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Trinity Academy First Aid at Work Policy

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1. Context

- 1.1 The Trinity Academy First Aid at Work Policy is applicable to all Departments of the School
- 1.2 This document has been adapted to reflect the First Aid needs of Trinity Academy. It represents the minimum standard to be expected at Trinity Academy.

2. Introduction

- 2.1 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 implements the legislation within Trinity Academy.
- 2.2 Facilities must be provided to ensure that First Aid is rendered to employees, visitors, service users (including students), volunteers, agency staff etc, if they become ill or are injured at work or under the jurisdiction of the Establishment, on or off site.
- 2.3 First Aid is provided to:
 - Preserve life
 - Limit the effects of the condition
 - Promote recovery.
- 2.4 First Aid should be provided where a person will need further medical treatment until 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.

3. Definitions

- 3.1 Principal First Aider is a person who has attended, successfully completed and has a valid certificate for the 3 day "First Aid at Work" training. This person has overall responsibility for ensuring that the schools First Aid Policy is adhered to by all First Aid Trained staff.
- 3.2 First Aider is a person who has attended, successfully completed and has a valid certificate for the 3 day "First Aid at Work" training.
- 3.3 Appointed Person means a person who has attended, successfully completed and has a valid certificate for the 'Appointed Persons' Training.
- 3.4 Establishment means Trinity Academy.
- 3.5 School means Trinity Academy
- 3.6 Employer means Trinity Academy.
- 3.7 First Aid means the following:
 - a) 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
 - b) treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.
- 3.8 Service User means a person or organisation using the Establishment.

4. Responsibilities of the Employer

- 4.1 The Responsibility of the Employer is to:
 - 4.1.1 establish the First Aid need by risk assessment
 - 4.1.2 identify suitable employees who are willing to undertake First Aid training and refresher training (see APPENDIX C)
 - 4.1.3 provide adequate First Aid equipment and facilities
 - 4.1.4 inform employees and Site Facilities Manager of the location of the First Aid personnel and equipment available to them in their working environment. This

will be in the form of a standard notice which is to be displayed on the Health and Safety notice board and

- 4.1.5 ensure that First Aiders maintain their First Aider or Appointed Person status by attending refresher training (APPENDIX A)
- 4.2 The responsibilities listed above have been delegated by the School Governors to the Headteacher for them to discharge in the appropriate manner via their local management procedures.
- 4.3 It is the responsibility of the Headteacher to ensure that standards are achieved and monitored. Definition as per Health and Safety (First Aid) Regulations 1981
- 4.4 Trinity Academy maintains a training database providing an up-to-date record of personnel trained in First Aid

5. Risk Assessment of the First Aid Need

- 5.1 It is the responsibility of Trinity Academy Governors to set and to monitor the minimum standards for the allocation of First Aiders throughout for the School, based upon risk assessment.

6. Identification of Suitable Employees

- 6.1 The Headteacher must ensure that candidates for First Aid training are physically and educationally suited and are willing to undergo training and act as a qualified First Aider. (see APPENDIX C).
- 6.2 The Headteacher 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 (see Appendix D).
- 6.3 A completed application form for a place on a training course must be signed by the Headteacher in order to confirm that the candidate has been fully briefed.

7. Role and Responsibilities of First Aiders and Appointed Persons

- 7.1 The Principle First Aider has the same responsibilities as all First Aiders (as detailed below) but with the additional responsibility of ensuring that appropriate First Aid supplies are maintained across the school site and that medical care plans are in place and clearly communicated to staff for any staff or student with a medical condition. The Principle First Aider is also responsible for ensuring that any medication stored in site is done so in accordance with the statutory government guidance "Supporting pupils with a medical condition in school"
- 7.2 The First Aider's and Appointed Person's role and responsibilities include:
 - 7.2.1 administration of First Aid, up to but not exceeding the level of their training.
 - 7.2.2 ensuring that any incident and any treatment given to students is recorded on CPOMs and shared with staff as appropriate. Any incident involving staff or visitors will be recorded with Delegated Services via Headteacher's PA.
 - 7.2.3 reporting immediately to the Principal First Aider, by telephone or email, all incidents requiring the attendance of a student, member of staff or any person at hospital.
 - 7.2.4 ensuring that all spillages of body fluids are cleaned up promptly
 - 7.2.5 maintaining stocks within the First Aid kits/boxes across the site. Every kit will be checked by a trained First Aider at the end of each school term (Spring/Summer/Autumn) as a minimum, to ensure everything is in place for the

- start of the next term. (see APPENDIX B)
- 7.2.6 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.
- 7.2.7 ensuring that their own recommended immunisations/injections are up- to-date
- 7.2.8 reporting any illnesses or injuries which would preclude their abilities to administer First Aid, to local management to arrange alternative cover.
- 7.3 First Aiders also have a responsibility to attend refresher training

8. Responsibilities of the Training Provider

- 8.1 Any First Aid training must be carried out in line with Health and Safety Executive (HSE) requirements, and by registered and approved providers (Training Approval Service Consortium certificate holders).
- 8.2 The role of the training provider (eg Occupational Health and Welfare Service) is to:
 - 8.2.1 provide advice and information relating to First Aid at Work, including any changes in regulations or employer requirements
 - 8.2.2 provide First Aid training in line with the Health and Safety (First Aid) Regulations, 1981
 - 8.2.3 provide refresher training
 - 8.2.4 assess and certify students as competent to approved HSE standards.
- 8.3 Further information on First Aid training courses can be found in APPENDIX A.

9 Payment for First Aiders

- 9.1 An allowance will be paid to all First Aiders who have a valid current First Aid at Work Certificate. This payment acknowledges the individual's training and commitment and is paid in accordance with the current Corporate First Aid at Work Policy.
- 9.2 This payment will be stopped if the First Aider:
 - 9.2.1 chooses not to continue as a First Aider, or
 - 9.2.2 does not attend the refresher courses as directed, or
 - 9.2.3 on attendance at the refresher course is found not to be competent, or
 - 9.2.4 allows their certificate to lapse, or
 - 9.2.5 leaves the organisation.
- 9.3 At the Headteacher'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, unpaid leave etc.
- 9.4 Appointed Persons do not receive an allowance.

10 Additional Information

- 10.1 The management of First Aid provision and the relevant arrangements will be part of health and safety audits conducted by Delegated Services. If Trade Union Safety Representatives have any concerns over the provision of First Aid cover they should raise them with the Headteacher.

11 Indemnity and Insurance

- 11.1 Where a School employee acting in the course of their employment administers First Aid assistance to another employee or other person in charge of the School, such as a student, they will be indemnified by the School's liability insurance for a claim of negligence relating to injury or loss caused by their actions, provided that:
- 11.1.1 they are a Trinity Academy officially designated First Aider with a current valid First Aid at Work Certificate and have attended relevant refresher training
 - 11.1.2 they are a Trinity Academy officially designated Appointed Person with a current valid Appointed Persons Training Certificate and have attended relevant refresher training
 - 11.1.3 the relevant personal protective equipment (PPE) is used
 - 11.1.4 the First Aider or Appointed Person is adhering to protocols and acting within the limitations of their training and
 - 11.1.5 that the First Aider or Appointed Person is acting in good faith.
- 11.2 Use of the "Epi-Pen"
- 11.2.1 Members of staff who have been trained in the use of the "Epi Pen", whether by the parent, user or medical staff, will also be covered provided that:
 - 11.2.1.1 the member of staff is adhering to protocols and acting within the limitations of their training and
 - 11.2.1.2 that the member of staff is acting in good faith.

12 Further Advice

- 12.1 Further guidance is available in the following publications:
- a) First Aid at Work - "Your Questions Answered" - HSE Pub. IND(G)214
 - b) Basic Advice on First Aid at Work; HSE Pub. IND(G)347
 - c) RIDDOR explained; HSE Pub HSE31 (rev1)

APPENDIX A

Statutory First Aid Training

1. 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 three 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.

2. First Aid at Work Refresher

This training requalifies 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.

3. Appointed Person

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.

APPENDIX B

Guidance on the Provision of Adequate First Aid and Facilities

An appropriate environment to render First Aid or allow a person to rest (minor illness) must be provided. This environment should be private, allow access to hand washing facilities, drinking water and toilet facilities and should enable the casualty to sit or lie down as needed.

A minimum of one First Aid box of appropriate size should be provided for each establishment and/or building and any Establishment 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.

All First Aid kits/boxes should be identified by a white cross on a green background and contain the following minimum items:

- 1 guidance card
- sterile dressings, small, medium and large
- individually wrapped sterile adhesive dressings (blue detectable in food preparation areas)
- sterile eye pads
- triangular bandages
- safety pins
- disposable gloves
- 1 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 resuscitate mouthpiece and
- pencil and paper.

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

There must be no medication within the First Aid kit/box, and administration of medication in a First Aid situation is not part of a First Aider's role. Medication may only be administered in school with the express consent of the parent/carer and with a clear and written care plan in place. Any medication taken in school must be accurately recorded in the log by the Principle First Aider.

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.

Arrangements should be in place for local managers to obtain supplies.

APPENDIX C

Selecting a Person to be Trained as a First Aider

A person should be selected on the basis of their reliability, willingness to become a First Aider; a disposition to dealing with sick or injured persons; good communication skills.

Their aptitude and ability to absorb new knowledge, and their ability to cope with stressful and physically demanding emergency situations is essential.

Essential physical requirements

Bend down and kneel on the floor and bend over to administer First Aid including resuscitation.

Have no muscular or skeletal injuries to prevent completing First Aiders tasks. Have the ability to move in awkward places (e.g. confined spaces).

Have the ability to administer ventilation (breaths) over a period of ten minutes.

Have no medical condition that will prevent them from giving treatment to casualties.

Educational ability

Ability to absorb new knowledge.

Accept responsibility.

Pass written and practical assessments

Other requirements

Be prepared to complete a short questionnaire in line with health requirements

Be prepared to be immunised in line with recommendations

Their normal duties should normally allow them to go immediately to deal with an emergency.

APPENDIX D

Immunisation Recommendations for First Aiders

Tetanus: Immunisation is recommended for the entire population, and by school leaving age most people will have received five doses of Tetanus immunisation.

Those who have not received immunisation in childhood should receive a course of three immunisations with booster doses at 10 and 20 years.

Booster doses are not required where individuals have had a total of five immunisations against Tetanus in their lifetime, except at the time of a tetanus-prone injury.

Hepatitis A: Immunisation is recommended for employees working in residential care with clients who have learning disabilities, and for workers exposed directly to sewage or other human faecal matter.

One year of protection is given by a single dose of immunisation. A booster dose one year later can be expected to provide effective immunity for ten years. Immunisation requirements should then be reviewed.

Hepatitis B: Immunisation is now recommended for employees where risk assessment shows a reasonable risk of exposure to used needles, human bites, or to any human body fluids other than saliva, urine or faeces.

Immunisation is therefore recommended for:

- staff employed in residential facilities for the care of children and adolescents
- social workers involved in the care of children and adolescents
- staff having regular physical contact with children or adults with learning disabilities
- probation officers and other staff coming into regular contact with prisoners or offenders of any age
- community care workers
- Contract Services employees who work in council properties and
- First Aiders

The immunisation programme consists of three doses of vaccine and a blood test following these to determine if immunity has been established. There are a small percentage of people who even though they receive the vaccine, do not acquire immunity.

It is recommended that individuals seek immunisation through their GP. In some circumstances there may be a charge for the vaccine and subsequent titre tests, in which case the employer should reimburse first aiders.

APPENDIX E

Statutory Government guidance documents to support policy

[Supporting pupils with a medical condition in school](#)