

Warden Park Secondary Academy First Aid Policy & Procedure

Title: Warden Park Secondary Academy First Aid Policy & Procedure
Reference: WPSA/HSWS/001/v2
Issue date: January 2019
Review date: June 2022

Authorised by: D Kenrick_____ Date: 30.1.2019_____

Approved by: J Ash-Edwards_____ Date: 30.1.2019_____

Custodian: C Granlund_____ Date: 30.1.2019_____

First Aid Policy & Procedure

CONTENTS

1.	Trust Statement & Vision	3
2.	Legal requirements	3
3.	Purpose	4
4.	Who is this policy for?	4
5.	Statement of first aid Organisation - Roles and Responsibilities	4
5.1	The Local Governing Body and Board of Trustees	4
5.2	The Chief Executive Officer	4
5.3	Trust’ Responsibilities as the Employer	5
5.4	Governors’ Responsibilities	6
5.5	Headteacher Responsibilities	6
5.6	Employees and Users’ Responsibilities	7
6.	The Academy Health and Safety Officer	8
7.	First Aid Trained Staff	8
8.	The Academy Medical Welfare Team Responsibilities	8
9.	First Aiders’ Responsibilities	9
10.	Responsibilities of Individual Academy Departments:	10
11.	First Aid Arrangements	11
12.	Selection of First Aiders	11
13.	First Aid Provision Outside of Academy Times	12
14.	Illness and Minor Injury	13
15.	Emergency and Serious Injury	13
16.	Record Keeping	14
17.	Reporting an Accident	14
18.	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)	14
19.	Information about Students’ Medical Conditions	14
20.	Emergency Procedure for Major Incidents	15
21.	Assessment of First Aid Requirements (Risk Assessments)	15
22.	Any other Extra-Curricular Activities.	16
23.	First aid Facilities and Provision	17
24.	First aid Equipment and Facilities	17
25.	Medical Room	17
26.	First aid Equipment	18
27.	Automated External Defibrillators (AED)	19
28.	First aid Information	19
29.	First aid Training	20
30.	Monitoring and Reviewing	21
31.	Important Information: Risk to first aiders	21
32.	Legal Position	22
33.	Precautions to be taken in giving first aid	22
34.	Clinical Waste Injuries	23
35.	Contamination Injuries	23
36.	First aid and Blood Diseases BBVs (Blood-Borne Viruses)	23
37.	Dealing with spillages of blood, vomit and body fluids	24
38.	Sharps and Swabs	24
39.	Hygiene	24
40.	Hospital Consent Forms	25
41.	Religious Considerations	25

42. Definitions	25
43. Important Contacts	26
44. Further Information	26
APPENDIX 1	27
Guidance on appropriate numbers of first aid personnel	27
APPENDIX 2	28
Assessment of Workplace Needs for first aid	28
APPENDIX 3	29
Head Injury Letter to parents/carers	29
APPENDIX 4	30
Treatment Letter to parents/carers	30
Version control	31

1. Trust Statement & Vision

The vision of Sussex Learning Trust (SLT) is to create a world class education to enable every young person to reach their full potential, and in particular, their full academic potential. This document underpins and details the provision at Warden Park Secondary Academy (WPSA) of the Trust's approach in a secondary phase setting to providing a high quality first aid service to employees, students and other stakeholders to work alongside our objective to help identify, reduce and if possible eliminate any risks of accidents by creating a safe working environment while supporting academies, staff with their duties.

2. Legal requirements

SLT undertakes to meet fully its responsibilities under the "persons in control of premises" section of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, to ensure that a safe and healthy working environment is provided for staff and others including students, visitors and contractors. Details of how this will be achieved are given in this policy.

The Health and Safety (first aid) Regulations, 1981 cover the requirements for first aid. However these only apply to employees. Nevertheless, it is, of course, necessary to make suitable provision for students.

The Trust and member academies recognise that first aid is an indispensable service that not only has to be legally provided (to employees) but also to be monitored and supervised in order to provide the best care possible to staff, students, parents, visitors and contractors.

It is necessary to make an assessment of the first aid needs appropriate to the circumstances of the workplace. This should consider the likely risks to students and visitors, as well as employees. The following indicates the requirements for our academies in terms of first aiders, appointed persons and first aid boxes. Please see Appendix A for the determination of how many trained first aid staff each academy should have.

WPSA as part of SLT will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before particular health and safety responsibilities are delegated to them.

WPSA will ensure provision of sufficient information and training in health and safety matters to all employees in respect of the risks to their health and safety.

All employees must follow instructions to ensure the maintenance of high standards of health and safety in all academy activities. This policy promotes the safeguarding and support of any other issues related to rights, equalities, and possible discrimination. It also considers matters of personal privacy and confidentiality.

This first aid policy does not cover administration of medicine. This is covered in the policy Managing Medications at Warden Park at Secondary Academy.

Purpose

The overarching purposes of this policy are as follows:

- Guarantee safe procedures related to the administration and monitoring of first aid to the benefit to all members of staff, students and visitors in order to offer first aid assistance promptly, efficiently and effectively before the arrival of any medical teams or emergency services that may have to be called.
- To establish clarity amongst academies, governors, staff, parents and students as to the circumstances in which first aid procedures may not be appropriate or considered representing a risk.
- To define the procedures that must be taken before someone at academy level decides to provide first aid, deals with first aid kits and/or any other affiliated risk connected to their actions.
- To clarify roles and responsibilities and to ensure that there are a sufficient number of trained first aid staff on duty and available compared to the numbers of people and level of risk on the premises.
- To make sure appropriate first aid facilities and equipment are sufficiently provided and ensure compliance with legislative requirements.

3. Who is this policy for?

The policy applies to all staff employed at WPSA which form part of Sussex Learning Trust (SLT), as well as the Local Governing Bodies of those establishments, Central Trust staff,

Members and Trustees plus any contractors, consultants undertaking work on behalf of the Trust. It also applies to all visitors on site during academy hours.

4. Statement of first aid Organisation - Roles and Responsibilities

The SLT arrangements for carrying out the First Aid policy extends to the Governing Body, the employer and the employees and are detailed below:

5.1 The Local Governing/ Board of Trustees

Hold specific responsibilities and assist in ensuring that this policy is implemented as appropriate and are responsible for:

- Ensuring that the academy comply with health and safety legislation
- Ensuring that the policy and its procedures are implemented accordingly

5.2 The Chief Executive Officer

Has overall responsibility for Health and Safety within SLT and has delegated this role to the Assistant CEO and to the Headteacher and Leadership Team in each academy.

5.3 Trust' Responsibilities as the Employer

- The employer is responsible, under the Health and Safety at Work Act 1974 (HSWA), for making sure that there is a Health and Safety Policy in place. Please see document HR/HSWS/000. SLT will provide adequate and appropriate first aid provision at all times when there are people on the Trust's premises and for staff and students; ensuring:
- Organisational arrangements across SLTs' academies are functional for implementing, monitoring, and controlling first aid Procedures.
- Sufficient numbers of trained personnel as appointed persons and first aiders to meet the needs of each academy - there will be at least one appointed person or first aid person on the premises at any one time.
- Sufficient and appropriate first aid resources and facilities are available in each academy and their vehicles.
- The numbers and locations of first aid containers and defibrillators are documented.
- To identify the first aid needs of each academy in line with the Health and Safety at Work Regulations.
- To ensure that first aid provision is available at all times while people are on the trust's premises and also off the premises whilst on educational visits.
- All occasions when first aid is administered to employees, students and visitors are recorded.
- Arrangements are made to provide training to employees; records are maintained of that training by the employees and are reviewed annually.
- Maintain a centralised spreadsheet of this information which is updated by the CPD lead and HR Manager
- Arrange a standard package of training across the trust academies from a small number of high quality suppliers to improve consistency of training.
- To provide awareness of health and safety issues on educational visits, to prevent where possible potential dangers or accidents.

- To inform staff and parents of first aid arrangements.
- To report, record and where appropriate investigate all accidents
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and to the Education and Skills Funding Agency (ESFA).
- A risk assessment of the first aid requirements of the academy is undertaken by each academy.
- SLT recommend that priority for first aid training should be given to teaching staff and technicians and those members of staff working in high risk areas and those members of staff going on off site and overnight trips.

5.4 Governors' Responsibilities

The Local Governing Body recognises their responsibility as far as is reasonably practicable to:

- Implement, agree and ensure that the trust complies with the first aid policy.
- Review the policy annually.
- Ensure that the Headteacher has the resources to implement the policy.
- Monitor the implementation of the policy.
- Additionally, the Academy Governing Body accepts their responsibilities towards non-employees. In order to provide first aid for students and visitors, the Governing Body will undertake a Risk Assessment to determine how many persons with a first aid at Work certificate of competence are required.
- Ensure that the academy in line with HSE recommendations allow qualified first aiders to administer first aid to visitors and members of the public, if required.
- Identify organisational arrangements in the academy for implementing, monitoring, and controlling first aid procedures.
- Encourage a world class practice of health, safety, welfare and security activity
- Participate and support in the updating of this policy and all other affiliated documents.

5.5 Headteacher Responsibilities

The Headteacher recognises their responsibility as far as is reasonably practicable to:

- Be responsible for the health and safety of all employees and anyone else on the premises
- Ensure that the first aid policy, its codes of practice and guidance notes are readily available for users' reference
- Make sure that new members of staff and other people working at the academy are aware of the policy's working guidelines and first aid arrangements.
- Arrangements are made to provide training to employees; records are maintained of that training by employees and reviewed annually.
- Maintain a centralised record of this information which is updated on an annual or termly basis)
- Assure that all new or amended material regarding first aid matters is brought to the attention of the staff and Health Safety, Welfare and Security Committee at the academy.

- Ensure that agreed procedures for reporting problems functions efficiently and effectively.
- Seek advice, when appropriate, from the trust and outside agencies that are able to offer expert opinions (e.g. HSE, etc.).
- Ensure that first aiders have access to first aid kits/equipment and replacement items at all time.
- Be responsible for offering help and support in a respectful and confidential manner.
- Provide an environment where risks are highlighted and subsequently removed or contained when discovered.
- Review and assess the risks to employees and others to ensure appropriate first aid arrangements are in place. These arrangements are to be reviewed where there is a significant change to the workplace, tasks or hazards to which employees are exposed.
- Undertake disciplinary procedures when a member of staff does not follow the guidelines and obligations of this policy or any other related documents and procedures.
- Clearly state what is considered as being acceptable first aid provision and report breaches of policy to the governors.

5.6 Employees and Users' Responsibilities

All employees have a legal responsibility to co-operate with the employer and therefore the CEO, Headteacher and/or delegated representative(s) so as to take reasonable care for themselves and others who may be affected by their actions and/or omissions and are required to:

- Comply with arrangements for first aid.
- Report any adverse events which could give rise to or have resulted in an accident.
- Be provided with access to the academy's first aid policy and familiarise themselves with all documents related to it.
- Notify first aiders when a first aid incident occurs and adhere to accident and risk reporting procedures – see Accident, Illness & Incident Reporting & Investigation Policy and Procedure
- Report the loss of first aid boxes, or damage to and/or removal of its contents to a first aider.
- Follow all rules, regulations, procedures and recommendations given by the academy and its management.
- Enquire about procedures if uncertain and be aware of name/location of first aiders.
- Be familiar or familiarise themselves with what represents a breach of duty and what is considered appropriate or not when first aid is provided.
- Be aware of the facilities available to them and use these adequately.
- Contact the Headteacher or member of Leadership as soon as they discover an abuse or breach of first aid guidelines and procedures.
- Support when enquiries need to be undertaken, or when litigations might be made against the academy or SLT.
- Follow basic hygiene and/or infection control procedures.
- Teachers' conditions of employment do not specifically include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in

charge of students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of any pupil at the academy.

5. **The Academy Health and Safety Officer**

Each Academy will have a nominated and in some cases trained Health and Safety Officer who will be a trained health and safety professional. They will deal with management and control of first aiders as follows:

- Determine how many first aid personnel are required on each site based upon a risk assessment.
- Ensure an up to date list of first aiders contact information is displayed in relevant places around the academy.
- Ensure new employees are introduced to the Medical Welfare Team and advised the location of first aid equipment and trained first aiders.
- Ensure employees and site facilities managers/supervisors are informed of the location of the first aid personnel and equipment available to them in their working environment.
- Work with the CEO to ensure that all accidents are recorded and reported to the Health and Safety Executive as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2012.
- Ensure that liaison is made with the Cover Manager and information provided on a termly basis of staff whose first aid qualification is about to expire in order that the Cover Manager can coordinate cover for staff who need time off work in order to renew their qualifications. Where possible in house training will be arranged with trained health and safety staff who are able to deliver fully accredited training.

6. **First Aid Trained Staff**

Each academy will have a number of qualified first aiders and Approved Persons. (A list of qualified first aiders and Approved Persons will be displayed on the HSW&S notice board in the staff room. The Assistant Headteacher i/c CPD/Cover and EVC will maintain, update and circulate this list.)

Staff should refer students who have had an accident, or have developed medical problems, to a registered first aider, who will either return the student to the classroom or treat them appropriately. In an emergency, staff should call for first aid support and give assistance as necessary and if appropriate. All staff are covered legally if they make an error while acting in good faith.

7. **The Academy Medical Welfare Team Responsibilities**

The named Academy Medical Welfare Team (supported by other colleagues) will be responsible for the day to day running of the medical room as follows:

- Ensure that the medical room is staffed during the academy day by maintaining an up to date duty rota
- Ensure own first aid certificate and that of regular lunch cover are current

- Maintain first aid equipment and first aid kits, carrying out an annual audit as appropriate
- Ensure that the defibrillator is maintained, tested up to date and available
- Ensure all first aid treatments are recorded as per Illness and Incident Reporting and Investigation Policy and Procedure, using the HSW3 Accident/Incident form where necessary.
- Ensure that professional medical help is summoned when appropriate.
- Arrange annual training for all staff on Allergy, Anaphylaxis and Use of Adrenaline Auto-injectors by the academy nurses.
- Arrange additional appropriate training as necessary e.g. diabetic nurses
- Prepare statistics for Health, Safety, and Welfare.
- Ensure up to date relevant first aid notices are displayed in the medical room and staff room as appropriate.
- Ensure students holding Individual Health Care Plans (IHCP) (e.g. diabetics) have these stored securely in the medical room and disseminate this information to relevant staff as necessary.
- Students without an IHCP who are at high risk of needing first aid attention (e.g. seizure and anaphylaxis) will have a Care Plan written by academy staff, medical professionals in conjunction with a parent/carer and outside agencies. These will be stored securely in the medical room and disseminated to relevant staff as necessary.
- Maintain a folder entitled MEDICAL in the academy Google Team Drive for staff to access information on severe allergy, diabetes, epilepsy and infection control.

8. First Aiders' Responsibilities

A first aider is a member/s of staff/employees who have attended, successfully completed and has a valid certificate for the 'first aid at Work' training. A fully qualified first aider will have attended a 3-day course as highlighted by HSE guidance - [The Health and Safety \(first-Aid\) Regulations 1981 \(amended October 2013\)](#)

<http://www.hse.gov.uk/firstaid/index.htm>

- Ensure that an ambulance or other professional medical help is called if it is deemed necessary
- Follow all guidelines and recommendations indicated in this policy.
- Report to their line manager if they are planning to be absent from work so that alternative first aid arrangements can be made.
- Inform the MWO if they have used something in their first aid kit which needs replacing. New stock can be collected from the medical room as required.
- Report the loss or damage of the first aid boxes and/or removal of its contents to the MWO and look after contents.
- Ensure that first aid kits are maintained and items replaced as they are used.
- Ensure that all serious interventions are recorded on HSW3 accident forms available from the medical room.
- Ensure that all spillages of body fluids are cleared up promptly and adequately.

- Ensure that their own recommended immunisations/injections are up to date and/or report any illness or injuries which would preclude their abilities to administer first aid.
- Inform the academy if there are any issues related to offering first aid that may need to be addressed e.g. the discovery or knowledge of a BBV (Blood Born Viruses).
- Indicate as soon as possible if they no longer want to take the role of first aider or when their renewal date is approaching (at least three months in advance).
- There will be time when an ambulance might need to be called. When this occurs a first aider should remain with the casualty until the ambulance arrives. When an accident occurs where it is impossible to establish the nature or extent of the injuries (e.g. patient in coma) the victim should not be moved (unless it can be done securely, or if not done would cause additional risks) until the ambulance arrives.
- Even if an ambulance or another emergency service is coming late to the rescue of an accident victim, staff must never use their own or academy's vehicle to transport casualties to the hospital.
- While the regulations do not specify the number of first aiders required, the Approved Code of Practice suggests that one first aider when 50 staff are employed with a sliding scale for larger organisations such as an educational establishment.

9. Responsibilities of Individual Academy Departments:

There are a number of high risk areas in academies. The Headteacher should consider having first aid provision in these areas as follows;

Head of PE is responsible for:

- Ensuring appropriate first aid cover is available at all out-of-hours and off site PE activities.
- Ensuring first aid kits are taken to all activities including, training, practice sessions, competitions and matches.

Head of Science and department staff are responsible for:

- Ensuring an eye wash station is available and used for any incident where continuous eye irrigation is required.
- Ensuring that staff are aware of and follow CLEAPSS guidelines for Immediate Remedial Measures for first aid in the laboratory – by displaying a poster in each laboratory as a minimum.
- Ensuring that they are aware of the location of the first aid kits in their department.
- Ensuring that risk assessments are done for any practical work taking place in their laboratories.
- Ensuring appropriate first aid cover is available.
- Maintaining COSHH information on all chemicals used in order to inform first aid treatments.

Head of Technology and department staff are responsible for:

- Ensuring risk assessments are in place for times when they are incorporating practical work into their lessons; for example, the use of saws and other potentially high risk equipment.
- Ensuring appropriate first aid cover is available.
- Ensuring that they are aware of the location of the first aid eyewash kit
- Maintaining COSHH information on all chemicals used in order to inform first aid treatments.

Head of Art and department staff are responsible for:

- Ensuring risk assessments are in place for times when they are incorporating practical work into their lessons; for example, the use of scissors, glue guns, saws and other potentially high risk equipment/materials.
- Ensuring appropriate first aid cover is available and used.
- Maintaining COSHH information on all materials used in order to inform first aid treatments

Head of Drama/ Music and department staff are responsible for:

- Ensuring risk assessments are in place for times when they are incorporating practical work into their lessons; for example, the use of electrical equipment and props saws and other potentially high risk equipment.
- Ensuring appropriate first aid cover is available.
- Maintaining COSHH information on all chemicals used in order to inform first aid treatments

The lead of academy Performances and other academy similar events/activities and all staff involved are responsible for:

- Ensuring risk assessments are in place for times when they are planning performances; for example, the use of potentially high risk equipment.
- Ensuring appropriate adult supervision
- First aid and welfare cover is available.
- Ensuring that they have fully scoped the impact of their activities on students, colleagues and other users of the academy during the event and preparations
- Risk assessments to be undertaken in order to determine needs and resources.

Head of Forest Schools and Duke of Edinburgh Award other similar activities and staff are responsible for:

- Ensuring risk assessments are in place for times when they are planning; for example, potentially high risk activity
- Ensuring appropriate adult supervision and training in advance for new staff
- First aid, pastoral and welfare cover is available.
- Ensuring that they have fully scoped the impact of their activities on students, colleagues and others during the event/programme

- Very detailed and specific risk assessments to be undertaken in order to determine needs and resources.

10. First Aid Arrangements

Effective first aid provision relies on a number of factors such as:

- An adequate number of trained first aiders.
- A fully understood procedure to assess and manage training and re-training needs.
- A place to provide first aid, e.g. Medical room, etc.
- A dependable management of first aid and first aiders.
- Display of information on how to obtain help.
- Suitable first aid equipment and kits.
- Regular review of arrangements and assessments.
- Risk assessments to be undertaken in order to determine needs and resources.

All these have to be considered when establishing the reliability of the first aid service at the academy.

11. Selection of First Aiders

Before accepting an applicant or request for a first aid position, the academy should ensure that they are suitable to undertake the training and act as a qualified first aider. There is also a need to ensure that applicants understand health risks associated with the application of first aid and are willing to receive advice and guidelines related to their future role. Candidates should demonstrate the following:

- reliability, disposition 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; these should be such that they may be left to go immediately and rapidly to an emergency

On completion of their training, the HSE suggests that first aiders need to be able to apply the following competencies:

- the ability to act safely, promptly and effectively when an emergency occurs at work;
- the ability to administer cardio-pulmonary resuscitation (CPR) promptly and effectively;
- the ability to administer first aid safely, promptly and effectively to a casualty who is unconscious;
- the ability to administer first aid safely, promptly and effectively to a casualty who is wounded or bleeding;
- the ability to administer first aid safety, promptly and effectively to a casualty who:

- has been burned or scalded;
 - is suffering from an injury to bones, muscles or joints;
 - is suffering from shock;
 - has an eye injury;
 - may be poisoned;
 - has been overcome by gas or fumes.
-
- the ability to recognise common major illness and take appropriate action;
 - the ability to recognise minor illnesses and take appropriate action;
 - the ability to maintain simple factual records and provide written information to a doctor or hospital if required.

first aiders will also be required to demonstrate a knowledge and understanding of the principles of first aid at work, in particular:

- the importance of personal hygiene in first aid procedures;
- the legal framework for first aid provision at work;
- the use of first aid equipment provided in the workplace;
- the role of the first aider in emergency procedures.

To ensure these competencies are maintained, first aid at Work certificates are only valid for three years and refresher training is required prior to their expiry. Once the certificate has expired the person is no longer a 'first aider' and full training will be required, if they wish to remain in the role.

Recruitment of first aiders should be selected from staff who are usually based at academy and from the high risks area for which they are providing cover e.g. PE, Science, and Technology and Support teams.

12. First Aid Provision Outside of Academy operation times

It is understandable that in some cases when trips and especially residential trips are arranged first aiders will most likely be available via the service providers. However this is an area that needs to be incorporated as part of the trip (or visit) risk assessment form in order to provide the best possible cover to students and staff.

As a recommendation at least one first aider should be part of the staff undertaking the trip/visit or at least trained to basic life-saving standard.

Where departmental activities necessitate the need for travelling, staff should to be provided with first aid equipment. For guidance the following items are considered suitable provisions;

- A leaflet giving general guidance on first aid (for example, HSE leaflet Basic Advice on first aid at Work)

- Six individually wrapped sterile adhesive dressings
- One large sterile un-medicated dressing – approximately 18cm x 18cm
- Two triangular bandages
- Two safety pins
- Individually wrapped moist cleansing wipes
- One pair of disposable gloves

A properly stocked first aid kit must always be carried in the mini buses in accordance with recommendations made in the 2008 Code of Practice published by ROSPA entitled Minibus Safety.

First aid supplies will be provided for staff in charge of trips and visits by the Medical Welfare Team, who need to be advised in advance of any trips.

Where trips take place in countryside or where there may be a delay in obtaining help from emergency services, party leaders should be trained to fully qualified first aid level. Furthermore, a first aid kit must be taken on such trips.

While using sports facilities, at least one first aider trained to lifesaver standard, plus additional training in the care of injury must be available at times when sports grounds are in official use. In addition, a first aid box should accompany PE or other staff off site.

13. Illness and Minor Injury

Parents/carers become responsible for their child if the pupil is unwell or injured. In order to contact parents quickly, it is essential that changes of address or phone number are passed to the Pastoral Team and Data Manager as soon as these are known.

Students must not leave lessons or their Tutor Group for first aid treatment other than in cases of real emergency (this does not include excuses like paper cuts, itchy toes or something that happened at home at the weekend). Any member of staff who becomes aware that a student is injured, or needs immediate treatment, must send one or two student to Reception and to alert the Medical Welfare Team for assessment and care.

The Medical Welfare Officer, first aiders or Pastoral staff will arrange for the parents to take the student home or to hospital as necessary. No-one else must send an ill student home without consulting a member of the Leadership Team.

14. Emergency and Serious Injury

Normally only the Medical Welfare Team will have the responsibility to call an ambulance after being called to an accident or illness. However, a first aid trained member of staff may call an ambulance in an emergency. Where ever possible the Medical Welfare Officer will contact the parents/carers to advise them of their child's injury and whereabouts so that they can go to the hospital. If necessary, the Medical Welfare Officer

may delegate this task to another member of staff. The Headteacher/Deputy Headteacher must be informed ASAP.

The hospital staff will decide whether to treat the child before the parents arrive.

15. Record Keeping

The Medical Welfare Team will log all visits to the medical room in their electronic register. For accidents/injuries and near misses, the first aider present will all complete an accident form as per the Accident, Illness and Incident Reporting and Investigation Policy and Procedure.

Any serious injuries such as broken limbs, dislocations and lacerations by contaminated material, must be reported to the Director of Business and Finance. Any such injuries must be reported on a RIDDOR form followed by an in-depth Health and Safety report.

16. Reporting an Accident

Refer to Accident/Illness/Incident Reporting and Investigation Procedure –for full details. Major first aid treatment given on the academy's premises or as part of an academy related off site activity should be reported to, and recorded on, an incident report form as per the above policy.

17. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Under these regulations some accidents must be reported to the HSE. These include:

- Accidents resulting in death or major injury.
- Accidents which prevent the injured person from; carrying out their normal work for more than three days.

The Medical Welfare Team will provide the Headteacher/Deputy and the Director with an analysis of the term's incidents to see if there are any problem areas. This information will also be given to the relevant Head(s) of Department. The Medical Welfare Team member on duty will contact parents first by phone if they are available, then by note, to report any seemingly minor injury, e.g. sprains or twists, which the parent may choose to have examined by a doctor.

18. Information about Students' Medical Conditions

It is the responsibility of the parents to inform the academy about their child's medical conditions. Each year, all parents should be issued with a Data Check Sheet showing what information is currently held on the database. They will be required to check this, update it and return it to the academy.

Detailed information on medical conditions and emergency contacts will be issued to leaders of residential visits. Parents will be required to complete a declaration agreeing to emergency treatment and confirming that information held by the academy is up to date. This will be updated by the MWO as additional information received throughout the pupil's academy life.

Students with Medical Needs - It is the parents' responsibility to inform the Academy about the child's medical condition and requirements and many students will at some time have a short-term medical condition that may affect their participation in activities. Other students may have medical conditions that, if not properly managed, could limit their access to education. These medical conditions include diabetes, asthma, epilepsy and anaphylaxis (extreme allergic reaction). Such students are regarded as having medical needs and will be more at risk than their classmates. In a few cases, Individual Health Care Plans (IHCPs) may be needed.

Note: IHCPs are written by health care professionals and sent to the academy. The MWO will ensure that all students' IHCP are stored securely in the medical room and disseminated electronically to staff as necessary. Where there is no IHCP in place and a pupil is deemed to have specific first aid need, a care plan will be written by the MWO and the parent.

With particularly serious medical conditions, each case must be treated individually, with regard to the illness and its requirements, the parents' possible wish for confidentiality and the child's knowledge of their own condition. When the student goes out of the academy, for example on work experience, the placement host must be informed.

19. Emergency Procedure for Major Incidents

In the event of an emergency or if an "at risk" student/person falls ill then the member of staff at the incident must:

- Call 999
- Summon a first aider/Pastoral Support.
- Deliver emergency treatment.

20. Assessment of First Aid Requirements (Risk Assessments)

All first aid provisions need to be risk assessed in order to reduce possible accidents and further complications before, during or after the occurrence of an accident. The level of first aid cover is to be determined by risk assessment, (see appendix 1), taking into account factors such as:

- Staff and/or students with disabilities or special health needs.
- Staff working on shared or multi-occupied sites.
- Age range of the students.
- Activities undertaken during academy session times.

- The accident history in the various locations.
- Travelling, remote and lone workers.
- Materials and equipment to which children have access.
- Number and nature of staff.
- Number of students on site.
- The number of buildings on the academy site.

Consideration must be given to the following factors when determining the level of provision:

- The arrangements when a qualified first aider is not on site due to absence/training.
- Shift working /Out of hours community use
- The design/layout of the site/buildings and facilities and number of premises should be such that staff that are trained in emergency first aid should be readily available.
- first aid requirements for visits and journeys, break and lunchtimes.
- Risk assessments of curriculum areas and subjects have to be identified as Low, Medium or High with regards to severity and probability of occurrence. e.g.

Art Department – With the use of lead based products, welding procedures and the use of electrical or gas fired kilns, etc.

Buildings & Facilities Department – With all the hazards associated with the use of machinery, electrical plant and the occasional hazardous procedure.

Catering Department – With the inherent hazards associated with a kitchen environment.

PE Department – With all the hazards associated with exercise and equipment.

Science Department – With the basic hazardous procedures associated with science laboratories.

Technology Department – With all the hazards associated with the use of machinery, electrical plant and the occasional hazardous procedure.

21. Any other Extra-Curricular Activities.

Once a specific area and/or department is covered by an assessment of its first aid needs (usually undertaken by the Buildings & Facilities Manager), the assessment and decisions taken on the basis of it should be recorded. Once the number of occupants has been taken into account, the assessment should provide answers to:

- How many first aiders are needed for the area?
- Where are they needed?
- Is there a suitable area to provide first aid?
- What equipment is needed?

- Where should equipment be located?
- Where notices and signs should be posted?

Overall, a periodic review of the adequacy and effectiveness of first aid arrangements is to become an integral part of the Health & Safety management process.

22. First aid Facilities and Provision

first aid facilities are available in each academy

A suitable room for medical treatment and care of children during academy hours should be provided. This should be a dedicated area and close to a lavatory and/or contain a washbasin.

Disinfectant products, should be available in the workplace for cleaning up spillages of body fluids. Clinical disposal bags are made available.

Sharps and swabs disposal boxes should be installed and a regime set in place for the collection of sharp and clinical materials.

23. First aid Equipment and Facilities

A full survey of all first aid materials, equipment and facilities should be undertaken by the Medical Welfare Team. Furthermore all these areas should be assessed and reviewed on a regular basis to ensure that the provision is correct and that there are no issues with any related first aid matters.

Members of staff responsible for specific areas and/or departments are to make sure that they are provided with sufficient and adequate first aid equipment and facilities.

24. Medical Room

In compliance with The Education (School Premises) Regulations 1996 the Academy Governing Body will ensure that a room will be made available for medical treatment. This facility should be readily available for use and feature the following:

- Sink with running hot and cold water.
- Drinking water.
- Paper towels.
- Smooth-topped working surfaces.
- A range of first aid equipment.
- Chair.
- Somewhere to lie down.
- Soap.
- Protective garments for first aiders.
- Suitable refuse container.
- Sharps and swabs containers

- An appropriate record-keeping facility.
- A means of communication, e.g. telephone.

25. First aid Equipment

first aid kits are clearly labelled with a white cross on a green background in accordance with The Health and Safety (Safety Signs and Signals) Regulations 1996. The contents of first aid kits may vary depending on the particular needs in each location (e.g. blue detectable plasters must be used in food areas). The Academy Medical Welfare Officer or first aider is responsible for supplying and replenishing first aid kits as appropriate.

first aid boxes should be situated in easily identifiable and accessible locations and the contents of first aid boxes will be as follows, although a primary school may be different to a secondary school:

- 1 x guidance card
- 2 x first aid dressing medium
- 2 x eye pad with bandage
- 2 x triangular bandage non-woven
- 1 x waterproof assorted plasters pack 20
- 3 x vinyl gloves non sterile
- 4 x eyewash sterile sodium chloride 20ml (where not provided separately)
- 10 x pack of 10 non-alcohol wipes
- 6 x safety pins
- 1 x rebreath personal resuscitator
- 2 x steropad low adherent dressing 5cm x 5cm
- 2 x steropad low adherent dressing 10cm x 10cm
- 1 x micropore tape 2.5cm x 5m

The contents of travelling first aid kits are:

- 1 x guidance card
- 6 x individually wrapped sterile adhesive dressings
- 1 x large sterile unmedicated dressing
- 2 x triangular bandages
- 2 x safety pins
- Individually wrapped moist cleansing wipes
- Disposable gloves
- Vomit bags
- Biohazard bag
- Resuscitation mask
- Eye wash

A games first aid kit is to be taken to all games lessons, practices and matches. The PE department is responsible for checking and restocking these kits in liaison with the Medical Welfare Staff.

If possible, first aid boxes should be kept near hand washing facilities.

There must be no medication within the first aid kit/box and no additional material such as tablets, lotions, sprays etc.

Academy minibuses will be equipped with a first aid kit that complies with the minibus best practice outlined in the 2008 Code of Practice published by ROSPA entitled Minibus Safety.

The Medical Welfare Office has easy access to a stock of basic first aid items such as: dressings, disposable gloves, etc.

Adhesive plasters should (at least) be available in areas where people may suffer minor cuts or abrasions e.g. kitchens, science labs, workshops, microtape and dressings.

The Medical Welfare Office will ensure that the appropriate number of first aid boxes are available according to site and activity risk assessments and that they are marked with a white cross on a green background.

26. Automated External Defibrillators (AED)

A defibrillator is used in circumstances where a person's heart goes into ventricular fibrillation (VF) which is a disruption to the heart's electrical activity causing the heart to beat chaotically preventing it from pumping blood around the body. A person in VF can suddenly collapse and lose consciousness. A defibrillator is used to deliver an electric shock to restore the heart to normal rhythm.

Each academy will advise the proximity of the nearest AED.

You do not need to be a trained first aid or medical professional to use the AED as the device uses voice prompts and visual indicators to guide the assistor through the resuscitation sequence when using the defibrillator. The trust can provide training to staff on the use of the AED if required.

27. First aid Information

Accurate and accessible information on how to obtain first aid is essential for an efficient and effective response. All staff should be provided with information via an induction process on how to obtain first aid assistance. Information should cover:

- The general organisation of first aid.

- How to summon first aid.
- The location of first aiders.
- Emergency phone numbers.
- The location of first aid boxes and facilities
- Any other significant information

first aid notices are to be posted in relevant places e.g. in areas where enquiries on where to summon a first aider are likely to occur e.g. workshops, academy reception, offices, notice boards (in halls or corridors).

Notices should be easily recognisable through use of the standard first aid symbol (green cross) and provide information on:

- Name, Location and telephone number of first aiders.
- Who is the nearest first aider?
- Location of the nearest first aid box.
- Telephone numbers for emergency services.

first aid rooms or room occupied by first aiders, or containing a first aid box should have an appropriate notice displayed on the outside of the entrance door.

All first aid notices should be regularly checked for accuracy and up to date information.

28. First aid Training

The trust and each academy will ensure that all appointed first aiders receive adequate training and guidance in order to fulfil their duties. All first aiders are to attend a nationally recognised course to become first aider which includes a written and practical assessment. Furthermore, they will also have to attend and pass a refresher course every three years to retain certification.

The process for arranging training is for employees to liaise with their line managers. The line manager then identifies possible providers and dates for training in liaison with the Academy cover office, to ensure that the employee’s absence is covered by somebody. Sometimes Warden Park Secondary Academy runs its own internal Health and Safety training sessions which are certified by the British Canoeing Council and delivered by a member of staff. Further details are available by contacting thomasda@wardenpark.co.uk

It is the responsibility of the trained member of staff to advise the Buildings and Facilities Manager the date that their certificate is valid until.

A first aider is an employee who has attended, successfully completed and holds a valid certificate for the ‘first aid at Work’ training. A fully qualified first aider will have attended a three day course as highlighted by HSE guidance.

As a minimum requirement, basic first aiders are to complete a one day 'Emergency first aid at Work' course. The training is to cover:

- What to do in case of emergency.
- Cardio-pulmonary resuscitation.
- first aid for the unconscious casualty.
- first aid for the wounded or bleeding.

More specific training may have to take place for, either different departments or, areas of work requiring special knowledge. e.g. particular cuts or burns in science or technology department or paediatric resuscitation technique for young children. This should also apply to staff and students suffering from specific disorders such as epilepsy and asthma. (For more information please see medicines and intervention guidelines from Department of Education.)

There might also be requirement for specific members of staff, e.g. in case of field trips, where a first aider might have to go on a course on transport of casualties, or staff requiring to deal with specific condition where usage of specialist equipment is required e.g. 'AAI/Epi Pen' for life-threatening allergic reactions.

Regular updates in first aid skills or additional training should also be factored into professional development in order to ensure that practical skills are maintained or upgraded. This, in itself, is not an alternative to a full statutory training.

29. Monitoring and Reviewing

In order to monitor first aid equipment correctly, the nominated first aiders should check contents of first aid boxes on a regular basis and ensure that any equipment that has been used or is out of date is reordered immediately. The same applies to first aid facilities and additional kit. All these checks should be properly recorded.

Accident forms and other recording documents should be used to monitor efficiency but also to identify negative trends and areas for improvement. They could also help to identify training or other requirements and may be useful for insurance or investigative purposes. The academy should undertake a regular review of its accident recording and other relevant document related to checks, etc.

Following these reviews of checks and monitoring, written record of the current first aid needs assessment should be kept for reference and as evidence of effective health and safety management.

A log is kept of accidents every time a first aider provides assistance to a casualty.

Separate forms should be used for adults (staff and visitors,) and children (students) indicating the usual details of the accident (if appropriate), name of the person giving first aid and summary details of the treatment given.

NB: The inability to provide first aid support when required should be reported as a dangerous occurrence.

30. Important Information: Risk to first aiders

First aiders are likely to be concerned about the possibility of having to deal with casualties who may be infected. The best reassurance is to be demonstrated by the extremely low risk involved. According to HSE, there have been no reported cases of infection arising from the administration of first aid in the UK so far. This is due to a high standard of hygiene and precautions taken by staff providing first aid.

As long as first aiders take proper precautions, there should be virtually no risk involved in giving first aid. The only risks arise if infected blood or body fluids enter the body through breaks in the skin or the surfaces of the eyes or mouth.

31. Legal Position

The trust and associated academy has a duty to protect its staff from hazards encountered during their work: this includes microbiological hazards (COSHH 2002). For the purposes of this policy, biohazards are defined as:

- Blood
- Respiratory and Oral Secretions
- Vomit
- Faeces
- Urine
- Wound Drainage
- Gastric Aspiration
- Personal Protective Equipment

All staff dealing with a biohazard spill are to ensure that they:

- Wear a plastic disposable apron
- Wear disposable gloves
- Use the biohazard spill kits provided by the academy (not “just a cloth or mop”).
- Always dispose of personal protective equipment and contaminated waste in the yellow clinical / biological hazardous waste bin located in the medical room.

32. Precautions to be taken in giving first aid

Single-use disposable gloves must be worn when treatment involves blood or other body fluids. Care should also be taken when disposing of dressings and/or equipment.

Before starting administering first aid on a person suffering from an open wound or where blood is present the first aider should wash their hands and put on gloves before carrying out

treatment and always wash them afterwards. This is of course, if it is not putting the life of the casualty at risk (i.e. not providing first aid in time). Eye protection should also be used if applicable.

If first aiders suffer from cuts and/or abrasions, waterproof plasters should be covering these areas. If any of the providers have skin conditions then disposable gloves should be worn.

For the administration of mouth-to-mouth resuscitation, polythene screens called 'resuscitades' are available from first aid equipment suppliers. These devices can be placed over the face of the patient to allow for resuscitation without physical contact.

The absence of 'resuscitades' should not be used as a reason to withhold mouth-to-mouth resuscitation. However, if these are to be used, first aiders should have received training in using them.

If a casualty is bleeding from the mouth and resuscitation is necessary a clean cloth should be used to wipe away any blood before providing first aid. Any parts of the body contaminated by blood should be washed with soap and water and areas such as in the mouth or eyes should be rinsed with water only.

33. Clinical Waste Injuries

The academy should establish a procedure for dealing with clinical waste and contamination injuries.

Clinical waste is disposed of in yellow bags as this colour identifies the contents as bodily fluids or waste. Sharps are disposed of in the sharps box that is emptied each month by a health care contractor.

34. Contamination Injuries

Injuries include:

- Human bites.
- Scratches by humans.
- Injuries caused by an object contaminated with visible blood.
- Needlestick injury/injury with a needle.
- Exposure to blood borne viruses (e.g. hepatitis B, hepatitis C, Human Immunodeficiency Virus (HIV)).

35. First aid and Blood Diseases BBVs (Blood-Borne Viruses)

First aid can be provided to a person with a BBV and the same applies for a first aider suffering from a BBV, however, precautionary measures are to be taken when administering or receiving first aid.

According to the Red Cross 'The risk of catching any transmissible diseases, such as hepatitis B, hepatitis C, HIV, etc., when giving first aid is far less than people think'.

Although there is still a risk, it can be reduced by taking appropriate precautions and applying basic hygienic measures. For this, anyone giving first aid is to follow standard hygiene and safety precautions and avoid direct contact with the injured person's blood. Basically, if you do get someone's blood on your skin, simply wash it off with soap and water.

First aid in the workplace should only be carried out by trained first aiders who have been instructed about standard precautions to prevent infection as part of their training.

36. Dealing with spillages of blood, vomit and body fluids

A COSHH assessment should be obtained and displayed with the supplies for dealing with body fluids and clinical waste. The academy should establish a procedure for dealing with bodily fluids

first aiders and other members of staff (e.g. cleaners) should wear disposable gloves if possible when dealing with body fluids, etc.

Absorbent paper towels should preferably be used to cover spillage. Cleaning with bleach or similar chemical should be undertaken. In areas where this is not feasible (e.g. carpets, etc.) hot soapy water is a reasonable alternative.

Items soiled with material which may be infected should be sealed securely in plastic bags and disposed of as clinical waste. The same applies to disposable gloves, etc.

Clinical disposable bags should not then be disposed in 'normal' waste bin. Instead, boxes in ladies' toilets are a non-costing alternative to dispose of clinical waste.

37. Sharps and Swabs

Certain situations (e.g., accidents involving broken glass or needles) may present a risk of puncture wounds from 'sharps', which may be contaminated with body fluids. Used needles and other sharps should be placed in a proper sharps container. Stout gloves must always be used when handling sharps.

If there is an accident with a 'sharp', the wound should be encouraged to bleed and then washed with soap and running water. Splashes to the eyes and nose should be washed out using tap or eyewash water.

38. Hygiene

All employee/staff should take precautions to avoid infection and must follow basic hygiene procedures. Any spillages must be notified to a site cleaner or member of Buildings & Facilities team who will follow the correct procedure.

Single-use disposable gloves must be worn if treatment involves blood or other body fluids. Any soiled dressings must be put in a yellow clinical waste bag and disposed of in a clinical waste box.

Gloves can be found in every first aid box. Where gloves are not necessary hands must always be washed before and after giving first aid.

Any body fluids on the floor should have absorbent granules sprinkled on to them, then be swept up with the designated dustpan and brush (from the goods bay). This should also go in a yellow bag and disposed of in a clinical waste bin. If possible areas should be cleaned up with absorbent powder specifically for body fluids.

Body fluid spillages on hard surfaces should be cleaned up with absorbent powder specifically for body fluids. Exposed cuts or abrasions should always be covered.

In the event of wide spread viral/bacterial infections across the academy the following actions will be taken:

- The academy will report the situation to parents via the website, newsletters and text messages with guidance regarding avoidance, recognition, treatment and guidance on attendance.
- The guidance materials will also be used to communicate the information to students, as well as displaying posters around the academy site.

39. 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 must decline.**

The hospital will have procedures for obtaining consent from other sources if the parents are not available.

40. Religious Considerations

Due to religious convictions, some families choose to decline certain medical procedures or treatments. If this is made known to the academy, 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.

41. Definitions

First aid - Basic emergency medical treatment given to somebody who is ill or injured, before more thorough medical attention can be obtained.

First aider - Someone who has successfully completed a Health and Safety Executive (HSE) approved training course and holds a current first aid certificate and is qualified to give first aid.

Emergency services - The fire brigade, the police, and the ambulance service collectively, especially when mobilised to deal with emergencies.

First aid room - An equipped facility for the purpose of administering first aid in privacy.

First aid Kit - A collection of supplies and equipment for use in the provision of first aid.

Fibrillation - The rapid, irregular, and unsynchronised beating of the heart muscles in which the affected part of the heart may stop pumping blood.

Defibrillator - A machine that administers a controlled electric shock to the chest or heart to correct a critically irregular heartbeat that cannot drive the circulation.

Defibrillation - A process in which an electronic device gives an electric shock to the heart to re- establish normal contraction rhythms in a heart.

42. Important Contacts

<u>HSE</u>	0845 345 0055	http://hse.gov.uk
<u>NHS Direct</u>	0845 4647	http://nhsdirect.nhs.uk
<u>St. John Ambulance</u> (first aid Advice)	020 7320 4000	http://www.sja.org.uk/ifirstaid/rss.xml

43. Further Information

First Aid in Schools – A good practice guide, Department for Education, first published 2000, updated 2014.

First Aid at Work – your questions answered INDG214 (rev 2), Health and Safety Executive, updated 2014.

APPENDIX 1 - Guidance on appropriate numbers of first aid personnel

The numbers of first aid personnel required to be available at all times people are at work is based on assessments of risk and number of employees.

Where there are special circumstances, such as remoteness from emergency medical services, shift work, or sites with several separate buildings, there may need to be more first-aid personnel than suggested below. Increased provision will be necessary to cover for absences and holidays.

The following information taken from a document published by the HSE in 2014 gives some suggestion to the numbers of first aid personnel that may be appropriate:

From your risk assessment, what degree of hazard is associated with your work activities?	How many employees do you have?	What first aid personnel do you need?
Low-hazard for example, shops, offices and libraries	Fewer than 25	At least one appointed person
	25-50	At least one first-aider trained in EFAW
	50+	At least one first-aider trained in FAW for every 100 employed
Higher-hazard for example light engineering and assembly work, food processing, warehousing , extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture	Fewer than 5	At least one appointed person
	5-50	At least one first aider trained in EFAW or FAW depending on the type of injuries that may occur
	50+	At least one first-aider trained in FAW for every 50 employed

APPENDIX 2 - Assessment of Workplace Needs for first aid

Work Place or Work Area:	
Level of risk from activities: High/medium/low	
Numbers employed:	
Same location or various locations:	
Are shift patterns worked:	
Other conditions for consideration:	
Estimated Number of first aiders Required:	
Estimated Number of Appointed Persons Required:	
Signed:	
Date:	

APPENDIX 3 - Head Injury Letter to parents/carers

Dear Parent/Guardian

Your son/daughter..... had a bump to his/her head
today at

Children often bump their heads with no further consequences; however we do inform you when this happens so that parents can keep an eye on their child once they get home from the academy. This is because it is possible for more serious internal injury to occur with no obvious symptoms for several hours. For your guidance only, symptoms of serious head injury are listed below:

- Child seems disorientated
- Impaired or loss of consciousness
- Intense headache
- Vomiting
- Noisy breathing, becoming slow
- Unequal or dilated pupils
- Weakness or paralysis of one side of the body
- High temperature; flushed face
- Drowsiness
- A noticeable change in personality or behaviour, such as irritability
- A soft area or depression of the scalp
- Clear fluid or watery blood leaking from the ear or nose
- Blood in the white of the eye
- Distortion or lack of symmetry of the head or face

The chance of serious injury is highly unlikely from a simple bump to the head. This letter is to provide you with information, not to alarm or worry you.

If your child displays symptoms of any of the above conditions you should seek immediate advice from your GP or local A&E Department.

Yours faithfully

Medical Welfare Officer
(01444 457881 ext.265)

APPENDIX 4 - Treatment Letter to parents/carers

Date:

Dear Parent/Carer,

Your son/daughter..... required treatment for

.....
.....

Treatment given:

.....
.....
.....

Please review the above injury on your child's return from the academy as symptoms can sometimes progress.

Hopefully there will be no need for further medical attention. However, if you have any concerns about your child's injury we would advise you to seek medical help.

Yours faithfully

Medical Welfare Assistant
(1444 81 ext. 265)

Document Version Control

Date	Version	Comment	Ratified by	Reviewer
03.05.17	1	Original document		J Beck
04.05.17	1.1	Removal of old footer	WPSA LGB 3.5.17	J Beck
30.01.19	2	Regular review	WPSA LGB	C Granlund