



First Aid Policy

This is a Trust-Wide Policy
Which applies to all the schools within the Trust

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FIRST AID POLICY

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First Aid Policy

The vision of Bright Futures Educational Trust is to create a world class education to enable every young person to reach their full potential, and in particular, their full academic potential. This policy details the Trust approach to providing a high quality first aid service to our employees and pupils to work alongside our objective to identify, reduce and if possible eliminate any risks of accidents by creating a safe working environment while supporting academies, staff with their duties.

What is the Policy for?

The Health and Safety (First Aid) Regulations 1981 cover the requirements for first aid. However these only apply to employees. Nevertheless, it is, of course, necessary to make suitable provision for pupils.

It is necessary to make an assessment of the first aid needs appropriate to the circumstances of the workplace. This should consider the likely risks to pupils and visitors, as well as employees. The following indicates the requirements for our academies in terms of first aiders, appointed persons and first aid boxes.

This First Aid policy does not cover administration of medicine. This should be covered in a new policy '*Managing Medicines in Schools and Early Years Settings*'

The overarching purpose of this policy is to:

- Guarantee safe procedures related to the administration and monitoring of First Aid to the benefit to all members of staff, pupils and visitors in order to offer first aid assistance promptly, efficiently and effectively before the arrival of any medical teams or emergency services that may have to be called.
- To establish clarity amongst academies, governors, staff, parents and pupils as to the circumstances in which First Aid Procedures may not be appropriate or considered representing a risk.
- To define the procedures that must be taken before someone at academy level decides to provide First Aid, deals with First Aid kits and/or any other affiliated risk connected to their actions.
- To clarify roles and responsibilities and to ensure that there are a sufficient number of trained First Aiders on duty and available compared to the numbers of people and level of risk on the premises.
- To make sure appropriate First Aid facilities and equipment are sufficiently provided and ensure compliance with legislative requirements

Who is the Policy for?

The policy applies to all staff employed by the educational establishments which form part of Bright Futures Educational Trust (BFET), as well as members of the Local Governing Bodies of those establishments, Trust Head Office staff, Members and Directors and any contractors, consultants undertaking work on behalf of the Trust. It also applies to visitors on site during school hours.

POLICY STANDARDS

General Principles

Bright Futures Educational Trust (The Trust) undertakes to meet fully its responsibilities under the 'persons in control of premises section of the Health and Safety at Work etc. Act 1974, the Management of Health

and Safety at Work Regulations 1999 and other health and safety legislation, to provide a safe and healthy working environment for employees and others, such as students, visitors and contractors. Details of how this will be achieved are given in this policy.

The Health and Safety (First Aid) Regulations 1981 cover the requirements for first aid. However these only apply to employees. Nevertheless, it is, of course, necessary to make suitable provision for pupils.

The Trust and associated schools recognises that First Aid is an indispensable service that not only has to be legally provided (to employees) but also to be monitored and supervised in order to provide the best care possible to staff, pupils, parents, visitors, contractors, etc.

The Trust will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before particular health and safety responsibilities are delegated to them.

The Trust will ensure provision of sufficient information and training in health and safety matters to all employees in respect of the risks to their health and safety.

All employees must follow instructions to ensure the maintenance of high standards of health and safety in all academy activities.

This policy endeavours to promote the safeguard and support of any other issues related to rights, equalities, and possible discrimination. It also considers matter of personal privacy and confidentiality.

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Roles and Responsibilities

Statement of First Aid Organisation

The Trust arrangements for carrying out the policy extends to the Governing Body, the employer and the employees and are detailed below:

The Board of Directors

Hold specific responsibilities throughout the Trust and assist in ensuring that the policy is implemented as appropriate and are responsible for:

- Ensuring that academies comply with health and safety legislation
- Ensuring that the policy and its procedures are implemented accordingly

The Chief Executive Officer

Has overall responsibility for Health and Safety within Bright Futures Educational Trust.

Trust' Responsibilities as the Employer

The employer is responsible, under the Health and Safety at Work Act 1974 (HSWA), for making sure that there is a Health and Safety Policy. The Trust will provide adequate and appropriate first aid provision at all times when there are people on the Trust's premises and for staff and students; ensuring:

- Organisational arrangements across the trust schools are functional for implementing, monitoring, and controlling First Aid Procedures.
- Sufficient numbers of trained personnel as appointed persons and First Aiders to meet the needs of each Academy - there will be at least one appointed person or First Aider person on the premises at any one time.
- Sufficient and appropriate first aid resources and facilities are available in each Academy and their vehicles particular the numbers and locations of First Aid containers, defibrillators and evacuation chairs
- HSE regulations on the reporting of accidents, diseases and occurrences are met.
- To identify the first aid needs of each Academy in line with the Health and Safety at Work Regulations.
- To ensure that first aid provision is available at all times while people are on the Trust's academies' premises and also off the premises whilst on educational visits.
- All occasions when First Aid is administered to employees, pupils and visitors are recorded.
- Arrangements are made to provide training to employees; records are maintained of that training and reviewed annually.
- Maintain a centralised spreadsheet of this information which is updated on a termly basis (Trust Facility and Estate Manager)
- Arrange a standards package of training across the trust academies from a small number of high quality suppliers to improve consistency of training
- To provide awareness of health and safety issues on educational visits, to prevent where possible potential dangers or accidents.
- To inform staff and parents of first aid arrangements.
- To report, record and where appropriate investigate all accidents.

- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and to the Education Funding Agency (EFA).
- A Risk Assessment of the First Aid requirements of the Academy is undertaken by each academy.
- The trust recommend that priority for First Aid training should be given to first aid coordinator's, facilities managers, those members of staff working in high risk areas and those members of staff going on overnight trips.
- Note - If the Academy lets the hall, pool or other external sport facilities to third parties out of hours, the letting agreement should state whether or not any First Aid provision will be made.

Governors' Responsibilities

The Academy Governors recognise their responsibility as far as is reasonably practicable to:

- Implement, agree and ensure that the Academy complies with the First Aid Policy.
- Review the policy annually.
- Ensure that the Principal has the resources to implement the policy.
- Monitor the implementation of the policy.
- Additionally, the Academy Governing Body accepts their responsibilities towards nonemployees. In order to provide First Aid for pupils and visitors, the Governing Body will undertake a Risk Assessment to determine, in addition to the Appointed Person, how many persons with a First Aid at Work certificate of competence are required.
- Ensure that the academy in line with HSE recommendations allow qualified First Aiders to administer First Aid to visitors and members of the public, if required.
- Identify organisational arrangements in the school for implementing, monitoring, and controlling First Aid Procedures.
- Ensure that a system is in place to provide grievance and complaints procedures for staff (if and when applicable).
- Encourage a general atmosphere of openness, mutual support and respect.
- Participate and support in the updating of this policy and all other affiliated documents.

Principals/Head of School Responsibilities

The Principal/Head of School recognise their responsibility as far as is reasonably practicable to:

- Be responsible for the health and safety of all employees and anyone else on the premises
- Ensure that the First Aid Policy, its codes of practice and guidance notes are readily available for users' reference
- Make sure that new members of staff and other people working at the school are aware of the policy's working guidelines and First Aid arrangements.
- Arrangements are made to provide training to employees; records are maintained of that training and reviewed annually.
- Maintain a centralised spreadsheet of this information which is updated on a termly basis to the (Trust Facility and Estate Manager)
- Assure that all new or amended material regarding First Aid matters is brought to the attention of the relevant people.
- Make sure that agreed procedures for reporting related problems functions efficiently and effectively.

- Seek advice, when appropriate, from the trust and outside agencies that are able to offer expert opinions (e.g. HSE, etc.).
- Communicate regularly with the First Aid 'Appointed Person' or be aware of responsibilities
- Ensure that First Aiders have access to First Aid kits and replacement items at all times.
- Be responsible for the offering help and support in a respectful and confidential manner.
- Provide an environment where risks are highlighted and subsequently removed or contained when discovered.
- Review and assess the risks to employees and others to ensure appropriate First Aid arrangements are in place. These arrangements are to be reviewed where there is a significant change to the workplace, tasks or hazards to which employees are exposed
- Undertake disciplinary procedures when a member of staff does not follow the guidelines and obligations of this policy or any other related documents and procedures.
- Clearly state what is considered being acceptable First Aid Provision and report to the Governor as soon as a breach of this policy or problems occur.
- Details are provided as required for staff with reading/language difficulties etc. (If applicable).

Employees and users' Responsibilities

All employees have a legal responsibility to co-operate with the employer and therefore the Principal and/or delegated representative(s) so as to take reasonable care for themselves and others who may be affected by their actions and/or omissions and are required to.

- Comply with arrangements for First Aid.
- Report any adverse events which could give rise to or have resulted in an accident.
- Be provided with access to the School's First Aid Policy and familiarise themselves with all documents related to it.
- Notify First Aiders or 'Appointed Person' when a First Aid incident occurs and adhere to accident and risk reporting procedures.
- Report the loss of First Aid boxes, or damage to and/or removal of its contents to the First Aider or 'Appointed Person'.
- Follow all rules, regulations, procedures and recommendations given by the School and its management.
- Enquire about procedures when not certain and be aware of name and location of First Aiders, etc.
- Be familiar or familiarise themselves with what represents a breach of duty and what is considered appropriate or not when First Aid is provided.
- Be aware of the facilities available to them and use these adequately.
- Contact the Principal or 'Appointed Person' as soon as they discovered an abuse or breach of First Aid guidelines and procedures.
- Support the School when enquiries need to be undertaken, or when litigations might be made against the School
- Finally, basic hygiene and/or infection control procedures must be followed by all members of staff.

Although Teachers' conditions of employment do not include giving First Aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the Academy.

First Aid Staff

Each Academy will have a First Aid Co-ordinator as well as a number of other qualified First Aiders and Approved Persons. (A list of qualified First Aiders and Approved Persons will be retained in Academy office). The First Aid Coordinator will maintain this list and organise first aid training as required.

Staff should refer students who have had an accident, or have developed medical problems, to a

Registered First Aider, who will either return the student to the classroom or treat them appropriately. In an emergency, staff should call for First Aid support and give assistance as necessary and if appropriate. All staff are covered legally if they make an error while acting in good faith.

First Aid 'Appointed Person' Responsibilities

An **Appointed Person** is someone authorised to take charge of the situation in an emergency (e.g. to call an ambulance). Where a first aider is not required (or in the temporary and exceptional absence of a first aider) there must be an Appointed Person. Although Appointed Persons are not required to be trained in first aid, it is the policy of the Trust that they should be encouraged to attend courses in emergency aid.

To satisfy the assessed need at each site appointed persons will be available to take charge of the situation at times when a first aider is not deemed necessary, including;

- Out of normal hours, a member of the site team will be appointed
- On educational visits, the visit leader will be appointed

The Principal will appoint a member of staff to be the Appointed Person.

First Aid " Co-ordinator Responsibilities

A first aid coordinator will lead the first aid team in the academy and deal with the administration and control of first aiders and equipment and materials as follows below.

- take responsibility for First Aid and organising recruitment and training in conjunction with the Trust as well as undertaking management of all First Aid related matters.
- carry out initial and subsequent accurate risk assessment of First Aid needs is carried out in and out the premises
- look after the First Aid equipment e.g. restocking the First Aid container.
- ensure that professional medical help is summoned when appropriate.
- maintain an up to date duty rota;
- ensure first aid certificates are current;
- ensure appropriate training is provided;
- maintain first aid kits and plaster boxes;
- ensure mobile phones are available for first aiders;
- ensure defibrillator is maintained up to date, tested and available;
- maintain first aid room;
- maintain good communication with school nurse (if appointed)
- provide updates for first aid team;
- prepare statistics for health and safety committee;
- report all accidents to the principal/ health and safety officer;
- ensure staff records, equipment and material records are maintained up to date and ensure refresher training is provided to all first aiders, inform the Principal when a First Aider leaves the organisation, so that a replacement can be found.
- ensure all first aid treatments are recorded in the legally prescribed accident book.
- Ensure all suitable up-to-date First Aid notices are displayed, with detail names of First Aiders and contact information irrelevant places around the School
- Carry out annual survey/audits of all First Aid materials, equipment and facilities
- Employees and site facilities managers/supervisors are informed of the location of the First Aid personnel and equipment available to them in their working environment.
- Working with the Principal ensure all accidents are recorded and reported to HSE (or MCC) as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

First Aiders' Responsibilities

A First Aider is a member/s of staff/employees who have attended, successfully completed and has a valid certificate for the 'First Aid at Work' training. A fully qualified First Aider will have attended a 3-day course as highlighted by HSE guidance - The Health and Safety (First-Aid) Regulations 1981 (amended October 2013)

- Ensure that an ambulance or other professional medical help is called if it is deemed necessary
- Follow all guidelines and recommendations indicated in this policy.
- Report to their line manager if they are planning to be absent from work so that alternative First Aid arrangements can be made.
- Inform the relevant person if they have used something in their First Aid kit which needs replacing.
- Report the loss or damage of the First aid boxes and/or removal of its contents to the appointed person and look after content.
- Assure that First Aid kits are maintained and items replaced as they are used.
- Ensure that all first aid treatments are recorded in the prescribed accident book.
- Ensure that all spillages of body fluids are cleared up promptly and adequately.
- Ensure that their own recommended immunisations/injections are up to date and/or report any illness or injuries which would preclude their abilities to administer First Aid.
- Inform the school if there is any issues related to offering First Aid that may need to be addressed. e.g. the discovery or knowledge of a BBV (Blood Born Viruses), etc.
- Indicate as soon as possible if they no longer want to take the role of First Aider or when their renewal date is approaching (at least three months in advance).

There will be time when an ambulance might need to be called. When this occurs a First Aider should remain with the casualty until the ambulance arrives. When an accident occurs where it is impossible to establish the nature or extent of the injuries (e.g. patient in coma) the victim should not be moved (unless it can be done securely, or if not done would cause additional risks) until the ambulance arrives.

Even if an ambulance or another emergency service is coming late to the rescue of an accident victim, staff should never use their own or School's vehicle to transport casualties to the hospital, etc.

While the Regulations do not specify the number of first aiders required, the Approved Code of Practice (ACOP) suggests that one first aider when 50 staff are employed with a sliding scale for larger organisations such as an educational establishment.

Paediatric First Aid

First Aid Training Requirements

The need for a paediatric or a general first aid certificate depends upon the ages of the children for whom care is provided. Those who care for children who have not yet reached puberty should have a paediatric first aid certificate. Those who care for children who have reached puberty should have an adult first aid certificate. Those who care for a wide age range of children may need to have both adult and paediatric training.

Early Years Foundation Stage

Early Years Foundation Stage (EYFS) applies to:

- Reception and nursery classes

- Day Nurseries
- Childminders
- Playgroups
- After school & breakfast clubs
- Holiday play schemes
- Sure Start Children's Centres

Following a review of the paediatric first aid requirements set out in the Statutory Framework for the Early Years Foundation Stage (EYFS), the **Government proposes to strengthen the current arrangements** further by requiring that additional staff are trained in first aid. In addition to existing EYFS requirements, it proposes that **newly qualified** early years **staff** (with a full and relevant level 2 or level 3 childcare qualification) **must** have either a full Paediatric First Aid (PFA) or an emergency PFA certificate **before** they can be included in the required adult: child ratios in an early years setting.

This review was set to pass through Parliament with effect from September 2016 and although this has not yet been passed, it is imminent and it is recommended that the requirements are adopted with immediate effect.

Other Specific areas:

There are a number of other support functions and high risk areas in academies that the principal should consider having a first aider provision in these areas as follows;

Head of PE is responsible for:

- Ensuring appropriate first aid cover is available at all out-of-hours PE activities
- Ensuring first aid kits are taken to all practice sessions and matches.

Head of Science and department staff are responsible for:

- Ensuring that they are aware of the location of the first aid kits in their laboratories
- Ensuring that risk assessments are done for any practical work taking place in their laboratories.
- Ensuring appropriate first aid cover is available

Head of Technology and department staff are responsible for:

- Ensuring risk assessments are in place for times when they are incorporating practical work into their lessons for example, the use of saws and other potentially high risk equipment
- Ensuring appropriate first aid cover is available
- Ensuring that they are aware of the location of the first aid kits

Support Function If the school has a school nurse present on site

First Aid Arrangements

Besides the appointment of a First Aid Coordinator who should be given authority, time and support to carry and fulfil First Aid responsibilities, the effective First Aid provision relies on a number of factors such as:

- An adequate number of trained First Aiders.
 - A procedure to assess and manage training and re-training needs.
 - A place to provide First Aid, e.g. Medical room, etc.
 - A dependable management of First Aid and First Aiders.
 - Display of information on how to obtain help.
 - Suitable First Aid equipment and kits.
 - Regular review of arrangements and assessments.
 - Risk assessments to be undertaken in order to determine needs & resources

All these have to be considered when establishing the reliability of the First Aid service at the school.

Selection of First Aiders

Before accepting an applicant for a First Aid post, the academy should ensure that they are suitable to undertake the training and act as a qualified First Aider. There is also a need to ensure that applicants understand health risks associated with the application of First Aid and willing to receive advice and guidelines related to their future role.

- reliability, disposition and communication skills;
- aptitude and ability to absorb new knowledge and learn new skills;
- ability to cope with stressful and physically demanding emergency procedures;
- normal duties; these should be such that they may be left to go immediately and rapidly to an emergency

On completion of their training, the HSE suggests that first aiders need to be able to apply the following competencies:

- the ability to act safely, promptly and effectively when an emergency occurs at work;
- the ability to administer cardio-pulmonary resuscitation (CPR) promptly and effectively;
- the ability to administer first aid safely, promptly and effectively to a casualty who is unconscious;
- the ability to administer first aid safely, promptly and effectively to a casualty who is wounded or bleeding;
- the ability to administer first aid safely, promptly and effectively to a casualty who:
 - has been burned or scalded;
 - is suffering from an injury to bones, muscles or joints;
 - is suffering from shock;
 - has an eye injury;
 - may be poisoned;
 - has been overcome by gas or fumes.
- the ability to transport a casualty safely as required by the circumstances of the workplace;
- the ability to recognise common major illness and take appropriate action;
- the ability to recognise minor illnesses and take appropriate action;

- the ability to maintain simple factual records and provide written information to a doctor or hospital if required.

First aiders will also be required to demonstrate a knowledge and understanding of the principles of first aid at work, in particular;

- the importance of personal hygiene in first aid procedures;
- the legal framework for first aid provision at work;
- the use of first aid equipment provided in the workplace;
- the role of the first aider in emergency procedures.

To ensure these competencies are maintained, First Aid at Work certificates are only valid for three years and refresher training is required prior to their expiry. Once the certificate has expired the person is no longer a 'first aider' and full training will be required, if they wish to remain in this role.

Recruitment of First Aiders should be selected from staff who are usually based at academy and from the high risks area for which they are providing cover e.g. PE Coordinator, Facility Managers etc.

First Aid provision outside of school

It is understandable that in most cases when trips and especially residential trips are arranged First Aiders will most likely be available via the service providers. However this is an area that needs to be incorporated as part of the school trip (or visit) risk assessment form in order to provide the best possible cover to pupils and staff.

As a recommendation at least one First Aider should be part of the staff undertaking the trip/visit or at least trained to basic life- saving standard.

Where departmental activities necessitate the need for travelling, staff should to be provided with first aid equipment. The following items are considered suitable provisions;

- A leaflet giving general guidance on first aid (for example, HSE leaflet Basic Advice on First Aid at Work)
- Six individually wrapped sterile adhesive dressings
- One large sterile unmedicated dressing – approximately 18cm x 18cm
- Two triangular bandages
- Two safety pins
- Individually wrapped moist cleansing wipes
- One pair of disposable gloves

A properly stocked first aid kit will always be carried in the mini buses. First Aid supplies will be provided for staff in charge of trips and visits by the First Aid Co-ordinator, who needs to be advised in advance of the trip

Where trips takes place in countryside or where there may be a delay in obtaining help from emergency services, party leaders should be trained as fully qualified First Aider standard. Furthermore, First Aid kit should be taken on trips.

While using sports facilities, at least one First Aider trained to lifesaver standard, plus additional training in the care of injury must be available at times when sports grounds are in official use. In addition, a First Aid box should accompany PE teachers off site.

All external halls of residence should have a First Aid box available at all times and a member of staff trained to lifesaver standard.

Illness and Minor Injury

Parents become responsible for their child if the pupil is unwell or injured. In order to contact parents quickly, it is essential that changes of address or phone number are passed to the SIMS Manager as soon as these are known.

Students must not leave lessons or their Tutor Group for first aid treatment other than in cases of emergency. Any member of staff who becomes aware that a student is injured, or needs immediate treatment, must send a student to alert a First Aider for assessment and care.

If necessary, having first informed a member of the Senior Management/Leadership Team, the First Aiders will arrange for the parents to take the student home or to hospital. No-one else should send an ill student home.

Emergency and Serious Injury

Normally only the First Aiders will have the responsibility to call an ambulance after being called to an accident or illness, however, any member of staff who may call an ambulance in an emergency. The First Aider will contact the parents/guardians to tell them of their child's injury and whereabouts so that they can go to the hospital. If necessary, the First Aid team may delegate this task to another member of staff.

The hospital staff will decide whether to treat the child before the parents arrive.

In the case of a very serious accident or injury the Managing Critical Incidents Policy's procedures will be carried out.

Record Keeping

The First Aiders will log all visits to First Aid by students and this information will also be transferred as an "event" entry on the student's individual data file on SIMS. For accidents/injuries, the First Aider on duty will also make an entry in the Accident Book.

Staff must make an official record of any injury, minor or major, or 'near miss' in the Accident Book. Any serious injuries such as broken limbs, dislocations and lacerations by contaminated material, must be reported to the Health and Safety Officer. Any such injuries must be reported on a RIDDOR form (held in the Facility Manager's office) followed by an in-depth Health and Safety report.

Reporting an Accident

Any first aid treatment given on the Academy's premises or as part of a school related activity should be reported to, and recorded on, an incident report form.

First Aid treatment should be recorded to include;

- Date, time and place of incident.
- Name/age of the injured or ill person.
- Home address of person.

- Location of incident and environment.
- Occurrence.
- Full details of the resulting injury/illness and what first aid was given.
- What happened to the person immediately afterwards.
- Action needed/required.
- Any RIDDOR requirements
- Name and signature of the person dealing with the incident.

Any accident occurring on the Academy premises or as part of a school related activity must be reported by the member of staff attending the accident and an Incident report form filled in.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the HSE. These include;

- Accidents resulting in death or major injury.
- Accidents which prevent the injured person from; carrying out their normal work for more than 3 days.

The First Aid Co-ordinator will provide the Principal and Facility Manager with an analysis of the term's incidents to see if there are any problem areas. This information will also be given to the relevant Head(s) of Department. The First Aider on duty will contact parents first by phone if they are available, then by note, to report any seemingly minor injury, e.g. sprains or twists, which the parent may choose to have examined by a doctor.

Information about Students' Medical Conditions - (Refer to Policy for Managing Medicines)

Generally it is the responsibility of the parents to inform the Academy about their child's medical conditions. Each year, all parents should be issued with a Data Check Sheet showing what information is currently held on the database. They will be asked to check this, update it and return it to the Academy.

This information should be managed and on passed immediately to the SIMS Manager to add to the database. A medical register should be produced at the start of every term in the form of a completed medical data sheet for each student (it is the responsibility of parents to ensure that the Academy has a completed sheet for their child).

Detailed information on medical conditions and emergency contacts will be issued to leaders of residential visits. Parents will be required to complete a declaration agreeing to emergency treatment and confirming that information held by the Academy is up to date.

Students with Medical Needs - (Refer to Policy for Managing Medicines)

Generally it is the parents' responsibility to inform the Academy about the child's medical condition and requirements and many students will at some time have a short-term medical condition that may affect their participation in activities. Other students have medical conditions that, if not properly managed, could limit their access to education. These medical conditions include diabetes, asthma, epilepsy and anaphylaxis (extreme allergic reaction). Such students are regarded as having medical needs and will be more at risk than their classmates. In a few cases, individual health care plans may be needed.

With particularly serious medical conditions, each case must be treated individually, in relation to the illness and its requirements, to the parents' possible wish for confidentiality and to the child's knowledge of their own condition. When the student goes out of the Academy, for example on work experience, the placement must be informed.

First Aid Procedure

This policy forms part of, and should be read in conjunction with, the each academy first aid procedure. The procedure should be designed to confirm how the Academy will address the responsibilities regarding the administration of first aid to staff, pupils and visitors.

All educational establishments, should develop and formalise procedures for dealing with first aid, based upon an assessment of the need. The procedures should cover first aid personnel, equipment and practices and be designed in accord with the legal standards and good practice.

The First Aid Coordinator in conjunction with the Principal is responsible for determining the actual provision required at their respective establishments, with the appropriate manager responsible where additional needs relevant to their specific operation exist.

Emergency Procedure for Major Incidents

In the event of an emergency or if an at risk student/person falls ill then member of staff at the incident must;

Call 999.

- Summon a First Aider/Pastoral Support.
- Emergency treatment should be delivered.

Assessment of First Aid Requirements (Risk Assessments)

All First Aid provisions need to be risk assessed in order to reduce possible accidents and further complications before, during or after the occurrence of an accident. The level of First Aid cover is to be determined by risk assessment, (see appendix 1), taking into account factors such as:

- Staff and/or pupils with disabilities or special health needs.
- Staff working on shared or multi-occupied sites
- Age range of the pupils.
- Activities undertaken during Academy session times.
- The accident history in the various locations.
- Travelling, remote and lone workers;
- Materials and equipment to which children have access.
- Number and nature of staff
- Number of pupils on site.
- The number of buildings on the Academy site.

Consideration must be given to the following factors when determining the level of provision:

- The arrangements when a qualified First Aider is not on site due to absence/training.
- Shift working /Out of hours community use
- The design/layout of the site/premises/number of premises is such that staff that are trained in emergency First Aid should be readily available.
- First Aid requirements for visits and journeys, break and lunchtimes

Risk assessments of curriculum areas and subjects have to be identified as Low, Medium or **High** with regards to severity and probability of occurrence. e.g.

- **Art Department** – With the use of lead based products, welding procedures and the use of electrical or gas fired kilns, etc.
- **Estates Department** – With all the hazards associated with the use of machinery, electrical plant and the occasional hazardous procedure.
- **Hospitality Services Department** – With the inherent hazards associated with a kitchen environment, etc.
- **PE Department** – With all the hazards associated with exercise and equipment.
- **Science Department** – With the basic hazardous procedures associated with science laboratories.
- **Technology Department** – With all the hazards associated with the use of machinery, electrical plant and the occasional hazardous procedure.
- **Any other extra-curricular activities.**

Once a specific area and/or department is covered by an assessment of its First Aid needs (usually undertaken by the First Aid co-ordinator), the assessment and decisions taken on the basis of it should be recorded. Once the number of occupants has been taken into account, the assessment should provide answers to:

- How many first aiders are needed for the area?
- Where are they needed?
- Is there a suitable area to provide First Aid?
- What equipment is needed?
- Where should equipment be located?
- Where notices & signs should be posted?

Overall, a periodic review of the adequacy and effectiveness of First Aid arrangements is to become an integral part of the Health & Safety management process

First Aid Facilities and Provision

First Aid facilities are available in each Academy

- A suitable room for medical treatment and care of children during school hours should be provided. This should be a dedicated area and close to a lavatory and/or contain a washbasin.
- Disinfectant products, should be available in the workplace for cleaning up spillages of body fluids.
- Clinical disposal bags should be made available.
- Sharps and Swabs disposal boxes should be installed
- If required Evac-Chairs should be located in the lift stairwell refuge areas
- Automated External Defibrillators
- Any equipment or supply highlighted in First Aid risk assessments are to be purchased and placed in required areas

First Aid boxes will also be located in classrooms where practical subjects are taught, e.g. Technology, Science, Food Sciences PE, swimming pool and First Aid supplies will be provided for staff in charge of trips and visits.

First Aid Equipment and Facilities

A full survey of all First Aid materials, equipment and facilities should be undertaken by the First Aid Coordinator. Furthermore all these areas should be assessed and reviewed on a regular basis to ensure that the provision is correct and that there are no issues with any related First Aid matters.

Members of staff responsible for specific areas and/or departments are to make sure that they are provided with sufficient and adequate First Aid equipment and facilities.

Medical room

In compliance with The Education (School Premises) Regulations 1996 the Academy Governing Body will ensure that a room will be made available for medical treatment. This facility should be readily available for use and feature the following:

- Sink with running hot and cold water.
- Drinking water.
- Paper towels.
- Smooth-topped working surfaces.
- A range of First Aid equipment.
- Chair.
- Somewhere to lay down.
- Soap.
- Protective garments for First Aiders.
- Suitable refuse container.
- Sharps and Swabs containers
- An appropriate record-keeping facility.
- A means of communication, e.g. telephone.

First aid equipment

First aid kits are clearly labelled with a white cross on a green background in accordance with health and safety regulations Safety Signs Regulations 1980 (SI 1980 No 1471). The contents of first aid kits may vary depending on the particular needs in each location (e.g. blue detectable plasters must be used in food areas). The School Nurse/First Aider is responsible for supplying and replenishing first aid kits as appropriate.

First aid boxes should be situated in easily identifiable and accessible locations, as follows:

- Science - laboratories preparation room
- Art and Technology department -
- PE department - Pool , Sports hall ,3G Pitch
- Main Building
- Catering and cleaning Areas
- Other areas in school
 - 1 x IT department
 - 1 x school office
 - 1 x music office
 - 1 x medical centre
 - 1 x drama studio
- 1 x AV office

The contents of **first aid boxes** will be although a primary school may be different to a secondary school;

- 1 x guidance card
- 2 x first aid dressing medium
- 2 x eye pad with bandage
- 2 x triangular bandage non-woven
- 1 x waterproof assorted plasters pack 20
- 3 x vinyl gloves non sterile pwd free x pair pre-packed
- 4 x eyewash sterile sodium chloride 20ml (where not provided separately)
- 1 x non-alcohol wipes x10
- 1 x safety pins x6
- 1 x rebreath personal resuscitator
- 2 x steropad low adherent dressing 5cm x 5cm
- 2 x steropad low adherent dressing 10cm x 10cm
- 1 x micropore tape 2.5cm x 5m

The contents of **travelling first aid kits** are:

- 1 x guidance card
- 6 x individually wrapped sterile adhesive dressings
- 1 x large sterile unmedicated dressing
- 2 x triangular bandages
- 2 x safety pins
- Individually wrapped moist cleansing wipes
- Disposable gloves
- Vomit bags
- Biohazard bag
- Resuscitation mask
- Eye wash

A games first aid kit is to be taken to all games lessons, practices and matches. The PE department is responsible for checking and restocking these kits in liaison with the School Nurse.

If possible, First Aid boxes should be kept near to hand washing facilities.

There must be no medication within the First Aid kit/box and no additional material such as tablets, lotions, sprays etc.

School passenger carrying vehicles (e.g. minibuses, etc.) should be equipped with a First Aid kits that comply with PCV and Minibus Regulations.

The First Aid coordinator and First Aiders should have an easy access to a stock of basic First Aid items such as: dressings, disposable gloves, etc.

Adhesive plasters should (at least) be available in areas where people may suffer minor cuts or abrasions e.g. kitchens, science labs, workshops, etc. Hypo-allergic plasters should be available for people allergic to regular plasters.

The First Aid coordinator is to ensure that the appropriate number of First Aid boxes are available according to site(s) risk assessments and that they are marked with a white cross on a green background.

Automated External Defibrillators (AED)

A defibrillator is used in circumstances where a person's heart goes into ventricular fibrillation (VF) which is a disruption to the heart's electrical activity causing the heart to beat chaotically preventing it from pumping blood around the body. A person in VF can suddenly collapse and lose consciousness. A defibrillator is used to deliver an electric shock to restore the heart to normal rhythm.

Each Academy will have access to a defibrillator.

You do not need to be a trained first aid or medical professional to use the AED as the device uses voice prompts and visual indicators to guide the assistor through the resuscitation sequence when using the defibrillator. The Trust can provide training to staff on the correct use of the AED.

Evacuation Chairs – Lift Refuge Area

Under current legislation, it is the responsibility of the employer to ensure that their business complies with fire safety, health and safety and equal opportunity requirements. If you employ mobility impaired persons, the responsibility of ensuring their safe escape from a multi-storey building in the event of an emergency, for example fire, can be daunting. The use of lifts in an emergency is usually not permitted and the escape route will therefore be over stairs.

If an academy premises has the facility of a Lift Refuge Area and alarm facility then the academy should provide the provision of an evacuation chair located in the appropriate locations. It is important that Academy Staff are aware of the correct handling of any evacuation chair to ensure the safety of the passenger and to avoid any injury or strain during use. Appropriate training must be provided

First Aid Information

Accurate and accessible information on how to obtain First Aid is essential for an efficient and effective response. All staff, should be provided with information via an induction process on how to obtain first aid assistance. Information should cover:

- The general organisation of First Aid.
- How to summon First Aid.
- The location of First Aiders.
- Emergency phone numbers.
- The location of First Aid boxes and facilities
- Any other significant information

First Aid notices are to be posted in relevant places e.g. in areas where enquiries on where to summon a First Aider are likely to occur e.g. Workshops, School reception, offices, notice boards (in halls or corridors), etc.

Notices should be easily recognisable through use of the standard First Aid symbol (green cross) & provide information on:

- Name, Location & telephone number of First Aiders.
- Who is the nearest First Aider?
- Location of the nearest First aid box.
- Telephone numbers for emergency services.

First Aid Rooms or room occupied by First aiders, or containing a first Aid box should have an appropriate notice displayed on the outside of the entrance door.

All First Aid notices should be regularly checked for accuracy and up to date information.

First Aid Training

The Trust and each school is to ensure that all appointed First Aiders receive adequate training and guidance in order to fulfil their duties. All First Aiders are to attend a nationally recognised course to become First Aider which includes a written and practical assessment. Furthermore, they will also have to attend and pass a refresher course every 2 years to retain certification.

A First Aider is a member/s of staff/employees who have attended, successfully completed and has a valid certificate for the 'First Aid at Work' training. A fully qualified First Aider will have attended a 3-day course as highlighted by HSE guidance - The Health and Safety (First-Aid) Regulations 1981 (amended October 2013)

As a minimum requirement, basic First Aiders are to complete a one day 'Emergency First Aid at Work' course. The training is to cover:

- What to do in case of emergency.
- Cardio-pulmonary resuscitation.
- First Aid for the unconscious casualty.
- First Aid for the wounded or bleeding.

More elaborated training may have to take place for, either specific departments or, areas of work requiring special knowledge. E.g. particular cuts or burns in science or technology department or paediatric resuscitation technique for young children. This should also apply for staff and pupils suffering from specific disorders such as epilepsy, asthma, etc. (For more information please see medicines and intervention guidelines from Department of Education).

There might also be requirement for specific members of staff, e.g. in case of field trips, etc. where a First Aider might have to go on a course on transport of casualties, etc. or staff requiring to deal with specific condition where usage of specialist equipment is required e.g. 'Epi Pen' for life-threatening allergic reactions

Regular updates in First Aid skills or additional training should also be envisaged in order to ensure that practical skills are maintained or upgraded. Bearing in mind that, this in itself, is not an alternative to a full statutory training.

Monitoring and Reviewing

In order to monitor First Aid equipment correctly, the nominated First Aiders should check contents of First Aid boxes on a regular basis and ensure that any equipment that has been used or is out of date is reordered immediately. The same applies to First Aid facilities and additional kit. All these checks should be properly recorded.

Accident forms and other recording documents should be used to monitor efficiency but also to identify negative trends and areas for improvement. They also could help to identify training or other requirements and may be useful for insurance or investigative purposes. The school should undertake a regular review of its accident recording and other relevant document related to checks, etc.

Following these reviews of checks and monitoring, written record of the current First Aid needs assessment should be kept for reference and as evidence of effective health & safety management.

An accident form should be completed every time a First Aider provides assistance to a casualty, including when the problem was illness rather than accident.

Separate forms should be used for adults (staff, visitors, etc.) and children (pupils, etc.) indicating the usual details of the accident (if appropriate), name of the person giving First Aid and summary details of the treatment given.

NB: The inability to provide First Aid support when required should be reported as a dangerous occurrence.

Risk to First Aiders

First Aiders are likely to be concerned about the possibility of having to deal with casualties who may be infected. The best reassurance is to be demonstrated by the extremely low risk involved. According to HSE, there have been no reported cases of infection arising from the administration of First Aid in the UK so far. This is due to a high standard of hygiene and precautions taken by staff providing First Aid.

As long as First Aiders take proper precautions, there should be virtually no risk involved in giving First Aid. The only risks arise if infected blood or body fluids enter the body through breaks in the skin or the surfaces of the eyes or mouth.

Legal position

The Trust and associated Academy has a duty to protect its staff from hazards encountered during their work: this includes microbiological hazards (COSHH 2002). For the purposes of this policy, biohazards are defined as:

- Blood
- Respiratory and Oral Secretions
- Vomit
- Faeces
- Urine
- Wound Drainage
- Gastric Aspiration

Personal protective equipment

All staff dealing with a biohazard spill are to ensure that they:

- Wear a plastic disposable apron
- Wear disposable gloves
- Use the biohazard spill kits provided by the school (not “just a cloth or mop”). The urine and vomit spill kit can be found under the sink in the lobby of the medical centre
- Always dispose of personal protective equipment and contaminated waste in a sealed (yellow) disposable bag.

Precautions to be taken in giving First Aid

Single-use disposable gloves must be worn when treatment involves blood or other body fluids. Care should also be taken when disposing of dressings and/or equipment.

Before starting administering First Aid on a person suffering from an open wound or where blood is present the First Aider should wash their hands before carrying out treatment and always wash them afterwards. This of course, if it is not putting the life of the casualty at risk (i.e. not providing First Aid in time). Usage of eye protection should also be envisaged if applicable.

If First Aiders suffer from cuts and/or abrasions waterproof plasters should be covering these areas. If any of the providers have skin conditions then disposable gloves should be worn.

For the administration of mouth-to-mouth resuscitation polythene screens called 'resuscitades' are available from First Aid equipment suppliers. These devices can be placed over the face of the patient to allow for resuscitation without physical contact.

The absence of 'resuscitades' should not be used as a reason to withhold mouth-to-mouth resuscitation. However, if these are to be used First Aiders should have received training in using them.

If a casualty is bleeding from the mouth and resuscitation is necessary a clean cloth should be used to wipe away any blood before providing First Aid. Any parts of the body contaminated by blood should be washed with soap and water and areas such as in the mouth or eyes should be rinsed with water only.

Blood spillages and bodily fluids (including vomit)

A COSHH assessment should be obtained and displayed with the supplies for dealing with body fluids and clinical waste. The Academy should establish a procedure for dealing with bodily fluids

Clinical Waste and Contamination Injuries

The Academy should establish a procedure for dealing with Clinical Waste and contamination injuries.

Clinical waste is disposed of in yellow bags as this colour identifies the contents as bodily fluids or waste. Injuries include:

- Human bites.
- Scratches by humans.
- Injuries caused by an object contaminated with visible blood.
- Needlestick injury/injury with a needle.
- Exposure to blood borne viruses (e.g. hepatitis B, hepatitis C, Human Immunodeficiency Virus (HIV)).

First Aid and blood diseases BBVs (Blood-Borne Viruses)

First Aid can be provided to a person with a BBV and the same applies for a First Aider suffering from a BBV, however, precautionary measures are to be taken when administering or receiving First Aid.

According to the Red Cross 'The risk of catching any transmissible diseases, such as hepatitis B, hepatitis C, HIV, etc., when giving First Aid is far less than people think'.

Although there is still a risk it can be reduced by taking appropriate precautions and applying basic hygienic measures. For this, anyone giving First Aid is to follow standard hygiene and safety precautions and avoid direct contact with the injured person's blood. Basically, if you do get someone's blood on your skin, simply wash it off with soap and water.

First Aid in the workplace should only be carried out by trained First Aiders who have been instructed about standard precautions to prevent infection as part of their training.

Dealing with spillages of body fluids

First Aiders and other members of staff (e.g. cleaners) should wear disposable gloves if possible when dealing with body fluids, etc.

Absorbent paper towels should preferably be used to cover spillage. Cleaning with bleach or similar chemical should be undertaken. In areas where this is not feasible (e.g. carpets, etc.) hot soapy water is a reasonable alternative.

Items soiled with material which may be infected should be sealed securely in plastic bags and disposed of as clinical waste. The same applies to disposable gloves, etc.

Clinical disposable bags should not then be disposed in 'normal' waste bin. Instead, boxes in ladies toilets are a non-costing alternative to dispose of clinical waste.

Sharps and Swabs

In certain situations (e.g. accidents involving broken glass or needles) may present a risk of puncture wounds from 'sharps', which may be contaminated with body fluids. Used needles and other sharps should be placed in a proper sharps container. Stout gloves must always be used when handling sharps.

If there is an accident with a 'sharp', the wound should be encouraged to bleed and then washed with soap and running water. Splashes to the eyes and nose should be washed out using tap or eyewash water.

NB: The matter should be recorded in the accident book and medical advice should be sought.

Hygiene

All employee/staff should take precautions to avoid infection and must follow basic hygiene procedures. They should use disposable gloves when administering first aid, these can be found in every first aid box. Any spillages must be notified to a site maintenance assistant who will follow the correct procedure.

Hands must always be washed before and after giving first aid.

Single-use disposable gloves must be worn if treatment involves blood or other body fluids. Any soiled dressings must be put in a yellow clinical waste bag and disposed of in a clinical waste box.

Any body fluids on the floor should have absorbent granules sprinkled on to them, then swept up with the designated dustpan and brush (in medical room). This should also go in a yellow bag and disposed of in a clinical waste box. If possible areas should be cleaned up with absorbent powder specifically for body fluids.

Body fluid spillages on hard surfaces should be cleaned up with absorbent powder specifically for body fluids.

Exposed cuts or abrasions should always be covered.

In the event of wide spread viral/bacterial infections across the Academy the following actions will be taken:

- The Academy will report the situation to parents via the website, newsletters and text messages with guidance regarding avoidance, recognition, treatment and guidance on attendance.
- The guidance materials will also be used to communicate the information to students, as well as displaying posters around the Academy site.

Hospital Consent Forms

It is unlikely that Academy staff who take pupils to hospital after accidents will be asked by the hospital to sign consent forms but if asked they must decline.

The hospital will have procedures for obtaining consent from other sources if the parents are not available.

Religious Considerations

Due to religious convictions, some families choose to decline certain medical procedures or treatments. If this is made known to the Academy, pupils' record cards should have an appropriate entry regarding this, and this should be known to the First Aider or teacher who may have the duty of taking the child to hospital in emergency if the parent is not available.

Definitions

First Aid - Basic emergency medical treatment given to somebody who is ill or injured, given before more thorough medical attention can be obtained.

First Aider - Someone who has successfully completed a Health and Safety Executive (HSE) approved training course and holds a current first aid certificate and is qualified to give first aid.

Emergency Services - The fire brigade, the police, and the ambulance service collectively, especially when mobilised to deal with emergencies.

First Aid Room - An equipped facility for the purpose of administering first aid in privacy.

First Aid Kit - A collection of supplies and equipment for use in the provision of first aid.

Fibrillation - The rapid, irregular, and unsynchronised beating of the heart muscles in which the affected part of the heart may stop pumping blood.

Defibrillator - A machine that administers a controlled electric shock to the chest or heart to correct a critically irregular heartbeat that cannot drive the circulation.

Defibrillation - A process in which an electronic device gives an electric shock to the heart to re-establish normal contraction rhythms in a heart.

Outward Bound Trip - Any trip taken by staff and/or students outside the college campus.

IMPORTANT CONTACTS

<u>HSE</u>	0845 345 0055 / http://hse.gov.uk
<u>NHS Direct</u>	0845 4647 / http://nhsdirect.nhs.uk
<u>St. John Ambulance</u> (First Aid Advice)	020 7320 4000 / http://www.sja.org.uk/ifirstaid/rss.xml

Appendix 1

Guidance on appropriate numbers of first aid personnel

The numbers of first aid personnel required to be available at all times people are at work is based on assessments of risk and number of employees.

Where there are special circumstances, such as remoteness from emergency medical services, shift work, or sites with several separate buildings, there may need to be more first-aid personnel than suggested below. Increased provision will be necessary to cover for absences and holidays.

The following chart gives some suggestion to the numbers of first aid personnel that may be appropriate:

Lower risk	Number employed	
E.g. offices, libraries, galleries, etc.	Fewer than 50	At least one appointed person
	50-100	At least one first aider
	More than 100	One additional first aider for every 100 employed

Medium Risk	Number employed	
e.g. maintenance repairs, sport centre, cleansing, etc.	Fewer than 20	At least one appointed person
	20-100	At least one first aider for every 50 employed (or part thereof)
	More than 100	One additional first aider for every 100 employed

Higher risk	Number employed	
e.g. some construction work, work with sharp equipment, extensive work with dangerous machinery	Fewer than 5	At least one appointed person
	5-50	At least one first aider
	More than 50 Where there are hazards for which additional first aid <u>skills are necessary</u>	One additional first aider for every 50 employed In addition, at least one first aider trained in the specific emergency action

Assessment of First Aid needs

Work Place or Work Area

Level of risk from activities High/medium/low	Numbers employed	Same location or various locations	Are shift patterns worked	Other conditions for consideration

Estimated Number of First Aiders Required.....

Estimated Number of Appointed Persons Required.....

Signed.....

Date.....

