



FIRST AID POLICY

Author of Policy
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Finance Director

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December 2014

A handwritten signature in purple ink, appearing to read "Paul Ellis", is written over a horizontal line.

Signed on behalf of Governing Body

Date reviewed
December 2014

ALL SAINTS CHURCH OF ENGLAND ACADEMY, PLYMOUTH
Pennycross, PLYMOUTH PL5 3NE

All Saints Church of England Academy, Plymouth aims to be an inspirational community of learning, which will transform the life chances of the students and make a positive contribution to the well-being of the local community and the wider world. The Academy is rooted in Christian values including truth, justice, forgiveness, generosity and respect. The Academy aims to provide outstanding educational opportunities and experiences which will enable all students, regardless of ability and background, to bring out the best in themselves, and to make a difference for good in the world.

The Academy believes that education is about the development of the whole person, and in educating each student will endeavour to:

- sharpen the mind
- enrich the imagination
- strengthen the body
- nourish the spirit
- encourage the will to do good
- open the heart to others

This policy and the associated procedures are based on these principles, aims and beliefs.

Introduction

This document has been prepared to provide guidance on the policy and procedures for dealing with First Aid at All Saints Academy. The requirements for the statutory provision of First Aid have been taken into account. Failure to implement the procedures contained in this document could result in a criminal offence as well as disciplinary action being taken by the Academy.

The Health and Safety [First Aid] Regulations 1981 require employers to provide trained persons, equipment etc., to deal with First Aid emergencies and ill health occurring at work.

Facilities must be provided to ensure that First Aid is rendered to employees, visitors, service users [including students], volunteers, agency staff etc., if they become ill or are injured at work or under the jurisdiction of the Academy, on or off-site.

Purpose

First Aid is provided to:

- preserve life
- limit the effects of the condition and
- 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. It should be noted that the treatment of minor illnesses, by the administration of tablets or medicines, falls outside the definition of First Aid.

Definitions

- A First Aider is a person who has attended, successfully completed and has a valid certificate for the 4 day 'First Aid at Work' training.
- Appointed person means a person who has attended, successfully completed and has a valid certificate for the 'Appointed Persons' training.
- Employer means the governors of the Academy
- First Aid means the following:
 - For/in 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
 - Treatment of minor injuries which would otherwise receive no treatment or do not need treatment by a medical practitioner or nurse.
- Service User means a person or organisation using the Academy.

Recognition of Positive Behaviour

The responsibility of the Employer is to:

- establish the First Aid need by risk assessment
- identify suitable employees who are willing to undertake First Aid training and annual refresher training [see Appendix D]
- provide adequate First Aid equipment and facilities [see Appendix B]
- inform employees and site facilities managers of the location of the First Aid personnel and equipment available to them in their working environment. This will be in the form of a standard notice which will be displayed on the Health & Safety notice board at minimum
- ensure the First Aiders maintain their First Aid or Appointed Person status by attending annual/bi-annual refresher training

The responsibilities above have been delegated to the Principal to discharge them in the appropriate manner.

There is a register in the form of a training matrix database for maintenance of an up-to-date record of personnel trained in First Aid which informs the Principal when staff require refresher/re-qualification training.

Risk Assessment of First Aid Need

Minimum standards for the provision of First Aid cover are shown at Appendix C.

Procedure

Identification of Suitable Employees

The Principal must ensure that the candidates for First Aid training are physically and educationally suited and are willing to undergo training and act as a qualified First Aider. Guidance is provided by Occupational Health and Welfare Service to assist the Principal to identify suitable candidates [see Appendix D].

The Principal must ensure that candidates are fully briefed on the role and requirements of being a First Aider. They must understand the health risks associated with rendering First Aid and be prepared to receive appropriate health and immunisation advice [see Appendix E].

Roles and Responsibilities of First Aiders and Appointed Persons

First Aiders will:

- ensure that their qualification are always up to date
- ensure that first aid cover is available throughout the working hours of the Academy week.
- always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident and calling for help from other First Aiders or Emergency Services
- help fellow First Aiders at an incident and provide support during the aftermath
- act as a person who can be relied upon to help when the need arises

- ensure that their portable first aid kits are adequately stocked and always to hand
- insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital, ensuring that parents are aware of **all** head injuries promptly
- ensure that a child who is sent to hospital by ambulance is either:
 - accompanied in the ambulance at the request of paramedics
 - followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted
 - met at hospital by a relative
 - [The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent. Liaison **must** occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher].
- keep a record of each student attended to, the nature of the injury and any treatment given, in the book provided in the First Aid Room. In the case of an accident, the Accident Book must be completed by the appropriate person
- ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around

Staff trained to give first aid within the Academy are as follows:

- Hayley Silk
- Lisa Angove
- Yvonne Ashton
- Wendy Brewer
- Joanne Smith
- Katherine Wilmot

The First Aiders' and Appointed Persons' responsibilities include:

- ensuring their own recommended immunisations/injections are up to date
- reporting any illness or injuries which would preclude their abilities to administer First Aid to local management to arrange alternative cover

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

THE GOVERNING BODY will:

- provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981
- monitor and respond to all matters relating to the health and safety of all persons on Academy premises
- ensure all new staff are made aware of First Aid procedures in the Academy

PRINCIPAL AND ASSISTANT PRINCIPALS will:

- ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell
- ensure that in the event that an injury has caused a problem, the student **must** be referred to a First Aider for examination
- at the start of each academic year, provide the first aid team with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness
- have a file of up to date medical consent forms for every student in each year and ensure that these are readily available for staff responsible for Academy trips/outings

TEACHERS will:

- familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are
- be aware of specific medical details of individual students when publicised by Heads of Year
- ensure that their students/tutees are aware of the procedures in operation
- never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger
- send for help to Reception as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained
- reassure, but never treat, a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed
- send a student who has minor injuries or feels generally 'unwell' to Reception 1, if they are able to walk to where a First Aider will see them; this student may be accompanied
- ensure that they have a current medical consent form for every student that they take out on a Academy trip which indicates any specific conditions or medications of which they should be aware
- have regard to personal safety

OFFICE STAFF will:

- call for a qualified First Aider, unless they are one themselves, to treat any injured student.
- support the First Aiders in calling for an ambulance or contacting relatives in an emergency
- **NOT** administer paracetamol or other medications

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 students as competent to approved HSE standards.

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

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 Principal.

Indemnity and Insurance

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

- they are an Academy officially designated First Aider with a current valid First Aid at Work Certificate and have attended relevant refresher training
- they use relevant protective equipment as appropriate
- the First Aider or Appointed Person is adhering to protocols and acting within the limitations of their training
- that the First Aider or Appointed Person is acting in good faith

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
- that the member of staff is acting in good faith

Monitoring, Evaluation and Review

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

Resources

Health and Safety [First Aid] Regulations 1981

First Aid at Work – Health and Safety [First Aid] Regulations 1981 and Guidance; Approved Code of Practice [ACoP]; HSE Pub COP42

Reporting of Injuries, Diseases and Dangerous Occurrences regulations, 1995

Other Documentation

Health and Safety Policy

Policy and Procedures for the Reporting of Incidents of Violence, Injuries, Diseases and Dangerous Occurrences

Health and Safety Manual for Schools

FIRST AID TRAINING

Statutory Training

First Aid at Work

This is the principal 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 need to attend the full First Aid at Work course.

This course takes place over four 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.

APPENDIX B

First Aid Equipment and 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.

A minimum of one First Aid box of appropriate size should be provided for each establishment and/or building and any Academy vehicle. Passenger carrying vehicles [PCV] and minibuses must carry First Aid kits that comply with PCV and Minibus Regulations. Each First Aider should have their 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
- Sterile dressings, small, medium and large
- Individually wrapped sterile adhesive dressings [blue detectable in food preparation areas]
- Sterile eye pads
- Triangular bandages
- Safety pins
- Disposable gloves
- Individually wrapped moist wipes could be supplied where tap water is not available

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.

Bleach [Sodium Hypochlorite], or one of the available proprietary combined soak and disinfectant products, should be available in the workplace for cleaning up spillages of body fluids, but should not be located with, or in, the First Aid box. Clinical disposal bags should also be provided.

Arrangements should be in place for the Site Manager to obtain supplies.

APPENDIX C

Minimum Provision of First Aid Cover

Secondary Schools	
*2 persons [2 Full First Aiders + 1 additional full First Aider for every additional 100 staff or part thereof + 1 Appointed Person per Learning Family]	
A local risk assessment will need to be undertaken to determine whether First Aid cover over and above the minimum standard will be required to take account of local hazards	
Competence [Level of competence expected following training attendance]	
In compliance with the First Aid at Work Policy.	
1a	FULL FIRST AID AT WORK CERTIFICATE [4 DAYS]: On completion of the course, delegates will be competent to administer First Aid as per the standard criteria as required by a Health and Safety Executive Approved Course Syllabus and the guidance given by the DFE guide 'Guidance on First Aid for Schools'. It is a requirement for all educational establishments, where children up to 7 years are being cared for, to incorporate paediatric First Aid.
1b	ANNUAL REFRESHER TRAINING [$1\frac{1}{2}$ DAY]: On completion of the course, delegates will have refreshed the skills they attained with respect to the above training – this must include paediatric refresher training where children aged up to 7 years are being cared for.
1c	THREE YEARLY FULL FIRST AID AT WORK CERTIFICATE REFRESHER TRAINING [2 DAYS]: On completion of the course, delegates will have re-qualified with respect to the training in 1a above in order to validate their training for a further three years. Additional refresher training will be required to validate delegates' certificates for a further three years with respect to paediatric First Aid – <i>requirement for all education establishments where children up to 7 years are being cared for.</i>
2a	APPOINTED PERSONS CERTIFICATE i. APPOINTED PERSONS CERTIFICATE [1 day]: On completion of the course, delegates will be competent to take charge of First Aid arrangements and any emergency First Aid situation, as required by a Health and Safety Executive Approved Course Syllabus. For Educational establishments where there are children 7 years or below: ii. PAEDIATRIC FIRST AID [1 day]: On completion of the course, delegates will be competent to take charge of First Aid arrangements and any emergency First Aid situation involving children under 7 years old, as required by a Health and Safety Executive Approved Course Syllabus.
2b	THREE YEARLY APPOINTED PERSON REFRESHER TRAINING [1 day]: For educational establishments where there are no children 7 years or below: APPOINTED PERSON REFRESHER [1 day]: On completion of the course, delegates will have re-qualified in the skills they attained with respect to the training identified in 2ai above, in order to validate their certificate for a further three years.

APPENDIX D

Selecting a Person to be Trained as a First Aider

A person should be selected on the basis of their reliability, willingness to become a First Aider, disposition for dealing with sick or injured persons and good communication skills.

Their aptitude and ability to absorb new knowledge, and their ability to cope with stressful and physically demanding emergency situations is essential.

Essential Physical Requirements

- Have the ability to bend down and kneel on the floor and bend over to administer First Aid including resuscitation
- Have no muscular or skeletal injuries to prevent completing First Aiders' tasks
- Have the ability to move in awkward places [e.g. confined spaces]
- Have the ability to administer ventilation [breaths] over a period of ten minutes
- Have no medical condition that will prevent them from giving treatment to casualties

Educational Ability

- Ability to absorb new knowledge
- Accept responsibility
- Pass written and practical assessments

Other Requirements

- Be prepared to complete a short questionnaire in line with health requirements
- Be prepared to be immunised in line with recommendations
- Their normal duties should normally allow them to go immediately to deal with an emergency

A standard application form can be obtained from Occupational Health and Welfare which covers physical ability and educational requirements. Where the Occupational Health and Welfare Service is used as the training provider, they will assess physical and emotional suitability by questionnaire and/or interview.

APPENDIX E

Immunisation Recommendation for First Aiders

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