



Budmouth College

First Aid Policy

Governors' Committee responsible:	Finance and Resources
Link Senior Leader responsible:	David Bone
Adopted	
Date reviewed by Governors :	28 th June 2017
Next review date:	May 2019

Working Together, Creating Opportunities

This Policy should be read in conjunction with the following Budmouth College policies and documents:

Policies	Documents
<ul style="list-style-type: none"> ▪ Safeguarding Policy ▪ Health and Safety policy and procedures ▪ Supporting Children with Medical Conditions and Managing Medicines policy ▪ DCC moving and handling policy ▪ Special Educational Needs policy ▪ Staff code of conduct or guidance on safe working practice. ▪ Trips and Visits Policy 	<ul style="list-style-type: none"> ▪ List of First Aid trained staff ▪ List of location of First Aid boxes ▪ Lone working guidance ▪ Risk assessments ▪ Emergency Guidance for First Aiders (attached Appendix A)

The Policy has been reviewed using the equality impact assessment initial screening record and positive impact is explicitly intended and very likely.

All policies can be found on the College 'R' drive in the Policies folder.

Equality Impact Assessment – initial screening record

1. What area of work is being considered?

First Aid policy 2017

2. Upon whom will this impact?

Students/staff/visitors

3. How would the work impact upon groups; are they included and considered?

<i>The Equality Strands</i>	Negative impact	Positive impact	No impact
Minority ethnic groups		✓	
Gender		✓	
Disability		✓	
Religion, Faith or belief		✓	
Sexual Orientation		✓	
Transgender		✓	
Age (N/A to pre-school and school children)		✓	
Rurality		✓	

4. Does data inform this work, research and/or consultation, and has it been broken down by the equality strands?

	NO	YES	Uncertain
Minority ethnic groups			✓
Gender			✓
Disability		✓	
Religion, Faith or belief			✓
Sexual Orientation			✓
Transgender			✓
Age		✓	
Rurality			✓

Does the initial screening highlight potential issues that may be illegal? NO

Further comments:-

Do you consider that a full Equality Impact Assessment is required? NO

Initial screening carried out by Sian Freeman..... 28th June 2017

Signed

Comment by Head teacher:

Date.....

BUDMOUTH COLLEGE **FIRST AID POLICY**

Purpose of Policy

Budmouth College recognises its responsibility to provide First-Aid and will ensure that staff and students have access to adequate facilities and materials at all times during the working day.

References

Health and Safety (First Aid) Regulations 1981 Management of Health and Safety at Work Regulations 1999

Health and Safety (First Aid) Regulations 1981 - Approved Code of Practice and Guidance (1997) L74

Health and Safety Executive (HSE) First aid at work, your questions answered

<http://www.hse.gov.uk/pubns/indg214.pdf>

Dorset County Council: Insite/Staffnet or www.dorsetforyou.com

Guidance and Code of Practice FIRST AID at WORK –Dorset County Council

Ensuring a Good Education for Children who cannot attend School for Health Reasons - Dorset County Council

Pan Dorset Interagency Safeguarding Procedures.

Supporting Children with Medical Conditions and Managing Medicines – Dorset County Council

Automated External Defibrillator (AED's), A guide for maintained schools and academies – Department for Education 2014

Legislation

The Health & Safety at Work Act 1974 imposes a general duty on employers to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees. This extends to the provision of appropriate first-aid facilities. The Health and Safety (First-Aid) Regulations 1981 require an employer to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. These requirements have been further expanded and updated by the production of the HSE's First Aid Approved Code of Practice and Guidance 1997 (ACOP). The Health and Safety Officer for Budmouth College can be contacted via the College switchboard.

General Guidance

The regulations require employers to make an assessment of their first aid needs within the workplace relevant to their circumstances.

The level of provision of first-aid facilities should be based on risk assessment and not simply the number of employees.

Any risk assessment of first aid needs will therefore have to consider the following factors when determining the adequacy of first aid cover:

- Proximity and accessibility to emergency services;
- Premises spread over a large area;
- Inexperienced workers;
- Members of the public on site;
- Staffing levels and type of establishment, school, care establishment, office etc.;
- Risk levels and workplace hazards e.g. tools, machinery, hazardous substances, kitchens and workshops;
- Previous incidents and cases of ill health that required first aid treatment;
- The needs of peripatetic staff e.g. lone workers, and employees, service users or students with special needs and disabilities;
- Annual leave, shift patterns and other foreseeable absences of first aiders and appointed persons;
- The risks associated with other employers or organisations sharing the workplace.

The minimum recommendation by DCC for Budmouth College is 3 First Aid at Work trained first aiders and 3 Emergency First Aid at Work trained first aiders, based on student numbers greater than 1000.

First-Aiders and Appointed Persons

Where the assessment identifies the need for trained First-Aiders they should be provided in sufficient numbers and at suitable locations to enable first aid to be administered without delay. Practical departments are areas where first aid assistance should be readily available at all times.

A First-Aider must hold a current Certificate in First-Aid at Work issued by an organisation recognised by the HSE, e.g. the British Red Cross Society, St John's Ambulance or Dorset Ambulance Service

When a fully trained First-Aider is absent in exceptional, unforeseen and temporary circumstances, Budmouth College will appoint a person (appointed person) to take charge of an emergency situation and call an ambulance if required.

Selection of First Aiders

When selecting potential First Aiders, people should be selected who are reliable, have good communication skills, and have an aptitude and ability to absorb new knowledge and learn new skills. Budmouth College will consider those staff involved in high risk activities, such as physical education teachers and those leading out-of school activities, as particularly appropriate and, conversely, consider those who cannot leave their classes unattended in an emergency as probably unsuitable. It is recommended therefore that non-teaching staff are also considered.

They should be able to deal with stressful and physically demanding emergency procedures. Account should also be taken of the person's normal duties, as a First-Aider must be able to leave to go to an emergency immediately. First-Aiders should familiarise themselves with the location and contents of First Aid boxes located on the college premises.

Whilst first-aiders carry out their duties voluntarily, they do so in the course of their employment. This is important in the event of a third party claim arising from first-aid treatment. First-Aiders should be given written confirmation that their employer fully indemnifies its staff against claims for negligence arising from the administration of first aid to employees or third parties, providing the members of staff are acting within the scope of their employment at the time; hold a current approved first aid qualification; and are following the employers' guidelines in the relation to the administration of first aid.

Training for First Aiders

First Aid at Work (FAW First aiders) must have fully attended and passed: An initial First Aid at Work Certificate course (3 days), valid for three years followed by; A First Aid at Work Refresher course (2 days), also valid for three years.

Note: recertification must be completed during the period of three months before or twenty eight days after the expiry date of the certificate to maintain the qualification otherwise the first aider must repeat the full three day course.

Emergency First Aid at Work (EFAW First aiders) must attend a one-day Emergency First Aid at Work Course which is valid for three years.

First Aiders (FAW/EFAW)

First aiders will be required to:

- take control of a medical emergency situation and give appropriate first aid in line with their training and where necessary delegate members of staff to ring emergency services, wait for ambulance, and direct paramedics to scene of incident in line with local procedures;
- in a serious emergency clear the area of anyone not involved in the incident;
- be responsible for checking the contents of first aid boxes, ensuring there is an adequate supply of materials and items have not passed any expiry date.
- ensure that all used first aid material/soiled dressings etc are disposed of appropriately. Note that infectious items are to be treated as hazardous waste and placed in appropriate containers (e.g. yellow bags) and disposed of in accordance with local arrangements;
- ensure necessary records are kept of all first aid administered, in line with the DCC Accident Reporting Policy

and Procedure and that managers are made aware;

- be aware that the County Council's Employers Liability and Public Liability insurance arrangements extend to the provisions of first aid at work.

Appointed persons must not attempt to give first aid for which they have not been trained and the provision of an appointed person must not be considered as a full time alternative for a fully trained First-Aider. An appointed person must be available at all times people are on site so this may mean appointing more than one.

First aid provision must be available at all times while staff and students are on college premises, and also off the premises whilst on college visits. **If activities are taking place outside of normal college hours the person responsible for arranging the activity must ensure they know where the nearest first aid box is located and who to contact in an emergency if they are not first aid trained.** A list of first aid trained staff is kept alongside all first aid boxes.

First-Aid/Medical Room

Budmouth College has a First Aid Room located next to the Main Office, Clare Hall. The First Aid room should be the responsibility of an appropriately qualified person, who can be a qualified First-Aider or a suitably qualified nurse. Budmouth College employs a qualified First Aider with over 15 years of first aid experience to attend the First Aid Room during term time. The first aid room is staffed during normal college hours. If a student becomes unwell whilst at College they should attend the First Aid room with consent of the appropriate teacher. They will be given a red slip. They will then be assessed by the Designated First Aider. If it is felt the student needs to go home, parents/carers will be contacted by the college and it is the parents/carers responsibility to arrange appropriate transport and supervision of their child within a reasonable period of time. Students and parents/carers must not arrange for students to leave College due to illness without first attending the First Aid room. Budmouth College has a duty to provide an education for all students, including those with an illness or disability, and alternatives to going home may be appropriate. If a student leaves College due to illness without the absence being authorised by the Designated First Aider it will be recorded as an unauthorised absence.

The First Aid room should be:

- Accessible at all times when people are on the college's premises
- Clearly sign-posted and identified by white lettering or symbols on a green background
- Positioned as near as possible to an access point for transport to hospital
- Easily accessible to stretchers and wheelchairs
- Adequately heated, lit and ventilated
- Have easy access to toilets

To be effective, the first aid room should have the following facilities:

- A water proof covered couch plus a pillow and blankets
- A sink with running hot and cold water
- Drinking water and disposable cups
- Liquid bactericidal soap and paper towels
- First aid equipment as dictated by the needs assessment
- Suitable lockable storage facilities for first-aid materials
- Protective gloves, aprons and mask for First-Aider protection
- A suitable refuse container lined with yellow disposable bags and a yellow plastic 'sharps' container
- A desk, table and chair and telephone
- Washable, smooth topped work surfaces
- Appropriate forms for recording incidents and treatments

The First Aid Room should only be used for first-aid treatment. A notice is displayed in the main office and departmental offices advising the names of all First-Aiders in the College.

First-Aid Boxes

If necessary, the Designated First Aider can attend any area within the College grounds. High Risk areas, and departments located some distance from the First Aid Room, must have a First Aid box. The box must be waterproof and airtight as far as possible and identified with a white cross on a green background.

There is no standard list of items to put in a first aid box – it depends on need, but where there is no special risk, minimum stock is:

- First Aid leaflet
- CPR Face Protection Shield
- Assorted Plasters
- Sterile non adhesive dressings x2
- Sterile eye wash pods x2
- Sterile Eye pads x 2
- HSE Large ambulance dressings x2
- HSE Med ambulance dressings x3
- Triangular Bandages x2
- Alcohol Free cleansing wipes x10
- Disposable Gloves
- Blunt ended scissors
- Tweezers
- Roll of sticking plaster
- Safety pins

First Aid Boxes and stock in the First Aid Room will be checked and replaced as necessary by First Aid Room staff.

All first aid incidents must be recorded in an incident book in line with DCC and RIDDOR requirements (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

All attendance of the First Aid Room must be documented with date, time, and full name of student or employee, brief description of injury and care given, release time and name of First-Aider.

The College must inform new employees of the first aid arrangements. Advising staff at induction and putting up notices indicating who and where the first aiders or appointed persons are, and where the first aid box is, will usually be sufficient. Special arrangements should be made for employees and students with reading or language difficulties.

Travelling and First Aid Kits

First Aid kits carried in vehicles such as mini-buses/coaches, or taken to outdoor activity/events are available from the First Aid Room with 12hrs notice. For information regarding guidelines for First Aid Cover on trips and visits (*please see the Trips and Visits Policy available on the 'R' drive).

A First Aid Box must be carried on every vehicle i.e. coach, minibus (for contents see above). Individual small First Aid bags should be carried by First Aiders or First Aid appointees and should contain a minimum of:

- A guidance leaflet
- 6 individually wrapped sterile adhesive dressings
- Large sterile dressings x2
- 2 triangular bandages
- Med ambulance dressing
- Eye wash pods x2
- Safety pins
- Alcohol free cleansing wipes
- CPR face shield
- Disposable gloves

Off site visits (See Trips and Visits Policy)

First aid provision must be considered and provided on all off College/site visits. The level of provision is decided by teachers or leaders on the basis of a risk assessment; the likelihood of injury or illness arising at a particular location or as a result of any planned activity.

Visit leaders must ensure availability of first aid cover for all visits where there is no immediate external first aid cover provided. In these situations, an appropriate first aid kit should be carried and one of the leaders should hold a first aid qualification appropriate to the environment and activity. The risk assessment may indicate that a higher level qualification is appropriate in circumstances where the risk of injury is higher or when the arrival at the scene by the emergency services may be delayed. An example could be an adventurous activity in a remote area. In this case, qualifications such as a current first aid at work certificate may be required.

When planning a visit, College management, offsite visits coordinator or leaders must make a judgment as to the level of first aid required for a particular visit.

Administration of medicines procedures (Supporting Children with Medical Conditions and Managing Medicines Policy)

- Medicines held on behalf of students, may only be issued to the person for whom they are prescribed. They may not be re-dispensed to others; they may only be issued by the Designated First Aider or nominated member of staff.
- Students are able to self-administer medication with written agreement from parent/carer and College Nurse/senior member of staff (template B).
- No medication will be administered, or carried by a student, without prior written parental authorisation (templates B/C).
- All medicines should remain in their original containers and not be dispensed into other containers. As medicinal containers become empty they must be disposed of, preferably back to a parent/carer.
- Asthmatic children should be encouraged to carry their own inhalers but the College should request a spare inhaler that will be labelled with the student's name and stored in a cabinet in the First Aid room. An emergency Ventolin inhaler is held by the College for students with written parental consent.
- All medicines sent from home must be in an original container and clearly labelled. Shop-bought medicines must be kept in their original containers. The medicine should be labelled with:
 - Student's name
 - Date of dispensing (in the case of a dispensed medicine)
 - Dose and frequency of administration
 - Any cautionary advice
 - Expiry date (in the case of an original pack)
- It is the parent's responsibility to inform the college in writing of any changes to the student's medication and complete a new College medicine consent form if necessary.
- Medicines for members of staff is kept in a separate locked medicine cabinet
- All medication dispensed by a suitably qualified person, including paracetamol, must be documented on the Administration of Medicine to an Individual Child form. Preparations dispensed to staff for self-administration must be recorded in the staff record book.

Use of the Cardiac Defibrillator

- . The cardiac defibrillator (AED) is situated in the Sports Centre. It is to be used only in an emergency where cardiac arrest is suspected. The AED is fully automated and advises the operator should defibrillation be required.
- Annual training on the use of the AED will be offered to a core group of staff who are involved in high risk activities. However, as the defibrillator is fully automated and potentially lifesaving, untrained bystanders should not be discouraged from using the AED in an emergency.
- Training is delivered by SWAST (South Western Ambulance Service Trust) and provides a 'First Responder' qualification. A yearly training update is required by staff who wish to continue to hold this qualification.

General Guidance to First-Aiders

Identifying illnesses / injuries to children

Young children may not give a full description of symptoms so additional care is necessary so that injuries or illnesses are not overlooked. If you have doubts or concerns, then other first aiders, key teaching staff and senior management should be consulted. If remaining at college the child should be kept under observation for the rest of the college day and all relevant supervising staff and a parent/guardian informed. Further advice can be sought from the parent, the child's care plan if available or by telephoning NHS 111, free to call non urgent care helpline.

Head injuries

Any head injury is potentially a very serious condition. A head injury to a student however minor must be assessed by a first aider (FAW/EFAW) and treated in accordance with current first aid guidance. If a student has fully recovered but there has been evidence of impaired consciousness the child must be seen by a doctor. If the injury is assessed as minor and does not require the child to be referred to a doctor, then the student must be kept under observation for the rest of the college day for signs of deterioration and the parent/guardian informed of the nature of the injury.

Calling an ambulance / transporting to hospital / moving injured children

Where there is any uncertainty about a child's condition or extent of injury then medical assistance should be sought, and where it is required urgently, this should be by ambulance. If the situation warrants calling an ambulance then this should take priority over informing the parent/guardian. The parents can be contacted after calling the ambulance. If parents cannot arrive at the college before the anticipated arrival of the ambulance then they should arrange to meet their child at the hospital. Consideration should also be given to the extent of discomfort and pain which can be inflicted when self-transporting a child without appropriate immobilisation and pain relief and medical expertise afforded by paramedics/ambulance. College staff must also exercise caution before moving a student into or to another part of the college for further examination and treatment. If a more serious injury is evident or likely then a first aider should make a more thorough assessment of the child before deciding if it is appropriate to move a student. Consideration must be given to manual handling risks before first aiders attempt to move children who are injured or ill. It may be advisable to wait for paramedic staff that are trained to move casualties and carry equipment to assist when doing so.

When a child is taken to hospital, the College having responsibility for that child must ensure that they are accompanied by an adult from the College, and that they remain accompanied until a parent/guardian arrives. If the Parent or Carer cannot be contacted, or fail to arrive at the hospital (or refuse to do so) Dorset County Council, Children's Services should be contacted to arrange for appropriate care of the Student

Sudden unexplained death in childhood

Fortunately, it is very rare for a student to die in a school setting. However, from time to time, across the United Kingdom, staff members do find themselves becoming involved with the unexpected death of a student either medically related or as a consequence of an accident of some description. It is more likely that staff members will encounter students with life threatening illnesses or injuries. When a child under the age of 18 years dies, for whatever reason, the statutory child death review process is initiated on behalf of the Local Safeguarding Children Board. For this to take place, it is important that certain procedures are initiated by the College. Firstly, an ambulance must be called immediately in the event of the sudden death or life threatening injury to a child. Also, the incident must be reported without delay by the Principal to the Police and parents/carers notified.

Staff dealing with these situations may need support which can be arranged through the schools staff welfare services. Support for the College community can also be organised by the Education Psychology service.

Reviewed:

Next review date:

Emergency Guidance for First Aiders

In an Emergency Situation, Immediate Action SAVES LIFE. The following guidance is given for trained first-aid staff that may be called on to give assistance:

Always **assess the situation**, ensure that you are not placing yourself in danger when approaching the casualty. If you suspect chemical involvement beware of contaminating yourself when handling the casualty.

DO NOT move the casualty unless there is immediate danger to life.
If breathing has stopped, follow the 'basic life support' guidelines.

Basic Life Support

Resuscitation should be attempted even if you are in doubt whether a casualty is capable of being revived. First-Aiders called upon to give resuscitation should be aware that Resuscitation masks and face shields are available for use when carrying out rescue breathing. Basic Life Support requires good, effective cardiac compressions and rescue breathing should be via face mask or bag/mask/valve assembly.

Check for a response. Remove obstructions to the face or constrictions to the neck.

1. Tilt the head back to open the airway, remove any debris seen in the mouth and throat if able to do so easily.
2. Look, listen and feel for signs of respiration for ten seconds. If breathing present but casualty unresponsive, place in the recovery position and get help. Call for an Ambulance.
3. If no respiration, call for help/ambulance and begin chest compressions immediately.
If appropriate, request the automated external defibrillator from the Medical Room
Place the heel of your hand on the centre of the casualty's chest. Place your other hand on top of it with fingers interlocked and palms resting on the patient's chest (keeping them clear of the ribs themselves). With your arms straight, position yourself above the patient until they are vertical and then press down one third of the depth of the chest or 3 to 4cm.
Release the pressure and repeat the procedure 30 times at a rate of 100 per minute.

4. Tilt the casualty's head back, lift the chin, apply face mask or bag/mask/valve assembly and give two ventilations. If using a face shield, apply shield, pinch the casualty's nostrils together with your fingers and open the mouth. Take a breath, seal your lips around his/her mouth and blow steadily into the casualty's mouth

As you blow into the casualty's mouth, look along the chest, so that you can see it rise and fall. NOTE: If the casualty's chest fails to rise, check that the casualty's airway is open and clear. Adjust the position of the head and jaw and try again.

Mouth to mouth respiration is entirely optional if no ventilation aids are available, but will improve the chance of survival for the casualty

Give two rescue breaths if ventilation aids available and then continue chest compressions. **The ratio is 30:2**

5. Continue with chest compressions – 30 compressions
6. You should continue until either spontaneous breathing is restored, a qualified medical person takes over; or you are exhausted and unable to continue.

Electrical Injuries

When a person has received an electric shock:

Switch off the current by pressing the emergency isolation button for the area or at the main plug if it has a switch. **Never** attempt to pull the person off the faulty appliance as you too may be electrocuted.

As soon as the power is switched off, check the casualty to see if he/she is breathing. If the casualty is **NOT** breathing, call for help and follow the guidelines for basic life support above.

(Ensure if possible that a bystander is sent to telephone for help.)

If the casualty is conscious, but visibly shocked (deathly pallor, sweating, rapid, shallow breathing) lay the casualty flat on their back on a blanket with legs slightly raised on a pillow (unless you suspect any fractures). Turn the head to one side to keep the airway clear, and cover the casualty with a blanket.

DO NOT move the casualty unnecessarily or artificially warm. **DO NOT** give anything by mouth (including smoking). If thirsty, moisten the lips with water.

Cool any burns by flooding the area gently with cold water. Then cover with a sterile non fluffy dressing

DO NOT apply ointments, burn relief sprays, lotions or fats to the burn. **DO NOT** break any blisters or remove loose skin. **CALL AN AMBULANCE.**

Unconscious Person

If no serious injury is suspected place the unconscious casualty on his side in the recovery position. Casualty's top leg should be pulled up at the knee/thigh to form a bend at right angles to the main body and their upper arm should be similarly positioned to stop the casualty rolling onto their front. This position ensures that an open passage is maintained, and that vomit and other fluid will drain freely from the mouth, preventing inhalation and choking.

If you suspect fractures of the arms or legs, or if the casualty is lying in a confined space, protect the airway if necessary and use a rolled blanket or similar item to provide support for the body.

Excessive Bleeding

If a casualty has suffered a serious wound and is bleeding excessively:

Put on gloves if you have them to hand.

Lie the casualty down and control the bleeding by applying firm direct pressure on or around the wound site with your fingers or palm of your hand over a clean dressing (a clean pad of non-fluffy material will do). If no dressing is available use your hands and call for assistance. Gloves for your protection should be worn.

Elevate the wound if possible.

Get a bystander to call an ambulance immediately.

Epilepsy

Ensure that all students who have epilepsy are known to the First-Aiders and that any information on any prescribed medication and its application is also known. The following advice should be followed:

- If the seizure is short and the student shows signs of rapid recovery, then sit the student down quietly and monitor their condition. The student's parent or carer should be contacted.
- If the student suffers an injury as a result of the seizure, then give immediate first aid.
- If the fit is violent and/or prolonged, seek medical advice, or call an ambulance. In such cases the parent/carers should be contacted to advise them on the action taken.
- If the person has no history of epilepsy and has a seizure then medical help should be sought and the parent/carers informed immediately.

Anaphylaxis

First Aiders should be aware of students who are known to have severe allergic reactions. Care plans for students with Anaphylaxis are displayed in the First Aid Room, the main office and in the staff room. There are documented guidelines for each of these students with a comprehensive list of signs and symptoms and necessary action.

Annual training is available for staff to enable them to give a lifesaving 'EpiPen' injection of Adrenaline to these students, should they have an anaphylactic reaction.

Information regarding this can be obtained from the First Aid Room or from the Director of inclusion in the Learning Support Centre.

Safeguarding

First Aiders at Budmouth College, should be mindful of the College's Safeguarding Procedures at all times (***See Safeguarding Policy and Procedures – 'R' drive**) and report immediately any concerns regarding the welfare or wellbeing of a young person or in the event that a young person discloses abuse, to the College DSL or Deputy DSL.