



# First Aid Policy

<b>Document Version</b>	<b>Version 1.0</b>
<b>Date of Last Review</b>	<i>10<sup>th</sup> January 2023</i>
<b>Next Review Date</b>	<i>10<sup>th</sup> January 2024</i>
<b>Approving Body</b>	<i>Board of Governors</i>
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## Revisions Log

<b>Date</b>	<b>Pages/Whole Document</b>	<b>Description of Change</b>	<b>Origin of Change (e.g. Routine Update, request for Review)</b>

## **Policy Statement**

This policy is designed to promote the health, safety and welfare of students, staff and visitors to this College through the provision of first aid equipment and trained personnel in accordance to the requirements of the Health and Safety (First Aid) Regulations 1981. The first aid appointed lead is:

**Kathryn Humphreys**

## **The Aims of the Policy**

The aim of providing first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. The aim of this policy is to ensure that:

- We are compliant with all relevant legislation
- a person is appointed to take charge of first aid arrangements
- staff nominated as first aiders receive up-to-date training by a suitably recognised organisation
- suitably stocked and marked first aid containers are available at all appropriate locations throughout the College
- all members of staff are fully informed regarding the first aid arrangements
- all staff are aware of hygiene and infection control procedures
- written records are maintained of any accidents, injuries, diseases or dangerous occurrences. Reports are undertaken as required under the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- first aid arrangements are regularly reviewed and assessed to maintain adequate first aid provision

## **Procedure**

First aid provision will be always available while people are on the College premises and also off the premises while on college visits.

## **Risk Assessment**

In accordance with the College's Health and Safety Policy, the annual risk assessment of all College buildings and facilities will pay particular attention to:

- Practical activities
- The use of machinery
- Storage of hazardous substances
- The use of equipment for sports and physical education

From this assessment a judgment will be made as to how many trained first aiders are required to provide an effective and safe response to accidents and injuries.

A judgment will also be made as to how many fixed and portable first aid containers should be available and where they are to be located.

Specific consideration will be given to staff or students who have special health needs or disabilities. In determining the level of provision, the SLT will consider:

- the provision during lunch times and breaks
- the adequacy of the provision to account for staff absences
- the provision of first aid for off-site activities and College trips
- the provision for practical lessons and activities, e.g. science, technology, home economics and physical education.

### **Qualification and Training**

All College first aiders hold a certificate of competence that is valid for three years.

Refresher training and retesting of competence will be arranged at least three months before certificates expire.

The College will consider interim refresher training to maintain first aiders' basic skills and keep them up to date with changes, where necessary, e.g., adrenaline pen, CPR, and defibrillator training.

The appointed lead does not necessarily have to be one of the certificated first aiders.

The appointed lead will:

- line manage the team of first aiders, monitoring their training and competencies
- look after the first aid equipment, restocking first aid containers when required and replacing out of date materials
- ensure that an ambulance or other professional medical help is summoned when appropriate
- undertake regular risk assessments and liaise with the Head as appropriate
- ensure that all accidents and injuries are appropriately recorded
- ensure that all members of full time and temporary staff are familiar with the College's first aid provision.

### **First Aid Materials, Equipment and Facilities**

First Aid container will be:

- marked with a white cross on a green background
- located near to hand washing facilities
- stocked in accordance with HSE recommendations.

Portable first aid containers will be available for all College trips and for sporting and other activities that take place over 200 metres from college buildings.

Where it is known that staff or students engaged in an out of college activity have specific health needs or a disability, the contents of the first aid container will include the resources to meet these specific needs, e.g., a supply of insulin or an adrenaline-pen.

The College has designated first aid rooms available.

## **Information and Notices**

First aid notices giving the location of first aid containers and the names of members of staff who are certificated first aiders will be prominently displayed.

The College will make every effort to ensure that first aid notices are clear and easily understood by all.

Information on the College's first aid provision will be included in the staff handbook.

Information on the College's first aid provision will be provided in the induction pack given to new and temporary staff.

## **Hygiene and Infection Control**

All staff will:

- follow basic hygiene procedures
- be aware as to how to take precautions to avoid infections, e.g. HIV and AIDS.

All staff will have access to single use disposable gloves and hand washing facilities.

The College will ensure adequate and appropriate stock levels of PPE is provided for all staff:

- Gloves – Are to be worn to protect your hands
- Face Masks/Coverings – Are worn to protect/prevent the spread of a respiratory virus when close contact with another person cannot be avoided.
- Eye Protection or Shields – Are worn when there is a risk of bodily fluids splashing up into your face.
- Aprons – Are worn to protect your clothing from becoming soiled.

Disposable gloves will be worn at all times when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment.

Instructions on the disposal of all used dressings or equipment will be included in the first aid containers

## **Recording Accidents and Injuries**

All accidents and injuries will be recorded in a written or electronic form and such records will be kept for a minimum of three years.

In some cases, a record may be kept longer, if the injury is deemed significant enough to imply the injury may cause the student problems in the future as a student has up until their 21<sup>st</sup> birthday to make a claim.

The record of any first aid treatment given by first aiders and other appointed persons will include:

- the date, time and place of the incident
- the name and class of the injured or ill person
- details of the injury or illness and what first aid was given

- what happened to the student or member of staff immediately afterwards (e.g. went home, resumed normal duties, went back to class or went to hospital)
- the name and signature of the first aider or person dealing with the incident.

Serious or significant incidents will be reported to parents by direct contact with the parent or carer.

In an emergency involving outside medical professionals or services the Headteacher or the appointed person will follow the College's established procedures for contacting a parent or carer.

### **Reporting Accidents to the HSE**

The following types of accidents will be reported to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013:

<http://www.hse.gov.uk/pubns/edis1.pdf>

### **Accident – Employees**

- accidents resulting in death or major injury (including those that result from physical violence)
- accidents that prevent the injured person from doing their normal work for more than seven days
- work-related disease that affects an employee and that a doctor confirms in writing.
- Fractures, other than to fingers, thumbs and toes
- Amputation
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which cover more than 10% of the body or cause significant damage to the eyes, respiratory system or other vital organs.
- Any scalding requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which: leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

### **Accident - Students and Visitors**

- The death of the person which arose out of or in connection with a work activity
- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to the hospital for treatment.

The responsible person at the College will consider whether the incident was caused by:

- a failure in the way a work activity was organised (e.g. inadequate supervision of a fieldtrip);

- the way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- the condition of the premises (e.g. poorly maintained or slippery floors)

### **Submitting a Report and Accident Investigation**

Any incident subject to RIDDOR, will be reported to HSE's Incident Contact Centre without delay. The college, assisted by Compliance Education is responsible for reporting all incidents subject to RIDDOR.

All incidents will receive an appropriate level of investigation by relevant staff. An accident investigation is performed in order to prevent similar accidents in the future.

Additional advice and guidance regarding what is reportable under RIDDOR, along with support in investigating serious incidents is available from the College's health & safety support and Compliance Education if required.