



First Aid Policy

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First Aid Policy

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1.0 Introduction

- 1.1 First aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner.

The object of first aid is to offer assistance to anyone injured or suddenly taken ill before expert help from a doctor or nurse is available, or before an ambulance arrives. The aims of first aid are threefold:

- Saving life by prompt and initial action;
- Preventing the injury or condition from deteriorating;
- Helping recovery through reassurance and protection from further danger.

- 1.2 Employers are required to provide adequate and suitable first aid equipment and facilities for employees under the Health and Safety (First-Aid) Regulations 1981. An assessment must be made of the first aid needs that are appropriate, taking into account factors such as the size and location of the workplace, and hazardous work activities undertaken. Employers must provide a suitable number of first aiders and/or appointed persons. First aiders must hold a certificate from an HSE-approved organisation.

- 1.3 First aid equipment should include a suitably stocked first aid box or boxes and possibly portable first aid kits for travelling employees. Analgesics, e.g. paracetamol, should not be included in first aid boxes.

- 1.4 Employees must be informed of the first aid arrangements in the workplace. This information can be found in the Staff Handbook, available to all colleagues on the T: drive of the Academy network and found in Appendix B.

2.0 Legislation

- 2.1 The Health and Safety at Work etc. Act 1974 (HSAWA), requires The Hazeley Academy to have a health and safety policy. The policy should include arrangements for first aid, based on a risk assessment of the business, and should cover:

- Numbers of first aiders/appointed persons
- Numbers and locations of first-aid containers
- Arrangements for off-site activities
- Out of hours arrangements e.g. security

- 2.2 The Health and Safety (First-Aid) Regulations 1981 set out what employers have to do. Under these Regulations the employer must provide adequate and appropriate equipment, facilities and qualified first aid personnel. Where first aid is provided The Hazeley Academy should ensure that:

- Provision for employees does not fall below the required standard
- Provision for others complies with other relevant legislation and guidance

2.3 The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees at work and others who may be affected by their undertaking, to identify what measures they need to take to prevent or control these risks.

3.0 Scope

This policy advises the Principal and Business Director of the statutory duties of The Hazeley Academy required by the Health and Safety (First Aid) Regulations (known as First at Work Regulations), and the way these regulations are to be implemented in the business. The Regulations are backed by an Approved Code of Practice (ACOP L74).

4.0 Policy

4.1 The Hazeley Academy is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries at work. The Hazeley Academy will provide information and training on first aid to employees to ensure that statutory requirements and the needs of the organisation are met.

At The Hazeley Academy, there is adequate and appropriate provision of first aid equipment, facilities and appropriately trained staff to enable first aid to be administered to employees and non-employees if they become injured or ill.

The level of first aid provision has been decided based on an assessment of need, and is adequate and appropriate during all working hours.

The Hazeley Academy has ample appropriately trained First Aiders and an Appointed person. An up to date full list is available in the Staff shared area <T:\ADMINISTRATION\Medical\First Aid\2016 first aiders and satellite stations.docx> with an appendix to this policy, along with details of how to contact those staff.

The Hazeley Academy also has personnel trained in the use of 'Epipens'. A list of these is kept by reception and also along with the stocks of 'Epipens' in the medical room.

4.2 Should employees have concerns about the provision of first aid within The Hazeley Academy, they should inform the Business Director / or Assistant Principal (Care Support & Guidance) so the school can investigate and rectify the situation if necessary.

4.3 The Assistant Principal (Care, Support & Guidance) and Lead qualified first aider are responsible for the implementation of this policy.

5.0 Responsibilities

5.1 **Lead qualified first aider Duties**

The Lead qualified first aider will ensure that:

- Suitable and sufficient equipment and facilities are provided.
- There are an adequate and appropriate number of suitable persons to provide first aid to employees who are injured or become ill at work.
- They have appointed a person to take charge of first aid facilities and equipment if they or another first aider is absent.
- They inform employees and any agency staff under their control of first aid provisions, including the location of equipment, facilities and personnel.
- Insurance policies carry indemnification for any member of staff who assists an employee who becomes ill or is injured.
- In the planned absence of the Lead qualified first aider, they produce a rota of back up cover using the nominated first aiders available..
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5.2 **First Aider (trained in First Aid in Work or Emergency First Aid in Work) - Main Duties**

First aiders must complete a first aid training course approved by the Health and Safety Executive (HSE). Within the main duties of a first aider are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at The Hazeley Academy.
- When necessary, ensure that an ambulance or other professional medical help is called

5.3 **Appointed Persons – Louise Baldwin**

In the planned absence of the Lead qualified first aider the appointed person will see that the rota produced by the Lead Qualified First Aider is implemented.

5.4 Appointed persons should only give first aid treatment if they have had the appropriate training. The Hazeley Academy will, whenever practical, ensure that appointed persons have received appropriate emergency first aid training/refresher training.

5.5 **Employees' Duties**

Employees have a duty to take reasonable care of their own health and safety and that of other people who may be affected by their work under the Health and Safety at Work, etc. Act 1974.

- 5.6 Employees have a duty to co-operate with the employer's health and safety arrangements.
- 5.7 Employees must ensure they complete an entry in the accident book as soon as possible after an injury. If this is not practical the entry needs to be made by a first aider or appointed person.

6.0 Arrangements for Securing the Health and Safety of Workers and Pupils

6.1 First Aid Personnel

First aid personnel are employees who have volunteered for the role and have been assessed as suitable. The Hazeley Academy will also nominate a person to take charge if a first aider is unavailable in exceptional circumstances.

- 6.2 First aiders (FAW) are qualified personnel who have received training and passed an examination in accordance with HSE requirements. First aid personnel will be provided with refresher training at regular intervals to keep their skills up to date. A list of current first aiders can be found in Appendix A. The Lead qualified first aider will be responsible for monitoring expiry dates of first aid qualified personnel and will be responsible for identifying and organizing appropriate training, including refresher training.
- 6.3 The Hazeley Academy will ensure, wherever possible, there are sufficient first aid personnel within the workplace to adequately cover every shift. This includes evening and weekend working. Notices will be displayed in the staff room, front office and on the shared staff network, giving the location of first aid equipment and the names and locations of relevant personnel. See Appendix A.

During the academy day the Senior Management 'On Call' nominated person will assess if first aid is required during lesson time. However, in an emergency situation a first aider will be called upon to assist via a radio call for help.

Students are encouraged to visit the medical room during breaks and lunch for non-emergency medical attention.

6.4 First Aid Arrangements

The Lead Qualified First Aider is responsible for undertaking at least annual first aid assessments, ensuring adequate first aid arrangements are made for the Academy. Teachers are responsible for assessing the first aid requirements for off-site activities where there may be an increased risk of injury.

Arrangements include ensuring that: -

- there are sufficient numbers of first aid trained personnel to meet the need identified in the assessment throughout the times that the premises are in use/the trip is in progress;
- there is adequate provision of first aid equipment which is stored in suitable containers;
- sufficient notices are displayed at appropriate places indicating the location of first aid equipment and trained first aiders so that assistance can be quickly summoned;
- adequate access to a telephone is always available to call emergency services when required;
- Employees are informed of the local first aid arrangements at induction and whenever changes are made;
- staff are made aware of the location of first aid equipment/facilities and personnel;
- A suitable first aid room is available when the need is identified;
- Contractors are provided with information regarding first aid procedures and how to access first aid provision prior to commencing work, if this will be available to them whilst working on-site;
- The Lead qualified first aider will maintain records of: -
 - checking of first aid boxes;
 - all first aid administered in the accident book

Teachers are responsible for assessing the first aid requirements for off-site activities where there may be an increased risk of injury.

The Health and Safety at Work act requires all employees to exercise care and contribute towards maintaining a safe working environment for themselves and other employees. This places a duty on staff to report to the Principal any situations, equipment or aspects of the school fabric which can lead to accident or illness. This should be done via the Site Manager and Health and Safety Co-ordinator (Business Director).

There are regulations and requirements for various teaching areas of the school, particularly relating to the operation of machines and equipment. In some cases only those staff specifically trained or recognised may operate, adjust or maintain certain items of equipment, e.g. – woodworking machines, reprographic equipment, etc. Members of staff must check with their Line Manager before using machines or equipment for the first time in the teaching or non-teaching situation.

6.5 Training and Information of First Aid Personnel

All employees who are designated first Aiders have received the appropriate training as detailed below.

All First Aiders will undertake the EFAW with the Lead qualified first aider undertaking the FAW programme.

Course	Intended For	Duration of Course	Refresher training	When revalidation is required	Revalidation Training
HSE Approved First Aid at Work Certificate (FAW)	First Aiders	3 days (From October 2009)	Annual basic skills update 3 hours *Strongly recommended from October 2009	Before certificate expires (3 years from date of certificate)	2 day revalidation
HSE Approved Emergency Aid Certificate (EFAW)	Emergency First Aiders and Appointed Persons if deemed necessary	1 day	Annual basic skills update 3 hours *Strongly recommended from October 2009	Before certificate expires (3 years from date of certificate)	Repeat of original 1 day course.

In certain cases, where activities might expose individuals to unusual risks e.g. remote outdoor activities, additional specifically focused training might be necessary according to the circumstances.

6.6 Legal Indemnity of First Aiders

It is unlikely first aid personnel giving assistance to a colleague will become subject to legal action because of deterioration in the colleague's condition. However, the academy, through its Employers' Liability insurance policies, will indemnify any member of staff who assists an employee who becomes ill or is injured.

6.7 First Aid Boxes/Bags

First aid boxes will be provided within the workplace to ensure there are adequate supplies for the nature of the hazards involved. All kits will contain at least the minimum supplies suggested by L74: First Aid at Work. Approved Code of Practice. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept.

6.8 The location of first aid boxes and the name of the person responsible for their upkeep will be clearly indicated on notice boards. First aid boxes will display the:

- Name of the person responsible for upkeep (person appointed as Lead qualified first aider)

- Nearest location of further supplies
- Contents of the box and replenishing arrangements
- Location of the accident book.

6.9 First aid boxes will be maintained and restocked when necessary by authorised personnel. These personnel will be aware of the procedure for re-ordering supplies.

6.10 **Portable First Aid Kits**

Where activities are arranged in the community, the organisers of those activities should undertake an assessment to determine whether a first aid kit should be provided.

The Academy Minibus must carry a travelling first aid kit at all times.

6.11 **Recording Accidents**

All accidents, however minor, must be recorded. The organisation will provide an accident book in which all incidents must be noted. The accident book will be housed in the finance office, details of which are displayed on first aid boxes.

6.12 It is the responsibility of employees to ensure they complete an entry in the accident book as soon as possible after an injury. When the injured person is unable to enter an account into the accident book, the first aider or witness (where relevant) should do so. When an accident results in admittance to hospital or inability to continue work, the relevant manager must be informed immediately.

6.13 **First Aid Supplies**

For the purposes of maintaining first aid supplies, first aiders should keep a record of supplies used, by whom and for what reason.

Lead qualified first aider will ensure all first aid supplies are restocked as necessary.

6.14 **Escorting to hospital**

The Lead qualified first aider, or a nominated First Aider, will deal with accident, injury or illness sustained by students, staff or visitors. Anyone requiring attention should seek first aid attention from the above people.

If it is necessary to send students home, the Lead qualified first aider or first aider will liaise with parents/careers to make the necessary arrangements. No other colleague may give permission for a student to be sent home. If in any doubt this should be referred to the appointed person for confirmation.

If a member of staff or student requires emergency hospital attention an ambulance will be called. If the ambulance is required for a student, a member of staff must accompany them to hospital and stay with them until a parent/carer arrives.

Transport for a student may be required for non-emergency hospital treatment; parents/carers should be contacted in the first instance. However, if parents/carers are not available, a taxi will be called to transport the student to hospital, or via private car with appropriate insurance as approved by the Business Manager, if parents/carers permit this take place, accompanied by the Lead qualified first aider, Appointed Person or first aider.

Transport for a member of staff may be required for non-emergency hospital treatment; next of kin should be contacted in the first instance. A taxi will be called to transport the member of staff to hospital, or via private car with appropriate insurance as approved by the Business Manager, accompanied by another member of staff but not necessarily the Lead qualified first aider, Appointed Person or first aider. A member of staff may be asked to accompany the injured colleague at the request of the Lead qualified first aider, Appointed person or first aider.

6.15 Infection Control

To minimise risk of infection whilst administering first aid (for example, from hepatitis B and HIV), first-aid personnel should cover all exposed cuts/abrasions on their own bodies with a waterproof dressing before administering treatment. They must also wash their hands before and after applying dressings. If the casualty is bleeding from the mouth the blood should be wiped away using a clean cloth or handkerchief.

Although mouthpieces are available for administering mouth-to-mouth resuscitation, they should only be used by trained personnel as incorrect use may cause bleeding.

Disposable nitrile/vinyl gloves and aprons should be worn whenever blood, or other body fluids are handled, and disposable materials, such as paper towels and sanitising powder, should be used to mop up any substances. These are available from the Site Supervisors. All disposable items should be disposed of in plastic bags appropriately. Contaminated work areas should be suitably disinfected and soiled clothing should be washed on a hot cycle or advice given to this effect if washing is sent home.

If contact is made with any other person's body fluids the area should be washed immediately and medical advice sought.

6.16 Automated External Defibrilators (AEDs)

The academy has 2 AED's that are located in the following locations:-

- Main staff room
- Pavilion

There is no requirement for staff to be trained in AEDs as the machine will give voice prompts to instruct the rescuer. While it is desirable that those who may be called

upon to use an AED should be trained in its use, circumstance can dictate that no trained person is present at the site of an emergency. Under these circumstances no restrictions will be placed on any person willing to use it. The academy will point staff to online training which will provide with a certificate on completion using the following link:

<http://www.medianadefib.co.uk/>

The academy will ensure the equipment is maintained in accordance with the manufacturer's recommendations.

Appendix A Location of First Aid Personnel, Satellite Stations and Equipment

First Aid Satellite Stations

Throughout the school there are ‘satellite stations’ to allow faster response to an incident or injury.

Contents of First Aid satellite station	Position within School	First Aider on Site
Accident record book First Aid Leaflet 20 Plasters 6 Medium Dressings 2 Large Dressings 2 Eye Pads 4 Triangular Bandages 1 Finger Dressing 6 Antiseptic Wipes 2 Disposable Ice Packs 4 Pods of Eyewash Solution Nitrile Gloves 4 Sick Bags 1 Microporous Tape 1 Revive Aid Shield 1 Thermal Blanket 1 Hydrogel Dressing 1 Tuff Cut Scissors 1 Conforming Bandage	1. Science Prep Room	Miss L Knight Mrs S Ward
	2. E11 - DT Room	Mr M Halward
	3. F7 – Food Tech Room	Mrs G Nsiah
	4. Pavilion – Kitchen	Mrs H Aston
	5. Site Office	Mr D Patterson Mr D Hazelwood
	6. Student Services	Miss L Hartman
	7. Medical Room	Miss S Winkfield
	8. Excellence Office	Miss E Trumper
	9. Art Workroom	Mrs K Bush
	10. Main Reception	- No First Aider
	11. PE Work Room – Pavilion	Mr B Cole Mr J Hollamby Miss E Lloyd-Jones
	12. R2L Office	Mrs K Hill
	13. Assistant Principal Office	Mrs Louise Baldwin
	14. Data Office	Miss D Bo’ness
	15. Finance Office	- No First Aider
	16. IT Office	- No First Aider
	17. Library	Mrs S Fitton

Appointed Academy First Aiders

Mr B Anderson	Miss L Glover	Miss F Malins	Miss N Studman
Mrs H Aston	Mr M Halward	Miss G Mattison	Mrs S Tahasilidar
Mrs L Baldwin	Miss L Hartman	Miss L McMahon	Miss E Trumper
Mrs D Bo'Ness	Mr D Hazlewood	Mrs G Nsiah	Miss M Tutty
Mrs P Brefo	Mrs K Hill	Mr D Patterson	Miss R Tyrell
Mrs K Bush	Mr J Hollamby	Mrs L Patterson-Igwe	Mrs S Ward
Miss L Clare	Mrs L Knight	Mrs L Saunders	Mrs E Wilson
Mr B Cole	Mr D Lane	Mrs L Sear	Miss S Winkfield
Mr R Crawford	Miss E Lloyd-Jones	Mrs S Shea	Mrs M Wood
Mrs S Fitton	Mr J Maffey	Miss T Smith	Mrs D Yeboah

First Aid at Work Qualification