



<b>Policy Title:</b>	BMA First Aid Policy
<b>Function:</b>	For information and guidance and incorporating the Academy's vision and core values. It forms part of the portfolio of policies designed to keep students safe, happy and cared for.
<b>Status:</b>	Board Approved
<b>Audience:</b>	All students and staff
<b>Ownership / Implementation:</b>	Vice Principal has overall responsibility for ensuring that this policy is implemented.
<b>Implementation Date:</b>	July 2009
<b>Review period:</b>	Bi-Annually
<b>Next Review:</b>	July 2017



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## **FIRST AID AT WORK**

### **FOREWORD**

This document has been prepared to provide guidance on the policy and procedures for dealing with First Aid at Bristol Metropolitan Academy. The requirements for statutory provision of First Aid have been taken into account. Failure to implement the procedures contained in this document could result in a criminal offence.

### **AUTHORITY FOR ISSUE**

This document is issued under the authority of the Principal and Academy Council.

### **STATUS AND IMPLEMENTATION**

This document is part of a suite of documentation available. All other documentation must be complied with, including: all appropriate statutory, DfE, regulatory authority e.g. Health and Safety Executive (HSE) documentation.

### **REVISION**

This document will be revised on a regular basis to confirm that the arrangements are still appropriate.

A review will also take place if there are any significant changes in the arrangements.

The document, including the appendices, will be revised and reissued within not more than three months from the review date, where this is necessary.

#### **1. Introduction**

- 1.1. 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.
- 1.2. Facilities must be provided to ensure that First Aid is rendered to students, employees, visitors, service users, volunteers, agency staff etc, if they become ill or are injured at work or under the jurisdiction of Bristol Metropolitan Academy, on or off site.
- 1.3. First Aid is provided to:
  - Preserve life
  - Limit the effects of the condition and
  - Promote recovery



- 1.4 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.

## **2. Definitions**

- 2.1 First Aider is a person who has attended, successfully completed and has a valid certificate for the 4 day "First Aid at Work" training.
- 2.2 Appointed Person means a person who has attended, successfully completed and has a valid certificate for the 'Appointed Persons' Training.
- 2.3 Employer means the Cabot Learning Federation.
- 2.4 First Aid<sup>2</sup> 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.
- 2.5 Service User means a person or organisation using Bristol Metropolitan Academy.

<sup>2</sup> Definition as per Health and Safety (First Aid) Regulations 1981

## **3. Responsibilities of the Employer**

- 3.1 The Responsibility of the Employer is to:
- establish the First Aid need by risk assessment
  - identify suitable employees who are willing to undertake First Aid training and annual refresher training (see Appendix D)
  - provide adequate First Aid equipment and facilities (see Appendix B)
  - inform employees and site facilities Managers 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 will be displayed on your Health and Safety notice board at minimum and
  - ensure that First Aiders maintain their First Aider or Appointed Person status by attending annual refresher training.

The responsibilities listed above have been delegated to the Principal for **her** to discharge in the appropriate manner.



3.2 The Health and Safety Committee have established the minimum standards required. It is the responsibility of the Principal to ensure that these standards are achieved and monitored. The monitoring can be achieved by the use of the training matrix database.

3.3 There is a register in the form of a training matrix database for maintenance of an up-to-date record of personnel trained in First Aid which informs the Principal when staff require refresher/requalification training.

#### **4. Risk Assessment of the First Aid Need**

4.1 Minimum standards for the provision of First Aid cover are shown at Appendix C.

#### **5. Identification of Suitable Employees**

5.1 The Principal 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. Guidance is provided by Occupational Health and Welfare Service to assist the Principal to identify suitable candidates (see Appendix D).

5.2 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 (see Appendix E).

#### **6. Role and Responsibilities of First Aiders and Appointed Persons**

6.1 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 any 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. Please refer to the document "Reporting of Injuries, Diseases and Dangerous Occurrences" for full details of the procedures for incident reporting and investigating.
- ensuring that all spillages of body fluids are cleaned up promptly
- maintaining stocks within the 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.



- 6.2 The First Aider's and Appointed Person's responsibilities include:
- ensuring that their own recommended immunisations/injections are up-to-date and
  - reporting any illnesses or injuries which would preclude their abilities to administer First Aid, to local management to arrange alternative cover.

- 6.3 First Aiders also have a responsibility to attend refresher training (annual update in First Aid skills)

## **7. Responsibilities of the Training Provider**

- 7.1 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).

- 7.2 The role of the training provider (eg the Occupational Health and Welfare Service) is to:

- provide advice and information relating to First Aid at Work, including any changes in regulations or employer requirements
- provide First Aid training in line with the Health and Safety (First Aid) Regulations, 1981
- provide refresher training and
- assess and certify students as competent to approved HSE standards.

- 7.3 Further information on First Aid training courses can be found in Appendix A.

## **8. Payment for First Aiders**

- 8.1 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 First Aid at Work Policy.

- 8.2 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.

- 8.3 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, eg long term sickness, home working, unpaid leave etc.



**9. Additional Information**

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

**10. Indemnity and Insurance**

- 10.1 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 officially designated First Aider with a current valid First Aid at Work Certificate and have attended relevant refresher training
- they are an officially designated Appointed Person with a current valid Appointed Persons Training Certificate and have attended relevant refresher training
- the relevant personal protective equipment (PPE) is used
- the First Aider or Appointed Person is adhering to protocols and acting within the limitations of their training and
- that the First Aider or Appointed Person is acting in good faith.

10.2 Use of the “Epi Pen”

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:

- 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.

**11. References**

- a. Health & Safety (First Aid) Regulations, 1981
- b. First Aid At Work – Health & Safety (First Aid) Regulations 1981 and Guidance; Approved Code of Practice (ACoP);HSE Pub COP42
- c. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995.



**12. Other Documentation**

- a. Health and Safety Policy
- b. Policy and Procedures for the Reporting of Incidents of Violence, Injuries, Diseases and Dangerous Occurrences
- c. The Health and Safety Manual for Schools



## APPENDIX A

### First Aid Training

#### 1. Statutory Training

##### 1.1 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 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.

##### 1.2 First Aid at Work Refresher

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 or age, an appropriate additional paediatric resuscitation module must also be taken.

##### 1.3 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.

This course takes place over one day (6 hours tuition). Where staff may need to administer First Aid to children under seven years or age, an appropriate additional paediatric resuscitation module must also be taken.

#### 2. Non statutory training

##### 2.1 Refresher Training (update in First Aid skills)

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.



## APPENDIX B

### First Aid Equipment 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 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.

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 resuscitator 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.

The first aid box is stored in the First Aid Room near reception (E0-08). Please see Appendix F and G for a first aid rota example and an extract from the staff handbook.

**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.**

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 the onsite Facilities Management Company (Skanska) to obtain supplies.

## APPENDIX C

	Secondary Schools	Competence  (Level of competence expected following training attendance)
First Aid	<p>* 2 persons (2 Full First Aiders + 1 additional full first aider for every additional 100 staff or part thereof + 1 Appointed Person per Learning Village.</p> <p>A local risk assessment will need to be undertaken to determine whether First Aid cover over and above the minimum standard will be required to take account of local hazards.</p>	<p>In compliance with the First Aid at Work Policy.</p> <p>1a – FULL FIRST AID AT WORK CERTIFICATE (4 DAYS): On completion of the course delegates will be competent to administer First Aid as per the standard criteria as required by a Health &amp; Safety Executive Approved Course Syllabus and the guidance given by the DFE guide “Guidance on First Aid for Schools”. <u>It is a requirement for all educational establishments, where children up to 7 years are being cared for, to incorporate paediatric first aid.</u></p> <p>1b – Annual Refresher Training (½ day): On completion of the course delegates will have refreshed the skills they attained with respect to the above training – this must include paediatric refresher training where children aged up to 7 years are being cared for.</p> <p>1c – <u>Three Yearly Full First Aid at Work Certificate Refresher Training (2 Days):</u> On completion of the course delegates will have requalified with respect to the training in (1a) above in order to validate their training for a further three years. Additional refresher training will be required to validate delegates certificates for a further three years with respect to paediatric first aid – <u>requirement for all educational establishments where children up to 7 years are being cared for.</u></p> <p>2a – APPOINTED PERSONS CERTIFICATE i) APPOINTED PERSONS CERTIFICATE (1 Day): On completion of the course delegates will be competent to take charge of first aid arrangements and any emergency First Aid situation, as required by a Health &amp; Safety Executive Approved Course Syllabus. For Educational establishments where there are children 7 years or below: ii) PAEDIATRIC FIRST AID (1 Day): On completion of the course delegates will be competent to take charge of first aid arrangements and any emergency First Aid situation involving</p>



		<p>children under 7 years old, as required by a Health &amp; Safety Executive Approved Course Syllabus.</p> <p>2b – Three Yearly Appointed Person Refresher Training (1 Day): For educational establishments where there are no children 7 years or below: APPOINTED PERSONS REFRESHER (1 Day): On completion of the course delegates will have requalified in the skills they attained with respect to the training identified in (2ai) above in order to validate their certificate for a further three years.</p>
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## **APPENDIX D**

### **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 (eg 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 E**

### **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 charge for the vaccine and subsequent titre tests, in which case the employer should reimburse first aiders.



**APPENDIX F**

**First Aid Staff Example Rota**

	P1	P2	LF	Break	P3	LUNC H/P4	P5	P6	Ext Day until 4pm
<b>MONDAY</b>	Alice	Brigitte	Tracey/Alice	Sam	Lee	Tracey	Alice	Tracey	Tracey
<b>TUESDAY</b>	Sam	Lee	Tracey/Alice	Mandy	Richard	Brigitte	Sam	Alice	Tracey
<b>WEDNESDAY</b>	Mandy	Alice	Tracey/Alice	Brigitte	Richard	Sam/Richard	Tracey	Lee	First Aider
<b>THURSDAY</b>	Brigitte	Mandy	Tracey/Alice	Lee	Richard	Mandy/Lee	Sam	Brigitte	Tracey
<b>FRIDAY</b>	Richard	Sam	Tracey/Alice	Mandy	Brigitte	Alice	Lee	Richard	Tracey

This is subject to change as some first aiders have other commitments. If you are unable to contact the person on duty please call Student Reception who will find a first aider.

Numbers of duties: Tracey = 12. Alice = 10. Brigitte = 6. Sam = 6. Richard = 5. Lee = 5. Mandy = 5

**APPENDIX G**

**Staff Handbook Extract**

If a student requires minor First Aid they should be sent with a note to the First Aid room. The student should be accompanied by either a member of staff or a responsible student. They should never be sent alone. In general, however, it is good practice for the First Aider to go to the student. This is especially important in the case of a head injury or for a student who has diabetes. In the case of an asthma attack, under no circumstances should the student be sent to First Aid - the First Aider should come to them. A responsible student should be sent with a note to the first aid room and the first aider can come to support. The Learning Mentor on duty in the Zone may be able to assist by calling for the First Aider on the radio. Students should not be sent to first aid if they are asking to go home due to illness. They should be sent to their HoH to be provided with a note. If you have a student who really does need to go home as they are genuinely ill, then this can still be authorised, but please ensure first of all:

- i) HoHs check any CP concerns
- ii) HoHs/ZTLs put a note on SIMS against the register to indicate WHY going home. Just writing "ill" is not enough. Please indicate if stomachache, headache, migraine, vomited, etc. In this way we can monitor any CP concerns carefully.

Please also remember to log any calls home regarding first aid in the Communication log in SIMS. If you leave a message for a parent please leave the school number and your name in case they call back. It is the first aider's responsibility to make sure a parent is contacted if necessary.