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Type of policy:	Network	LGB or Board approval:	LAB

FIRST AID POLICY

Principles

This document has been prepared to provide guidance on the policy and procedures for dealing with First Aid at Space Studio West London. 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 disciplinary action being taken by the School.

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 School, 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.

Purposes

- To ensure that First Aid issues and problems are dealt with in an effective and efficient manner
- To provide a framework to ensure that students and staff have effective First Aid cover in the School
- To provide a framework to ensure that 'Appointed Persons' have clear guidance

Guidelines Definitions

A First Aider is a person who has attended, successfully completed and has a valid certificate for the three day 'First Aid at Work' training.

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Emergency First Aider means a person who has attended, successfully completed and has a valid certificate for the 'Emergency First Aid at Work' training, which is normally a one day course.

Employer means the Aspirations Academies Trust.

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.

Service User means a person or organisation using the School.

First Aid Boxes

There will be a first aid box situated with each trained member of staff and the School medical room.

Qualified First Aid Personnel

A list of qualified First Aid personnel will be posted in each classroom.

Protocols

Issues of Health and Safety for students and staff will be covered during a Staff Training Day once every calendar year.

All accidents and incidents will be reported.

If in any doubt an ambulance will be called.

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 annual refresher training (see Appendix C)
- provide adequate First Aid equipment and facilities (see Appendix B)
- inform employees 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 in all classrooms and offices within all buildings.
- ensure the First Aiders maintain their First Aider or Emergency First Aid at Work status by attending annual refresher training and their renewal training every three years.

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

There is an up to date record of personnel trained in first aid which informs the Facilities Manager when staff require refresher/re-qualification training.

Identification of Suitable Employees

The School 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.

The School 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.

Role and Responsibilities of First Aiders and Emergency First Aid at Work Personnel

The 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 in SIMS for School students or the accident book for everyone else;
- reporting immediately to the Principal, by telephone, all incidents requiring the attendance of a student, member of staff or any person at hospital. Please refer to the document;

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 for full details of the procedures for incident reporting and investigating;

- ensuring that all spillages of body fluids are cleared up promptly and appropriately; -
- maintaining stocks in first aid kits/medical room (see Appendix B);
- ensuring, in liaison with management that appropriate documentation is completed and that reportable accidents are reported to the Facilities Manager as soon as possible after dealing with the immediate effects;
- reporting any illness or injuries which would preclude their abilities to administer first aid, to the Facilities Manager to arrange alternative arrangements.

First aider personnel also have a responsibility to attend refresher training.

Responsibilities of the Training Provider

Any first aid training must be carried out in line with Health and Safety Executive (HSE) guidelines, and by an official Awarding Organisation.

The role of the training provider is to:

- provide advice and information relating to first aid, 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 staff as competent to approved HSE requirements.

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 School, 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 School officially designated first aider with a current valid certificate and have attended relevant refresher training
- the relevant protective equipment (PPE) is used
- the trained personnel is adhering to protocols and acting within the limitations of their training and - that the trained personnel is acting in good faith

First aiders are not insured to provide first aid outside of school requirements.

Use of the 'Epi Pen'

Members of staff who have been trained in the use of the 'Epi Pen' by the School will also be covered provided that:

- the member of staff is adhering to protocols and acting within the limitations of their training and attended refresher training
- that the member of staff is acting in good faith.

Administering Epilepsy Awareness Medication – Buccal Midazolam

Members of staff who have been trained in the administration of Buccal Midazolam by the School, will also be covered provided that:

- the member of staff is adhering to protocols and acting within the limitations of their training and - that the member of staff is acting in good faith.

References

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, 2013

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 School.

APPENDIX A First Aid Training

1 Statutory Training

1.1 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 three days. 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.

1.2 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 . 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.

1.3 Emergency First Aid at Work

This is an appropriate course for nominated emergency first aiders. The certificate is valid for three years.

This course takes place over one day. 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.

2 Non Statutory Training

2.1 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 three hours.

APPENDIX B

First Aid Equipment and Facilities

1 First Aid Facilities

1.1 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. This facility is normally to be the Medical Room.

1.2 The facilities shall also have access to a telephone, first aid equipment and a foot operated disposal bin.

2 First Aid Equipment

2.1 A minimum of one First Aid box of appropriate size should be provided for each establishment and/or building and any School 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.

2.2 All First Aid kits/boxes should be identified by a white cross on a green background with the contents complying to BS-8599-1 (30/6/11).

2.3 Quantities should be decided upon in the light of risk assessment, taking into account the number of staff and students.

2.4 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.

2.5 Sanitaire Emergency Clean-Up with Deodoriser is 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. First aiders should call a member of the facilities team if they require any support cleaning up spillages.

2.6 Arrangements are in place for a member of the administration team to obtain supplies.

2.7 First aiders are responsible for monitoring the contents of their first aid boxes and requesting additional supplies from the administration team. Additionally the facilities team will independently check all boxes annually. First aid boxes should contain no less than the following contents:

Item	No.
Leaflet	1
Medium sterile dressing 12 x 12	4
Large sterile dressing 18 x 18	1
Triangular bandage	2
Safety pins	6
Eye pad sterile dressing	2
Plasters	40
Alcohol free wipes	20
Adhesive tape	1
Gloves	6
Finger sterile dressing	2
Face shield	1
Foil blanket	1
Burn dressing	1
Shears/scissors	1
Conforming bandage 7.5 x 4	1

2.8 A standard minibus bus first aid box will be checked termly and contain no less than the following contents:

	No.
Leaflet	1

Medium sterile dressing 12 x 12	4
Large sterile dressing 18 x 18	2
Triangular bandage	4
Safety pins	6
Eye pad sterile dressing	2
Plasters	20
Alcohol free wipes	10
Gloves	2
Face shield	1
Shears/scissors	1
Conforming bandage 7.5 x 4	1

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APPENDIX C

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. It may not always be appropriate for staff who have limited availability or who work part time to undertake this role.

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
- Ability to complete forms and use relevant IT systems to record incidents (SIMS).

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.