

# Wootton Academy Trust



## First Aid Policy

- a) This policy applies to all schools managed by Wootton Academy Trust
- b) This policy was adopted by Wootton Academy Trust in September 2013
- c) This policy was reviewed by Wootton Academy Trust in September 2013

## **FIRST AID POLICY**

(Including the administration of medicines)

**Member of Staff Responsible:** Director of Resources, Finance, Operations and Facilities

**Governor's Committee Responsible:** Human Resources

### **Related policies:**

Health & Safety

Educational visits policy

**Review date:** September 2015

## **Introduction**

**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.

## **Aims and Objectives**

This policy aims to identify effective systems for ensuring the provision of adequate and appropriate first aid equipment, facilities and personnel at individual workplaces and during off-site activities.

## **Application**

This policy applies to **all** staff in WOOTTON ACADEMY TRUST

## **First Aid Provision**

At WOOTTON ACADEMY TRUST there is adequate and appropriate provision of first aid equipment, facilities and appropriately trained staff to enable first aid to be administered to students, 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.

## **First Aiders and Appointed Persons**

**A First Aider (FAW)** is someone who has undergone an approved training course in First Aid at Work and who holds a current First Aid at Work Certificate. Their role involves:

- undertaking first aid treatment in accordance with their training,
- summoning an ambulance or other external medical services,
- liaising with the premises manager to ensure first aid kits are fully stocked and refilled after use,
- keeping suitable records of all treatment administered.

**An Appointed Person** is someone who is nominated to take charge of a situation in the absence of a qualified first aider or emergency aider. Their role includes:

- taking charge when someone is injured or falls ill,
- calling an ambulance (where required), and
- being responsible for first aid equipment e.g. re-stocking the first aid box.

Appointed persons are **not** first aiders and so should **not** attempt to give first aid for which they have not been trained. They may give emergency first aid where trained to do so (normally by completing the Emergency First Aid at Work Certificate).

WOOTTON ACADEMY TRUST will have 6 First Aiders holding the FAW qualification and 18 staff who hold a secondary and primary care certificate including CPR and Epipen administration. There will be six nominated as Appointed Persons. A full list will be held at reception, and those staff can be contacted through reception.

## **Procedures**

The appendices contain the following procedures:

- Procedure in the event of an accident, illness or injury
- Procedures for Personal medication
- Procedures for Emergency Hospital Attendance

## **Recording accidents, injuries and illness**

All accidents, injuries and illnesses must be recorded on the appropriate documentation and retained electronically by the Director of Resources, Finance, Operations and Facilities

## **Investigating accidents, injuries and illness**

The Director of Resources, Finance, Operations and Facilities will monitor and investigate all cases of accident and injury according to the health safety policy, reporting as required to the governing body.

## Known Medical Conditions

Staff will be issued with a list of students known medical conditions, control conditions, symptoms and treatments and must familiarise themselves with these. A copy, with photographs, will be retained in the staff workroom for use in supply induction procedures if necessary.

Staff will also be made aware of any colleague known conditions as appropriate.

## First-aid materials and equipment

**First Aid boxes will be stocked in accordance with guidelines, be suitably marked, easily accessible and kept in the following locations:**

- Workshops
- Laboratories
- Reception
- Medical room
- PE office
- Minibuses
- Staff workroom

Eye wash equipment is kept in the following locations:

- Workshops
- Laboratories
- Medical Room

Body spill kits are also kept in the following locations

- Medical room
- Site Team office

Travel Kits are kept in the following locations:

- Medical room

The equipment and materials in the above areas are intended for minor injuries, i.e. cuts, abrasions etc. All uses of the above **must be recorded in the accident book** to ensure all accidents and injuries are recorded and to enable stocks to be replenished.

The Appointed Person must regularly inspect the contents of first-aid containers and the contents must be restocked as soon as possible after use. Sufficient supplies should be held in a back-up stock on site. Care should be taken to discard items safely after the expiry date has passed.

## **First Aid Arrangement Monitoring**

The Finance Director (or his/her nominee) is responsible for undertaking an annual first aid assessment, ensuring adequate first aid arrangements are made for Trust's Schools. The Director will also liaise with lead staff in 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 needs 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 medical 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;

## **Liability**

The Trust's employer's liability insurance policy will provide indemnity for staff acting as first aiders or emergency aiders as defined above. First aiders must ensure that any treatment they give is administered in accordance with the training they have received. So long as treatment is administered with good intent and in accordance with current good practice, the Trust's insurers will support the actions of its employees in the event of a legal case relating to first aid treatment.

## **Monitoring and evaluation**

All accidents, injuries and illnesses will be recorded in the appropriate log. This data will be used to:

- Monitor and evaluate the effectiveness of the Health & Safety policy and procedure
- Monitor and evaluate the risk assessment process
- Demonstrate defensible decision making in the event of complaints being made
- Engage and inform the work of the site and premises staff
- Report to the Advisory Bodies in order for them to evaluate the Health & Safety work of the Trust's schools
- Inform the evidence presented in the Trust's schools' chosen form of self evaluation

The Trust will review this policy annually and assess its implementation and effectiveness.

## **Appendix 1 - Procedure in the event of an accident, illness or injury**

An Appointed Person or a nominated First Aider will deal with all accident, injury or illness sustained by students, staff or visitors.

### Students

If attention is required by a student during a lesson, they must be directed and accompanied to reception provided it is acceptable for them to do so to seek assistance. If it is deemed inappropriate to move the student then a responsible person/student should be sent to seek assistance either from the nearest first aid station or from reception.

If it is necessary to send students home, the Appointed Person/First Aider at Work will liaise with the Student Support Manager and parents/carers to make the necessary arrangements. Students should not be allowed to make their own way home and if home contact is not possible the students should remain on site until this has been achieved.

Transport for a student may be required for non-emergency hospital treatment; parents/carers should be contacted to request transport in the first instance. However, if parents/carers are not available, a taxi will be called to transport the student to hospital, accompanied by the Appointed Person or first aider, whilst the school/college continues to secure home contact.

Emergency hospital attention must be sought at any point that the First Aider/ Appointed Person believes it is necessary. **However, to avoid doubt it is always a medical emergency where there is loss of consciousness.**

This must be done through reception as soon as possible and according to the guidelines in appendix three. A member of staff must accompany them to hospital and stay with them until a parent or guardian arrives.

During the non-lesson time reception must be contacted for all incidents. These must then be reported to a nominated First Aider or Appointed Person who will deal with the situation and then record as necessary all accidents, injuries and dangerous occurrences.

### Staff and Visitors

Anyone requiring medical attention should report to reception. If an ambulance is required for a member of staff, the person identified on staff records as the emergency contact should be informed unless the member of staff requests otherwise. If a visitor to the school/college requires an ambulance all efforts must be made to contact a member of the family or other work colleague unless requested otherwise by the person.

## Appendix 2 - Personal medication

### Students

- Medication should not be administered to students without a direct request from parents. This must be supported with written instructions on administration and with appropriate training if necessary.
- Students' personal medication must be in the original packaging labelled with the students name, address and dispensing instructions, and must be kept securely locked in the medical cabinet in the medical room.
- Medicine dosage will be supervised by a member of staff but the student will administer it themselves. Injections should be administered by students in the medical room and needles/sharps must be disposed of in the medical room using the sharps bin provided.
- Any medication found in the possession of a student without the appropriate parental consent will be removed and the parent will be contacted for consent.
- All administered medication should be recorded in the accident/illness and medication log.
- EpiPens must be kept in an unlocked drawer in the medical room during Kimberley 16 – 19 STEM College/Wootton Upper School hours, but must be locked away in the medicine cabinet outside Kimberley 16 – 19 STEM College/Wootton Upper School hours.
- No medication other than that supplied from home according to the above procedure will be issued under any circumstances.
- Any medication found to be past its expiry date should be collected by parents/carers for disposal.
- Any medicines which need to be administered during the college day whilst a student is on a trip must be placed in the possession of a responsible adult to supervise the dosage.
- First aiders will only administer medication where the appropriate training has been given in line with the students care plan.
- Under no circumstances will a child be permitted to take medication brought in by another student.
- In an emergency, inhalers **cannot** be transferred from student to student; the emergency services should be called.

### Staff

Staff are responsible for their own medication and must ensure that any medication brought into college for their own personal use is kept securely in a place where students will not have access to it.

Staff must ensure that the Kimberley 16 – 19 STEM College/Wootton Upper School is made aware of any medication that might need to be administered in an emergency including allergies that may require the use of an EpiPen.



### **Appendix 3 Procedure for emergency hospital attendance**

In the situation where an ambulance is required the Appointed Person / First Aider in attendance must

- Contact reception immediately
- Give clear details of the students name and the reason for the emergency call
- Clearly state the location of the student and the action already taken and the physical state of the student
- Stay with the student
- Attend hospital with the student unless the parents are available on site

#### **Reception staff must**

- Ring the emergency services using 999 immediately
- Give clear instructions about the students name and condition
- Contact the parents /carers/emergency contact to request attendance at the Kimberley 16 – 19 STEM College/Wootton Upper School Confirm ,using SIMS.net, any medical conditions relating to the student
- Arrange for the ambulance/ first responder to be met at the Kimberley 16 – 19 STEM College/Wootton Upper School entrance to give directions to the student and accompany them
- Inform the Student Support Manager and Principal

**If reception is unavailable the First Aider at Work should use their mobile phone to summon assistance from the Student Support Manager, Assistant Principal, Vice Principal or Principal.**

**During an offsite visit the procedures laid down in the educational visits policy apply.**

## Appendix 4 *Guidance on infection control in schools and other childcare settings*

[http://www.hpa.org.uk/webc/HPAwebFile/HPAweb\\_C/1274087715902](http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1274087715902)

The Health Protection Agency Advice has produced a document on *Guidance on infection control in schools and other childcare settings*; this document includes a section on good **Hygiene Practice** which includes sections on personal protective equipment, clearing, cleaning of blood and bodily fluid spillages, clinical waste and sharps.

## Appendix 5 Procedures for Infection Control

### Specific procedures to be followed:

To minimize 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.
- 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.
- **Wear disposable nitrile/vinyl gloves and aprons whenever blood, or other body fluids are handled.**
- Use disposable materials, such as paper towels and **sanitising powder**, to mop up any substances. These are available from the Site Agent or from the medical room.
- Dispose of all items should in plastic bags.
- Disinfect contaminated work areas 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.