



**Aspire Accomplish Achieve**

# **University Academy Keighley**

## **First Aid Policy**

**2018 - 2019**

First Aid Policy  
Approved by: Principal/Full Governing Body  
Date Approved: September 2018

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## Introduction

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. The following Link details the Regulations: <http://www.hse.gov.uk/pubns/priced/l74.pdf>

This policy outlines the Academy's responsibility to provide adequate and appropriate first aid to students, staff, parents/carers and visitors, together with outlining the procedures in place to meet that responsibility.

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. 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 to be reviewed annually by the Governing Body, Principal and the Operations Manager.

## Aims

- To identify the first aid needs of the Academy in line with the Management of Health and Safety at Work Regulations 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.

## 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.

***Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with the ambulance services.***

This policy is informed by the HSE Guidance, which is available at the following link: <https://www.gov.uk/government/publications/first-aid-in-schools>

# Responsibilities

## The Principal

The Principal is responsible for the health and safety of their employees and anyone else on the Academy premises. This includes teachers, non-teaching staff, students and visitors (including contractors). 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.
- Insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.
- This policy is accessible to all staff, is put into practice and used for developing detailed procedures.
- The policy and information on the Academy's arrangements for first aid are made available to parents/carers on the Academy's website.

***All teachers and other Academy staff are expected to fully support the Principal and are to do all they can to ensure the welfare of the students and each other.***

## First Aiders and Appointed Persons

### Definitions

A **First Aider** is a person who has attended, successfully completed and has a valid certificate for the 3 day 'First Aid at Work' training course approved by the HSE. This is a voluntary post, unless specifically listed as a key requirement within an individual's job description.

An **Appointed Person** need not be a First Aider, but should have attended an emergency first aid training course as a minimum. The Appointed Person will:

- Oversee the treatment of injured or ill personnel
- Ensure that the Accident Book is updated and all details are recorded correctly
- Look after the Academy First Aid equipment (restocking of First Aid boxes etc)
- Ensure that the Operations Manager is informed of any significant incidents that may require reporting to HSE (RIDDOR etc).

**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.

## Provision

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

- All off-site PE; e.g. away matches
- All Academy trips;
- Science labs;
- DT/Art rooms;
- Adequate provision in case of absence, including trips; and
- Out-of-hours provision e.g. clubs, events

Arrangements should be made to ensure that the required level of cover of First Aiders is available at all times when people are on Academy premises. Academy after school clubs and planned events are also required to have the presence of an Academy First Aider for the duration of the event.

The recommended ratio of certified first-aiders is **1:100** (one per 100 students/staff/visitors).

## Academy First Aid Staff

The following members of UAK staff are qualified as First Aiders:

Name	Location	Expiry Date
Anita Tatham	Reprographics	04/02/2019
Cheryl Robinson	Student Services	13/02/2019
Karen Shepherd	Catering Dept	13/02/2019
Jayne Needham	Administration Team	20/08/2022
Jenny Reeve-Rooke	Cover Supervisor	07/01/2010
Nadia Majid	FACT Office	07/01/2020
Mikey Kolanski	FACT Office	16/01/2021
Habib Rehman	Pastoral	07/01/2020
Nick White	PE Staff	04/04/2019
Isobel Perrings	Progress Lead	20/02/2021
Justine Manning	Library	07/01/2020
Dimitri Basaraba	Design/Tech Room	13/02/2019
Jack Bell	Lettings Manager	11/02/2020

## First Aider's responsibilities

- 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 Operations Manager 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).
- Ensuring that any incidents they deal with are appropriately logged in the site accident book (utilising the slip system if required) and fully updated on the electronic spreadsheet:  
[https://docs.google.com/spreadsheets/d/1108fMLKCPawM0hX6G0eyP-TYUc3ttBleMvLzh\\_Baqxs/edit#gid=564424151](https://docs.google.com/spreadsheets/d/1108fMLKCPawM0hX6G0eyP-TYUc3ttBleMvLzh_Baqxs/edit#gid=564424151)
- Reporting to the Operations Manager, any medical emergencies which may require further treatment or RIDDOR reporting via the Rivo system (UAK are fully subscribed with the Bradford Council Occupational Safety Team, who will complete RIDDOR reporting on our behalf). Examples of medical emergencies may include:
  - Significant head injuries
  - Fitting, unconsciousness or concussion
  - Difficulty in breathing and / or chest pains
  - Exhaustion, collapse and / or signs of an asthma attack
  - Severe allergic reactions
  - Severe loss of blood
  - Severe burns or scalds
  - The possibility of a serious fracture.

## Payment for First Aiders

An allowance will be paid to all First Aiders who have a valid current First Aid Certificate and are included on the Duty First Aid Rota. 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 required refresher courses, or
- On attendance at the refresher course is found not to be competent

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.

## Procedures in the event of illness or injury

The following procedures should be followed in the event of illness or injury:

- Any member of staff discovering a serious injury or illness is to make contact with the academy office and request the presence of a First Aider, they are to take charge until

qualified assistance arrives. They should provide the following details if possible:

- The exact location of the casualty
  - Male or Female casualty
  - The urgency of any required treatment and if any specific equipment is required - wheelchair/stretchers etc
- Office staff will then contact a first aid qualified person and may also contact the emergency services. Office Staff should triage any walk in casualties at the Student Services desk and confirm the requirements for a First Aider, as many students will present non First Aid issues which can be dealt with by untrained staff. (Period Pains/Headache/Sickness etc), however if in any doubt call a First Aider for clarification. If an Ambulance is required, a mobile telephone should be used where feasible and the caller should be in the immediate vicinity of the casualty, as the operator will be asking questions as to the casualties condition, in order to further brief the ambulance crew.
  - 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.
  - 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.
  - In the case of a serious incident, available staff should also seek to ensure the safety and welfare of other students in the area.

## **Medical Information held on Pupils**

Parents are requested to provide written consent for the administration of First Aid, medical treatment and medication. This requirement will not prevent a child of sufficient understanding and intelligence to understand fully what is proposed, from giving or withholding consent to medical treatment or from seeking advice or treatment in confidence.

The Appointed Person will be responsible for reviewing pupils' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a pupil's functioning at the Academy to the Principal, form teachers and First Aiders on a "need to know" basis. This information should be kept confidential, but may be disclosed to the relevant professionals if it is necessary to safeguard or promote the welfare of a pupil or other members of the Academy community.

## **Procedures for students with known medical conditions**

The information held by the Academy should include details of pupils who have life threatening allergies or may need to have access to asthma inhalers, epi-pens, injections or similar and this information should be circulated to teachers and First Aiders, whilst maintaining confidentiality so far as is reasonable.

Where appropriate, individual pupils will be given responsibility for keeping such equipment with them and this will be reviewed on a regular basis. In other cases, the equipment will be kept, suitably labelled, in the Appointed Person's room or the First Aid Room as appropriate.

The Academy nurse has provided guidance and training to deal with common medical conditions such as anaphylaxis, asthma, epilepsy and diabetes.

The DfE guidance for supporting pupils at school with medical conditions should also be read and fully understood, which is available at the following link:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf)

Additional guidance on the use of emergency salbutamol inhalers in schools is provided on the following link:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/416468/emergency\\_inhalers\\_in\\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/416468/emergency_inhalers_in_schools.pdf)

## **Requirement for an Ambulance**

If an ambulance is called to the Academy, the Appointed Person or the First Aider in charge should call 999 whilst in the vicinity of the patient, so they can provide updated details to the operator, who will be in contact with the ambulance crew. Additional members of staff should be waiting to guide the ambulance into site and to accompany the crew to the casualty as quickly as possible.

Arrangements should be made to ensure that any student is accompanied in the ambulance or followed to hospital by a member of staff, if it is not possible to contact the student's parents/carers in time.

## **Head Injuries, Concussion and Return to Play Policy**

UAK seeks to provide a safe return to all activities for students after injury, particularly concussion. As such, UAK has established this policy note to outline the procedures for staff, parents and pupils to follow in the management of head injuries.

### **Definitions:**

**Head injury** is a trauma to the head that may or may not include injury to the brain.

**Concussion** is the sudden but short-lived loss of mental function that occurs after a blow or other injury to the head (a blow to the head, face or neck, or a blow to the body which causes a sudden jarring of the head may cause a concussion). Please note that there is no such thing as mild concussion. Concussions can happen at any age, however, children are more susceptible to concussion, they take longer to recover, have more significant memory and mental processing issues, are more susceptible to rare and dangerous neurological complications, including death caused by a single or second impact.

Any incident which involves a blow to the head (regardless of how minor it appears) should be treated cautiously, as symptoms may not immediately appear. Form tutors and class teachers should be informed if required and parents should be contacted and updated at the earliest opportunity, so they are aware and can monitor any effects later that evening.



**Recognition of Concussion**

Common signs and symptoms of head injury resulting in concussion:

Signs (observed by others)	Symptoms (reported by pupil)
<ul style="list-style-type: none"> <li>● Pupil appears dazed or stunned</li> <li>● Confusion</li> <li>● Unsure about game, score, opponent</li> <li>● Moves clumsily (altered coordination)</li> <li>● Balance problems</li> <li>● Personality change</li> <li>● Responds slowly to questions</li> <li>● Forgets events prior to injury</li> <li>● Forgets events after the injury</li> <li>● Loss of consciousness</li> </ul>	<ul style="list-style-type: none"> <li>● Headache</li> <li>● Fatigue</li> <li>● Nausea or vomiting</li> <li>● Double vision, blurry vision</li> <li>● Sensitive to light or noise</li> <li>● Feels sluggish</li> <li>● Feels 'foggy'</li> <li>● Problems concentrating</li> <li>● Problems remembering</li> </ul>

**Management of Injury**

At the time of the incident/injury, the student is to be removed from the lesson/activity/game immediately. The academy office should be contacted, who will locate an appropriate first aider. If the injury is serious, an ambulance should also be called immediately by the staff member with the student. Parents or carers will be contacted by Academy staff as soon as possible after the event.

If there are signs or symptoms of concussion, the student must be taken to their GP or A&E. Treatment involves physical and cognitive rest until symptoms resolve. The symptoms usually go away entirely within three weeks, but in some cases a longer time frame for recovery may be necessary.

**Returning to Sports**

UAK policy is in line with World Rugby Board guidelines which state that a student diagnosed with concussion should have 14 days off all physical activity once symptom free with a gradual return to sports (non-contact) over the next 8 days if remaining symptom free. This means that a student with a concussion will be off contact sports for a minimum of 23 days and longer if symptoms persist. Return to activity should be accompanied by a note from home.

**Accommodation**

The Academy 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. The designated Medical Room fulfills all these requirements and is located next to the main office in the reception foyer.

**Indemnity and Insurance**

Where an employee acting in the course of their employment administers First Aid assistance to another employee, or any 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.

## **Use of Medical Condition Specific Equipment (Epi Pen/Buccal etc)**

Members of staff who have been trained in the use of medical condition specific equipment, such as an 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
- The member of staff is acting in good faith.

## **Automated External Defibrillator (AED's)**

The Academy's AED is located within the wall cabinet, inside the Lettings / Facilities area. The AED should only be used where a person is in cardiac arrest. It should not be used where a person is conscious, breathing and/or his or her heart is still beating. If a person is suffering from a cardiac arrest, the first person on the scene should immediately call the emergency services and commence CPR. If possible, a First Aider who is trained in the use of AEDs should be called, however, modern AEDs are designed to be used by any person by following the step by step instructions on the AED. The person administering the AED should ensure that the area around the casualty is clear before administering the AED. He or she should then stay with the casualty until the emergency services arrive.

## **First Aid Boxes / Equipment**

First Aid boxes are marked with a white cross on a green background. The content of the First Aid boxes will be appropriate for use with children and will be determined by the Academy's First Aid needs assessment and will usually be stocked in accordance with a standard workplace first aid kit.

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 services
- Food Technology
- Design Technology

- Reception
- PE Department

If First Aid boxes are used, they should be taken to the Appointed Person who will ensure that the First Aid box is properly re-stocked. The Appointed Person will examine the First Aid boxes at this point and otherwise regularly in order to dispose of items safely once they have reached their expiry date.

**Academy minibus:** The Academy's minibus should have a prominently marked First Aid box on board, which is readily available for use and which is maintained in a good condition.

**Off-site activities:** First Aid kits for any off-site activities are kept in the Appointed Person's room (Reprographics) and should be collected by the designated First Aider prior to leaving site.

**There must be no medication of any kind, for example aspirin, paracetamol, antiseptic creams, burn sprays etc within the First Aid kit/box**

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 it was taken. 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 it was 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.

## Hygiene / Infection Control

All staff should take precautions to avoid infection and to follow basic hygiene procedures (such as regular hand washing)

First Aiders should take the following precautions to avoid risk of infection:

- Cover any cuts and grazes on their own skin with a waterproof dressing
- Wear suitable single use disposable gloves when dealing with blood or other bodily fluids
- Use suitable eye protection and a disposable apron where splashing may occur
- Use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation
- Wash hands after every procedure

If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:

- Wash splashes off skin with soap and running water
- Wash splashes out of eyes with tap water or an eye wash bottle
- Wash splashes out of nose or mouth with tap water, taking care not to swallow the water
- Record details of the contamination

- Report the incident to the Operations Manager and take medical advice if appropriate

## **Dealing with Blood and Body Fluid Spills**

Spillages of blood, vomit, urine and excreta should be cleaned up promptly. This service is covered under the Amey FM contract and their staff are fully trained and properly equipped to deal with these types of incidents. 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.
- Inform Amey FM to assist with the cleaning up operation.

## **Waste Disposal**

Waste created by the administration of first aid is categorised as hazardous as it may contain bodily fluids. However, in most circumstances, the amount produced is minimal and as such special arrangements for disposal are generally not required. If in any doubt, contact Amey FM for advice, who will be able to assist with waste disposal. A medical sharps bin is available in the Medical Room, under the control of the Appointed Person.

## **Risk Assessments / Off Site Trips**

As with all Academy events that are exceptional in nature, out of ordinary routine or taking place off site, a Risk Assessment is required to be completed by the Lead Teacher. This must be an activity/event specific Risk Assessment and should not be a generic copy. It requires to be signed by all members of staff who are attending, confirming their sight of and understanding of the risks and this must be verified by the Operations Manager.

In terms of First Aid, all trips that leave UAK should have at least 1 qualified First Aider per vehicle or group (if multiple vehicles are used or separate walking groups, such as rewards trips).

A prior check should be completed by the Lead Teacher of all students with known medical conditions and parental consent forms must be held and checked. Prior to departing UAK, all those students with known medical conditions should be spoken with, to confirm their severity of condition, the likelihood of any medical incidents and to confirm if they are in possession of / require any medication or specialist equipment (Epi-Pen/Inhaler etc). All First Aiders attending the trip/event should be present at this time, be made aware of any pre-existing medical conditions and be fully trained to deal with any incident.

If medication / equipment or trained First Aiders are not available, students should not leave UAK. The decision to leave UAK without a qualified First Aider is strongly discouraged and will ultimately be the decision of the Lead Teacher, who may be held culpable if any medical incidents occur without the appropriate cover.

## **Reporting of Incidents to the HSE**

Schools are legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to report the following to the HSE:

### **Accidents involving staff:**

- Work related accidents resulting in death or 'specified' injury (including as a result of physical violence) must be reported immediately (major injury examples: any loss of consciousness caused by head injury or asphyxia; amputation); or
- Work related accidents which prevent the injured person from continuing with his / her normal work for more than seven days; or
- Cases of work related diseases that a doctor notifies the Academy of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer); or
- Certain dangerous occurrences (near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

### **Accidents involving pupils or visitors:**

- accidents where the person is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:
  - Any School activity (on or off the premises);
  - The way a School activity has been organised or managed (e.g. the supervision of a field trip);
  - Equipment, machinery or substances; and/or
  - The design or condition of the premises.

As has been previously mentioned, UAK are a fully subscribed member of Bradford Council Occupational Safety Team and have been issued with account details for the RIVO reporting system. The RIVO system is to be completed for any of the above incidents at the earliest opportunity, this will generate an alert to the Occupational Safety Team, who will assist UAK and complete the RIDDOR report on our behalf. For any queries or for further assistance in relation to Reporting to HSE, please contact the Bradford Occupational Safety Team on: 01274 431007. Further guidance is available at the following link:

<http://www.hse.gov.uk/pubns/edis1.pdf>

## **Record keeping**

**Statutory accident records:** The Principal must ensure that readily accessible accident records, written or electronic, are kept for a minimum of seven years (or longer in the event of exposure to hazardous substances).

The Principal must ensure that a record is kept of any first aid treatment given by first aiders. 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

The Academy must have in place procedures for ensuring that parents/carers are informed of all significant incidents.

## **Monitoring and Review**

The 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.

## **Approval by the Governing Body and Review Date**

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

Policy approved: (Chair of Governing Body)

Date: September 2018

Date of review: September 2019