

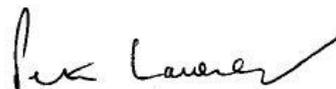
# **FIRST AID POLICY**

**The OHC&AT Board of Directors has agreed this Policy – 28<sup>th</sup> June 2019.**

Jay Mercer  
Chair of OHCAT Board

A handwritten signature in black ink, appearing to read "Jay Mercer", with a long horizontal flourish extending to the right.

Peter Lauener  
Chair of OHC Board

A handwritten signature in black ink, appearing to read "Peter Lauener", with a checkmark-like flourish at the end.

# First Aid Policy

## INTRODUCTION

Orchard Hill College and Academy Trust (OHC&AT) is a family of providers working together for mutual benefit. OHC&AT is committed to providing outstanding educational opportunities for all our pupils and students. Supporting the health and wellbeing of students in all OHC&AT settings is a crucial part of enabling effective learning and ensuring equality of opportunity for all.

This policy applies to all OHC&AT settings and is written with reference to “Guidance on First Aid in Schools” (DfEE, 2014), “Automated external defibrillators (AEDs) – a guide for schools” (DfE, 2018) as well as the Health and Safety (First-Aid) Regulations 1981 which place a duty on employers to provide adequate first aid equipment, facilities and personnel to their employees. The regulations do not extend to non-employees, although the Health and Safety Executive (HSE) encourages the consideration of others when assessing need. OHC&AT is committed to providing adequate first aid personnel, equipment and facilities to deal with ill health and injuries to students, staff and visitors.

The aims of first aid are to preserve life, alleviate suffering, prevent the situation from worsening and promote recovery.

First aid provision must be ‘adequate and appropriate in the circumstances’. First aid equipment, facilities and personnel must be provided at all times (HSE). Additionally all staff must be informed of first aid arrangements including location of equipment, facilities and first aid personnel as well as the procedures for monitoring and reviewing first aid needs.

This policy should be read in conjunction with OHC&AT’s Infection Control Policy, Health and Safety Policy, Administration of Medication and Prescribed Substances in College Policy and Supporting Pupils in Schools with Medical Conditions Policy.

## RESPONSIBILITIES

### **OHC&AT Directors will:**

- Challenge and support OHC&AT in the regular review of this policy and its implementation.

### **The OHC&AT Executive Senior Leadership Team will:**

- Regularly review this policy in order to ensure that it is effective and up to date.

### **Principals/Head of College/Directors of Service will:**

- Effectively implement the First Aid Policy and any related procedures within their Academy or College.
- Ensure that their staff are aware of:
  - The arrangements for recording and reporting of accidents;

- The arrangements for first aid;
- Those employees who are qualified First Aiders;
- Where first aid kits are located.
- Undertake a needs assessment of the first aid requirements of their Academy/College and review on a regular basis;
- Use the information from the needs assessment of first aid to determine the number and level of trained staff required for each provision;
- Ensure there is sufficient equipment and materials on each OHC&AT site to provide first aid treatment;
- Provide first aid training to staff, maintain records of training and review annually;
- Establish a procedure for managing accidents in their setting which require First Aid treatment;

Information on first aid arrangements, including named First Aiders and locations of first aid kits, is given to staff on induction and orientation to different venues. Notices are displayed in prominent places in all OHC&AT venues, with information on location of equipment, facilities and first aid personnel including their contact details.

**Staff will:**

- Record all occasions when First Aid is administered to staff, students or visitors;
- Report and record accidents using the relevant form;
- Report specified injuries to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995);
- Notify parents/carers whenever first aid treatment is given to students.

**FIRST AID NEEDS ASSESSMENT**

The Management of Health and Safety at Work Regulations 1992 require employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees at work and others, to identify what measures they need to take to prevent or control these risks. Principals of Academies and the Head of College, with trained first aiders, should consider the likely risks to students and visitors as well as employees when deciding on the numbers of first aid personnel.

**The HSE recommends that:**

- A low risk place of work (e.g. shops, offices) should have 1 first aider per 50-100 employees
- A medium place of work (e.g. light engineering) should have 1 first aider per 50 employees

The College and Academies may fall into either category and appropriate levels of provision should be provided for each venue/area/department according to levels of risk. This will include the specific and likely medical needs of our students, history of accidents, the remoteness from emergency medical services and first aid provision for visitors. Additionally, provision should be considered for lunchtime and breaks, leave and absences, practical departments e.g. science, technology, home economics and

physical education as well as off-site and out of hours activities and term time plus courses.

**Example First Aid needs assessment:** Information supplied by Health & safety Executive The Health and Safety (First Aid) Regulations 1981 L74 (Third Edition 2013)

<i>Category of Risk</i>	<i>Numbers employed at any location</i>	<i>Suggested number of First Aid personnel</i>
<b>Lower</b>	<b>Fewer than 25</b>	<b>At least 1 Appointed Person **</b>
e.g. Shops, offices and libraries	25 – 50	At least 1 Emergency First Aider (1-day EFAW)
	More than 50	1 First Aider (FAW) At least one per 100 employees or part thereof
<b>Higher</b>	<b>Fewer than 5</b>	<b>At least 1 Appointed Person **</b>
e.g. Light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture, work involving special hazards* such as hydrofluoric acid or confined spaces.	5 – 50	At least 1 First Aider *** (EFAW or FAW)
	More than 50	1 First Aider (FAW) At least one for every 50 employees or part thereof
Ensure any injuries and illness that might occur can be dealt with by the First Aid personnel you provide		

\* Additional training may be needed for First Aiders to deal with injuries resulting from special hazards.

\*\* Where First Aiders are shown to be unnecessary, there is still a possibility of an accident or sudden illness, so you should consider providing qualified First Aiders

\*\*\* The type of injuries that might arise in working with those hazards identified, will influence whether the First Aider should be trained in FAW or EFAW

Academy Principals and the Head of College will review their school or College's first aid needs at least annually, and particularly after any changes, to ensure provision is adequate. The numbers of trained first aiders should be monitored to ensure standards are being met.

## **FIRST AIDERS**

First Aiders are trained on a voluntary basis and should have the minimum 1 day Emergency First Aider training (EFAW). This should be updated at least every 3 years.

At least one First Aider where there are more than 50 employees as well as students with medical risks (see First Aid Needs Assessment) should have the three day First Aid training (FAW). This should be updated at least every 3 years with a two day refresher course.

Training can be arranged externally by an organisation whose qualifications are recognised by the HSE or by arrangement through the Orchard Hill College Nurse team trained by Nuco Training Ltd affiliated to FAA (First Aid Awards) Awarding Organisation and approved by HSE.

First Aid training for College and operational staff is arranged and managed through the OHC&AT Training School. Training records for OHC staff are reviewed annually and any necessary refresher training arranged. Names of OHC's trained First Aiders are provided to Nursing staff and to Heads of Centre at the beginning of each academic year and updated as training is carried out through the year.

First Aid training for Academy staff is arranged and managed at a local level. Academy Principals are responsible for maintaining and reviewing staff training records and arranging any necessary refresher training.

## **ARRANGEMENTS FOR FIRST AID**

Each OHC&AT setting provides materials and equipment and facilities to provide first aid.

First aid kits are kept in the reception area of each venue. Additional first aid kits will be needed for split sites/levels/ distance sports fields or playgrounds or any other high risk areas. Minibuses must also carry a small first aid kit.

All boxes are marked with a white cross on a green background.

There is no mandatory list of items to be placed in a first aid box. A minimum stock would be:

- A leaflet giving general advice on First Aid
- 20 individually wrapped sterile adhesive plasters, assorted sizes
- 4 triangular bandages
- 2 sterile eye pads
- 6 safety pins
- 6 medium individually wrapped sterile wound dressings
- 2 large individually wrapped sterile wound dressings
- 3 pairs of disposable gloves

This is a suggested list and the contents of each first aid kit should reflect the outcome of the first aid needs assessment. Medication, including any lotions or creams, must not be kept in the first aid box.

As a guide, medium secondary school first aid boxes are used in the larger College venues.

The contents of the kits will be checked monthly by trained First Aiders and recorded on a checklist adhered to the first aid box.

Before undertaking any off-site activities, the level of first aid provision will be assessed by the First Aider and at least one first aid kit will be taken along.

### **Automated External Defibrillator (AED) – storage and use**

It is recognised that early intervention of cardiac arrest with the use of a defibrillator is vital to optimise survival. If used in the first 3-5 minutes of a collapse, the survival rates can be as high as 50-70%. They can be used safely and effectively by anyone following the voice prompts. OHC&AT staff who undertake Emergency First Aid at Work (EFAW) training are given an awareness and basic training in their use. It is the Principal's responsibility to request training for staff and facilitate their attendance.

Where these are supplied in schools they should be maintained in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992 regulation 5. They should be stored in locations that are immediately accessible to rescuers; they should not be stored in locked cupboards or rooms. Principals should ensure all staff are aware of their location. A designated person in each venue, agreed by the Principal and Facilities Manager, should have responsibility for regular checking (according to the user manual) and recording of such. There should be at least a weekly check for any warning signs or lights on the machine. The designated person will also be responsible for ordering replacements of consumables including batteries and pads as indicated by the manufacturer.

### **First Aid Facility**

Where possible, an allocated area will be identified in each venue/school to be used for first aid if required. This area must contain a wash basin and be reasonably near a toilet. It should be appropriate for use and readily available if required.

### **Management of illness and accidents**

If a student is unwell or has an accident while in the care of the Academy or College, they should be seen by the First Aider on site. In the event of an emergency, the First Aider must immediately summon help/call 999/112 as necessary, before informing the Principal/Head of Centre and parents/carers. If it is not considered an emergency the Principal/Head of Centre should be informed and a joint decision should be made as to the future care of the student. Parents/carers should be informed of any illness or accidents as soon as possible.

If students require medication this can be administered by trained competent members of staff, not necessarily First Aid trained.

If a member of staff or visitor has an accident, aid will be given by the First Aider and emergency help summoned as necessary before involving others. The Principal/Head of Centre will be informed as soon as is practical.

If a member of staff feels unwell they should initially inform their Principal or line manager who will seek the advice of a First Aider if necessary. Any decision to send a member of staff home should be made by their Principal or line manager.

### **Transport to hospital or home**

The Principal/Head of Centre will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention an ambulance will be called and the student's parent/carer will be notified. If non-urgent hospital treatment is required, the student's parent/carer will be called for them to take over responsibility. If no contact can be made with parents/carers or other designated emergency contacts, arrangements will be made by the Principal/Head of Centre for transportation to hospital. If this decision is made, a member of staff will accompany the student and stay with them until a parent/carer arrives. An Academy or College minibus, staff transport covered by insurance or taxi may be used for this purpose but all **must** include an escort and a driver.

### **Head injury**

Not all head injuries cause damage to the brain. However, the consequences of an accident involving a bump or blow to the head may not be evident immediately, with the effects becoming noticeable after a period of time. Head injury advice in the form of a letter will be given to any member of staff seen and assessed by First Aiders and sent home to parents/carers of students following a telephone call. See Appendix 1.

### **Reporting procedures**

All incidents/accidents which may have been preventable or which arose out of or in connection with work must be reported using the appropriate reporting system. Incidents and accidents should be recorded as promptly as possible while details are fresh in the mind.

The OHC&AT Health & Safety Advisor monitors incident/accident reports across the organisation and provides regular updates on key trends, significant incidents etc. to the Director of Business Services. These feed into the health and safety monitoring processes undertaken by the OHC&AT Executive Senior Leadership Team and OHC&AT's Board of Directors.

## **POLICY REVIEW DETAILS**

*Version:* 1.0  
*Reviewer:* Jackie Van-West, Janet Sherborne  
*Approval body:* Family Board  
*Date this version approved:* 28<sup>th</sup> June 2019  
*Due for review:* Summer 2022

## **RELATED POLICIES AND PROCEDURES**

Administration of Medication and Prescribed Substances in College  
Child Protection, Adult Protection and Safeguarding Policy  
Delegation of Duty Policy  
Health & Safety Policy  
Infection Control Policy  
Risk Assessment Policy  
Staff Mental Wealth, Health & Wellbeing Policy  
Student Mental Wealth, Health & Wellbeing Policy  
Supporting Pupils with Medical Conditions Policy

## **APPENDIX 1: Head Injury Advice**

In the event that you sustain a head injury, please contact your GP or attend A&E if any of the following symptoms develop:

- Unnatural drowsiness
- Vomiting more than twice
- Seizures or fainting
- Severe headache
- Disorientation
- High temperature
- Difficulty walking or seeing
- 'Off colour' for more than 24 hours

You may take paracetamol for minor headaches.

Please ensure you are not on your own for at least 24 hours.

All injuries are recorded in the SHE Health & Safety System using the following template:

### Org Unit

- Base Location \*

### About The Incident

- Date of Incident \*

- Time of Incident \*

- Location \*State area in which the actual incident occurred, ie Class 1.

- Room / Location \*

- Reported By \*

- Date Reported By \*

### What Happened

- Incident Details \*

- Type of Incident \*

- Category of Incident \*

If the Incident is violent or abusive, please complete this section

- Was the incident violent or abusive?

- Type of Assault

- Who carried out the assault

- Has a debrief been undertaken?

- Have the Police been Notified

- If Yes, Crime Number

- Was a Weapon Used

- If Yes, Weapon Type

- Was the Assault motivated

- If yes, type of assault

- Has the person been assaulted before

If the Incident involved a Learner, please complete this section

- Did the incident involve a learner?

- Activity at the time of the incident

- Have the Parents/Carers been informed

- Does the young person have an existing medical condition

### Who Was Involved

- Was a Person Involved? \*If persons are involved please tick and add the personal information

Yes  No

- Is Person an Employee?

- Forename(s)

- Surname

- Occupation

### Injury Details

- Was Injury Or Ill Health Sustained?

- Was any treatment given?

- Treatment Given

- Doctor's/First Aider's Comments

### Injuries

- 

Injury Type	Apparent Cause	Part(s) Of Body Affected

### No. of 3rd Parties Involved

- No. of Assailants

### 3rd Party Involved Details

- 

Forename(s)	Surname	Type

### Was Any Equipment Involved

- Was Any Equipment Involved?

- Equipment Name

- Equipment Description

- Were There Any Secondary Pieces Of Equipment Involved?

- Secondary Equipment Name

- Secondary Equipment Description



### Behaviour Related Details

- Behaviour / Non-Behaviour\*

- Type of Behaviour

- Action Taken To Control The Situation



### Risk Analysis

- Details Of The Potential Risk



### Your Details

- Name\*
- Phone
- Email\*
- Email copy of submitted information?
- Send Portal Submission to these additional Emails  
1000 characters left. Multiple email addresses should be separated with a semi-colon (;)

