

FIRST AID POLICY

APPROVED

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CONTENTS

1. INTRODUCTION	3
2. Status and Implementation	3
3. POLICY STATEMENT	3
4. DEFINITIONS.....	3
5. Procedure.....	4
6. ROLE AND RESPONSIBILITIES OF FIRST AIDERS AND APPOINTED PERSONS.....	4
6.1 The First Aider’s and Appointed Person’s role includes:	4
6.2 The First Aider’s and Appointed Person’s responsibilities include:	4
7. First Aid Kits / Boxes.....	5
8. First Aid Facilities	5
9. Visits and Trips	5
10. SPECIFIC REQUIREMENTS	5
10.1 Number of First Aiders and Cover Arrangements.....	5
10.2 Training and Competence	6
10.3 First-aid materials and equipment.....	6
10.4 Treatment	6
10.5 Personal medication	6
10.6 Use of the ‘Epi Pen’	7
10.7 INFECTION CONTROL	7
11. RESPONSIBILITIES OF THE TRAINING PROVIDER.....	7
12. ADDITIONAL INFORMATION	7
12.1 Defibrillator	8
12.2 Indemnity and Insurance	8
12.3 RIDDOR.....	8
13. APPENDIX A.....	9
14. APPENDIX B.....	10
15. APPENDIX C.....	11
16. Appendix D.....	12
16.1 MINOR ACCIDENT PROCEDURES.....	12
16.2 SERIOUS ACCIDENT PROCEDURES	12

1. INTRODUCTION

This document has been prepared to provide guidance on the policy and procedures for dealing with First Aid at The Albany. The requirements for the statutory provision of First Aid have been taken into account.

2. STATUS AND IMPLEMENTATION

This policy is part of a suite of documentation available relating to health and safety. All other documentation must be complied with, including: all appropriate statutory, regulatory authority e.g. Health and Safety Executive (HSE) documentation and the Trust's Health & Safety Policy.

3. POLICY STATEMENT

The Albany will ensure that trained persons, equipment and facilities are provided to ensure that First Aid is rendered to students, employees, visitors, volunteers, agency staff etc, if they become ill or are injured at work or under the jurisdiction of the School, on or off site.

First Aid is provided to:

- i. preserve life
- ii. limit the effects of the condition and
- iii. promote recovery.

First Aid should be provided where a person will need further medical treatment until such help arrives, and for the treatment of minor injuries.

The treatment of minor illnesses, by the administration of tablets or medicines, falls outside the definition of First Aid.

4. DEFINITIONS

- A First Aider is a person who has attended, successfully completed, and has a valid certificate for the 3 day 'First Aid at Work' training.
- School – The Albany
- Appointed person means a person who has attended, successfully completed and has a valid certificate for the 'Appointed Persons' training (Emergency First Aid in the Work Place –EFAW – one day course).
- Employer means the Governors of the School.
- First Aid means the following:
 - cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained; and
 - treatment of minor injuries which would otherwise receive no treatment or do not need treatment by a medical practitioner or nurse.

5. PROCEDURE

- The Health and Safety Coordinator at the School will ensure that the arrangements for First Aid are adequate.
- Employees, temporary workers will be made aware of these arrangements during their induction training, and thereafter, will be informed of any amendments to the arrangements.
- The School Health and Safety Co-ordinator will ensure that a suitable and sufficient assessment of first aid requirements has been carried out.
- The assessment will be reviewed every two years, following an event requiring first aid treatment or when the arrangements are no longer suitable.
- The First Aid Risk Assessment will be completed using HSRA 048 First Aid Risk Assessment Form.

6. ROLE AND RESPONSIBILITIES OF FIRST AIDERS AND APPOINTED PERSONS

6.1 THE FIRST AIDER'S AND APPOINTED PERSON'S ROLE INCLUDES:

- the administration of First Aid, up to but not exceeding the level of her/his training
- ensuring that any incident and treatment given is recorded on HSF013 First Aid Treatment Log – Staff and Visitors or HSF012 First Aid Treatment Log – Students
 - Reporting immediately to the Headteacher all incidents requiring the attendance of a student, member of staff or other person to hospital. See HSP005 Accident Reporting and Investigation.
- summoning an ambulance or other external medical service
- ensuring that all spillages of body fluids are cleared up promptly
- maintaining stocks in First Aid kit/box (see Appendix B)
- ensure that appropriate documentation is completed and that reportable accidents are reported to the line manager and that they are recorded as soon as possible after dealing with the immediate effects
- in First Aid cases where there is a suspected head injury staff/students etc should not be left unmonitored. All other First Aid cases must be monitored sufficiently and appropriately in accordance with a risk assessment.

6.2 THE FIRST AIDER'S AND APPOINTED PERSON'S RESPONSIBILITIES INCLUDE:

- ensuring her/his own recommended immunisations/injections are up to date; and
- report to HR any illness or injuries which would preclude her/his ability to administer First Aid, in order that alternative cover can be arranged
- Dealing with accident, injury or illness sustained by students, staff or visitors. Anyone requiring attention should report to the Main office
- If it is necessary to send students home, the Appointed Person will liaise with parents/carers to make the necessary arrangements
- If a member of staff or student requires emergency hospital attention and an ambulance is required for a student, a member of staff must accompany them to hospital and stay with them until a parent or guardian arrives if the parent has not arrived before the ambulance leaves. A parent is always called immediately
- Transport for a student may be required for non-emergency hospital treatment; parents/carers should be contacted in the first instance. However, if parents/carers are not available, an insured driver or a taxi will be called to transport the student to hospital, accompanied by the Appointed Person or first aider
- The Appointed Person will report and record as necessary all accidents, injuries and dangerous occurrences

- First Aiders should also have a responsibility to attend refresher training

See Appendix E – Procedures for Minor and Serious Incidents.

7. FIRST AID KITS / BOXES

- The Albany will provide sufficient and suitably stocked first aid kits and portable kits will be available for off-site events
- The location of these kits will be clearly indicated with appropriate signs
- First Aiders will monitor that there are sufficient supplies of first aid equipment and first aid kits/contents within their department
- A checklist will be used for each first aid kit/box – Appendix B
- The content of the first aid kits will depend upon the location and the type of work being carried out in the relevant location

8. FIRST AID FACILITIES

- A first aid/medical treatment room must be provided as an appropriate environment to render First Aid or allow a person to rest (minor illness). This has been co-located in the Thrive Room.
- 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.

9. VISITS AND TRIPS

- Before undertaking any off-site activities, an assessment must be made of the first aid provision required for the visit
- 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
- It is recommended that teachers and support staff used for such activities are trained to at least an Appointed Person level
- It is the duty of the Lead Teacher to check that the first aid kit is available and contents full
- All accidents occurring during any trip and visit must be recorded as soon as possible (see HSP 030 and HSP 005)

10. SPECIFIC REQUIREMENTS

10.1 NUMBER OF FIRST AIDERS AND COVER ARRANGEMENTS

Category of Risk	Numbers of students/staff	Recommended number of First Aid Personnel
Low Risk	Fewer than 50	At least one Certificated First Aider (3-day course), ideally two

The names of the First Aiders can be obtained from the Main Office.

10.2 TRAINING AND COMPETENCE

- The Emergency First Aid in the Work Place, (“EFAW”) is a basic qualification aimed at lower risk premises and is suitable for teachers and support staff taking students on trips
- Personnel who complete the Emergency First Aid in the Work Place course are referred to as ‘Appointed Persons’
- Certificated First Aiders (three day training course - FAW)) are also required, the aforementioned table sets out the number of First Aiders at Work (“FAW”) and Appointed Persons required
- Annual refresher training should be facilitated for all first aid personnel
- Employees and temporary workers will be made aware of the first aiders within their workplace during the induction process
- First Aid personnel training will be arranged by the Business Manager
- Training can be arranged to be delivered internally, or externally

10.3 FIRST-AID MATERIALS AND EQUIPMENT

First Aid boxes are stocked in accordance with guidelines, are suitably marked, easily accessible and kept in the following locations:

Main Office
DT
Kitchen
Science Lab
Staff Room
Thrive Room

See Appendix B for First Aid Equipment and Facilities.

10.4 TREATMENT

Where possible all students will be treated in the medical room (Thrive Room).

In First Aid cases where there is a suspected head injury staff/students etc should not be left unmonitored and parents of students should be informed.

10.5 PERSONAL MEDICATION

- Students’ medication must be handed over to the Main office by the parent/carer.
- Staff will issue a consent form which must be completed, signed and dated by the parent/carer.
- Students’ personal medication must be labelled with the student’s name, address and dispensing instructions, and must be kept securely locked in the main office. Medication can only be handed to the named students, who must have evidence of identity (letter/medication consent from the parent/photo ID). The distribution should be noted.
- Staff must be informed so that they can remind the student to report to the office for their medication.

These medications are reviewed termly to ensure they are up-to-date and still required. If out of date or not in use the medication is returned to the parent/carer or disposed of – Appendix F.

10.6 USE OF THE 'EPI PEN'.

Members of staff who have been trained in the use of the 'Epi Pen' whether by a parent, user or medical staff, will also be covered provided that:

- the member of staff is adhering to protocols and acting within the limitations of their training; and
- that the member of staff is acting in good faith.

10.7 INFECTION CONTROL

To minimise risk of infection whilst administering first aid (for example, from hepatitis B and HIV), first-aid personnel should cover all exposed cuts/abrasions on their own bodies with a waterproof dressing/gloves before administering treatment. They must also wash their hands before and after applying dressings. If the casualty is bleeding from the mouth the blood should be wiped away using a clean cloth or handkerchief and disposed of in the clinical waste bin.

Disposable nitrile/vinyl gloves should be worn whenever blood, or other body fluids are handled, and disposable materials, such as paper towels and sanitising powder, should be used to mop up any substances. These are available from the Caretaker. All disposable items should be disposed of in plastic bags in line with the Infection Control Policy. Contaminated work areas should be suitably disinfected, and soiled clothing should be washed on a hot cycle or advice given to this effect if washing is sent home.

If contact is made with any other person's body fluids the area should be washed immediately and medical advice sought.

11. RESPONSIBILITIES OF THE TRAINING PROVIDER

Any First Aid training must be carried out in line with Health and Safety Executive (HSE) requirements, and by registered and approved providers.

The role of the training provider is to:

- provide advice and information relating to First Aid at Work, including any changes in regulations or employer requirements
- provide First Aid training in line with the Health and Safety (First Aid) Regulations 1981
- provide refresher training
- assess and certify first aid students as competent to approved HSE standards.

Further information on First Aid training courses can be found in Appendix A.

12. ADDITIONAL INFORMATION

The management of First Aid provision and the relevant arrangements will be part of health and safety audits conducted. If Trade Union Safety Representatives have concerns over the provision of First Aid cover they should raise them with the Headteacher.

12.1 DEFIBRILLATOR

The Albany is looking into purchasing a defibrillator which will be located in the Main Office. All current first aiders will be trained in the use of the defibrillator. In line with the DfE recommendations the local NHS ambulance service will be informed of its location.

12.2 INDEMNITY AND INSURANCE

Where an employee acting in the course of her/his employment administers First Aid assistance to another employee or other person in the charge of the School, such as a student, s/he will be indemnified by the liability insurance for a claim of negligence relating to injury or loss caused by their actions, provided that:

- s/he is an School officially designated First Aider with a current valid First Aid at Work Certificate and has attended relevant refresher training
- s/he is an School officially designated Appointed Person with a current valid Appointed Persons Training Certificate and has attended relevant refresher training
- the relevant protective equipment (PPE) is used – the First Aider or Appointed Person is adhering to protocols and acting within the limitations of her/his training
- the First Aider or Appointed Person is acting in good faith.

12.3 RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

- Cases that fall under these regulations would be reported to the Headteacher and Trust, and in turn to the HSE.

FIRST AID TRAINING

STATUTORY TRAINING

First Aid at Work

This is the Headteacher 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 not be permitted to administer first aid until they have renewed their certificate.

This course takes place over 3 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.

NON STATUTORY TRAINING

Refresher Training (update in First Aid skills)

This is additional training to ensure that practical skills are maintained and is not an alternative to statutory training. This training should be carried out annually by all designated First Aiders and Appointed Persons.

This course takes place over 3 hours.

FIRST AID EQUIPMENT AND FACILITIES

FIRST AID 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. This has been identified as the Thrive Room.

FIRST AID EQUIPMENT

A minimum of one First Aid box of appropriate size should be provided for the building and any School vehicle. Passenger carrying vehicles (PCV) and minibuses must carry First Aid kits that comply with PCV and Minibus Regulations. Each First Aider should have her/his own First Aid kit for rapid access in an emergency situation.

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/leaflet card giving general guidance on first aid at work
- Sterile dressings, 6 small, 6 medium and 2 large
- 10 Individually wrapped sterile adhesive dressings (blue detectable in food preparation areas)
- 2 Sterile eye pads
- 2 Triangular bandages
- 6 Safety pins
- 2 Disposable gloves
- 1 x 300ml 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 pair scissors (First Aid Type)
- 1 roll micro pore tape
- 1 HSF First Aid Box Monthly Contents check
- 1 HSF 0012 & HSF 0013 First Aid Treatment log staff and visitors sheet and Students sheet
- 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.

Immediately place stock shortage/missing items with the person responsible for ordering supplies – HSF 0028 First Aid Box Monthly Content Checklist.

IMMUNISATION RECOMMENDATION FOR FIRST AIDERS

The following information is provided in accordance with the current Occupational Health and Welfare Service policy.

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.
- 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 is 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 GPs. In some circumstances there may be a charge for the vaccine and subsequent titre tests, in which case the employer should reimburse First Aiders.

16.1 MINOR ACCIDENT PROCEDURES

In the case of a student presenting with a minor injury:

1. A First Aider will assess the student and either treat the problem at that location or move the student to the medical room and administer treatment for the problem there
2. The First Aider will complete the accident form log located in the office after treatment
3. If a student needs to go home, The First Aider will call the parents and arrange for them to be collected. The student will remain in the medical room (Thrive Room) under supervision until the parent arrives
4. If the parents are delayed or unable to collect the student then the local Medical Centre should be contacted and the student transferred there for treatment

In the case of a student who feels unwell:

1. The student should be escorted by a staff member to the main office/ reception
2. A First Aider will assess the student and decide on their treatment
3. The First Aider will complete the accident form log
4. Follow instructions above if the student needs to go home

16.2 SERIOUS ACCIDENT PROCEDURES

Under No circumstances should a student be left unaccompanied if suffering from a serious injury or especially a head injury

In the case of a **Serious injury** the following steps should be taken:-

1. Contact a First Aider who will make an assessment of the situation and administer immediate first aid as appropriate.
2. The main office/reception should be informed of the situation and actions that are being taken and an ambulance to be called if required - refer to ambulance procedure below. Parents should be informed and asked to collect the student if an ambulance is not required.
3. NO student is to be left unattended. The First Aider is responsible for the care of the student until relieved.
4. If the parents are delayed or unable to collect the student then the Medical Centre should be contacted and the student transferred there with a first aider (The transfer of the student should be with an insured driver or taxi.)
5. The main office/reception should inform the Headteacher
6. Accident form to be completed.

If it is impossible to reach the parents (or the emergency contact) and a hospital visit is deemed necessary then the following additional steps should be taken:

1. An insured driver/taxi and First Aider should take the student to A&E.
2. The Headteacher to be kept informed
3. The main office/reception to be kept informed and should continue to try and make contact with the parents.
4. Medical records from the student file must be collected and taken with the student if required

Procedures for calling an ambulance:

1. Follow the procedures as above under Serious Injury procedures
2. Main office/reception to telephone the Ambulance
3. Main office/reception to contact parents and arrange a rendezvous at A&E or the School
4. First Aider/Parent to accompany the student to A&E with their medical records if appropriate
5. A member of staff to go to the top gate to await ambulance and instruct them where to go
6. Headteacher to be kept informed of events

Prescribed medicines should **only** be administered by a member of the main office/reception first aid appointed person.

Procedure for administering prescription medicine:

1. The student should report to the main office/reception to receive their medication
2. The first aider should collect the medication from the designated cabinet
3. The student's name and date of birth should be checked, the consent form needs to be checked that it is completed and signed and **only** then should they administrate the medication in accordance with the prescription on the label
4. The log form must then be signed and dated recording that the medication has been given
5. Medicine should be returned to the locked cabinet