

FIRST AID POLICY

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Foreword

This Policy has been prepared to provide guidance on the policy and procedures for dealing with first aid at Turner Schools. 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.

1. Introduction

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.

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.

2. Definitions

- A first aider is a person who has attended, successfully completed and has a valid certificate for the 3 day 'First Aid at Work' training
- An emergency first aider is a person who has attended, successfully completed and has a valid certificate for the 1 day 'Emergency First Aid at Work' training
- A paediatric first aider is a person who has attended, successfully completed and has a valid certificate for the 1 day 'Emergency First Aid at Work' training as well as an additional days training in providing first aid to young persons.

First aid means the following:

- Cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and treatment of minor injuries which would otherwise receive no treatment or do not need treatment by a medical practitioner or nurse.
- Employer means the Governing Body of the Turner Schools
- Service User means a person or organisation using Turner Schools premises.

3. Responsibilities of the Employer

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 refresher training
- Provide adequate first aid equipment and facilities
- Inform employees and line managers of the location of the first aid personnel and equipment available to them in their working environment in the form of a standard notice which will be displayed on the Health and Safety notice board and on the staff web site as a minimum
- Ensure the first aiders maintain their first aider or emergency first aider status by attending annual refresher training

The responsibilities listed above have been delegated to the Principal at each school for them to discharge them in the appropriate manner.

The Facilities Manager holds a register of personnel trained in first aid and when staff require refresher training.

4. Risk Assessment of First Aid Needs

The Head of Estates will carry out a risk assessment of first aid needs and agree it with the Principal.

The risk assessment will be reviewed at least annually and after the following circumstances:

- Following the termly accident audit
- When trained first aiders/emergency first aiders/paediatric first aiders are no longer employed by Turner Schools
- If first aid/emergency first aid/paediatric first aid certificates become invalid.

5. First Aid Provision across Turner Schools

5.1 Currently five Schools

- Hours vary from site to site. Term Time varies each year.
- The principal first aider at each site holds a First Aid at Work Certificate.
- There should be a minimum of two other first aiders.
- There should be a minimum of four emergency first aiders.
- Larger sites require more.

5.2 Other Provision

Details of first aid provision in other circumstances e.g. visits can be found in the First Aid Risk Assessment.

6. Identification of Suitable Employees

The Facilities Manager will ensure that the candidates for first aid/emergency first aid/paediatric first aid training are physically and educationally suited and are willing to undergo training and act as a qualified first aider/emergency first aider/paediatric first aider.

The Head of Estates will 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.

7. Role and responsibilities of First Aiders

The first aider/emergency first aider/paediatric first aider's role includes:

- The administration of First Aid, up to but not exceeding the level of their training
- Ensuring that any incident and treatment given is recorded
- Ensuring that reporting is made immediately to the Head Teacher, by telephone, all incidents requiring the attendance of a student, member of staff or any person at hospital
- Ensuring that all spillages of body fluids are cleared up promptly via the Cleaning Department
- Maintaining stocks in First Aid kit/box
- Ensuring in liaison with management that the online accident report form is completed as this reports the accident to the Facilities Manager and Head of Estates as soon as possible after dealing with the immediate effects

The first aider/emergency first aider/paediatric first aider 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 also have a responsibility to attend refresher training.

8. 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 and
- Assess and certify students as competent to approved HSE standards

9. Additional Information

The management of first aid provision and the relevant arrangements will be part of health and safety audits conducted. If trade union representatives have concerns over the provision of first aid cover they should raise them with the Head of Estates who will in return report this to the relevant Principal.

10. 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 Turner Schools, 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 a Turner Schools officially designated first aider with a current valid First Aid at Work Certificate and have attended relevant refresher training
- they are a Turner Schools officially designated emergency first aider with a current valid Emergency First Aid at Work Certificate and have attended relevant refresher training
- they are a Turner Schools officially designated paediatric first aider with a current valid Paediatric First Aid Training Certificate and have attended relevant refresher training
- the relevant protective equipment (PPE) is used
- the first aider/emergency first aider or paediatric first aider is adhering to protocols and acting within the limitations of their training
- that the first aider/emergency first aider or paediatric first aider is acting in good faith

11. 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; a disposition to dealing with sick or injured persons; 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

- 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

12. Booking First Aid Courses

The budget for first aid training is within the Health & Safety budget. All courses must be booked through the Facilities Manager.

13. Minor Incidents

Minor Illness

- If a student is feeling unwell they will be accompanied to reception
- The Receptionist or other First Aider will determine what course of action to take
- This may include phoning the student's parent/carer and asking them to collect the student
- If any action is taken it will be recorded on SIMS

Minor Accident

Wherever possible the student, accompanied if necessary, will make their way to reception where the receptionist or other First Aider will assess the situation and administer appropriate first aid details of the accident and treatment given will be recorded on SIMS

14. Major Incident

Major Illness

- Most major illnesses will be known and the student will have a healthcare plan to follow
- The receptionist or other first aider will determine what course of action to take
- Where necessary the receptionist should call for an ambulance and it is generally recommended that if in doubt, an ambulance should be called
- The parent/carer should be phoned to accompany the student to hospital
- If it is impossible to reach the parents/carer (or any emergency contact) a member of staff will accompany the student to A&E
- Medical records from the student's file must be collected and taken with the student to A&E
- The Principal or other member of the SLT will be kept informed by reception staff
- An incident form must be completed and passed to the Facilities Manager

Major Accident

- The receptionist or other first aider will attend the scene of the accident accompanied by other first aiders if required
- The receptionist or other first aider will determine what course of action to take
- Where necessary the receptionist should call for an ambulance and it is generally recommended that if in doubt, an ambulance should be called
- The parent/carer should be phoned to accompany the student to hospital
- If it is impossible to reach the parents/carer (or any emergency contact) a member of staff will accompany the student to A&E
- Medical records from the student's file must be collected and taken with the student to A&E
- The Principal or other member of the SLT will be kept informed by reception staff
- An online accident form must be completed and properly submitted
- Where appropriate the accident will be reported by the Head of Estates under RIDDOR.