



## FIRST AID POLICY

Updated September 2017  
Approved by the Principal

**This policy links to and should be read in conjunction with the following policies:**

- Risk Assessment Policy
- Supporting Learners with Medical Conditions Policy

### 1. Policy Summary

- 1.1 It is Academy policy to provide first aid support if someone is injured or becomes unwell in the Academy, or when involved in Academy-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 at the Academy or on an external activity. A prime objective of Academy policy is that someone trained in basic first aid skills should be able to attend an incident within three minutes of help being requested.
- 1.2 An external occupational health service will provide advice to the organisation and to staff.
- 1.3 Big Creative Academy has a diverse staff and student body and often people have a wide variety of needs and characteristics that may require special consideration. These may include age, race, ethnicity, religion, culture, sexual orientation, ability and social differences. All first aid staff will consider the diverse needs of the people in our learning community when making decisions regarding their care and wellbeing.
- 1.4 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.
- 1.5 The Academy recognises 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 wellbeing of the person being treated will take precedence over any other considerations.

### 2. Definitions

2.1 Definitions regarding first aid are as follows:

- 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.

- First Aid 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.
- Fibrillation - The rapid, irregular, and unsynchronised beating of the heart muscles in which the affected part of the heart may stop pumping blood.
- 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.
- Defibrillation - A process in which an electronic device gives an electric shock to the heart to reestablish normal contraction rhythms in a heart.
- External Trip - Any trip taken by staff and/or students outside the Academy building.

### **3. Risk Assessment**

3.1 A risk assessment of the first aid needs of the Academy will be carried out. This will be undertaken by the Buildings Manager. The assessment and decisions taken on the basis of it should be recorded.

3.2 The assessments should take in to account:

- number of occupants of the premises
- workplace and task hazards
- building layout
- hours of work
- availability of back up support at the Academy
- foreseeable absences of first aiders

3.3 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

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

### **4. Selection and Training of First Aid Personnel**

4.1 When selecting first aid personnel the following qualities will be considered:

- responsible;
- calm;
- cautious;
- capable;
- reliable;
- good communication skills;
- aptitude and ability to absorb new knowledge and skills;
- ability to cope with stressful and physically demanding emergencies;
- normal working activities enable a rapid response.

4.2 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 aiders will also attend a refresher course every three years to retain his or her certification.

- 4.3 The Academy 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.
- 4.4 They should have easy access to a first aid kit and disposable gloves. All on duty first aiders should be contactable via special first aid mobile phones which are provided at the beginning of their duty as first aider. First Aiders should be able to recognise and manage any immediately life-threatening condition. If the problem needs further qualification then another first aider will be called over.

## **5. Cover**

- 5.1 Cover will be provided whenever the Academy is open both during curriculum delivery and out of normal academic hours when extra curricular activities take place. A rota will be clearly displayed in reception at on all floors of Academy premises detailing who is the designated First aider at that time.

## **6. Records and Information**

- 6.1 All new staff, students and visitors to the Academy will be provided with formal induction to first aid provision. Training should include:
- General organisation of first aid in Big Creative Academy
  - Emergency phone numbers for obtaining first aid
  - Actions required when first aid is required
- 6.2 Appropriate notices will be displayed across the organisation displaying the location of first aid kits. 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 Buildings Manager. 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.
- 6.3 The Buildings Manager will keep the list up to date and ensure all relevant training courses are booked to ensure all first aid staff remain current. The Buildings Manager 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. Records containing location details of all first aid kits, plaster kits and eye wash bottles should be kept by the first aid lead to ensure all materials and equipment is in date.

## **7. Equipment and Facilities**

- 7.1 The Academy risk assessment has identified the first aid equipment and facility requirements. These should be maintained and kept at the current levels.
- 7.2 First aid kits should be located in all staff workrooms and first aid plaster boxes in specialised areas such as the fashion studio.
- 7.3 Specialised areas should also have eyewash stations mounted on the wall as required.

- 7.4 Mobile first aid kits will be made available for all external activities. These are located at reception and should be signed out when a trip takes place and signed in when returned. Boxes should be sealed with a tag to prevent tampering and to indicate if they have been used.
- 7.5 The contents of first aid boxes should comply with Appendix A. Sufficient materials should be to hand to cover the usual maximum occupancy of the area covered. The Building Manager will be responsible for ensuring first aid provisions are maintained regular checks carried out.
- 7.6 In commercial food preparation areas only detectable (blue) plasters should be available for use.
- 7.7 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.
- 7.8 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.
- 7.9 The Buildings Manager 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.
- 7.10 Staff in classrooms and staff rooms should record all accidents and usage of first aid kit materials and report to the first aid coordinator for replacement.
- 7.11 All first aid kits and eye wash stations should be registered with the Building Manager and records maintained relating to expiry dates and inspection dates.

## **8. First Aid Room**

- 8.1 The first aid room is unmanned but available for use by first aid staff. The contents of the room are suitable for rest, recovery and treatment. Alongside the medical bed and other furnishings there is a washbasin for casualty needs and privacy.
- 8.2 Additional information will be made available in the way of medical advisory leaflets and support groups.

## **9. First Aid Notices**

- 9.1 First aid notices should be posted on all health and safety notice boards situated at the entrance of the building. Notices should be easily recognisable through use of standard first aid symbols and should indicate where to contact first aid.

## **10. Roles and Responsibilities**

- 10.1 Two trained first aid staff members should be on call out duty during the normal opening hours. This can decrease to one after normal working hours. Those on first aid duty will carry the first

aid mobile phone in order to be contacted in an emergency situation.

10.2 The Buildings Manager will lead the first aid team at the Academy and deal with the administration and control of first aiders and equipment and materials.

10.3. The roles and responsibilities of staff are shown below.

(a) Buildings Manager

- maintain an up to date duty rota
- 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 mobile phones are available for first aiders
- maintain first aid room
- provide updates for first aid team
- prepare statistics for health and safety reports and SAR reports
- 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
- report any RIDDOR occurrences to HSE
- investigate all accidents/incidents
- report outcomes of investigations to senior management.

(b) First Aid Personnel

- make themselves available for duty when they are on the rota
- inform lead if unable to fulfill commitment
- remain on site at Big Creative Academy during their duty period
- collect/return mobile phone after /before their duty
- provide support to other first aiders as required

(c) Student Services staff will support all first aid emergencies if requested to do so. Support may include:

- wheelchair delivery;
- lifting assistance of a casualty;
- removing obstructions on “ambulance imminent” situation;
- escorting the ambulance to and from the scene of the accident;
- cover for the first aid lead in emergencies.

(d) Employees

- contact reception if first aid is required
- remain with a casualty until first aid assistance arrives;
- inform a member of SMT of the emergency;
- inform casualties next of kin if they are taken to hospital;
- collect casualties personal belongings for securing;
- Instigate an accident/incident investigation as required.

## **11. First Aid Procedure**

- 11.1 If someone is injured, or becomes unwell and needs first aid, reception should be contacted. 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.
- 11.2 Reception will contact the first aider on call on their mobile phone. If they are unable to get them on the telephone then they should contact the second first aider on call. In the unlikely event that neither of the on call first aiders can be contacted then reception staff should look at the first aid rota list and call the next person on the list of first aiders.
- 11.3 Reception will call the Buildings Manager to inform them of the emergency to put them on standby for any required support.
- 11.4 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 make arrangements for further care, if needed. 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.
- 11.5 Once the ambulance has been called the first aider should relay this back to the Buildings Manager so they can prepare for the arrival of the ambulance. If an ambulance has been called, the Buildings Manager should carry out the following actions:
  - ensure any obstructions to parking are removed;
  - provide support as required;
  - safely assist with the ambulances arrival and departure.

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

## **12. First Aid on External Trips**

- 12.1 Where external activities take place, risk assessments should be carried out to identify the first aid requirements in accordance with the Risk Assessment Policy. 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.
- 12.2 For all other outward bound trips, first aid kits are available and should be taken on the trip.

## **13. Calling the Emergency Services**

- 13.1 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. It is recommended you should call '999' for an ambulance when it is obvious that another person is seriously ill and in need of immediate emergency care.
- 13.2 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, or 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

13.3 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.

#### 14. Emergency Hospital Visits

- 14.1 If a victim of an accident requires hospital treatment then the following procedure should be followed: The first aider should provide a member of SMT (if the victim was a student) with the following information:
- name of casualty
  - where and when the accident happened
  - condition of the injured/ ill person
  - where the injured person has been taken
  - next of kin details (if known)

A member of SMT should contact the next of kin and inform them of the situation. They should also collect the casualty's personal belongings and secure them.

#### 15. Medical Information

- 15.1 Medical information on students and 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. Please also see the Supporting Learners with Medical Conditions Policy.

#### 16. Accident Data Records

- 16.1 On completion of all emergency situations, the first aid member of staff should complete the accident record book with all the known details relating to the accident. If practical, the person treated for first aid should also sign the form. 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.
- 16.2 All recorded accidents should be reported to the Buildings Manager for further action if required and the Health and Safety lead will report to HSE (RIDDOR) if necessary.
- 16.3 Failure in any of the first aid arrangements should be reported immediately to the Buildings Manager as a dangerous occurrence.