



**ST. CATHERINE'S**  
— **COLLEGE** —  
A CHURCH OF ENGLAND ACADEMY

# First Aid Policy

Date approved: 2019

Date to be reviewed: 2020

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## 1 Policy Summary

It is college policy to provide first aid support if someone is injured or becomes unwell in college, or when involved in college-sponsored activities. This document ensures compliance with Health and Safety (First Aid) regulations by setting out the arrangements for first aid provision and support should someone be injured or become unwell in the college or on an outward bound activity.

A prime objective of the college policy is that someone trained in basic first aid skills should be able to attend an incident within 3 minutes of help being requested.

In incidents when first aid is being given, staff will consider whether the person being treated has any considerations that should be taken into account. If unsure then this should be discussed with the person being treated. For example, a male first aider may ask if a female requiring treatment is happy for him to provide it for her, or whether she would be more comfortable being treated by a female first aider.

St Catherine's College recognizes that in certain situations such dialogue may be impossible, for example if someone is seriously injured and first aid must be given immediately. In such cases the health and well-being of the person being treated will take precedence over any other considerations.

Signed: 	Signed: 
Headteacher's name: Mr Solomon Berhane	Chair of Governors' name: Mr David Jeffries
Date: 28 <sup>th</sup> May 2019	Proposed review date: 28 <sup>th</sup> May 2020

## 2 Definitions

**First Aid** - Basic emergency medical treatment given to somebody who is ill or injured, given before more thorough medical attention can be obtained.

**First Aider** - Someone who has successfully completed a Health and Safety Executive (HSE) approved training course and holds a current first aid certificate and is qualified to give first aid.

**Emergency Services** - The fire brigade, the police, and the ambulance service collectively, especially when mobilised to deal with emergencies.

**Medical Room** - An equipped facility for the purpose of administering first aid in privacy.

**First Aid Kit** - A collection of supplies and equipment for use in the provision of first aid.

**Defibrillator** - A machine that administers a controlled electric shock to the chest or heart to correct a critically irregular heartbeat that cannot drive the circulation.

## 3 Risk Assessment

A risk assessment of the first aid needs of the college will be carried out. This will be undertaken by the Health and Safety Officer. The assessment and decisions taken on the basis of it should be recorded.

**Assessments** should take in to account:

- number of occupants of the premises
- workplace & task hazards
- building layout
- hours of work
- availability of back up support on the campus or site
- foreseeable absences of first aiders

**Outcome.** The assessment should provide answers to:

- how many first aiders are required
- where first aiders are needed

- Level of qualification requirement
- equipment required to render effective first aid
- location of equipment and materials
- notices & signs be posted around the organisation

Risk assessment will be carried out and reviewed regularly to ensure correct provisions are made for first aid within the organisation.

#### **4 Training of First Aid Personnel**

All staff selected for first aid posts will only be appointed as first aider when they have successfully completed an HSE approved three day assessed training course. All trained first aider will also attend a refresher course every 3 years to retain their certification.

The college will encourage the first aid team to meet regularly to update skills and discuss new legislation and ideas. The organisation will ensure formal refresher training is provided.

First Aiders will be allowed time to attend incidents and to attend training. They should have easy access to a first aid kit and disposable gloves. All on duty first aiders should be contactable via radios which are provided.

First Aiders should be able to recognize and manage any immediately life threatening condition. If the problem needs further qualification then another first aider will be called.

#### **5 Provision of First Aid**

The college will provide first aid cover during the following times:

- 7am to 7.30 pm Monday to Friday – between 5pm and 7.30pm a member of the Site Team covers emergency First Aid
- After 7.30pm there is no First Aid provision. Anyone that books the School facilities after then or at the weekend will be expected to provide their own First Aid cover

## **6 Records and Information**

All new staff to the college will be provided with formal induction to first aid provision.

Training should include:

- General organisation of first aid in the college
- Emergency phone numbers for obtaining first aid
- Actions required when first aid is required

Appropriate notices will be displayed across the organisation displaying the location of First Aiders.

Rooms holding a first aid kit for general use have an appropriate notice displaying the location of the first aid kit.

A register of designated first aiders is held by the First Aid Coordinator and Personnel. The register contains the following information:

- name of first aider;
- normal place of duty;
- list of all first aid and defibrillator qualifying dates;
- dates of first aid refresher training.

The First Aid Coordinator will keep the list up to date and ensure all relevant training courses are booked to ensure all first aid staff remain current.

First Aid Coordinator will also arrange regular refresher training meetings with the first aid team. All first aiders should receive at least three hour refresher training each year with appropriate records being kept. Annual refresher training will include defibrillator operation training.

Records containing location details of all first aid kits, plaster kits and eye wash bottles should be kept by the first aid coordinator; to ensure all materials and equipment is in date.

## **7 Equipment and Facilities**

Risk assessment has identified the first aid equipment and facility requirements of the college. These should be maintained and kept at the current levels.

### **Defibrillator**

A defibrillator machine is made available at the main reception. All first aid personnel should be trained in its use and made aware of its location. Records should be kept of staff training.

### **First Aid Kits**

First aid kits are located in the following areas:

#### Main Site

- Café
- Data & Information Office
- PE Office
- Staff room
- Emergency Kit – PA's Office
- Emergency Kit – Visitor Reception
- Site office

#### Bedewell Site

- Food Tech
- Science Preproom
- Technology Preproom
- Food Technology

#### Other

- Motor vehicle
- Minibus

Mobile first aid kits will be made available for all external activities. These are located in Student Services and should be signed out when a trip takes place and signed in when returned.

The contents of first aid boxes should comply with Appendix 1. Sufficient materials should be to hand to cover the usual maximum occupancy of the area covered.

A First Aid Coordinator will be responsible for ensuring first aid provisions are maintained and regular checks carried out.

### **Food preparation areas**

In commercial food preparation areas, only detectable (blue) plasters should be available for use.

### **Eye wash bottles**

Mains tap water is recommended when eye irrigation is necessary. Special eye wash bottles are only needed where this is not readily available. These should provide at least a litre of sterile water or sterile normal saline (0.9%) in sealed disposable containers. Once the seal has been broken, the containers should not be kept for reuse. The container should not be used after the expiry date.

### **Spillage Kits**

A kit for clearing up and disinfecting spillages of blood or other body fluids must be available to first aid staff

Kits should contain absorbent granules, a disinfectant (unless incorporated in the granules), gloves & a scoop for picking up the granules.

All materials contaminated by human blood or other body fluids should be disposed of appropriately.

### **Restocking**

The First Aid Coordinator shall carry out regular inspections of first aid kits ensuring they are fully replenished with items at a suitable standard. Any open items or out of date items will be removed and replaced.

### **Medical Room**

The first aid room is located in Student Services and is well equipped. The contents of the room are suitable for rest, recovery and treatment



## **First Aid Notices**

First aid notices should be in all offices and classrooms, Reception area and the staff room.

Notices should be easily recognizable through use of standard first aid symbols and should indicate where to contact first aid.

## **8 Roles and Responsibilities**

A First Aid Coordinator will lead the first aid team in the college and deal with the administration and control of first aiders and equipment and materials.

The roles and responsibilities of college staff are shown below.

### **First Aid Coordinator**

- ensure first aid certificates are current;
- ensure appropriate training is provided;
- ensure first aid supplies are adequate;
- maintain first aid kits and plaster boxes;
- ensure radios are available for first aiders;
- ensure defibrillator is maintained up to date, tested and available;
- maintain first aid room;
- provide updates for first aid team members;
- prepare statistics for health and safety committee, when requested by Health and Safety Officer;
- report all accidents to the Health and Safety Officer;
- ensure staff records, equipment and material records are maintained up to date;
- ensure refresher training is provided to all first aiders,
- provide support to first aiders as required.

### **First Aid Personnel**

- render first aid as required;
- follow the College's First Aid Protocol
- keep first aid training and defibrillation certification up to date;
- make themselves available for First Aid whenever required
- log all First Aid on the Medical Log
- complete accident forms when required and forward to Health and Safety Officer
- provide support to other first aiders as required
- Inform casualty's next of kin if they are taken to hospital or need collecting

## **Employees**

- contact reception or Student Services if first aid is required dial 400 or 650
- remain with a casualty until first aid assistance arrives;

## **Health and Safety Officer**

- report any RIDDOR occurrences to HSE;
- investigate all accidents/incidents;
- report outcomes of investigations to senior management.

## **9 First Aid Procedure**

If someone is injured, or becomes unwell and needs first aid, reception or Student Services should be contacted (Dial 400 or 650). If the main reception cannot be contacted by telephone then a runner should be dispatched to reception for help. Staff member should remain with the casualty until help arrives.

Reception will contact the first aiders on call on their radios.

The first aider attending the situation will assess the casualty, request assistance from other first aiders if necessary, administer first aid and stay with the casualty until they have recovered or arrangements for further care, if needed, are made. If an ambulance is to be called then the first aider should do this directly informing the ambulance service of the nature of emergency, status of casualty and location.

Once the ambulance has been called the first aider should relay this back to Reception so they can prepare for the arrival of the ambulance. H&S Officer needs to be informed when an ambulance is called.

When the ambulance arrives, the ambulance team will take responsibility for the casualty and the college first aid staff member will remain and support the ambulance crew as required.

## **10 First-Aid on Trips**

Where trips take place, risk assessment should be carried out to identify the first aid requirements. Where there may be a delay in obtaining help from emergency services it may be necessary for a fully trained qualified first aider to accompany the party.

For all trips, first aid kits are available and should be taken on the trip.

## **11 Calling the Emergency Services**

Calling the emergency services at the right time is paramount and the initial decision to call an ambulance has to be that of the first aider at the scene of the accident.

Any staff member must call '999' for an ambulance when it is obvious that the person is seriously ill and in need of immediate emergency care. Once the ambulance has been called the staff member should relay this back to Reception so they can prepare for the arrival of the ambulance. H & S Officer needs to be informed if an ambulance is called.

Here are some examples of situations when you should call '999':

- someone is unconscious;
- someone is bleeding a great deal;
- you think someone may have broken bones,
- someone has a deep laceration,
- someone has bad pains in their chest,
- someone is finding it difficult to breathe,
- if moving the victim would cause further injury,
- if the victim's condition could become worse on the way to hospital,
- if you suspect someone has taken pills/harmful substances.

If in doubt, the emergency services should be called.

Staff should not take an injured person to hospital in their own car. If they need to go to hospital and are unable to get there unassisted then the emergency services should be called.

## **12 Emergency Hospital Visits**

If a victim of an accident requires hospital treatment then the following procedure should be followed

The first aider should contact the parent/carer to collect the child if an ambulance isn't required.

## **13 Medical Information**

### **Students/Staff**

Medical information on Students / Staff who have disclosed medical conditions which require specialist treatment will be kept in a secure, controlled environment for the benefit of the first aid team should they need to attend a situation relating to these individuals. Information will only be kept with the permission of the individual with access to that information controlled.

## **14 Accident data records**

On completion of all emergency situations, the first aid member of staff should complete the accident form with all the known details relating to the accident. An accident form should be completed for all first aid attendances whether the problem is illness or accident. All recorded data should be kept secure.

All recorded accidents should be reported to the Health and Safety officer for further action if required and the Health and Safety officer will report to HSE (RIDDOR) if necessary.

Failure in any of the first aid arrangements should be reported immediately to the Health and Safety Officer as a dangerous occurrence.

## 15 Appendices

### Appendix 1: First aid equipment

#### Recommended contents for a standard first aid box.

- Card giving First Aid Guidance
- Adhesive dressing incl wrapped x 2
- Large Sterile Dressing x1
- Small Sterile Dressing x1
- Triangular bandage x1
- Safety pins – optional x 2
- Moist Cleaning wipes x 10
- Disposable Gloves x 2
- Eye Pads x 2
- Eye wash x 2
- Blue Plasters (Food) x 10
- Plasters Fabric/waterproof x 10
- Micro tape x 1
- Bandages small x1
- Bandage medium x 1
- Bandage large x 1
- Scissors with round tip x 1
- Gauze x 2

## Appendix 2

### First Aid Protocol

**Please remember your first aid responsibility is to attend to an injured person**

- When called drop everything and go to the incident
- Take a first aid kit with you and a blanket if outside (if possible)
- Take a mobile phone/radio
- Assess the situation, do you need an ambulance
- If you need an ambulance get/use your phone, as you will need to speak to the controller about the casualty
- Administer first aid
- If you are outside and the casualty cannot be moved, keep them warm (use blanket or someone else's coat)
- If the casualty can be moved and you need the wheelchair, radio or get someone else, preferably a member of staff to get it. **Never leave your casualty**
- If an ambulance has been called inform Reception and Hilary Carden and where possible send someone (preferably a member of staff) to the gate to direct them to you
- If the casualty can be moved by wheelchair or walking escort them to a suitable place to give you access to their contact details and phone parent/guardian or carer
- Take the casualty to the Medical room in Student Services. At this point you can either hand over to First Aider in Student Services who is overseeing Medical Room or you will have to stay with them until you hand them over to the person picking them up, as you may have to explain, how it happened and what it could potentially be, but if you have any concerns suggest they contact their doctor, the hospital or NHS direct

### Physical Contact and First Aid

#### Conscious casualty

- There should be minimal physical contact between the First Aider and the casualty
- The only contact should be to administer First Aid and consent should always be obtained before proceeding.
- If the injury is on the torso or upper thighs and needs attention always make sure that you are chaperoned by another member of staff.
- If the casualty has long hair which is obstructing your view of their face or injury and it needs moving always ask the casualty – if they are able – to move it themselves or seek permission to move it yourself.

## Unconscious casualty

- You will need to touch the casualty in order to put them in the recovery position, however you must still speak to the casualty telling what you are going to do.
- You may need to move their hair to observe their breathing – in this case it is acceptable
- If the casualty regains consciousness then revert to the guidelines for a conscious casualty.

## Head Injuries

- Assess injury and if signs of concussion please call an ambulance
- Administer first aid
- Observe and monitor carefully for any deterioration
- Always ring parent/guardian/carer if the pupil suffers a head injury even if minor – if no answer leave a message
- Always give the pupil a 'Head Bump' slip to give to parents later
- If a pupil with a head injury is in the Medical Room then a First Aider must be present in Student Services
- Always enter the details in the Medical Log

## Overdoses-If you are dealing with an overdose you need to -

- if the pupil is obviously unwell then you should call 999
- contact NHS 111 immediately.
- Inform them of the tablets and quantities that have been taken and when.
- You must follow their advice,
- The parents/carers must then be contacted
- If any other pupils are involved or suspected of being involved make sure that they contacted and dealt with accordingly.
- Inform the DSL and complete the medical log and My Concern

## Medical Room

- If a pupil is in the Medical Room with an injury, head injury or condition that could deteriorate than a First Aider must remain in Student Services

- A competent member of staff can oversee pupils that are just feeling unwell, but these must be monitored and a First Aider informed if their condition worsens. Their details must be entered on the Medical Log
- No pupil should receive First Aid or be in the Medical Room without their details being entered on the Medical Log
- All First aid, even the giving out of a plaster, needs to be entered on the Medical Log
- A First Aider from Student services must be present in Student Services during the College's lunchtime
- If a pupil needs to go home, please check attendance, if at all possible keep the pupil in college if attendance is low. However, if you need to send a pupil home they must be signed out on SIMS either by yourself or by contacting Attendance (Ext 439)

#### Administration of Medicines

- Please see Administration of Medicines in the Health and Safety Policy for full details
- Medicines should only be administered by First Aiders who have received the relevant training
- All medicines administered must be entered in the Medical Log as well as in the relevant folder
- All medication must be kept in the locked Medicine cabinet with the exception of inhalers and epi-pens which need immediate access
- No medicine must be administered without a consent form
- No medicine can be provided by the College (apart from Emergency inhaler) – if a pupil requires medication then the parent must provide it
- If a pupil required medication and no form is filled in the parent may be contacted to bring some in. However, the parent must administer the medicine until the College has written signed consent
- The only exception to this is if a pupil is having an asthma attack and we do not have written consent to administer emergency salbutamol, verbal consent may be obtained and a form filled in asap
- If you witness a pupil taking medicine – check that they have a completed relevant consent form. If not the parent must be contacted to inform them that pupil is self-administering medication – a form must be given to the pupil for parent to complete.
- Please then enter details in the Medical log



## Medical Log

- It is imperative that all incidents of First Aid are entered in the Medical Log as soon as possible after the incident
- This ensures that if the pupil requires further treatment the subsequent First Aider is aware of the situation and previous treatment given
- All fields must be entered. If unable to do so at time – eg waiting for a parent to collect – then that field should be entered at a later time
- Times and locations are essential for analysis to spot trends
- If a member of staff did not send pupil then please enter pupil's name in the 'sent by' column

## First Aid Supplies

- It is your responsibility to keep your First Aid kit up to date and fully stocked
- When running low contact the First Aid Co-ordinator who will order supplies
- Disposable ice packs should only be used for pupils who are not remaining in the Medical Room. Reusable ice packs should only be used for pupils who are remaining in the Medical Room

## Appendix 3

### First Aid Rota 2019

	Rota	Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4	Lunch	Lesson 5
Monday	Main	JJE	DJA	BMI	RMI	RRE	HCA	LFO
	Backup	RRE	SAK	KWO	HCA	RMI	BMI	JJE
Tuesday	Main	JJE	DJA	BMI	RMI	RRE	HCA	LFO
	Backup	RRE	SAK	KWO	HCA	RMI	BMI	JJE
Wednesday	Main	JJE	DJA	BMI	RMI	RRE	HCA	LFO
	Backup	RRE	SAK	KWO	HCA	RMI	BMI	JJE
Thursday	Main	JJE	DJA	BMI	RMI	RRE	HCA	LFO
	Backup	RRE	SAK	KWO	HCA	RMI	BMI	JJE
Friday	Main	JJE	DJA	BMI	RMI	RRE	HCA	LFO
	Backup	RRE	SAK	KWO	HCA	RMI	BMI	JJE

Name	Code
Mrs Linds Ford	LFO
Miss Debbie Janes	DJA
Mr Barry Millam	BMI
Mr Ron Reynolds	RRE
Mrs Katie Wootton	KWO
Mrs R Michaelson (JoJo)	RMI
Mr Steve Akister	SAK
Mrs Hilary Carden	HCA
Mrs Janine Jewell	JJE
Mrs Sarah Kassar	SKA
Mrs Alison Poston	APO

Appendix 4

# Ambulance Protocol

