



# THE EAST MANCHESTER ACADEMY

## FIRST AID POLICY

**Policy Name: First Aid Policy**

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DCSF			
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## Draft First Aid Policy

**The Health and Safety (First Aid) Regulations 1981 require employers to provide trained persons, equipment etc, to deal with First Aid emergencies and ill health occurring at work. This policy outlines the Academy's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. This document should be read in conjunction with the Health and Safety Policy and Medicine Administration Policy**

The East Manchester Academy recognizes that First Aid can save lives and prevent minor injuries becoming major ones. This document has been prepared to provide guidance on the policy and procedures for dealing with First Aid at The East Manchester Academy. The requirements for the statutory provision of First Aid have been taken into full account to ensure that it will provide adequate and appropriate equipment, facilities and qualified first aid personnel. Failure to implement the procedures contained in this document could result in a criminal offence as well as disciplinary action being taken by the Academy. This policy is informed by the DfEE [Guidance on First Aid for Schools](#)

## Policy Statement on First Aid

This document sets out the policy to be followed for the provision of First Aid within The East Manchester Academy during term time and in the holidays. It also gives general guidance for the provision of first aid for pupils and staff on tours and visits away from the Academy.

Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents /carers might be expected to act towards their children.

## Policy Aims

- To identify the first aid needs of the Academy in line with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that first aid provision is available at all times while people are on Academy premises, and also off the premises whilst on Academy visits: Facilities must be provided to ensure that First Aid is rendered to pupils, employees, visitors, service users, volunteers, agency staff etc, if they become ill or are injured at work or under the jurisdiction of the Academy, on or off site.

## **The Academy recognizes that First Aid is provided to:**

- preserve life
- limit the effects of the condition and
- promote recovery.

## **Responsibility**

The Principal is responsible for putting the governing body's policy into practice and will make sure that parents / carers are aware of the Academy's Health and Safety policy, including arrangements for first aid.

The Principal will ensure a risk assessment of the Academy is undertaken and that there is adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. Further, that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual / sick leave or off-site.

The Principal will inform all staff (including those with reading and language difficulties) of the first-aid arrangements, including the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the Academy's first-aid needs.

(First Aid Notices will be displayed in a prominent place. First-aid information will be made available in all induction programmes to ensure that new staff and pupils are told about the first-aid arrangements. First Aid information will also be made available in the Academy Staff handbook.)

## **Provision**

First-aid provision will be available at all times while people are on school premises, and also off the premises whilst on school visits.

All First aiders will complete a training course approved by the Health and Safety Executive (HSE).

At the Academy, 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 Academy;
- when necessary, ensure that an ambulance or other professional medical help is called.

## Definitions

A First Aider is a person who has attended, successfully completed and has a valid certificate for the 4 day 'First Aid at Work' training.

Appointed Person means a person who has attended, successfully completed and has a valid certificate for the 'Appointed Persons' training.

First Aid means the following:

- cases where a person will need help from a medical practitioner or nurse,
- treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained,
- treatment of minor injuries which would otherwise receive no treatment or do not need treatment by a medical practitioner or nurse.

## Identification of Suitable Employees

The Principal must ensure that the candidates for First Aid training are physically and educationally suited and are willing to undergo training and act as a qualified First Aider.

The Principal must ensure that candidates are fully briefed on the role and requirements of being a First Aider. They must understand the health risks associated with rendering First Aid and be prepared to receive appropriate health and immunisation advice.

## Aim of First Aid

The role of the first aider is to provide care after an accident or injury including preserving life, minimising further damage and making the patient as comfortable as possible until professional medical or nursing help is available. It is not to give treatment.

The role of a member of staff discovering a serious injury or illness is to make contact with the school office and, when necessary, take charge until qualified assistance is available.

Office staff will then contact a first aid qualified person and may also contact the emergency services. The First Aider will decide on whether or not the ill or injured party should move, be moved, or remain undisturbed, and may have to take other appropriate action, depending on the assessment of the situation.

In the case of a serious incident, available staff should also seek to ensure the safety and welfare of other pupils in the area.

## **Role and Responsibilities of Appointed Persons and First Aiders**

An Appointed Person is someone who: takes charge when someone is injured or becomes ill; looks after the first-aid equipment eg restocking the first-aid container; ensures that an ambulance or other professional medical help is summoned when appropriate.

Appointed persons are **not** first aiders. They should **not** give first aid treatment for which they have not been trained. However, it is good practice to ensure that appointed persons have emergency first aid training/refresher training, as appropriate. These courses do not require HSE approval. They normally last four hours and cover the following topics:

- what to do in an emergency;
- cardiopulmonary resuscitation;
- first aid for the unconscious casualty;
- first aid for the wounded or bleeding.

Emergency first-aid training should help an Appointed Person cope with an emergency and improve their competence and confidence.

### **The First Aider's and Appointed Person's role includes:**

- the administration of First Aid, up to but not exceeding the level of their training
- ensuring that any incident and treatment given is recorded in a suitable local register
- reporting immediately to the Principal, by telephone, all incidents requiring the attendance of a pupil, member of staff or any person at hospital.
- ensuring that all spillages of body fluids are cleared up promptly
- maintaining stocks in First Aid kit/box (see appendix B) and
- ensuring, in liaison with management that appropriate documentation is completed and that reportable accidents are reported to the line manager as soon as possible after dealing with the immediate effects.

### **The First Aider's and Appointed Person's responsibilities include:**

- attending an initial approved training course approved by the Health and Safety Executive (HSE)
- ensuring their own recommended immunisations/injections are up to date and

- reporting any illness or injuries (to the Health and Safety Officer and Principal )which would preclude their abilities to administer First Aid, in order for the Academy to arrange alternative cover.
- First Aiders also have a responsibility to attend a three yearly refresher training course. (They should attend this course before the expiry of their previous accreditation or they will have to complete the initial training course again)

First Aid should be provided where a person will need further medical treatment until such help arrives, and for the treatment of minor injuries. It should be noted that the treatment of minor illnesses, by the administration of tablets or medicines, falls outside the definition of First Aid. ( See Administration of Medicines Policy)

## **Location of First Aiders**

In the period 2010 – 11 the Academy will encourage all Admin staff and Strategic / Area Leaders to attend a 4 hour First Aid Course, especially those who work in the following areas:

- Communications
- Science
- Create and Design
- Performance
- The Dining Halls and Kitchen

Any staff involved in sports fixtures or training are encouraged to attend a 1 day Appointed Persons First Aid Course.

## **Action in the event of Injuries and Accidents**

In the event of an accident the first member of staff trained in First Aid to reach the scene will, as far as he/she is able, assess the injuries sustained by the casualty.

- Any casualty judged capable of moving by the First Aider should be accompanied to the designated First Aid area or reception.
- In an extreme emergency an ambulance may be called, followed by the Appointed Person (s) . A person should be detailed to receive the ambulance at the nearest port of entry to the School and to direct the ambulance staff to the casualty.

- **Casualties with suspected fractures or back or neck injuries must not be moved unless directed by the ambulance personnel. For the patient's safety and insurance reasons, they must NOT be moved on the instructions of ANY bystander.**

## Control of Infection

Many blood-borne micro-organisms have the capacity to infect a first aider should blood from an already infected casualty enter an open wound or sore on the person of the first aider, for example Hepatitis.

The HIV virus is not readily transmitted in this way and only a small number of cases of cross infection are documented in health care circles, usually involving heavily infected patients in the latter stages of their condition.

However, the emergence of HIV/AIDS has served to concentrate attention on sensible and routine protective measures which should always be employed during the treatment of bleeding wounds, regardless of the health or otherwise of the casualty.

As it is impossible to be sure of who is, or is not, infected with these viruses the following precautions should be taken by first aiders:

- Treat all casualties as if they are carriers of a virus
- Always cover open wounds on your own hands with a waterproof adhesive dressing
- Where practical, a pair of disposable gloves (latex or nitrile) should be worn when dealing with bleeding or when cleaning up body fluids or excreta
- All used gloves, waste dressings and other contaminated waste should be placed in a plastic bag for disposal (see later)
- Any blood splashes on the skin should be washed off with soap and water
- If a cut or puncture wound by a needle is sustained, let the wound bleed, squeeze it gently but do not suck it. Wash the area in cold running water and apply a sterile dressing. Report the incident and seek medical advice immediately.
- The HIV virus has only occasionally been found in saliva and in very small quantities when compared with blood. No HIV infection is known to have occurred as a result of carrying out mouth-to-mouth resuscitation. Therefore, the risk to the first aider is thought to be extremely small and should not discourage a prompt response in a life-saving emergency. A protective resuscitation aid can be used where available and this may be kept in first aid kits.
- Never re-use disposable equipment or use to treat more than one casualty.

## Dealing with Blood and Body Fluid Spills

Spillages of blood, vomit, urine and excreta should be cleaned up promptly. The following general actions must be taken by the person dealing with the spill:

- Clear the immediate area of people. Hazard signs and cordoning may be necessary, according to the circumstances.
- Disposable personal protective equipment (PPE), including gloves (latex or nitrile) or equivalent and a disposable plastic apron must be worn.
- Any spilt blood or other body fluids should be cleaned up, either with disposable absorbent paper towels or with an appropriate sanitizing product

## Waste Disposal

Waste created by the administration of first aid is categorised as hazardous as it may contain bodily fluids. However, in most circumstances and premises the amount produced is minimal and as such special arrangements for disposal are not required.

## Major Incidents

In the event of a major incident involving a number of casualties, the following action is to be taken by the senior person at the scene:

### During School Hours:

1. Call Ambulance and Police via a 999 call
2. Contact and inform a member of the Strategic Leadership Team

### Out of Working Hours:

1. Call for Ambulance and Police via 999 call
2. Inform a member of the Strategic Leadership Team (on duty member)

## Payment for First Aiders

An allowance will be paid to all First Aiders who have a valid current First Aid Certificate. This payment is an acknowledgement of the individual's training and commitment and is paid in accordance with the current First Aid at Work Policy.

This payment will be stopped if the First Aider:

- chooses not to continue as a First Aider, or
- does not attend the 12 monthly refresher courses, or
- on attendance at the refresher course is found not to be competent, or
- allows their certificate to lapse, or
- relocates to a unit/establishment which already has sufficient First Aiders, or leaves the organisation.

At the Principal's discretion, the allowance may be stopped or suspended if the First Aider is likely to be away from the work base for a considerable period of time, e.g. long term sickness, home working, maternity leave, unpaid leave etc. The Appointed Persons do not receive an allowance.

## **School Holidays**

First Aid cover for employees who work during the Academy holidays will be provided by members of the Support Staff who have a First Aid at Work Certificate.

## **First Aid Training**

It is the Academy's policy to arrange for all teachers, and those working with children, to gain a basic HSE approved First Aid certificate, if requested.

The Academy aims to offer all staff an opportunity to attend a one day Appointed Person First Aid course. Courses will be arranged throughout the year.

Provision will be made for all teachers (with a curriculum area responsibility) of staff in the first year of opening to be trained or retrained to Health & Safety Executive standards. It is recognised that certain members of teaching staff, especially in the first year of opening, will require First Aid Certificates to enable them to carry out specialist duties, such as Duke of Edinburgh Expeditions and School trips at home and abroad.

This certificate is valid for three years. This should provide a bank of at least 7 first aiders. These members of staff will be carefully and suitably selected. In addition all admin staff will be trained as they can be contacted easily to go rapidly to the scene of an emergency.

## **Additional Information**

The management of First Aid provision and the relevant arrangements will be part of Health and Safety audits conducted. If Trade Union Safety Representatives have concerns over the provision of First Aid cover they should raise them with the Principal.

## **Indemnity and Insurance**

Where an employee acting in the course of their employment administers First Aid assistance to another employee or other person in the charge of the Academy, such as a pupil, they will be indemnified by the liability insurance for a claim of negligence relating to injury or loss caused by their actions, provided that:

- they are an Academy officially designated First Aider with a current valid First Aid at Work Certificate and have attended relevant refresher training
- they are an Academy officially designated Appointed Person with a current valid Appointed Persons Training Certificate and have attended relevant refresher training
- the relevant protective equipment (PPE) is used
- the First Aider or Appointed Person is adhering to protocols and acting within the limitations of their training and
- the First Aider or Appointed Person is acting in good faith.

## **Use of the 'Epi Pen'.**

Members of staff who have been trained in the use of the 'Epi Pen' whether by a parent, user or medical staff, will also be covered provided that:

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

**(Please refer to the document ;Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' for full details of the procedures for incident reporting and investigating)**

## **First Aid Boxes**

A schedule showing the locations of First Aid boxes will be made available. The named Appointed Person will check all boxes each month. Any person who uses an item from a first aid box should inform the Appointed Person as soon as possible so that it can be replaced.

A First Aid box should be a strong container impervious to dust and damp. It should be clearly labelled First Aid by a white cross on a green background.

The contents must be as follows:

1 guidance card  
Sterile dressings, 6 small, 6 medium and 2 large  
20 Individually wrapped sterile adhesive dressings (blue detectable in food preparation areas)  
2 Sterile eye pads  
4 Triangular bandages  
12 Safety pins  
2 Disposable gloves  
1 x 300ml bottle of sterile water or normal saline should be supplied where tap water is not available  
Individually wrapped moist wipes could be supplied where tap water is not available  
1 pair scissors (First Aid Type)  
1 roll micro pore tape  
1 resuscitator mouthpiece and  
Pencil and paper  
yellow clinical waste bag  
resuscitation face shield

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

No medication of any kind, for example aspirin, paracetamol, antiseptic creams, burn sprays, etc should be kept in first aid kits, nor used as a form of first aid. The reasoning behind this is:

- In the case of tablets you may not know if any medication has previously been taken or, if it has, what dosage and when. This being the case, “your prescription” may adversely affect any further treatment or surgery that may later be required
- If the wrong cream were used for the wrong injury, or used inappropriately, there may be serious scarring and long term discomfort for the casualty. There may also be the chance of an adverse allergic reaction

Since first aid kits are available to anyone who wishes to use them, the possibility of the problems highlighted above occurring is quite high.

The provision of plasters, contrary to popular belief, is fine. Most people will know if they are allergic to plasters and will ask for alternatives to be used.

Normally first aid personnel are responsible for maintaining first aid stocks. Managers need to ensure that someone is responsible for the first aid stock and is able to order new stock.

The first aid container should protect first aid items from dust and damp and should only be stocked with items useful for giving first aid. First aid items should not be used after the expiry date.

First aid kits should be clearly identifiable with a white cross on a green background (see below) readily accessible and their locations made known by clear signing to employees and other persons who regularly attend the premises. Kits should be placed conveniently, if possible near to hand washing facilities.



## **Tours and Visits away from The Academy**

A trained First Aider must be included on all visits. A First Aid bag, available from the Appointed Person, must always be taken on such visits by the First Aider.

## **Dissemination of information**

This policy statement is to be displayed in Reception, Strategic Leadership Areas, Staff Areas and prominently on all notice boards in central areas. A list of named First Aiders and numbers will also be displayed in these areas. Copies are also to be held by all Strategic Leaders, Area leaders, reception staff and trained First Aiders.

The Office Manager (First Aid trained) is responsible for examining the contents of first-aid containers. These should be checked frequently and restocked as soon as possible after use. There should be extra stock available in the Academy throughout the year.

Items will be discarded safely after the expiry date has passed. Some booklets giving further information on the contents of first-aid containers are listed at Annex A.

The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical or dental treatment when required, and for the care of pupils during school hours. The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed as First-aid facilities may need to be made available quickly.

## Reporting Procedures

The Academy will keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This will be the responsibility of the health and Safety Officer.

HSE must be notified of **fatal and major injuries and dangerous occurrences without delay** (e.g by telephone). This must be followed up within ten days with a written report on Form 2508. Other reportable accidents do not need immediate notification, but they must be reported to HSE within ten days on Form 2508.

The Academy will keep a record of any first aid treatment given by first aiders and appointed persons. This will include:

- the date, time and place of incident;
- the name (and class) of the injured or ill person;
- details of the injury/illness and what first aid was given;
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- name and signature of the first aider or person dealing with the incident.

The information in the record book will serve to:

- help the school identify accident trends and possible areas for improvement in the control of health and safety risks;
- be used for reference in future first-aid needs assessments;
- be helpful for insurance and investigative purposes.

This information should be regularly reviewed by the Health and Safety Officer.

## Authority for issue

This policy is issued under the authority of the Principal and Governing Body.

## Revision

This document will be revised on a regular basis to confirm that the arrangements are still appropriate.

Risk assessments are required to be undertaken annually, and when circumstances alter. This will be undertaken by the Health and Safety Officer in conjunction with Director of Learning and / or Area Leaders. Recommendations on measures needed to prevent or control identified risks will be made apparent to the Principal.

A review will also take place if there are any significant changes in the arrangements and also after any serious incident to ensure that this policy was sound in its content.

**Policy written October 2009**

## Monitoring, Evaluation and Review

The Trust Board will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

**Adopted by the TEMA On** .....

**Chair of Academies Trust Board** .....

**Principal** .....

**Review date** .....



## Appendix

### FIRST AID

**The following members of staff hold HSE approved First Aid at Work Certificates and can be used in an emergency.**

Name	Location	Telephone

**If an ambulance is needed dial 999**

### Statutory Training

#### First Aid at Work

This is the principal First Aid course, which covers a wide range of situations from low to high risk. On successfully undertaking training and passing a written and practical assessment, the person will be issued with a First Aid at Work Certificate valid for three years. This qualification is renewable within the valid time of the certificate. Once the certificate date has expired the person will need to attend the full First Aid at Work course. This course takes place over four days (24 hours tuition). Where staff may need to administer First Aid to children under seven years of age, an appropriate additional paediatric resuscitation module must also be taken.

#### First Aid at Work Refresher

This training re-qualifies holders of a First Aid at Work Certificate providing they pass their written and practical assessment. Those who wish to renew their certificate must do so before the three year expiry date, ideally 2 years 10 months. This course takes place over two days (12 hours tuition). Where staff may need to administer First Aid to children under seven years of age, an appropriate additional paediatric resuscitation module must also be taken.

### **Appointed Person**

The minimum requirement on an employer is to appoint a person to take charge of First Aid arrangements and any emergency First Aid situation. An Appointed Person can provide temporary cover for First Aiders, ensuring that someone is always available to give First Aid immediately following an incident. The certificate is valid for three years. This course takes place over one day (6 hours tuition). Where staff may need to administer First Aid to children under seven years of age, an appropriate additional paediatric resuscitation module must also be taken.

### **Statutory Training**

Refresher Training (update in First Aid skills)

This is additional training to ensure that practical skills are maintained and is not an alternative to statutory training. This training should be carried out annually by all designated First Aiders and Appointed Persons. This course takes place over 3 hours.

### **First Aid Equipment**

A minimum of one First Aid box of appropriate size should be provided for each establishment and/or building and any Academy vehicle. Passenger carrying vehicles (PCV) and minibuses must carry First Aid kits that comply with PCV and Minibus Regulations. Each First Aider should have their own First Aid kit for rapid access in an emergency situation.

All First Aid kits/boxes should be identified by a white cross on a green background and contain the following minimum items:

Guidance card

Sterile dressings, 6 small, 6 medium and 2 large

20 Individually wrapped sterile adhesive dressings (blue detectable in food preparation areas)

2 Sterile eye pads

4 Triangular bandages

12 Safety pins

2 Disposable gloves

1 x 300ml bottle of sterile water or normal saline should be supplied where tap water is not available

Individually wrapped moist wipes could be supplied where tap water is not available

1 pair scissors (First Aid Type)

1 roll micro pore tape

1 resuscitator mouthpiece and

Pencil and paper

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

**There must be no medication within the First Aid kit/box, and administration of medication in a First Aid situation is not part of the First Aider's role.**

Bleach (Sodium Hypochlorite), or one of the available proprietary combined soak and disinfectant products, should be available in the workplace for cleaning up spillages of body fluids, but should not be located with, or in, the First Aid box. Clinical disposal bags should also be provided.