



First Aid Policy

Introduction

This policy outlines the Academy's responsibility to provide adequate and appropriate first aid to pupils, staff, parent, visitors and contractors and the procedures in place to meet this responsibility. The policy is reviewed annually.

Aims

To identify the first aid needs of the academy in line with the management of Health & Safety at Work Regulations 1992 and 1999.

To ensure that the first aid provision is available at all times while people are on academy premises, and also off of the premises whilst on academy visits

Objectives

- to appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the Academy;
- to provide relevant training and ensure monitoring of training needs;
- to provide sufficient and appropriate resources and facilities;
- to inform staff and parents of the Academy's first Aid arrangements;
- to keep accident records and to report the HSE as required under the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Personnel

The Governing Body are responsible for the Health & Safety of their employees and anyone else on the premises. This includes the Senior Leadership Team (SLT) and Teachers, None teaching Staff, Students and Visitors (including contractors).

They must ensure that the risk assessment of the academy is undertaken and that the appointments, training and resources for the first aid arrangements are appropriate and in place.

They should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

The Financial Director (FD) is responsible for:

- putting the policy into practice and for developing detailed procedures;
- ensuring that the policy and the information on the Academy's arrangements for first aid are made available to parents;
- ensuring that all first aid equipment is available at all times and sufficiently stocked and restocked.

Teachers and Support staff are:

- expected to do all they can to secure the welfare of the students.

The Appointed Person:

- need not be a first aider, but should have undertaken emergency first aid training and take charge when someone becomes ill or injured.

First Aider

- will ensure that an Ambulance or other professional medical help is summoned when appropriate;
- **MUST** have completed and kept up to date on training courses approved by the HSE. This is a voluntary post but the Academy will pay £125.00 per annum to all First Aiders as a thank you gesture.
- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the academy.

In selecting the First Aiders the FD should consider the person's:

- reliability and communication skills;
- aptitude and ability to absorb new knowledge and learn new skills;
- ability to cope with stressful and physically demanding emergency procedures;
- normal duties, a first aider must be able to leave to go to an immediate emergency.

Procedures

Risk Assessment

Reviews are required to be carried out at least annually and when circumstances alter, by the Health and Safety Officer (Facilities Manager) and departmental heads. Recommendations on measures needed to prevent or control identified risks are forwarded to the Governing body and Finance Director.

Risk Assessment and First Aid provision

As part of the Academy's annual monitoring and evaluation cycle:

- FD to review the Academy's First Aid needs following any changes of Staff, Building/Site activities, off site facilities etc;
- the administrator monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions;
- the administrator also monitors the emergency first-aid training received by other staff and organises appropriate training;
- the Health & Safety Officer (Facilities Manager) checks the contents of the first aid boxes termly.

Providing Information

The administrator will ensure that staff are informed about the Academy's first-aid arrangements. The Health & Safety Officer (Facilities Manager) will:

- provide information packs for new staff as part of their induction programme;
- give all staff information on the location of equipment, facilities and first aid personnel. This will appear in the staff handbook.

Provision

How many first-aid personnel are required?

The FD will consider the findings of the risk assessment in deciding on the number of first-aid personnel required. The Academy is a low risk environment, but the FD will consider the needs of specific times, places and activities in deciding on their provision. In particular they should consider:-

- off site PE;
- academy trips;
- science labs;
- DT/Art rooms;
- adequate provision in case of absence, including trips;
- out of hour's provision eg: clubs and events.

Arrangements should be made to ensure that the required level of cover of both First Aiders and Appointed Persons is available at all times when people are on Academy premises.

Qualifications and Training

First Aiders will hold a valid certificate of competence, issued by an organisation approved by the HSE. Appointed persons will undertake 1 day emergency first-aid training. Specialist training in first aid for children should be arranged in a 3 year cycle

First Aid materials, Equipment and Facilities

FD must ensure that the appropriate number of first aid containers according to the risk assessment of the site are available. See HSE guidelines on recommended and mandatory contents:

- all first-aid containers must be marked with a white cross on a green background;
- each Academy bus must contain a first aid container;
- first aid containers must accompany PE teachers off-site;
- first aid containers should be kept near to hand washing facilities.

Spare stock should be kept in the Academy and the responsibility for checking and restocking the first aid containers lies with the departments where they are held. The Health & Safety Officer (Facilities Manager) will advise on the contents required in each container.

Accommodation

The Governing Body must provide a suitable room for the medical treatment and care of children during Academy hours. This need not be a dedicated area but should be close to a lavatory and contain a washbasin.

Hygiene / Infection control

- Basic hygiene procedures must be followed by staff.
- Single-use disposable gloves must be worn when treatment involves blood or other bodily fluids.
- Disposable gloves and face masks should be kept in the first aid containers.
- Care should be taken when disposing of dressings and equipment. Appropriate waste containers will be supplied by the Health & Safety Officer (Facilities Manager).

Reporting Accidents

Statutory requirements under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE. The Personnel Department will complete these forms.

The FD must keep a record of any reportable injury, disease or dangerous occurrence and this must include the date and method of reporting, the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

The following accidents **MUST** be reported to the HSE, involving employees or self employed people working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence)
- accidents that prevent the injured person from doing their normal work for more than 3 days

For definitions see HSE guidance on RIDDOR1995 and information on Reporting School Accidents (Annex A)

Involving Students and Visitors

- Accidents in the person being killed or being taken from the site of the accident to hospital **and** the accident arises out of or in conjunction with work i.e. if it relates to :-
 - Any Academy activity either on or off the site
 - The way the Academy activity has been organised and managed
 - Equipment, Machinery or Substances
 - The design or condition of the premises

HSE must be notified of fatal and major injuries and dangerous occurrences without delay.

The FD is responsible for ensuring this happens, but may delegate this duty to the Health and Safety Officer (Facilities Manager).

Record Keeping

Statutory Accident Records

The FD must ensure that readily accessible accident records, written or electronic, are to be kept for a **minimum of 7 years** (see DSS the Accident Book BI 510).

Academy's central record

This can be combined with the RIDDOR record and the Accident book, providing all legislation requirements are met.

The FD must ensure that a record is kept of any first aid treatment given by First Aiders or Appointed Persons, this should include:

- the date, the time and place of incident;
- the name (and class) of the injured or ill persons;
- details of their injury/illness and what first aid was given;
- what happened to the person immediately afterwards;
- name and signature of the first aider or person dealing with the incident.

The SLT must have in place procedures for ensuring that parents are informed of significant incidents.

Monitoring

Accident records can be used to help the FD and Health & Safety Officer (Facilities Manager) identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurers or investigative purposes.

The FD should establish a regular review and analysis of accident records. The review process should make recommendations to prevent reoccurrences and the details should be included into the site risk assessment process.