



The Aylesbury Vale Academy

Success Beyond Belief

A Church of England Academy

# **FIRST AID POLICY**

**SEPTEMBER 2011**

## **VISION:**

That every young person graduates from Aylesbury Vale Academy as citizens of an international community where they have the mobility borne from their outlook, qualifications, skills and experience to be successful.

## **GUIDING PRINCIPLES:** WE ADOPT THE CHRISTIAN VALUES OF:

- Honesty
- Respect
- Compassion
- Love
- Forgiveness
- Self-discipline
- Creativity
- Hope

## **OBJECTIVE:**

1. To ensure that there are adequate and appropriate equipment and facilities for providing first-aid in the workplace.

## **MONITORING** (via Governors' Management Committee):

1. Throughout the academic year the committee will ask to see evidence that first-aid provisions and procedures are in place.
2. The committee will gain evidence from the Principal.
3. The chair of the committee will review any major incidents relating to first aid and how they are dealt with by reports from the Medical Assistant.
4. The committee will be provided with the findings of the report.
5. Visit the Academy to follow lines of enquiry as a result of the committee meeting (adhering to the protocol for governor visits).

## **REVIEWING**

The Governing Body is responsible for reviewing its policies and the Principal is responsible for reporting on the implementation of the policy.

1. Has the policy been successfully implemented?
2. Has the policy had the intended impact in the Academy and on the young people?
3. Are the current objectives to remain the same and do they support other policies and development priorities?

## **NOMINATED MEMBER OF STAFF:**

HEAD OF COLLEGE

## APPENDIX 1

### Operating Statement

Aylesbury Vale Academy will have:

- A suitably stocked first-aid container
- An appointed person to take charge of first-aid arrangements
- Qualified personnel to administer first aid as required, both on and off-site
- Information for employees on first-aid arrangements

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

### Responsibilities

#### The Employer

Health and safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. In the Academy this includes responsibility for all teaching staff, non-teaching staff, pupils and visitors (including contractors).

\_ the governing body is the employer in city technology colleges, voluntary-aided, non maintained special, grant-maintained and grant maintained special schools i.e. Aylesbury Vale Academy.

The employer is responsible, under the Health and Safety at Work etc Act 1974 (HSWA), for making sure that the Academy has a health and safety policy. This should include arrangements for first aid, based on a risk assessment of the Academy, and should cover:

- \_ numbers of first aiders/appointed persons;
- \_ numbers and locations of first-aid containers;

The employer should also make sure that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. It is the employer's responsibility to make sure that the statutory requirements for provision of first aiders are met, that appropriate training is provided and that correct procedures are followed. The employer should be satisfied that any training has given staff sufficient understanding, confidence and expertise.

#### The Governing Body

The governing body has responsibility for health and safety matters within the Academy, with managers and staff also having responsibilities.

There should be a suitable and sufficient risk assessment carried out by a competent person. The governing body has general responsibility for all the Academy's policies, even when it is not the employer.

#### The Principal

First Aid Policy

The Principal is responsible for putting the governing body's policy into practice and for developing detailed procedures.

### **Teachers and other Academy staff**

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. 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 Academy in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

The employer must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. The employer must ensure 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 Medical Assistant**

The Medical Assistant is responsible for keeping a record of all first-aid related incidents that occur within the Academy. He/she keeps a central record of all first-aid treatment given by a first-aider/appointed person. She is responsible for checking the first-aid containers are stocked and re-stocked as necessary. She is also responsible for ensuring the medical room is kept hygienically clean and has all the equipment and facilities required. The Medical Assistant is qualified to administer controlled drugs, painkillers, adrenaline, Ritalin and antibiotics, if he/she uses these drugs on a child she is to record this. Parents of children with known medical conditions are to give their consent to the Academy's Medical Assistant for he/she to administer drugs if necessary. The form for parents to give that consent is Form 3A which can be found in Appendix A.

### **The first-aider's main duties**

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

Within 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.

### **Selection of first aiders**

Unless first-aid cover is part of a member of staff's contract of employment, people who agree to become first-aiders do so on a **voluntary basis**.

When selecting first aiders, the governing body/ Principal should consider the individual's:

- \_ reliability and communication skills;
- \_ aptitude and ability to absorb new knowledge and learn new skills;
- \_ ability to cope with stressful and physically demanding emergency procedures;

\_ normal duties. A first aider must be able to leave to go immediately to an emergency.

The following employees are **first aiders** and have been trained to First Aid at Work level:-

Name	Location/Extension	Date of Expiry of Certificate
<b>Janet Cumming</b>	<b>Student Reception/202</b>	<b>20/05/2010</b>
<b>Susan Longden</b>	<b>S2</b>	<b>26/09/2010</b>
<b>Lee Tofte</b>	<b>Caretaker/Radio</b>	<b>01/07/2011</b>
<b>Rhian Jones</b>	<b>MFL</b>	<b>21/08/2012</b>
<b>Adam Poland</b>	<b>PE</b>	<b>10/07/2011</b>
<b>Clare Crawley</b>	<b>DT</b>	<b>26/09/2010</b>

### Appointed persons

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 following employees are **appointed persons** and have been trained to **Emergency Aid for Schools** level:

Name	Location/Extension	Date of Expiry of Certificate
<b>Peter Arnold</b>	<b>Asst Caretaker</b>	<b>27/01/2012</b>
<b>Tim Dean</b>	<b>Admin</b>	<b>06/05/2013</b>
<b>Dayalan Anandavasgar</b>	<b>DT</b>	<b>03/09/2012</b>
<b>Alison Parsons</b>	<b>Support</b>	<b>03/09/2012</b>
<b>Ricky Brown</b>	<b>DT Tech</b>	<b>03/04/2010</b>
<b>Eleanor Beagent</b>	<b>DT</b>	<b>03/09/2012</b>
<b>Leanne O'Neill</b>	<b>Dance</b>	<b>18/11/2010</b>
<b>Chris Bacon</b>	<b>PE</b>	<b>03/09/2012</b>
<b>Chloe Benyon</b>	<b>Admin</b>	<b>06/05/2013</b>
<b>Ketewie Chatora</b>	<b>DT</b>	<b>03/09/20012</b>

<b>Jane Gibbs</b>	<b>PE</b>	<b>03/09/2012</b>
<b>Mark Froment</b>	<b>DT</b>	<b>03/09/2012</b>
<b>Naomi Hennessey</b>	<b>PE</b>	<b>03/09/2012</b>
<b>Janaka Pityage</b>	<b>IT Support</b>	<b>03/09/2012</b>
<b>Penny Palmer</b>	<b>Science</b>	<b>19/04/2012</b>

### **First aid – needs and expectations**

Employers must provide adequate and appropriate equipment, facilities and qualified first aid personnel.

The Regulations do not oblige employers to provide first aid for anyone other than their own staff, but employers do have health and safety responsibilities towards non-employees. The Health and Safety Commission (HSC) guidance recommends that organisations, such as schools, which provide a service for others should include them in their risk assessments and provide for them. **In the light of their legal responsibilities for those in their care, schools should consider carefully the likely risks to pupils and visitors, and make allowance for them.**

### **Reassessment of first-aid provision**

The governing body and/or Principal should regularly review the Academy's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate. Where minimum numbers of trained first aiders are set, these should be monitored to ensure that these standards are being met.

### **Providing information**

The employer or the manager with the delegated function (the Principal) must inform all staff (including those with reading and language difficulties) of the first-aid arrangements. This should include the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the Academy's first-aid needs.

**First aid boxes and first aid record books** are kept at the following points in the Academy.

Location of First Aid Box(es)	
<b>Art prep room</b>	<b>Medical office ( contains first aid book)</b>
<b>DT Office</b>	<b>PE x1</b>
<b>DT1</b>	<b>Science prep room</b>
<b>DT3</b>	<b>WH 2</b>
<b>ARC</b>	<b>Science 2</b>
<b>Admin Office</b>	<b>Science 6</b>
<b>Slip Kitchen</b>	<b>Room 10</b>

**Travelling first aid boxes** are kept at the following points in the school.

Location of Travelling First Aid Box	Location of Travelling First Aid Box
<b>Minibus Estate Office</b>	<b>PE Office</b>

### **Contacting first-aid personnel**

The Academy staff should know how to contact a first aider.

The names (and extension numbers if appropriate) of current first aiders and appointed persons emergency aiders are displayed at the following points in the Academy.

Display Point	Display Point
<b>1. Main Reception</b>	<b>5. Tower Block foyer</b>
<b>2. Gym</b>	<b>6. Junior Block, English Corridor</b>
<b>3. DT Block corridor</b>	<b>7. Sports Hall</b>
<b>4. Science Block foyer</b>	<b>8. Music Block corridor</b>

Staff and pupils should be informed by the display of first-aid notices in staff/common rooms. The information should be clear and easily understood.

Notices must be displayed in a prominent place, preferably at least one in each building.

Including first-aid information in induction programmes will help ensure that new staff and pupils are told about the first-aid arrangements. It is good practice to include such information in a staff handbook.

### **Insurance**

**In the event of a claim alleging negligence by a member of the Academy staff, action is likely to be taken against the employer rather than the employee.**

Employers should make sure that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. Some LEAs provide explicit reassurance to staff that those in county and controlled schools who volunteer to assist with any form of medical procedure are acting within the scope of their employment and are indemnified.

### **Risk Assessment of First-Aid Needs**

**The Academy should include staff, pupils and visitors when carrying out risk assessments for first-aid needs.**

**Points to consider:**

**What size is the building and is it on split sites and/or levels?**

The governing body/Principal should consider additional first aid provision if there is more than one building. They should consider how many first-aid personnel are needed to

provide adequate cover on each floor on a split level site and outlying buildings, and on each site of a split-site building.

### **Location of Building**

It is good practice to inform the local emergency services, in writing, of the Academy's location (giving Ordinance Survey grid references, if necessary) and any particular circumstances that may affect access to the Academy. If the Academy has more than one entrance, emergency services should be given clear instructions on where or to whom they should report.

### **Are there any specific hazards or risks on the site?**

Hazards and temporary hazards, such as building or maintenance work, should be considered and suitable short-term measures put in place.

### **Specific needs**

You are to ensure staff or pupils with special health needs or disabilities are catered for. Different first-aid procedures apply to pupils in primary and secondary schools. For example, the Resuscitation techniques. First-aid training organisations can provide advice on training for first-aid personnel in schools/the Academy.

### **Accident statistics**

Accident statistics can indicate the most common injuries, times, locations and activities at a particular site. These can be a useful tool in risk assessment, highlighting areas to concentrate on and tailor first-aid provision to. It is the responsibility of the Medical Assistant to keep the Accidents statistics.

### **First-aid personnel requirement**

There are no rules on exact numbers. The Governing body/Principal is to consider the likely risks to pupils and visitors, as well as employees, when drawing up policies and deciding on the numbers of first-aid personnel.

The HSC provide guidance on numbers of first-aid personnel based on employee numbers. As a general guide, they recommend that:

- \_ a lower risk place of work (eg shops, offices, libraries), with fifty to one hundred employees, should consider having at least one first aider
- \_ a medium risk place of work (eg light engineering and assembly work, food processing) with twenty to one hundred employees, should consider having at least one first aider for every fifty employees (or part thereof)

Schools will generally fall into the lower risk category, but some schools or areas of activity may fall into the medium risk category. The Academy should base its provision on the results of its risk assessment. If there are parts of the Academy where different levels of risk

can be identified, the employer should consider the need to make different levels of provision in different areas/departments. When considering how many first-aid personnel are required, the governing body/Principal should also consider:

- \_ adequate provision for lunchtimes and breaks. It is good practice to encourage lunchtime supervisors to have first-aid training
- \_ adequate provision for leave and in case of absences
- \_ first-aid provision for off-site activities ie school trips. If a first-aider accompanies pupils off-site, there needs to be adequate first-aid provision
- \_ adequate provision for practical departments, such as science, technology, home economics, physical education
- \_ adequate provision for out of hours activities eg sports activities, clubs
- \_ any agreements with contractors (eg meals) on joint provision for first aid for their employees
- \_ adequate provision for trainees working on site. They have the same status as staff for the purposes of health and safety legislation

The Medical Assistant deals with an emergency if it occurs in an isolated area e.g. on the playing field. She goes on the scheme with her radio and radios reception if there is a need for an ambulance etc.

Members of staff are to visit the Medical Assistant if they require any information on first-aid procedures, facilities and personnel. This information is displayed on notices throughout the Academy.

## **Qualifications And Training**

A first aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE. Information on local organisations offering training is available from HSE offices and from some of the organisations listed in Annex B.

Training courses cover a range of first aid competences. However, **standard first aid at work training courses do not include resuscitation procedures for children.** The Academy's first aid courses are run by St Johns Ambulance and incorporate instructions on how to deal with emergency situations involving children. The employer should arrange appropriate training for their first-aid personnel. Training organisations will often tailor courses specifically to schools' needs. It is helpful to let the training organisation know in advance of any particular areas that should be covered.

First aid at work certificates are only valid for **three years**. Refresher training and retesting of competence should be arranged before certificates expire. If a certificate expires, the individual will have to undertake another full course of training to become a first aider. However, employers can arrange for first aiders to attend a refresher course up to three months before the expiry date of their certificate. The new certificate takes effect from the date of expiry. The Academy should keep a record of first aiders and certification dates.

The HSE also produce guidance on the standards and requirements for approval of training including a list of standard first aid competences (see Annex A).

### **First-Aid Materials, Equipment And First aid Facilities**

Employers must provide the proper materials, equipment and facilities at all times. First-aid equipment must be clearly labelled and easily accessible.

Every employer should provide at least one fully stocked first-aid container for each site. The assessment of an Academy's first-aid needs should include the number of first-aid containers. Additional first-aid containers will be needed for split-sites/levels, distant sports fields or playgrounds, any other high risk areas and any offsite activities. **All first-aid containers must be marked with a white cross on a green background.**

The siting of first-aid boxes is a crucial element in the Academy's policy and should be given careful consideration. If possible, first-aid containers should be kept near to hand washing facilities.

### **Contents of a first-aid container**

There is no mandatory list of items for a first-aid container. However, the HSE recommend that, where there is no special risk identified, a **minimum** provision of first-aid items would be:

- \_ a leaflet giving general advice on first aid (see list of publications in Annex A)
- \_ 20 individually wrapped sterile adhesive dressings (assorted sizes)
- \_ two sterile eye pads
- \_ four individually wrapped triangular bandages (preferably sterile)
- \_ six safety pins
- \_ six medium sized (approximately 12cm x 12cm) individually wrapped sterile medicated wound dressings
- \_ two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings
- \_ one pair of disposable gloves

Equivalent or additional items are acceptable.

The Medical Assistant is the person 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 in the Academy. Items should 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.

### **Travelling first-aid containers**

Before undertaking any off-site activities, the Principal should assess what level of first-aid provision is needed. The HSE recommend that, where there is no special risk identified, a **minimum** stock of first-aid items for travelling first-aid containers is:

- \_ a leaflet giving general advice on first aid. See list of publications in Annex A

- \_ six individually wrapped sterile adhesive dressings
- \_ one large sterile unmedicated wound dressing - approximately 18cm x 18cm
- \_ two triangular bandages
- \_ two safety pins
- \_ individually wrapped moist cleansing wipes
- \_ one pair of disposable gloves

Equivalent or additional items are acceptable.

Additional items may be necessary for specialised activities.

### **Public Service Vehicles**

Transport Regulations require that all minibuses and public service vehicles used either as an express carriage or contract carriage have on board a first-aid container with the following items:

- \_ ten antiseptic wipes, foil packaged
- \_ one conforming disposable bandage (not less than 7.5 cms wide)
- \_ two triangular bandages
- \_ one packet of 24 assorted adhesive dressings
- \_ three large sterile unmedicated ambulance dressings (not less than 15 cm x 20 cm)
- \_ two sterile eye pads, with attachments
- \_ twelve assorted safety pins
- \_ one pair of rustless blunt-ended scissors

This first-aid container shall be:

- \_ maintained in a good condition
- \_ suitable for the purpose of keeping the items referred to above in good condition
- \_ readily available for use; and
- \_ prominently marked as a first-aid container

### **First-aid accommodation**

Employers must provide suitable and sufficient accommodation for first aid according to the assessment of first-aid needs identified. The Education (School Premises) Regulations 1996 require the Academy to have a suitable room that can be used for medical or dental treatment when required, and for the care of pupils during Academy 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. The Academy has a medical room situated next to the slip kitchen.

Organisations such as HSE provide detailed advice on first-aid rooms (see Annex A).

### **Hygiene/Infection Control**

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

## Reporting Accidents And Record Keeping

### Statutory requirements

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

The employer must 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 record can be combined with other accident records. The Medical Assistant keeps a record of such occurrences.

### Accidents to employees the Academy needs to report

The following accidents must be reported to HSE if they injure either the Academy's employees during an activity connected with work, or self-employed people while working on the premises:

- \_ accidents resulting in death or major injury (including as a result of physical violence);
- \_ accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).

### How the Academy should report them

HSE must be notified of **fatal and major injuries and dangerous occurrences without delay** (eg by telephone). This must be followed up within ten days with a written report on Form 2508.

Form 2508 can be downloaded from the HSE website: [www.hse.gov.uk](http://www.hse.gov.uk)

Other reportable accidents do not need immediate notification, but they must be reported to HSE within ten days on Form 2508.

### Pupils and other people who are not at work

An accident that happens to pupils or visitors must be reported to the HSE on Form 2508 if:

- \_ the person involved is killed or is taken from the site of the accident to hospital; **and**
- \_ the accident arises out of or in connection with work

Like fatal and major injuries to employees or dangerous occurrences, these accidents must be notified to HSE without delay and followed up in writing within ten days on Form 2508.

### How do I decide whether an accident "arises out of or in connection with work"?

In HSE's view an accident must be reported if it relates to:

- \_ any Academy activity, both on or off the premises

- \_ the way an Academy activity has been organised and managed (eg the supervision of a field trip)
- \_ equipment, machinery or substances
- \_ the design or condition of the premises

### **Statutory accident records**

Employers with 10 or more employees must keep readily accessible accident records, either in written or electronic form. These records must be kept for **a minimum of 3 years**. The Medical Assistant keeps these records.

### **The Academy's central record**

The Academy should keep a record of any first aid treatment given by first aiders and appointed persons. This should 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 Medical Assistant keeps a central record

The information in the record book can:

- \_ help the Academy 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

In an emergency, the Principal/Head of College should have procedures for contacting the child's parent/guardian/named contact as soon as possible. It is also good practice to report all serious or significant incidents to the parents eg by sending a letter home with the child, or telephoning the parents.

### **Prescribed Medicines**

Medicines should only be taken to the Academy when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the Academy day. The Academy should only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

The Academy should never accept medicines that have been taken out of the container as originally dispensed nor make any changes to dosages on parental instructions.

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside Academy hours. Parents could be encouraged to ask the prescriber about this.

### **Non-prescribed medicines**

Staff should NEVER give a non-prescribed medicine to a child unless there is specific prior written permission from the parents. **A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.**

### **Controlled Drugs**

All controlled drugs are to be kept locked in a non-portable container and only named staff should have access.

### **Children with special medical conditions**

The Academy should be aware of children who have allergies or that require any special medical attention. There is a notice board in the staffroom which details those children who have allergies, etc. All staff are to be epipen trained, the School Nurse from the Sue Nicholls Centre can offer this training.

### **Refusing Medicines**

If a child refuses to take medicine, staff should not force them to do so, but should note this in the records and follow agreed procedures.

**APPENDIX A**

**FORM 3A Parental agreement for Academy to administer medicine**

The Academy will not give your child medicine unless you complete and sign this form, and the Academy has a policy that staff can administer medicine.

Name of Academy	
Name of child	
Date of birth	/ /
Group/class/form	
Medical condition or illness	
<b>Medicine</b>	
Name/type of medicine (as described on the container)	
Date dispensed	/ /
Expiry date	/ /
Agreed review date to be initiated by [name of member of staff]	
Dosage and method	
Timing	
Special precautions	
Are there any side effects that the Academy needs to know about?	
Self administration	<b>Yes/No</b> (delete as appropriate)
Procedures to take in an emergency	
<b>Contact Details</b>	
Name	
Daytime telephone number	
Relationship to child	
Address	

**I understand that I must deliver the medicine personally to [agreed member of staff]**

**I accept that this is a service that the Academy is not obliged to undertake. I understand that I must notify the Academy of any changes in writing.**

**Date** \_\_\_\_\_  
\_\_\_\_\_

**Signature (s)**