policy.*

## **SPORTING ACTIVITIES**

### **SPORTS FIELD**

- 1.11 The person responsible for taking games must have a first aid kit with them at all times. All first aid kits must be returned to Medical Centre after the last games session of the term, to allow for a complete audit and the replenishment as necessary. Any item used should be replaced as soon as possible after use.
- 1.12 It is also advisable for a least one member of staff to have a mobile phone with them to enable them to call for help/ambulance if the injury is too serious for the patient to be moved.
- 1.13 All pupils sustaining injuries on the sports field will be taken to the Medical Centre (if deemed safe to do so) for assessment unless an ambulance or paramedics have been called.

## **RUGBY MATCHES**

1.14 A member of the Medical Centre staff will be at pitch side for home rugby matches whenever possible.

## **CALLING AN AMBULANCE**

1.15 An ambulance should always be called:

- In the event of a serious injury;
- Any significant head injury;
- Any period of unconsciousness;
- If patient has stopped breathing.

## **GRID REFERENCE FOR NORTHGATE, COLLEGE ROAD, RAMSGATE**

1.16 TR 379659

## **GRID REFERENCE, JUNIOR SCHOOL, COLLEGE ROAD, ACCESS TO MEDICAL CENTRE/THE OWEN**

1.17 TR 38491 64868

## **GRID REFERENCE, NEWLANDS PLAYING FIELDS**

1.18 TR 39095 69823

## **PROCEDURE FOR DEALING WITH THE SPILLAGE OF BODILY FLUIDS**

### **Personal Protective Equipment (PPE)**

1.19 Disposable gloves (Non Latex) and all relevant PPE, as detailed in the relevant Risk Assessment, must be worn where there is the potential/likelihood of contamination from body fluids, to ensure safe systems of work.

### **The contamination of surfaces/floor surfaces**

1.20 Contaminated surfaces must be contained by deploying the appropriate spills kit (Bodily Fluids) the kit will contain absorbent granules which should be sprinkled initially around the spill to prevent it from travelling thereafter to cover and contain the spill. Once the spill has been contained by the granules can be removed with care using the correct PPE with a designated dustpan and brush. The spill material to be disposed of in a yellow hazardous waste plastic bag, which will be collected by the hazardous waste contractor. Following the clean-up operation the area should be cleaned following (SLC) protocol.

## Sharps Injury

- 1.21 Anyone who receives a sharps injury must go to the Medical Centre immediately. The College will hold a record of the sharps injury and investigate the circumstances and causes of the incident and take action if required. The record of injury should include who was injured, and when and where the incident occurred.

Sharps boxes are available throughout the CPC for the purpose of the disposal of sharp apparatus, such as scalpels. Clinical Sharps boxes are also within the Medical Centre. SLC has an arrangement with a specialist contractor for the regulatory collection and disposal of sharps.

## Disposal of Sharps

- Extreme care must be taken into consideration when disposing of sharps waste.
- Contaminated needles and other contaminated sharps should not be bent or recapped;
- Pick up the sharp object by using a dust pan and brush or tweezers;
- Both needles and blades are always treated and handled with the highest concern;
- Contain all sharps and needles immediately in a leak-proof container (be-spoke sharps box) that is appropriately labelled;
- All sharps containers must meet the following criteria: closable, puncture resistant and leak-proof;
- Notify the School Medical Centre;
- The Medical Centre, in addition to the Cannon Perfect Centre (CPC), have ample sharps boxes for the safe disposal of sharps.
- (SLC) have a contract in place with a Regulated Waste Disposal Company, Sharps Bins/Hazardous Waste (yellow bags) are collected and disposed of at agreed intervals or, as/when required.

## NON-URGENT APPOINTMENTS

- 1.22 Pupils who have to attend appointments will have their transport arranged by the Medical Centre. House staff will be informed via email, of the date, time and location of pick up by the escort. All pupils under the age of 16 will go with an escort. Those over 16 can go unattended at the discretion of the Medical Centre and Housemaster/Housemistress, dependant on the type of appointment they are attending.

## **TRAINING AND MONITORING**

1.23 It is important that there are sufficient numbers of staff trained in first aid.

St Lawrence College will monitor the qualifications of all the First-Aiders and ensure that they are offered the appropriate refresher training every three years, which will comply with HSE requirements.

St Lawrence College publishes a list of qualified First-Aiders. See Appendix (A)

## **MENTAL HEALTH FIRST AIDERS (YOUTH) - MEDICAL STAFF**

1.24 (SLC) fully supports the training of Mental Health First Aiders to this end, the college has embarked upon this new initiative which will see 5 members of staff fully trained by the start of the Michaelmas Term 2019. This measure will add both resilience and support where required.

## **TRAINING FOR EARLY YEARS STAFF**

1.25 At least one person who has a current Paediatric First Aid (PFA) certificate must be on the premises and available at all times when children are present and must accompany children on outings. The certificate must be for a full course, consistent with the criteria set out in Appendix D. Child minders, and any assistant who might be in sole charge of the children for any period of time, must hold a full current PFA certificate. PFA training must be renewed every three years and be relevant for workers caring for young children. The College takes into account the number of children, staff and the layout of premises to ensure that a Paediatric First Aider is able to respond to emergencies quickly. All newly-qualified Early Years teaching staff who have completed a Level 2 or Level 3 qualification on or after 30 June 2016 must also have either a full PFA certificate or an emergency PFA certificate within 3 months of starting work at the College, in order to be included in the required child / staff ratios at Level 2 or Level 3 in the Early Years setting. The College will make available upon request to parents, a list of staff who have a current PFA certificate.



## FIRST AID EQUIPMENT

- 1.26 It is the responsibility of each head of department to allocate a named person to ensure that suitable stocked and properly identified containers are easily accessible and placed, if possible next to or near hand-washing facilities.
- 1.27 All first aid kits **MUST** be identified by a white cross on a green background.

## FIRST AID KITS

- 1.28 The contents of the First Aid Kits should be checked in each department, and any shortfalls restocked frequently by a named member of staff, appointed by the head of department. At all times the contents should be replaced as soon as possible after each use. For locations of First Aid Kits, see Appendix C

### Standard First Aid Kit

It is recommended that First Aid Containers should contain the following:

First Aid Guidance Note	1
Adhesive Plasters, individually wrapped (assorted sizes)	20
Eye Pads	2
Triangular Bandages	4
Safety Pins	6
Medium sized (12cm x 12cm) sterile un-medicated wound dressings	6
Large (18cm x 18cm) sterile un-medicated wound dressings	2
Disposable Gloves (pair) <b>Non Latex</b>	1

*Note:*

*The above is only a recommendation from the HSE, as there is no mandatory list of items.*

***Please refer to your Departmental Risk Assessment as to whether an eye wash station is required for the type of hazards exposed to in keeping with the required control measures.***

## 1.29 Appendix A



### FIRST AIDERS – BURSARY STAFF

First Name	Surname	Role	Area of Work	Contact Ext	Valid to	Legend
Sarah	Olsen	Supervisor	Housekeeping	1604	13.05.21	*
Teresa	Thorpe	Domestic	Housekeeping	Via 1600	09.05.20	*
Alison	Wait	Domestic	Housekeeping	Via 1600	13.05.21	*
Dena	Lennon	Domestic	Housekeeping	Via 1600	09.05.20	*
First Name	Surname	Role	Area of Work	Contact Ext	Valid to	Legend
Andrea	Stubbings	Team Leader	Laundry	1600	30.03.20	***
Christine	Mitchell	Laundry	Laundry	1601/1602	31.04.20	*
Des	Hoban	Laundry	Laundry	1601/1602	09.05.20	*
First Name	Surname	Role	Area of Work	Contact Ext	Valid to	Legend
Jon	Tompkins	Caretaker	Site Wide	Ext 1205/ 8013 (M) 07885 802995	30.03.20	***
Klaudiusz	Wielgolewski	Caretaker	Site Wide	Ext 1206/ 8013 (M) 07588 744445	13.05.21	*
First Name	Surname	Role	Area of Work	Contact Radio	Valid to	Legend
Mark	Cammell	Maintenance	Maintenance	02	30.03.20	***
Pat	Ricks	Maintenance	Maintenance	06	17.05.20	*
First Name	Surname	Role	Area of Work	Contact Ext	Valid to	Legend
Dan	McGrath	Head of Grounds	Grounds	1208	25.04.20	*
Alan	Crowhurst	Senior Grounds	Grounds	1210	26.09.19	***
Will	Hayward	Groundsman	Grounds	Via 1208	25.04.20	*
First Name	Surname	Role	Area of Work	Contact Ext	Valid to	Legend



Christine	Teale	Matron	Bellerby House	9003	30.03.20	***
Sharon	Keenagh	Matron	Lodge	1766	15.06.21	*
<b>First Name</b>	<b>Surname</b>	<b>Role</b>	<b>Area of Work</b>	<b>Contact Ext</b>	<b>Valid to</b>	<b>Legend</b>
Claire	Alliston	Chef	Catering	Via 1500	25.04.20	*
Nick	Venn	Chef	Catering	Via 1500	07.05.20	*
Thomas	Warner	Chef	Catering	Via 1500	09.05.20	*
Daniel	Stroud	tba	Catering	Via 1500	09.05.20	*
<b>First Name</b>	<b>Surname</b>	<b>Role</b>	<b>Area of Work</b>	<b>Contact Ext</b>	<b>Valid to</b>	<b>Legend</b>
Simon	Kirby	IT Manager	IT	1301 07514 232109	17.05.20	*
Andrew	Plant	IT Technician	IT	300/7001	09.05.20	*
<b>First Name</b>	<b>Surname</b>	<b>Role</b>	<b>Area of Work</b>	<b>Contact Ext</b>	<b>Valid to</b>	<b>Legend</b>
Simon	Anderson	Fleet Driver	Fleet Driving	07928 253966	13.05.21	*
Simon	Jewell	Sport Centre Supervisor	Sports Centre	8000	10.09.22	***
<b>First Name</b>	<b>Surname</b>	<b>Role</b>	<b>Area of Work</b>	<b>Contact Ext</b>	<b>Valid to</b>	<b>Legend</b>
Tracey	Wren	College Accountant	Finance	1100	09.05.20	*
Emma	Taker	Commercial Manager	Commercial	1405 (M) 07821 008426	17.05.20	*
<b>First Name</b>	<b>Surname</b>	<b>Role</b>	<b>Area of Work</b>	<b>Contact Ext</b>	<b>Valid to</b>	<b>Legend</b>
Nigel	Cavaglieri	Manager	CCF	2200 (M) 07747 772630	23.02.21	*
Charlotte	Wharmby	CCF Staff Instructor	CCF	2201	23.02.21	*
<b>First Name</b>	<b>Surname</b>	<b>Role</b>	<b>Area of Work</b>	<b>Contact Ext</b>	<b>Valid to</b>	<b>Legend</b>



Kelly	Deanna	Health and Safety Assistant	Health and Safety	1203	26.07.21	***
First Name	Surname	Role	Area of Work	Contact Ext	Valid to	Legend
Amy	Jennings	College Administrator	Bursary	01843 572903	10/04/2022	***
Victoria	Hammond	Academic Administrator	Bursary	01843 808080 Ext.1401	10/04/2022	***

**Legend:**

**1 Day Emergency First Aid at Work \***

**2 Day Paediatrics First Aid \*\***

**3 Day First Aid at Work \*\*\***

**Expiry 2019**

**Expiry 2020**

**Expiry 2021**

**Expiry 2022**



### 1.30 Appendix B

## Academic Staff and Support Services

First Name	Surname	Role	Area of Work	Contact Ext	Valid to	Legend
Eleni	Kouthouri	HoD Science	CPC	2501	14/06/21	*
Sam	Palacios	House Master Head of Academic Music	Lodge House		15/06/21	*
Edward	Pegden	Science & Asst House Master	Tower		09/06/19	*
Eleanor	Mathews	Assistant Head of 6 <sup>th</sup> Form	Lang		09/06/19	*
Polly	Taylor	Design and Technology	CPC		08/06/21	*
Seth	Simmons	Asst Director of Sport	Sport Centre	07939 145670	25.04.20	*
Andrea	Izzard	Bellerby House Mistress	Bellerby	9005	07.05.20	*
Adam	Izzard	Head of Practical PE	Sports Centre	9000 01843 572905	17.05.20	*
Curlyne	Brown	Assistant House Mistress	Bellery House	9005	17.05.20	*
Fiona	Jackson	Teacher of French and House Mistress of Lang	Senior School	tba	17.05.20	*
Pete	Macaulay	tba	tba	tba	04.05.21	*
First Name	Surname	Role	Area of Work	Contact Ext	Valid to	Legend
Mrs S	Peskett	Foundation Stage and Key stage 1 Co-ordinator	Pre Prep	01843 572912	05/09/21	**
Kirsty	Danes	Junior School Year 5d	Prep School	01843 572912	15.06.21	+
Kelly	Mayo	Year 3M Form Teacher	Pre Prep	01843 572912	08.06.21	*
Linda	Morgan	House Mistress	Kirby House	6012	01.09.20	**



Charlotte	Adams	KS1 Teacher	Pre-Prep	01843 572912	05.09.21	**
Sarah	Baker	KS2 Teacher	Pre-Prep	01843 572912	04.05.21	**
Kara	Balcombe	Teaching Assistant	Prep & Pre-Prep	01843 572912	14.06.19	**
Zoe	Bonell	Reception Form Teacher	Pre Prep	01843 572912	05.09.21	**
Mr Chris	Brown	Year 4B Form Tutor	Prep	01843 572912	04.05.21	*
Beccy	Brown	Head of Nursery	Pre Prep	01843 572912	05.09.21	**
Julie	Cox	Teaching Assistance	Pre Prep and Prep	01843 572912	01.09.20	**
Gill	Hagemichael	Junior School Classroom Asst	SENDCo Assistant	01843 572912	01.09.20	**
Natash	Radford	Nursery Assistant	Pre Prep	01843 572912	01.09.20	**
Gen	Lasslett	KS2 teacher	Prep	01843 572912	01.09.20	**
Amy	Mackman	KS2 teacher	Prep	01843 572912	08.06.21	**
James	Marsh	KS2 teacher	Prep & Pre-Prep	01843 572912	14.05.21	**
Leyla	Rhodes	Teaching Assistant	Pre-Prep	01843 572912	01.09.20	**
Sue	Stiff	Teaching Assistant	Pre-Prep	01843 572912	01.09.20	**
Steff	Timcke	KS2 Teacher	Prep	01843 572912	15.06.21	**
Rebecca	Turner	KS1 Teacher	Prep	01843 572912	05.09.21	**
Emily	Walton	KS2 teacher	Prep	01843 572912	04.05.21	**
Angela	Watkins	Teaching Assistant	Prep	01843 572912	01.09.20	*
Rebecca	Castle	HoD EAL	tba	tba	07.05.20	*
Ann	Bailey	HoD PSHE	tba	tba	25.04.20	*
Jane	Higgins	HoD MFL	tba	tba	07.05.20	*



Theresa	Cipido	tba	tba	tba	07.05.20	*
Peter	Binks	Teacher of Art	CPC	tba	09.05.20	*
Chitesha	Senaratne	Teacher of Mathematics	CPC	tba	17.05.20	*
Kate	Barwell	HoD Teacher Chemistry	CPC	tba	17.05.20	*
Amy	Humphries	Teacher of English	tba	tba	17.05.20	*
Andy	Ekins	Data Manager	Bursary 1 <sup>st</sup> Floor	tba	09.12.21	*
<b>First Name</b>	<b>Surname</b>	<b>Role</b>	<b>Area of Work</b>	<b>Contact Ext</b>	<b>Valid to</b>	<b>Legend</b>
Jenny	Studd	Medical Centre Nurse	Medical Centre	4011	17.05.20	**
Jo	Holl	Medical Centre Nurse	Medical Centre	4011	27/09/20	**
Sandra	Wilson	Medical Centre Nurse	Medical Centre	4011	27/09/20	**
Gill	Goodwin	Senior Sister	Medical Centre	4016	27/09/20	**
Jane	Sullivan	Medical Centre Nurse	Medical Centre	4011	27/09/20	**
Claire	Roberts	Medical Centre Nurse	Bank staff	4016	27/09/20	**

**Legend:**

**1 Day Emergency First Aid at Work \***

**2 Day Paediatrics First Aid \*\***

**3 Day First Aid at Work \*\*\***

**Expiry 2019**

**Expiry 2020**

**Expiry 2021**

**Expiry 2022**

## Mental Health First Aiders (Youth)

First Name	Surname	Role	Area of Work	Contact Ext
Jenny	Studd	Medical Centre Nurse	Medical Centre	4011
Jo	Holl	Medical Centre Nurse	Medical Centre	4011
Sandra	Wilson	Medical Centre Nurse	Medical Centre	4011
Gill	Goodwin	Senior Sister	Medical Centre	4016
Jane	Sullivan	Medical Centre Nurse	Medical Centre	4011
Claire	Roberts	Medical Centre Nurse	Bank staff	4016

### Narrative:

There is no expiry date currently for the Mental Health First Aid courses, as facilitated by St John Ambulance for and on behalf of Mental Health UK.



### 1.31 APPENDIX C



## Locations of First Aid Kits

**It is the responsibility of all heads of departments to allocate a named person if not the first aider, to ensure that the first aid kits are regularly checked and any shortfalls are re-stocked by contacting the Medical Centre.**

LOCATION	NUMBER
Senior School:	
Main Reception	1
Principal's Area (Senior School)	1
Bursar's Secretary's office	1
Bursary Reception	1
School Coffee Shop	1
Laundry	2
Catering First Aid Kits	3
Burns First Aid	1
Eye Wash First Aid	2
English Office	1
Classroom Area	1
ICT Dept	1
CPC	14
Home Economics Dept	1
Taylor Hall	2
Bellerby House Mistress Office plus Matrons Office	2
Lodge	2
Tower	2
Kirby House	1
Sports Centre	3

PE Dept (games bags) Senior School	20
CCF	2
Domestic Services Laundry Room	1
Junior School:	
Hamblen Block	2
Swimming Pool	1
PE Dept (games bags) Junior School	3
Medical Centre	Caretakers of FA Boxes
North Side:	
Pre Prep	1
Facilities	1
Caretaker Emergency Travel Kit	1
The Grange	1
Grounds Team	1
30 College Road (House)	1
Grounds:	
The Pavilion, Newlands Playing Fields	1
Astro Shed	1
Emergency First Aid Travel Kits	
Emergency Red Bags	2



Note: The Medical Centre as at 08/11/2019, conducting an Audit of all First Aid boxes, the table above will be adjusted accordingly.



1.32 APPENDIX D

**Locations of Defibrillators**

It is the responsibility of the Health and Safety Assistant to ensure that the Defibrillators are regularly checked and any problems reported to the Medical centre, Health and Safety Manager.

LOCATION	NUMBER
Senior School:	
Residence/Tutors Entrance Senior School – Main House <b>Type Semi-Automatic</b> 	1
<b>Pavilion, Newlands Playing Fields</b> <b>Type Fully Automatic</b> – Caller must phone for the access code Instructions available 	1



## 1.34 APPENDIX E

### Use of Defibrillator Report Form

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Patient Details:**

Male  Female  Age \_\_\_\_\_ Known  Estimated  Unknown

Full Name (if Known) \_\_\_\_\_

Location of Collapse (please be specific) \_\_\_\_\_

Time of Collapse (please estimate if exact time not known) \_\_\_\_\_

Was the Collapse witnessed? Yes  No  Unknown

If yes, please state name(s) of witness(S) \_\_\_\_\_

Had CPR been started before the defibrillator arrived? Yes  No  Unknown

What was the delay time between the patient collapsing and the start of CPR being administrated?  
\_\_\_\_\_ (Minutes) Actual Estimated  Unknown

What Time was the Ambulance called? \_\_\_\_\_

What was the delay between collapse and placing the electrodes on the patient's chest?

\_\_\_\_\_ (Minutes) Actual  Estimated  Unknown

Was shock given? Yes  No  Unknown

If yes, how many were given before the ambulance arrived? \_\_\_\_\_

Did the patient have signs of circulation after shock was given? \_\_\_\_\_

Did the patients start breathing or recover consciousness before the ambulance arrived? \_\_\_\_\_



Name of the Hospital patient transferred to: \_\_\_\_\_

If followed up, was the patient

Dead on Arrival

Admitted but did not survive

Discharged

Unknown

**Additional Information**

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**Please complete this form immediately after the incident and return it to the Health and Safety Manager.**

### 1.33 APPENDIX F

#### CRITERIA FOR EFFECTIVE PAEDIATRIC FIRST AID (PFA) TRAINING

1. Training is designed for workers caring for young children in the absence of their parents and is appropriate to the age of the children being cared for.
2. Following training, an assessment of competence leads to the award of a certificate.
3. The certificate must be renewed every three years.
4. Adequate resuscitation and other equipment including baby and junior models must be provided, so that all trainees are able to practice and demonstrate techniques.
5. The **emergency PFA course** should be undertaken face to face and last for a minimum of 6 hours (excluding breaks) and cover the following areas:
  - Be able to assess an emergency situation and prioritise what action to take.
  - Help a baby or child who is unresponsive and breathing normally.
  - Help a baby or child who is unresponsive and not breathing normally.
  - Help a baby or child who is having a seizure.
  - Help a baby or child who is choking.
  - Help a baby or child who is bleeding.
  - Help a baby or child who is suffering from shock caused by severe blood loss (hypovolemic shock).
6. The full PFA course should last for a minimum of 12 hours (excluding breaks) and cover the areas set out in paragraph 5 as well as the following areas:
  - Help a baby or child who is suffering from anaphylactic shock.
  - Help a baby or child who has had an electric shock.
  - Help a baby or child who has burns or scalds
  - Help a baby or child who has a suspected fracture.
  - Help a baby or child with head, neck or back injuries.
  - Help a baby or child who is suspected of being poisoned.
  - Help a baby or child with a foreign body in the eyes, ears or nose.
  - Help a baby or child with an eye injury.
  - Help a baby or child with a bite or sting.
  - Help a baby or child who is suffering from the effects of extreme heat or cold.
  - Help a baby or child having: a diabetic emergency; an asthma attack; an allergic reaction; meningitis; and/or febrile convulsions.



- Understand the role and responsibilities of the paediatric first aider (including appropriate contents of a first aid box and the need for recording accidents and incidents)
7. Providers should consider whether paediatric first aiders need to undertake annual refresher training, during any three-year certification period to help maintain basic skills and keep up to date with any changes to PFA procedures.

## Revision History

Version No.	Revision Date	Summary of change	Approved by	Updated by
2	29/05/2019	Front Page, New	Governing Body	Health & Safety Manager
3	29/05/2019	Table of content, paragraph numbering New	Governing Body	Health & Safety Manager
3	29/05/2019	Introduction, New	Governing Body	Health & Safety Manager
3	29/05/2019	Recording of Accident, paragraph reviewed, page 4	Governing Body	Health & Safety Manager
3	29/05/2019	Grid References added, page 6	Governing Body	Health & Safety Manager
3	29/05/2019	New paragraph added, Introducing Mental Health First Aiders, page 7	Governing Body	Health & Safety Manager
3	29/05/2019	Procedures for Spills, paragraph reviewed page 6	Governing Body	Health & Safety Manager
3	08/11/2019	Appendix A-C, full review, page 9-15 To include Mental Health trained staff	Health & Safety Manager	Health & Safety Manager
3	08/11/2019	Appendix D & E, reviewed, page 18-20 Defibrillators pictures	Health & Safety Manager	Health & Safety Manager
3	08/11/2019	Sharps Injuries, page 7	Health & Safety Manager	Health & Safety Manager
3	08/11/2019	First Aid Boxes – Location and number of boxes	Health & Safety Manager	Health & Safety Manager