



FIRST AID POLICY

Mission Statement:

“A community of learners of all ages from the local area committed to mutual service where all can flourish, be their best and work for the common good to the glory of God and his creation.”

| | | | |
|------------------------------|--|---------------|--|
| APPROVED | | | |
| REVIEW DATE | | | |
| SIGNED PRINCIPAL | | PRINT NAME | |
| SIGNED CHAIR OF GOVERNORS | | PRINT NAME | |

First Aid Policy

OBJECTIVE

1. To ensure that there are adequate and appropriate equipment and facilities for providing first-aid in the workplace.

Nominated Member of Staff: Stephen Lang – Premises Manager.

Operating Statement:

Hope Academy will have:

- A suitably stocked first-aid container
- An appointed person to take charge of first aid arrangements
- Qualified personnel to administer first aid as required , both on and off-site
- Information for employees on first-aid arrangements

First-aid provision must be available at all times while people are on Academy premises, and also off the premises whilst on Academy visits.

Responsibilities:

The Employer

Health and safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. In the Academy this includes responsibility for all teaching staff, non-teaching staff, pupils and visitors (including contractors).

The Governing Body is the employer for Hope Academy.

The employer is responsible, under the Health and Safety at Work etc Act 1974 (HSWA), for making sure that the Academy has a Health and Safety Policy. This should include arrangements for first aid, based on a risk assessment of the Academy, and should cover:

- Numbers of first aiders/appointed persons
- Numbers and locations of first-aid containers

The employer should also make sure that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. It is the employer's responsibility to make sure that the statutory requirements for provision of first aiders are met, that appropriate training is provided and that correct procedures are followed. The employer should be satisfied that any training has given staff sufficient understanding, confidence and expertise.

The Governing Body

The Governing Body has responsibility for health and safety matters within the Academy, with Managers and staff also having responsibilities.

There should be a suitable and sufficient risk assessment carried out by a competent person. The Governing Body has general responsibility for all the Academy's policies, even when it is not the employer.

The Principal

The Principal is responsible for putting the Governing Body's policy into practice and for developing detailed procedures.

Teachers and other Academy staff.

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 in the same way that parents might be expected to act towards their

children. In general, the consequences of taking no action are likely to be more serious than those trying to assist in an emergency.

The employer must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. The employer must ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site.

The Lead First Aider

The Lead First Aider is responsible for keeping a record of all first-aid related incidents that occur within the Academy. He/she keeps a central record of all first-aid treatment given by a first-aiders/appointed person. She is responsible for checking the first-aid containers are stocked and re-stocked as necessary. She is also responsible for ensuring the medical room is kept hygienically clean and has all the equipment and facilities required. The Medical Assistant is qualified to administer controlled drugs, painkillers, adrenaline, Ritalin and antibiotics, if he/she uses these drugs on a child she is to record this. Parents of children with known medical conditions are to give their consent to the Academy's Medical Assistant for he/she to administer drugs if necessary. The form for parents to give that consent is Form 3A which can be found in Appendix A.

The First Aider's Main Duties

First Aider's must complete a training course approved by the Health and Safety Executive (HSE).

Within the Academy, the main duties of a first aider are to:

- Give immediate help to casualties with common injuries or illness and those arising from specific hazards at the Academy.
- When necessary, ensure that an ambulance or other professional medical help is called.

Selection of First Aiders

Unless first-aid cover is part of a member of staff's contract of employment, people who agree to become first-aiders do so on a voluntary basis.

When selecting first aiders, the Governing Body/Principal should consider the individuals:

- reliability 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, a first aider must be able to leave to go immediately to an emergency.

The following employees are first aiders and have been trained in the relevant First Aid qualification:-

| Name | Location/Extension | Date of Expiry of Certificate |
|-----------------|-----------------------------|-------------------------------|
| Ann Brown | Energy – Ext 1130 | 8/05/12 |
| Gill Shone | PE – Ext 1122 | 26/05/13 |
| Debbie Gaskell | Environment – Ext 1120 | 11/06/13 |
| Andrew Fernside | PE – Ext 1122 | 07/07/13 |
| Lisa James | Resources – Ext 1142 | 05/11/13 |
| Emma Morgan | Student Services – Ext 1104 | 03/03/14 |
| Alan Lawrenson | Caretaker – Ext 1101 | 01/11/11 |
| Leah Talbot | | 08/10/11 |
| Joanne Vernazza | Sixth Form – Ext 1141 | 28/06/12 |
| Wendy Johnson | Resources – Ext 1142 | 25/03/12 |
| Alison Brown | Energy – Ext 1130 | 25/03/12 |
| Karon Lamb | General Office – Ext 1110 | 22/06/13 |

| | | |
|--------------|-----------------------------|----------|
| | Finance – Ext 1932 | |
| Sharon Lee | Student Services – Ext 1103 | 09/03/13 |
| Wendy Brown | One World – Ext 1143 | 16/01/14 |
| Moira Cullen | Student Services – Ext 1104 | 24/09/12 |
| Lesley White | General Office – Ext 1109 | 24/09/12 |
| Mike Crusham | PE – Ext 1122 | 09/10/11 |

Appointed Persons

An appointed person is someone who:

- takes charge when someone is injured or becomes ill
- looks after the first aid equipment e.g. restocking the first aid container
- ensures that an ambulance or other professional medical help is summoned when appropriate.

Appointed persons are **not** first aiders. They should **not** give first aid treatment for which they have not been trained. However, it is good practice to ensure that appointed persons have emergency first aid training/refresher training, as appropriate. These courses do not require HSE approval. They normally last four hours and cover the following topics:

- What to do in an emergency
- Cardiopulmonary resuscitation
- First aid for the unconscious casualty
- First aid for the wounded or bleeding.

Emergency first-aid training should help an appointed person cope with an emergency and improve their competence and confidence.

First Aid – needs and expectations

Employers must provide adequate and appropriate equipment, facilities and qualified first aid personnel.

The regulations do oblige employers to provide first aid for anyone other than their own staff, but employers do have health and safety responsibilities towards non-employees. The Health and Safety Commission (HSC) guidance recommends that organisations, such as schools which provide a service for others should include them in their risk assessments and provide for them. **In light of their legal responsibilities for those in their care, schools should consider carefully the likely risks to pupils and visitors, and make allowance for them.**

Reassessment of First-Aid Provision

The Governing Body and/or Principal should regularly review the Academy's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate. Where minimum numbers of trained first aiders are set, these should be monitored to ensure that these standards are being met.

Providing Information

The employer or the manager with the delegated function (the Principal) must inform all staff (including those with reading and language difficulties) of the first-aid arrangements. This should include the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the Academy's first-aid needs.

First aid boxes and first aid record books are kept in the following points in the Academy.

| | |
|-------------------------------|------------|
| Location of First Aid Box(es) | |
| TBA | TBA |
| | |
| | |
| | |
| | |
| | |

Travelling first aid boxes are kept at the following points in the school.

| | |
|--------------------------------------|--------------------------------------|
| Location of travelling first aid box | Location of travelling first aid box |
| TBC | TBC |

Contacting First-Aid Personnel

The Academy staff should know how to contact a first aider.

In the first instance Student Services should be contacted when a pupil or student require first aid.

The names (and extension numbers if appropriate) of current first aiders and appointed persons emergency aiders are displayed at the following points in the Academy:

| | |
|----------------------|----------------------|
| Display Point | Display Point |
| 1. TBC | TBC |
| 2. | |
| 3. | |
| 4. | |

Staff and pupils should be informed by the display of the first-aid notices in staff/common rooms. The information should be clear and easily understood.

Notices must be displayed in a prominent place in the building.

Including first-aid information in induction programmes will help ensure that new staff and pupils are told about the first-aid arrangements. It is good practice to include such information in a staff handbook.

Insurance

In the event of a claim alleging negligence by a member of the Academy staff, action is likely to be taken against the employer rather than the employee.

Employers should make sure their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. Some LEAs provide explicit reassurance to staff that those in county and controlled school who volunteer to assist with any form of medical procedure are acting within the scope of their employment and are indemnified.

Risk Assessment of First-Aid Needs

The Academy should include staff, pupils, and visitors when carrying out risk assessments for first-aid needs.

Points to consider:

What size is the building and is it on spilt sites and/or levels?

The Governing Body/Principal should consider additional first aid provision if there is more than one building. They should consider how many first-aid personnel are needed to provide adequate cover on each floor on a spilt level site and outlying buildings, and on each site of a spilt-site building.

Location of Building

It is good practice to inform the local emergency services, in writing of the Academy's location (giving ordinance survey grid references if necessary) and any particular circumstances that may affect access to the Academy. If the Academy has more than one entrance, emergency services should be given clear instructions on where or to whom they should report.

Are there any specific hazards or risks on the site?

Hazards and temporary hazards, such as building maintenance work, should be considered and suitable short-term measures put in place.

Specific Needs

You are to ensure staff or pupils with special health needs or disabilities are catered for. Different first-aid procedures apply to pupils in primary and secondary schools. For example, the resuscitation techniques. First aid training organisations can provide advice on training for first aid personnel in schools/the Academy.

Accident Statistics

Accident statistics can indicate the most common injuries, times, locations and activities at a particular site. These can be useful tool in a risk assessment, highlighting areas to concentrate on and tailor first-aid provision to. It is the responsibility of the Medical Assistant to keep the Accident statistics.

First-Aid Personnel Requirement

There are no rules on exact numbers. The Governing Body/Principal is to consider the likely risks to pupils and visitors, as well as employees, when drawing up policies and deciding on the numbers of first-aid personnel.

The HSC provide guidance on numbers of first-aid personnel based on employee numbers.

As a general guide, they recommend that:

- A lower risk place of work (e.g., shops, offices, libraries) with fifty to one hundred employees, should consider having at least one first aider.
- A medium risk place of work (e.g. light engineering and assembly work, food processing) with twenty to one hundred employees, should consider having at least one first aider for every fifty employees (or part thereof).

Schools will generally fall into the lower category, but some schools or areas of activity may fall into the medium risk category. The Academy should base its provisions on the results if its risk assessment. If there are parts of the Academy where different levels of risk can be identified, the employer should consider the need to make different levels of provision in different areas/faculties. When considering how many first-aid personnel are required, the Governing Body/Principal should also consider:

- Adequate provisions for lunchtime and breaks. It is good practice to encourage lunchtime supervisors to have first-aid training.
- Adequate provisions for leave and in case of absences.
- First aid provision for off-site activities e.g. school trips. If a first aider accompanies pupils off site, there needs to be adequate first-aid provisions.
- Adequate provisions for practical departments, such as science, technology, home economics, physical education.
- Adequate provisions for out of hours activities e.g. sports activities, clubs.

- Any agreements with contractors, (e.g. meals) on joint provision for first aid for their employees.
- Adequate provisions for trainees working on site. They have the same status as staff for the purpose of health and safety legislation.

The Medical Assistant deals with emergencies if it occurs in an isolated area e.g. on the playing field. She goes on the scheme with her radio and radios reception if there is need for an ambulance etc.

Members of staff are to visit the medical assistant if they require any information on first aid procedures, facilities and personnel. This information is displayed on notices throughout the Academy.

Qualification and Training

A first aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE. Information on local organisations offering training is available from HSE offices.

Training courses cover a range of first aid competences. However, **standard first aid at work training courses does not include resuscitation procedures for children**. The Academy's first aid courses are run by St Johns Ambulance and incorporate instructions on how to deal with an emergency situation involving children. The employer should arrange appropriate training for their first-aid personnel. Training organisations will often tailor courses specifically to schools' needs. It is helpful to let the training organisation know in advance of any particular areas that should be covered.

First aid at work certificates is only valid for three years. Refresher training and retesting of competence should be arranged before certificates expire. If a certificate expires, the individual will have to undertake another full course of training to become a first aider. However, employees can arrange for first aiders to attend a refresher course up to three months before the expiry date of their certificate. The new certificate takes effect from the date of expiry. The Academy should keep a record of first aiders and certification dates.

The HSE also produce guidance on the standards and requirements for approval of training including a list of standard first aid competences.

First-Aid Materials, Equipment and First-Aid Facilities

Employers must provide the proper materials, equipment and facilities at all times. First-aid equipment must be clearly labelled and easily accessible.

Every employer should provide at least one fully stocked first-aid container for each site. The assessment of an Academy first-aid needs should include the number of first-aid containers. Additional first-aid containers will be needed for spilt sites/levels, distant sports fields or playgrounds, any other high risk areas and offsite activities. **All first-aid containers must be marked with a white cross on a green background.**

The siting of first-aid boxes is a crucial element in the Academy's policy and should be given careful consideration. If possible, first-aid containers should be kept near to hand washing facilities.

Contents of a First-Aid Container

There is no mandatory list of items for a first-aid container, however the HSE recommend that, where there is no special risk identified, a minimum provision of first-aid items would be:

- A leaflet giving general advice on first aid (see list of publications in Annex A)
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins

- Six medium size (approx. 12cm x 12cm) individually wrapped sterile medicated wound dressings
- Two large (approx. 18cm x 18cm) sterile individually wrapped undedicated wound dressings
- One pair of disposable gloves.

Equivalent or additional items are acceptable.

The medical assistant is the person is responsible for examining the contents of first-aid containers. These should be checked frequently and restocked as soon as possible after use. There should be extra stock in the Academy. Items should be discarded safely after the expiry date has passed.

Travelling First-Aid Containers

Before undertaking any off-site activities, the Principal should assess what of first-aid provision is needed. The HSE recommend that, where there is no special risk identified a **minimum** stock of first-aid items for travelling first-aid containers is:

- A leaflet giving general advice on first aid. See list of publications in Annex A
- Six individually wrapped sterile adhesive dressing
- One large sterile unmedicated wound dressing – approx. 18cm x 18cm
- Two triangular bandages
- Two safety pins
- Individually wrapped moist cleansing wipes
- One pair of disposable gloves

Equivalent or additional items are acceptable.

Additional items may be necessary for specialised activities.

Public Service Vehicles

Transport regulations require that all minibuses and public service vehicles used either as an express carriage or contract carriage have on a board a first-aid container with the following items:

- Ten antiseptic wipes, foil packaged
- One conforming disposable bandage (not less than 7.5cms wide)
- Two triangular bandages
- One packet of 24 assorted adhesive dressings
- Three large sterile unmedicated ambulance dressing (not less than 15cm x 20 cm)
- Two sterile eye pads, with attachments
- Two assorted safety pins
- One pair of rustles blunt ended scissors.

The first-aid container shall be:

- Maintained in a good condition
- Suitable for the purpose of keeping the items referred to above in good condition
- Readily available for us; and
- Prominently marked as a first-aid container

First Aid Accommodation

Employers must provide suitable and sufficient accommodation for first aid according to the assessment of the first-aid needs identified. The education (school premises) regulations 1996 require the Academy to have a suitable room that can be used for medical or dental treatment when required and for the care of pupils during Academy hours. The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for used when needed. The Academy medical room is situated next to Student Services. Organisations such as HSE provide detailed advice on first-aid rooms.

Hygiene/Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood and other body fluids and disposing of dressings or equipment.

Reporting Accidents and Record Keeping

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

The employer must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of the reporting, the, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records. The medical assistant keeps a record of such occurrences.

Accidents to Employee the Academy needs to Report

The following accidents must be reported to the HSE if they injure either the Academy's employees during an activity connected with work, or self-employed people while working on the premises:

- Accidents resulting in death or major injury (including as a result of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).

How the Academy should report them

HSE must be notified of fatal and major injuries and dangerous occurrences without delay (by telephone). This must be followed up within 10 days with a written report on Form 2508.

Form 2508 can be downloaded from HSE website: www.hse.gov.uk

Other reportable accidents do not need immediate notification, but they must be reported to HSE within ten days on Form 2508.

Pupils and other people who are not at work

An accident that happens to pupils or visitors must be reported to the HSE on Form 2308 if:

- The person involved is killed or is taken from the site of the accident to hospital; **and**
- The accident arises out of or in connection with work.

Like fatal and major injuries to employees or dangerous occurrences, these accidents must be notified to the HSE without delay and followed up in writing within ten days on Form 2508.

How do I decide whether an accident “arises out of or in connection with work”?

In HSE's view an accident must be reported if it relates to:

- Any Academy activity, both on or off the premises
- The way an Academy activity has been organised and managed (e.g. the supervision of a field trip)
- Equipment, machinery, or substances
- The design or condition of the premises.

Statutory Accident Records

Employers with 10 or more employees must keep readily accessible accident records, either in written or electronic form. These records must be kept for a **minimum of 3 years**. The medical assistant will keep these records.

The Academy's Central Record

The Academy should keep a record of any first aid treatment given by first aiders and appointed persons. This should include:

- The date, time and place of the incident

- The name (and class) of the injured or ill person
- Details of the injury/illness and what first aid was given
- What happened to the person immediately afterwards (e.g. went home, resumed normal duties, went back to class, went to hospital)
- Name and signature of first aider or person dealing with incident.

The medical assistant keeps a central record, the information in the record book can:

- Help the Academy identify accident trends and possible areas for improvement in the control of health and safety risks
- Be used for reference in future first-aid needs assessments.
- Be helpful for insurance and investigative purposes.

In an emergency, the Principal/head of college should have procedures for contacting the child's parent/guardian/named contact as soon as possible. It is also good practice to report all serious or significant incidents to the parents e.g. by sending a letter home with the child, or telephoning the parents.

Prescribed Medicines

Medicines should only be taken to the Academy when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the Academy day. The Academy should only accept medicines that have prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in original container as dispensed by pharmacist and include prescribers instructions for administration.

The Academy should never accept medicines that have been taken out of the container as originally dispensed nor make any changes to dosages on parental instructions.

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside Academy hours. Parents could be encouraged to ask the prescriber about this.

Non-prescribed medicines

Staff should NEVER give non-prescribed medicine to a child unless there is a specific prior written permission from the parents. **A child under 16 should never be given aspirin or medicines contained ibuprofen unless prescribed by a doctor.**

Controlled Drugs

All controlled drugs are to be kept locked in a non-portable container and only named staff should have access

Children with Special Medical Conditions

The Academy should be aware of children who have allergies or that require any special medical attention.

Refusing Medicine

If a child refuses to take medicine, staff should not force them to do so but should note this in the records and follow agreed procedures.

Monitoring, Evaluation and Review

This policy will be led by a senior member of staff designated by the Principal and reviewed during the forthcoming academic year by the Governing Body.

APPENDIX A

FORM 3A Parental agreement for Academy to administer medicine

The Academy will not give your child medicine unless you complete and sign this form, and the Academy has a policy that staff can administer medicine.

| | |
|--|--|
| Name of Academy | |
| Name of Child | |
| Date of Birth | |
| Group/class/form | |
| Medical condition or illness | |
| Medicine | |
| Name/type of medicine (As described on container) | |
| Date dispensed | |
| Expiry date | |
| Agreed review date to be initiated by [name a member | |
| Dosage and method | |
| Timing | |
| Special precaution | |
| Are there any side effects? | |
| Self-administration | |
| Procedures to take in an emergency | |
| Contact details | |
| Name | |
| Daytime telephone number | |
| Relationship to child | |
| Address | |

I understand that I must deliver the medicine personally to [agreed member of staff]

| |
|--|
| |
|--|

I accept that this is a service that the Academy is not obliged to undertake. I understand that I must notify the Academy of any changes in writing.

Date: _____

Signature: _____