

# FIRST AID POLICY

**The OHC&AT Board of Trustees has agreed this Policy – 1<sup>st</sup> July 2022.**

Jay Mercer  
Chair of OHCAT Board

A handwritten signature in black ink, appearing to read "Jay Mercer".

Peter Lauener  
Chair of OHC Board

A handwritten signature in black ink, appearing to read "Peter Lauener".

# First Aid Policy

## INTRODUCTION

Orchard Hill College and Academy Trust (OHC&AT) is a family of providers working together for mutual benefit. OHC&AT is committed to providing outstanding educational opportunities for all our pupils and students. Supporting the health and wellbeing of pupils, students and staff in all OHC&AT settings is a crucial part of enabling effective learning and ensuring equality of opportunity for all.

This policy applies to all OHC&AT settings and is written with reference to “Guidance on First Aid in Schools” (DfEE, 2014), “Automated external defibrillators (AEDs) – a guide for schools” (DfE, 2018) as well as the Health and Safety (First-Aid) Regulations 1981 which place a duty on employers to provide adequate first aid equipment, facilities and personnel to their employees. The regulations do not extend to non-employees, although the Health and Safety Executive (HSE) encourages the consideration of others when assessing need. OHC&AT is committed to providing adequate first aid personnel, equipment and facilities to deal with ill health and injuries to students, staff and visitors.

The aims of first aid are to preserve life, alleviate suffering, prevent the situation from worsening and promote recovery.

First aid provision must be ‘adequate and appropriate in the circumstances’. First aid equipment, facilities and personnel must be provided at all times (HSE). Additionally all staff must be informed of first aid arrangements including location of equipment, facilities and first aid personnel as well as the procedures for delivering, monitoring and reviewing first aid needs in accordance with HSE and Resuscitation Council UK (RCUK) guidance.

This policy should be read in conjunction with OHC&AT’s Infection Control Policy, Health and Safety Policy, and Supporting Students with Medical Conditions in Education Policy.

## RESPONSIBILITIES

### **OHC&AT Trustees will:**

- Challenge and support OHC&AT in the regular review of this policy and its implementation.

### **The OHC&AT Executive Senior Leadership Team will:**

- Regularly review this policy in order to ensure that it is effective and up to date.

### **Academy Principals, Heads of College and Directors/Heads of Service will:**

- Effectively implement the First Aid Policy and any related procedures within their setting
- Ensure that their staff are aware of:

- The arrangements for recording and reporting of accidents;
- The arrangements for first aid;
- Those employees who are qualified First Aiders;
- Where first aid kits are located.
- Undertake a needs assessment of the first aid requirements of their setting and review on a regular basis;
- Use the information from the needs assessment of first aid to determine the number and level of trained staff required for each provision;
- Ensure there is sufficient equipment and materials on each OHC&AT site to provide first aid treatment;
- Provide first aid training to staff, maintain records of training and review annually;
- Establish a procedure for managing accidents in their setting which require First Aid treatment;
- Ensure equipment and materials are maintained, restocked and reset according to need;
- Information on first aid arrangements, including named First Aiders and locations of first aid kits, is given to staff on induction and orientation to different venues. Notices are displayed in prominent places in all OHC&AT venues, with information on location of equipment, facilities and first aid personnel including their contact details.

**Staff will:**

- Record all occasions when First Aid is administered to staff, pupils/students or visitors;
- Report and record accidents and any near misses using the relevant form;
- Report specified injuries to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013);
- Notify parents/carers whenever first aid treatment is given to pupils or students.

**FIRST AID NEEDS ASSESSMENT**

The Management of Health and Safety at Work Regulations 1992 require employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees at work and others, to identify what measures they need to take to prevent or control these risks. Academy Principals and Heads of College, with trained first aiders, should consider the likely risks to pupils/students and visitors as well as employees when deciding on the numbers of first aid personnel.

The HSE recommends that:

- A low risk place of work (e.g. shops, offices) should have 1 first aider per 50-100 employees
- A medium place of work (e.g. light engineering) should have 1 first aider per 50 employees

The College and Academies may fall into either category and appropriate levels of provision should be provided for each venue/area/department according to levels of risk. This will include the specific and likely medical needs of our pupils/students, history of accidents, the remoteness from emergency medical services and first aid

provision for visitors. Additionally, provision should be considered for lunchtime and breaks, leave and absences, practical departments e.g. science, technology, home economics and physical education as well as off-site and out of hours activities and term time plus courses.

Leaders should also consider using the findings of their general risk assessments and taking account of any parts of the workplace with different work activities/hazards that may require different levels of first aid provision.

**Example First Aid needs assessment:** Information supplied by Health & Safety Executive, *The Health and Safety (First Aid) Regulations 1981 L74* (Third Edition 2013) HSE First Aid at Work 05/14

<i>Category of Risk</i>	<i>Numbers employed at any location</i>	<i>Suggested number of First Aid personnel</i>
<b>Lower</b>	Fewer than 25	At least 1 Appointed Person **
e.g. Shops, offices and libraries	25 – 50	At least 1 Emergency First Aider (1-day EFAW)
	More than 50	1 First Aider (FAW) At least one per 100 employees or part thereof
<b>Higher</b>	Fewer than 5	At least 1 Appointed Person **
e.g. Light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture, work involving special hazards * such as hydrofluoric acid or confined spaces.	5 – 50	At least 1 First Aider *** (EFAW or FAW)
	More than 50	1 First Aider (FAW) At least one for every 50 employees
Ensure any injuries and illness that might occur can be dealt with by the First Aid personnel you provide *		

\* Additional training may be needed for First Aiders to deal with injuries resulting from special hazards.

\*\* Where First Aiders are shown to be unnecessary, there is still a possibility of an accident or sudden illness, so you should consider providing qualified First Aiders

\*\*\* The type of injuries that might arise in working with those hazards identified, will influence whether the First Aider should be trained in FAW or EFAW

Academy Principals and Heads of College will review their school or centre's first aid needs at least annually, and particularly after any changes, to ensure provision is adequate. The numbers of trained first aiders should be monitored to ensure standards are being met.

## **FIRST AIDERS**

First Aiders are trained on a voluntary basis and should have the minimum 1 day Emergency First Aider training (EFAW). This must be updated at least every 3 years.

Regular review of course content and changes to HSE / RCUK guidance during the 3 years is recommended.

Where there are more than 50 employees and where there are additional pupils/students with medical risks, (see First Aid Needs Assessment), at least one First Aider must attend the three day First Aid training (FAW). This must be updated at least every 3 years with a two day refresher course thereafter. Regular review of course content and changes to HSE / RCUK guidance during the 3 years is recommended.

Training can be arranged externally by an organisation whose qualifications are recognised by the HSE or by arrangement through the OHC&AT Integrated Services team. OHC&AT First Aid at Work Instructors are trained by Nuco Training Ltd affiliated to FAA (First Aid Awards) Awarding Organisation and approved by HSE.

First Aid training for College and operational staff is arranged and managed by the College SLT and Integrated Services Team. Training records for OHC staff are reviewed annually and any necessary refresher training arranged.

Names of OHC's trained First Aiders are provided to Nursing staff and to Heads of College at the beginning of each academic year and updated as training is carried out through the year.

First Aid training for Academy staff is arranged and managed at a local level. Academy Principals are responsible for maintaining and reviewing staff training records and arranging any necessary refresher training.

## **ARRANGEMENTS FOR FIRST AID**

Each OHC&AT setting provides materials and equipment and facilities to provide first aid.

First aid kits are kept in the reception area of each venue. Additional first aid kits will be needed for split sites/levels/ distance sports fields or playgrounds or any other high risk areas. Minibuses must also carry a small first aid kit.

All boxes are marked with a white cross on a green background.

The contents of each first aid kit should reflect the outcome of the first aid needs assessment. Medication, including any lotions or creams, must not be kept in the first aid box.

As a guide, medium secondary school first aid boxes are used in the larger College venues and schools.

The contents of the kits, including the kit stored in the emergency evacuation bag, will be checked monthly by the trained First Aiders in that setting and recorded on a checklist adhered to the first aid box.

Before undertaking any off-site activities, the level of first aid provision will be assessed by the First Aider. If there is no first aid provision at the off-site activity, at least one first aid kit will be taken along.

### **Automated External Defibrillator (AED) – storage and use**

It is recognised that early intervention of cardiac arrest with the use of a defibrillator is vital to optimise survival. If used in the first 3-5 minutes of a collapse, the survival rates can be as high as 50-70%. They can be used safely and effectively by anyone following the voice prompts, however within a work setting staff require Defib awareness training to include:

- Importance of early intervention
- Location of AED
- Demonstration of use – a useful video from the British Heart Foundation can be found here: <https://www.bhf.org.uk/how-you-can-help/how-to-save-a-life/defibrillators>
- Staff debrief and support from Employee Assistance Programme

OHC&AT staff who undertake Emergency First Aid at Work (EFAW) training are given an awareness and basic training in their use. It is the Principal's responsibility to request and log training for staff and facilitate their attendance.

Where these are supplied in schools they should be maintained in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992 regulation 5. They should be stored in locations that are immediately accessible to rescuers; they should not be stored in locked cupboards or rooms. Principals should ensure all staff are aware of their location. A designated person in each venue, agreed by the Principal and Facilities Manager, should have responsibility for regular checking (according to the user manual) and recording of such. There should be at least a weekly check for any warning signs or lights on the machine. The designated person will also be responsible for ordering replacements of consumables including batteries and pads as indicated by the manufacturer.

### **Infection control**

First aid and basic life support delivery will be in accordance with HSE and RCUK guidance in relation to CPR and resuscitation guidance in community settings – see Resources and Useful links below.

Updates to RCUK COVID-19 Guidance in April 2022 continue to follow core principles for the management of cardiorespiratory arrest in those with confirmed or suspected COVID-19, and remains committed to balancing the delivery of treatment with staff/rescuer safety. This includes:

- optimal delivery of time critical treatments
- application of appropriate PPE with minimal delay to treatment
- staff/rescuer safety.

**For healthcare staff** – Clinicians will be used to the concept of individualised risk/benefit assessments. In the context of resuscitation, RCUK suggest consideration is given to the risks from the patient, virus, procedures undertaken, practitioner susceptibility and environment/setting.

**For members of staff** providing cardiopulmonary resuscitation and public access defibrillation as these are critical to saving lives:

If there is a perceived risk of infection, rescuers can place a mask or cloth over the victim's mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast.

For those concerned about the risks of COVID-19 and rescue breaths, guidance can be accessed in the COVID-19 section of the RCUK website.

<https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19>

<https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public>

## **Staff Support**

Following any significant first aid event staff involved should be supported – a debrief and encouragement to access psychological support from the Employee Assistance Programme is advised.

## **First Aid Facility**

Where possible, an allocated area will be identified in each venue/school to be used for first aid if required. This area must contain a wash basin and be reasonably near a toilet. It should be appropriate for use and readily available if required.

## **Management of illness and accidents**

If a pupil/student is unwell or has an accident while in the care of the Academy or College, they should be seen by the First Aider on site. In the event of an emergency, the First Aider must immediately summon help/call 999/112 as necessary, before informing the Principal/Head of College and parents/carers. If it is not considered an emergency the Principal/Head of College should be informed and a joint decision should be made as to the future care of the pupil or student. Parents/carers should be informed of any illness or accidents as soon as possible.



If pupils/students require medication this can be administered by trained competent members of staff, not necessarily First Aid trained.

If a member of staff or visitor has an accident, aid will be given by the First Aider and emergency help summoned as necessary before involving others. The Principal/Head of College will be informed as soon as is practical.

If a member of staff feels unwell they should initially inform their Principal/Head of College or line manager who will seek the advice of a First Aider if necessary. Any decision to send a member of staff home should be made by their Principal/Head of College or line manager.

### **Transport to hospital or home**

The Principal/Head of College will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention an ambulance will be called and the pupil or student's parent/carer will be notified. If non-urgent hospital treatment is required, the pupil or student's parent/carer will be called for them to take over responsibility. If no contact can be made with parents/carers or other designated emergency contacts, arrangements will be made by the Principal/Head of College for transportation to hospital. If this decision is made, a member of staff will accompany the pupil/student and stay with them until a parent/carer arrives. An Academy or College minibus, staff transport covered by insurance or taxi may be used for this purpose but all **must** include an escort and a driver.

### **Head injury**

Not all head injuries cause damage to the brain. However, the consequences of an accident involving a bump or blow to the head may not be evident immediately, with the effects becoming noticeable after a period of time. Head injury advice in the form of a letter will be given to any member of staff seen and assessed by First Aiders and sent home to parents/carers of pupils/students following a telephone call. See Appendix 1.

### **Reporting procedures**

All incidents/accidents which may have been preventable or which arose out of or in connection with work must be reported using the appropriate reporting system. Incidents and accidents should be recorded as promptly as possible while details are fresh in the mind.

The OHC&AT Head of Health, Safety & Environment monitors incident/accident reports across the organisation and provides regular updates on key trends, significant incidents etc. to the Chief Operating Officer (COO). These feed into the health and safety monitoring processes undertaken by the OHC&AT Executive Senior Leadership Team and OHC&AT's Board of Trustees.



## **POLICY REVIEW DETAILS**

<i>Version:</i>	1.1
<i>Reviewer:</i>	Lisa Watkins, Lee Riches, Diane Brazier, Steve Goodsell
<i>Approval body:</i>	Family Board
<i>Date this version approved:</i>	1 <sup>st</sup> July 2022
<i>Due for review:</i>	Summer 2025

## **RELATED LINKS to RCUK and HSE**

2021 Resuscitation Guidelines (Resuscitation Council UK)  
<https://www.resus.org.uk/library/2021-resuscitation-guidelines>

Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings (RCUK)  
<https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19>

Resuscitation resources for the general public (RCUK)  
<https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public>

HSE guidance on first aid  
<https://www.hse.gov.uk/firstaid/>

First Aid at work: your questions answered (HSE)  
<https://www.hse.gov.uk/pubns/indg214.pdf>

## **RELATED POLICIES AND PROCEDURES**

Child Protection, Adult Protection and Safeguarding Policy  
Delegation of Duty Policy  
Health & Safety Policy  
Infection Control Policy  
Risk Assessment Policy  
Staff Mental Wealth, Health & Wellbeing Policy  
Student Mental Wealth, Health & Wellbeing Policy  
Supporting Students with Medical Conditions in Education Policy

## **APPENDIX 1: Head Injury Advice**

In the event that you sustain a head injury, please contact your GP or attend A&E if any of the following symptoms develop:

- Unnatural drowsiness
- Vomiting more than twice
- Seizures or fainting
- Severe headache
- Disorientation
- High temperature
- Difficulty walking or seeing/ visual disturbances
- 'Off colour' for more than 24 hours

Please ensure you are not on your own for at least 24 hours.