



FIRST AID POLICY

Signed *F Corbett*

Designation *Chair of the Governing Body*

Date

Reviewed at Finance, Resources and Personnel Committee - 8 March 2017
Ratified by the Governing Body – 16 March 2017

The next date for review of this policy is 3 years – February 2020

INTRODUCTION

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

Although there is no requirement to take account of persons who are not employees, the purpose of this policy is to ensure that at Open Academy there is appropriate first aid provision for employees, students and visitors at all times while people are on the Academy site and whilst on off site visits. This is consistent with the spirit of the regulations, guidance from the Health & Safety Executive and the DoE and with the Academy's obligations to children as being *in loco parentis*. The policy is designed to ensure that all staff and students are aware that a system is in place, to provide awareness of health and safety issues within the Academy and for off site learning and to prevent, where possible, potential dangers or accidents.

This policy has been written with reference to the DoE good practice guide *Guidance on First Aid for Schools* (1998) and the Health and Safety (First-Aid) Regulations 1981. All first aiders should be familiar with this document in addition to the Academy First Aid Policy. The Academy Health & Safety Policy includes arrangements for first aid.

POLICY STATEMENT

The Open Academy takes seriously its responsibility to care for the interests of its students in emergency situations. The Academy will provide awareness of health & safety issues on campus and during off site learning, to prevent, where possible, potential dangers or accidents. However, where accidents do occur, it is essential that the Academy has qualified staff and clearly defined procedures that can be called upon immediately to treat injuries with the aim of reducing the impact of the accident and if necessary to save life.

To this end, the Academy will appoint the appropriate number of suitably trained people as first aiders and appointed persons to meet the needs of its students and visitors. It will provide relevant training and ensure there is monitoring of training needs. Sufficient and appropriate first aid resources and facilities will be provided and staff and parents/carers will be informed of the first aid arrangements. The Academy will keep accident records and will report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

ROLES AND RESPONSIBILITIES

Responsibility for health & safety rests with the Finance, Resources and Personnel Committee of the Governing Body and the Principal. The respective roles of each are outlined within the DoE guidelines *Guidance on First Aid for Schools*.

GOVERNING BODY

The Governing body has responsibility for ensuring appropriate resources and procedures are in place in respect of health and safety matters within the Academy and during off site learning.

PRINCIPAL

The Principal will be responsible for ensuring that the policy is put into practice and that parents and carers are aware of the Academy's health and safety policy, including arrangements for first aid.

TEACHERS AND SUPPORT STAFF

Teachers and support staff are not required to give first aid as part of their conditions of employment. All staff are expected to secure the welfare of students whilst they are in their care. The consequences of taking no action are likely to be more serious than trying to assist in an emergency.

All Academy staff should familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are. Staff should be aware from school records of specific medical details of individual students they teach or mentor.

FIRST AIDERS

Staff who volunteer to be first aiders must be given adequate appropriate training. The governing body must ensure that there are sufficient trained staff to meet the statutory requirements and assessed needs for those on the Academy site.

A First Aider is someone who has successfully completed a training course in First Aid. Training must be refreshed every three years. Refresher courses will usually last one day. If a first aider fails to attend and successfully complete a refresher course within the three year period he/she must complete the course again.

The main duties of a first aider are to

- ◆ give immediate help to casualties with common injuries and those arising from specific hazards on the Academy campus or during off site learning
- ◆ ensure that an ambulance or other medical help is called when necessary

APPOINTED PERSON

An appointed person need not be a first aider but is a member of staff who will take charge of the situation when someone becomes ill or is injured and immediately summons medical assistance. The appointed person looks after first aid equipment and ensures that an ambulance or other medical help is called when appropriate. It would be appropriate for the appointed person to have received at least basic emergency first aid training to help him/her cope with an emergency situation.

NUMBER OF FIRST-AIDERS

The number of first aiders a school requires depends on an assessment of risk. At the Academy we will have a minimum of four first aiders.

FIRST AID MATERIALS, EQUIPMENT & FACILITIES

First aid boxes will be placed around the Academy, near to hand washing facilities if possible, so that they are easily accessible. They should always be adequately stocked. They should not contain medications of any kind. Travelling first aid kits should be provided for journeys.

Travelling first aid kits may contain equivalent or additional items.

CONTENTS OF FIRST AID BOXES AND MOBILE KITS

The first aid boxes should contain such contents as are reasonable required by the legislation.

First aid boxes and kit containers should protect the contents from damp and dust and should be clearly marked with a white cross on a green background. The appointed person should check contents of all first aid boxes on a monthly basis and re-stock the boxes as appropriate.

Note all first aid material have expiry dates and should not be used after this date.

Further items for first aid use

The following items should be kept separate from the box for first aid use:

- ◆ disposable drying materials
- ◆ plastic bowls – one for cleaning wounds and one for cleaning vomit, and other bodily fluids
- ◆ household bleach solution – one part bleach to ten parts water for cleaning sinks and bowls and soiled surfaces
- ◆ yellow bio-hazard type plastic bags for disposing of bulky amounts of blooded waste

MINI BUS FIRST AID CONTAINER

A minibus must carry a first aid container with the items considered appropriate to fulfilling the legislation. The items must be stored in a container to protect the contents from damp and dust and should be clearly marked with a white cross on a green background.

FIRST AID ROOM

The Academy has a designated medical room which contains a first aid box and a washbasin with washing and drying materials. Chairs are provided. The room will be thoroughly cleaned each week and laundering will be arranged as required. The appointed person will keep the box stocked in accordance with the list above. First aid may be administered elsewhere in the Academy as appropriate using the nearest available first aid box.

SIGNS AND NOTICES

There will be notices which state the names of first aiders, the appointed person and where facilities are located in each main area of the Academy.

ACCESS FOR AMBULANCE

Unobstructed and adequate access for ambulances should be maintained and suitable signs displayed if deemed appropriate.

REPORTING AN INCIDENT REQUIRING FIRST AID

ACADEMY STAFF will:

- ◆ 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 or for the nearest known first aider 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 he/she is in possession of current recognised first aid certificate
- ◆ Send a student who has minor injuries to Inclusion Team G05 if they are able to walk where a First Aider will see them; this student should be accompanied
- ◆ Send a student who feels generally 'unwell' to the Inclusion Team G05 and not call a first aider, unless their deterioration seems uncharacteristic and is causing concern

ASSOCIATE STAFF will:

- ◆ Call for a qualified first aider, unless they are one themselves, to treat any injured student. This should be done by telephone in the case of minor injuries or in person
- ◆ Support the first aiders in calling for an ambulance or contacting relatives in an emergency

FIRST AID RECORDS

First aiders will record every case they treat as soon after the incident as is practicable.

Each record will include at least the name of the patient, date, place, time and circumstances of the incident and details of injury suffered and treatment given. It also records what happened to the patient immediately after treatment e.g. returned to class, or went home. The records are kept centrally by the Resources Manager and are readily available. These records will be linked to the statutory accident records and the RIDDOR record for the reporting of injuries and will be kept for three years.

Records are kept of first aiders' certification dates, and the dates of additional, specific or refresher training.

Some accidents must be reported to the HSE. RIDDOR 1995 will be followed in these cases. Fatal and major injuries and dangerous occurrences must be reported immediately by telephone followed up with a written report on Form 2508 within ten days. Other reportable accidents not requiring immediate notification must be reported online. This will be carried out by the Director of Business and Operations or the Resources Manager.

All records relating to incidents and first aid will help the Academy identify accident trends and can be used for first aid assessments, staff professional development and may be helpful for insurance and investigation purposes.

COMMUNICATION WITH PARENTS/CARERS

Where a student has been treated, the Academy should report the treatment to the child's parent/carer. Depending upon the nature of the incident this could be by telephone, letter or slip and may require immediate contact.

PROTECTION FROM DISEASES CARRIED IN BODILY FLUIDS

There are a number of infectious diseases that can be transmitted by contact with blood and other body fluids. Many such diseases do not necessarily present symptoms in the person who is carrying the bacteria or virus that causes the disease. It is important that responsible hygiene procedures are always followed whenever any first aid is being given. Such procedures will include the use of single-use disposable gloves, plastic aprons, hand washing before and after giving treatment.

DISPOSAL OF CLINICAL WASTE

Any blood or other body fluid waste produced within the Academy should be disposed of using yellow bio-hazard type disposable bags. Items that should be disposed of as clinical waste will include soiled nappies; disposable cloths used for cleaning vomit or faeces; any blooded waste. The bags should be collected on a regular basis.

HIGHER RISK AREAS IN THE ACADEMY

Practical subjects, including Technology and Art, Science and PE present special risks and each of these areas should have their own first aider. However, this may not always be possible, and staff should be aware of immediate remedial measures they can take whilst awaiting the arrival of the first aider.

THE USE OF STAFF CARS IN EMERGENCIES

Staff who may be called upon to transport children to hospital in an emergency using their own car should ensure that their insurance covers this use. In most cases it will but if in doubt staff should check the policy or verify this with their insurers. Although an incident of this nature is an emergency, staff must be mindful of safeguarding procedures.

HOSPITAL CONSENT FORMS

It is unlikely that Academy staff who take students to hospital after accidents will be asked by the hospital to sign consent forms but if asked they should decline. The hospital will have procedures for obtaining consent from other sources if the parent/carer is not available.

The Academy encourages mutual co-operation and assistance between the other users of the premises such as our catering and cleaning contractor staff and the Academy in first aid matters. The contract services may have their own first aiders or appointed persons or may need to use the Academy's provision.

The Academy and its contractors will exchange information about first aiders, etc in case there is a need for help and assistance in an emergency.

Hirers of the premises will be informed where the first aid facilities are.

RELIGIOUS AND CULTURAL CONSIDERATIONS

Students 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.

Other Academy policies that this First Aid Policy relates to are:

- Health & Safety Policy
- Educational Visits Policy