



UNIVERSITY ACADEMY KEIGHLEY

FIRST AID POLICY

'Inspiring Education in the Bradford District'

CONTENTS

1.0	Roles and Responsibilities.....	3
2.0	Suggested Audience:	3
3.0	Related policies	3
4.0	University Academy Keighley Mission Statement:	3
5.0	Introduction	3
6.0	Aims	3
7.0	Objectives	4
8.0	Academy First Aid Staff	4
9.0	Responsibilities	4
10.0	First Aiders and Appointed Persons	5
10.1	Definitions	5
11.0	Identification of Suitable Employees	5
12.0	Role and Responsibilities of Appointed Persons and First Aiders	6
13.0	The First Aider's and Appointed Person's role includes:	6
14.0	The First Aider's and Appointed Person's responsibilities include:.....	7
15.0	Indemnity and Insurance	7
16.0	Use of the 'Epi Pen'	8
17.0	Procedures.....	8
18.0	Provision	9
19.0	Accommodation.....	11
20.0	Control of Infection	11
21.0	Dealing with Blood and Body Fluid Spills.....	12
22.0	Waste Disposal	12
23.0	Reporting accidents.....	12
24.0	Accidents involving students and visitors:.....	13
25.0	Record keeping	13
26.0	Monitoring	14
27.0	Action in the Event of Injury – Aide Memoir	14
28.0	Procedures for First Aid Staff.....	15
29.0	Payment for First Aiders	15
30.0	Monitoring and Review	15
31.0	Approval by the Governing Body and Review Date	16
32.0	Appendix 1: FIRST AID INFORMATION.....	17
33.0	Appendix 2: ACCIDENT OR DANGEROUS OCCURRENCE REPORT FORM	20
34.0	Appendix 3: USEFUL CONTACTS	22
35.0	References.....	23

1.0 Roles and Responsibilities

The responsibility for the implementation of this policy and provision rests with the Principal. On an operational basis, the management, responsibility and evaluation of this policy will be undertaken by the Business and Operations Manager.

2.0 Suggested Audience:

All Staff

3.0 Related policies

3.1 This policy is part of a suite of policies which should also be referred to.

Medical Treatment of students
Off-site and Educational Visits Guide
Health and Safety Policy

4.0 University Academy Keighley Mission Statement.

'Inspiring Education in the Bradford District'

5.0 Introduction

5.1 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 students, staff, parents/carers 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 Medical Treatment Policy

1.2 The Academy recognises 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 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 DCSF [Guidance on First Aid for Schools](#) and is reviewed annually.

6.0 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.

7.0 Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the Academy.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents/carers of the Academy's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

8.0 Academy First Aid Staff

Name	Location	Qualification	Expiry date
Anita Shaw	Reprographics	First Aid at Work	01/02/13
Jane Thompson	Office	First Aid at Work	09/01/12
Sam Baker	Office	First Aid at Work	01/03/12
Gillian Carter	Technology/Art	First Aid at Work	26/01/13
Riasat Ali	Science	First Aid at Work	20/09/10
Mandy Barson	6 th Form	First Aid at Work	12/07/10
Nick White	PE	First Aid at Work	06/03/13

9.0 Responsibilities

9.1 The Principal

9.2 The Principal is responsible for the health and safety of their employees and anyone else on the premises. This includes the teachers, non-teaching staff, students and visitors (including contractors).

9.3 The Principal will ensure that a risk assessment of the Academy is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.

- 9.4 The Principal will ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.
- 9.5 The Principal is responsible for putting the policy into practice and for developing detailed procedures.
- 9.6 The Principal will ensure that the policy and information on the Academy's arrangements for first aid are made available to parents/carers on the Academy's website.
- 9.7 All teachers and other staff are expected to do all they can to secure the welfare of the students and each other.

10.0 First Aiders and Appointed Persons

10.1 Definitions

- 10.2 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 course approved by the HSE. This is a voluntary post.
- 10.3 Appointed Person means a person who has attended, successfully completed and has a valid certificate for the 'Appointed Persons' training.
- 10.4 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; and
 - treatment of minor injuries which would otherwise receive no treatment or do not need treatment by a medical practitioner or nurse.

11.0 Identification of Suitable Employees

- 11.1 In selecting first-aiders, the Principal should consider the person'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; and
 - normal duties. (A first aider must be able to leave to go immediately to an emergency).

11.2 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.

12.0 Role and Responsibilities of Appointed Persons and First Aiders

12.1 An Appointed Person is someone who:

- takes charge when someone is injured or becomes ill;
- looks after the first-aid equipment e.g. restocking the first-aid container; and
- ensures that an ambulance or other professional medical help is summoned when appropriate.

12.2 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; and
- first aid for the wounded or bleeding.

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

13.0 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 student, member of staff or any person at hospital;
- ensuring that all spillages of body fluids are cleared up safely and 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.

14.0 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;
- 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; and
- 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).

14.1 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 Medical Treatment Policy)

14.2 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.

14.3 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.

14.4 Office staff will then contact a first aid qualified person and may also contact the emergency services.

14.5 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.

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

15.0 Indemnity and Insurance

151 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 student, 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; and
- 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.

16.0 Use of the 'Epi Pen'

16.1 Members of staff who have been trained in the use of the 'Epi Pen' whether by a parent/carer, 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.

17.0 Procedures

17.1 Risk assessment

17.2 Reviews are required to be carried out at least annually, and when circumstances alter, at the request of the Principal. Recommendations on measures needed to prevent or control identified risks are forwarded to the Principal.

17.3 Re-assessment of first-aid provision

17.4 As part of the Academy's annual monitoring and evaluation cycle.

- The Principal reviews the Academy's first-aid needs following any changes to staff, building/site, activities, off-site facilities, etc.
- The designated Health and Safety Officer monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions.
- The designated Health and Safety Officer also monitors the emergency first-aid training received by other staff and organises appropriate training.
- The Appointed Person checks the contents of the first-aid boxes termly.

17.5 Providing information

- 17.6 The Principal/Health and Safety Officer 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.
- 17.7 The Health and Safety Officer provides:
- information packs for new staff as part of their induction programme;
 - maintains a first-aid notice board in the staff room; and
 - gives all staff information on the location of equipment, facilities and first-aid personnel. This will appear in the staff handbook.
- 17.8 First Aid Notices will be displayed in a prominent place. First Aid information will also be made available in the Academy Staff handbook.

18.0 Provision

18.1 How many first-aid personnel are required?

18.2 The Principal will consider the findings of the risk assessment in deciding on the number of first-aid personnel required. Academies are low risk environments, but the Principal will consider the needs of specific times, places and activities in deciding on their provision.

18.3 In particular they should consider:

- off-site PE;
- academy trips;
- science labs;
- DT/Art rooms;
- adequate provision in case of absence, including trips; and
- out-of-hours provision e.g. clubs, events

18.4 Arrangements should be made to ensure that the required level of cover of both First Aiders and Appointed persons is available at all times when people are on Academy premises.

18.5 First aiders

18.6 The recommended number of certified first-aiders is one per 100 students/staff.

18.7 Appointed person

18.8 The Academy should appoint at least one Appointed Person per key stage. In addition, all members of the PE, Drama, Art, Science, Transport departments plus three members of the Catering department will be Appointed Persons.

18.9 Qualifications and Training

- First Aiders will hold a valid certificate of competence, issued by an organisation approved by the HSE.
- Appointed persons will undertake one-day emergency first-aid training.
- Specialist training in first-aid for children should be arranged in a three year cycle.

18.10 First-aid materials, equipment and facilities

18.11 The Principal/Health and Safety Officer must ensure that the appropriate number of first-aid containers according to the risk assessment of the site, are available. See HSE guidelines on recommended and mandatory contents.

- All first-aid containers must be marked with a white cross on a green background.
- Each Academy bus must carry a first-aid container.
- First aid containers must accompany PE teachers off-site.

18.12 First aid containers should be kept near to hand washing facilities and can be found in the following areas:

- Science prep room
- Science labs
- Student service
- Food Technology
- Technology
- Reception
- PE Department

18.13 First Aid Containers

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

Items will be discarded safely after the expiry date has passed.

18.15 Responsibility for checking and restocking the first-aid containers:

- in the Academy, the Health and Safety Officer or Academy Nurse;
- on buses, the Transport Manager; and
- for off-site PE, a named member of the PE department

19.0 Accommodation

19.1 The Principal must provide a suitable room for medical treatment and care of students during Academy hours. This need not be a dedicated area but should be close to a lavatory and contain a washbasin.

20.0 Control of Infection

20.1 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.

20.2 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.

20.3 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.

20.4 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); and
- any blood splashes on the skin should be washed off with soap and hot water.

20.5 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.

20.6 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.

20.7 Never re-use disposable equipment or use to treat more than one casualty.

21.0 Dealing with Blood and Body Fluid Spills

21.1 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; and
- any spilt blood or other body fluids should be cleaned up, either with disposable absorbent paper towels or with an appropriate sanitizing product.

22.0 Waste Disposal

22.1 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.

23.0 Reporting accidents

23.1 Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

23.2 The Principal/ Health and Safety Officer 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 following accidents must be reported to the HSE involving employees or self-employed people working on the premises:

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

23.3 For definitions, see HSC/E guidance on RIDDOR1995, and information on Reporting Academy Accidents (Annex A).

24.0 Accidents involving students and visitors:

24.1 In the case of any accidents that result in the person being killed or being taken from the site of the accident to hospital and if the accident arises out of or in connection with work i.e. if it relates to;

- any Academy activity, both on or off the premises;
- the way the Academy activity has been organised and managed;
- equipment, machinery or substances; and
- the design or condition of the premises.

24.2 HSE must be notified of fatal and major injuries and dangerous occurrences without delay.

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

24.3 The Principal is responsible for ensuring this happens, but may delegate the duty to the Health and Safety Officer.

25.0 Record keeping

25.1 Statutory accident records: The Principal must ensure that readily accessible accident records, written or electronic, are kept for a minimum of seven years. (see DSS The Accident Book BI 510)

25.2 Academy's central record: This can be combined with the RIDDOR record and the Accident Book, providing all legislation requirements are met.

25.3 The Principal must ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. This should include:

- the date, time and place of incident;
- the name (and class) of the injured or ill person;
- details of their injury/illness and what first aid was given;
- what happened to the person immediately afterwards; and
- name and signature of the first aider or person dealing with the incident.
- dated digital photos taken of injuries, broken equipment or machines that caused injury etc

- 25.4 The Principal must have in place procedures for ensuring that parents/carers are informed of significant incidents.

26.0 Monitoring

- 26.1 Accident records can be used to help the Heads and Health and Safety Officers/Academy Nurses identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes. The Principal should establish a regular review and analysis of accident records.
- 26.2 It is the responsibility of the Academy nurse to ensure that this list is kept up to date and that, where required, qualifications are renewed as required.
- 26.3 The Principal will review the list at the start of each term to ensure compliance with the policy.

27.0 Action in the Event of Injury – Aide Memoir

- 27.1 People with minor injuries should report to the nearest First Aider.
- 27.2 Students needing first aid during a lesson should be referred to the nearest First Aider by the teacher. They should be accompanied by another student (if the injury is minor) or by another adult if the injury is more serious.
- 27.3 If it would further endanger the student then the nearest First Aider should be called to the casualty and Reception informed.
- 27.4 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.**
- 27.5 Injuries and accidents that occur during non contact and break times should be dealt with in a similar way by the Duty Staff.
- 27.6 No student should be left unattended in the Medical Room.
- 27.7 In more serious cases, where hospital attention is deemed necessary an ambulance will be called and the parent/carers
- 27.8 Contacted by [Insert Person's Name](#).
- In the absence of a parent/carers, a member of staff must accompany the student to the hospital and remain there until the parent/carers arrives.
 - If a parent/carers cannot be contacted, the Academy will act in loco parentis and give permission for any emergency treatment.

28.0 Procedures for First Aid Staff

- First Aid should only be administered in response to an immediate and serious medical problem.
- First Aid staff are not allowed to administer any medication or cream without parental consent.
- No treatment or procedure should be attempted for which formal training has not been undertaken.
- All head injuries must be reported and referred on to the nearest casualty department. In the unlikely event of a student returning to the Academy after a visit to the casualty department, the student must be issued with a letter informing the parent/carer of the head injury and give general advice about monitoring the progress of their son/daughter through the evening and night.
- Parents/Carers of students who have received First Aid must be advised at the earliest opportunity of the incident, the injury and the action taken.
- All injuries and accidents MUST be photographed with the image securely stored on the Academy's website and a hard copy print attached to the Accident Report form. A digital camera is available from the Vice Principal.

29.0 Payment for First Aiders

- 29.1 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.
- 29.2 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.
- 29.3 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.

30.0 Monitoring and Review

- 30.1 The Business and Operations Manager will work closely with other staff to ensure the

implementation and full development of this policy and provision. This person will regularly monitor and review this policy and make an annual written report to the Governing Body.

31.0 Approval by the Governing Body and Review Date

31.1 This policy has been formally approved and adopted by the Governing Body at a formally convened meeting

Policy approved:

(Chair of Governing Body)

Date:

Date of Policy review:

32.0 Appendix 1: FIRST AID INFORMATION

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

Name	Location	Qualification	Expiry date
Anita Shaw	Reprographics	First Aid at Work	01/02/13
Jane Thompson	Office	First Aid at Work	09/01/12
Sam Baker	Office	First Aid at Work	01/03/12
Gillian Carter	Technology/Art	First Aid at Work	26/01/13
Riasat Ali	Science	First Aid at Work	20/09/10
Mandy Barson	6 th Form	First Aid at Work	12/07/10
Nick White	PE	First Aid at Work	06/03/13

If an ambulance is needed dial 999

32.2 Statutory Training

32.3 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.

32.4 First Aid at Work Refresher

32.5 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.

32.6 Appointed Person

32.7 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.

32.8 Statutory Training

32.9 Refresher Training (update in First Aid skills).

32.10 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.

32.11 First Aid Equipment

32.12 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.

32.13 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 resuscitate mouthpiece and
- Pencil and paper

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

32.15 There must be no medication of any kind, for example aspirin, paracetamol, antiseptic creams, burn sprays, etc within the First Aid kit/box, and administration of medication in a First Aid situation is not part of the First Aider's role.

32.16 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.

- 32.17 Since first aid containers are available to anyone who wishes to use them, the possibility of the problems highlighted above occurring is quite high.
- 32.18 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.

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.

33.0 APPENDIX 2: ACCIDENT OR DANGEROUS OCCURRENCE REPORT FORM

33.1 This form must be completed by the person in charge - not the injured party.

Details of Injured Party

Name _____ (Payroll No.) _____

Address _____

Post Code _____ Telephone No. _____ Date of Birth _____

Job Title (or public / client / student) _____

Department _____ Section _____

Accident / Aggression / Dangerous Occurrence Details

Date _____ Time _____ hrs

Address accident occurred _____

Date Reported _____ Reported To _____

How Did Accident / Aggression / Dangerous Occurrence Happen?

Nature and Location of Injuries

Did the injured party attend hospital? **Yes/No**

How did they reach hospital? _____

Were they detained in hospital? **Yes/No**

Name of first aider _____

Nature of first aid _____

Has there been time lost at work as a result of this accident? **Yes/No**

If so, how many days? _____

Is the injured party carrying out normal duties?

Was protective equipment in use? _____

Name of Line Manager or Equivalent _____

Designation _____

Name of Witness / Aggressor

Address _____

Name of Witness / Aggressor _____

Address _____

Line Managers / Teacher / Duty Officer's Comments in Regard to the Accident \ Aggression \ Dangerous Occurrence

Any Remedial Action Taken

Initial box if incident is reportable under RIDDOR

Signature of Line Manager / Teacher / Duty Officer _____

Print Name _____

34.0 APPENDIX 3: USEFUL CONTACTS

British Red Cross

9 Grosvenor Crescent
London SW1X 7EJ
Tel: 0171-235 5454

Child Accident Prevention Trust

Clerks Court 18-20 Farringdon Lane
London EC1R 3AU
Tel: 0171-608 3828

CLEAPPS School Science Service

Brunel University
Uxbridge
UB8 3PH
Tel: 01895 251496

Royal Society for the Prevention of Accidents (ROSPA)

Edgbaston Park
353 Bristol Road
Birmingham B5 7ST
Tel: 0121-248 2000

Department of Health

Wellington House
133-155 Waterloo Road
London SE1 8UG
Tel: 0171-972 2000

Health and Safety Executive

HSE First Aid Applications and Monitoring Section
Quay House
Quay Street
Manchester M3 3JB
Tel: 0161-952 8276

HSE Infoline

Tel: 0541 545500

or write to:

HSE Information Centre
Broad Lane
Sheffield S3 7HQ

Department for Education and Employment

Sanctuary Buildings
Great Smith Street
Westminster
London SW1P 3BT
Tel: 0171-925 5000

St John Ambulance
1 Grosvenor Crescent
London SW1X 7EF

35.0 References

- 35.1 “Supporting Students with Medical Needs: a good practice guide”, DCSF/Department of Health
- 35.2 DCSF Circular 14/96 “Supporting Students with Medical Needs in School”