

West Midlands UTC

First Aid Policy

WMUTC value the health and safety of all students, staff and visitors and will take appropriate action to ensure practices are in place to protect them. First Aid can save lives and prevent minor injuries becoming major ones. The WMUTC will ensure that there are adequate and appropriate equipment, facilities and procedures for providing first aid in the workplace.

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Comments	This appendix elaborates on elements referred to within the Professional Conduct and Respect Policy.		
Monitoring, Evaluation and Review	This policy will be reviewed as it is deemed appropriate, but no less frequently than every 2 years. The policy review will be undertaken by the Principal, or nominated representative.		

Contents

- 1. Introduction**
- 2. First Aiders and Appointed Persons**
- 3. First Aid Training**
- 4. First Aid Boxes**
- 5. Recording of First Aid Treatment Given**
- 6. Hygiene and Infection Control**
- 7. First Aid Accommodation**
- 8. Medical Treatment**
- 9. Administering Medicines within the WMUTC**
- 10. Procedure in Event of an Accident, Illness or Injury**
- 11. Staff and Visitors**
- 12. Medical Room Procedure**
- 13. Off Site Visits**
- 14. First Aid Arrangement Monitoring**
- 15. Liability**
- 16. Monitoring and Evaluation**
- 17. DfE Guidance and supporting documentation**
- 18. Appendix 1**
- 19. Appendix 2**

1. Introduction

- 1.1. This policy aims to identify effective systems for ensuring the provision of adequate and appropriate first aid equipment, facilities and personnel at WMUTC both on and offsite.
 - 1.1.1. to identify the first aid needs of the UTC in line with the Management of Health and Safety at Work regulations;
 - 1.1.2. to ensure that first aid provision is available at all times whilst there are people on WMUTC premises or on off-site visits;
 - 1.1.3. to ensure that there are appropriate number of suitably trained first aiders on site and maintain a training log;
 - 1.1.4. to provide awareness and training to staff, students and visitors on First Aid arrangements in the WMUTC ;
 - 1.1.5. To keep records as appropriate and report accidents to the Health and Safety Executive in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
- 1.2. The object of first aid is to offer assistance to anyone injured or suddenly taken ill before expert help from a doctor or nurse is available, or before an ambulance arrives.
- 1.3. The aims of first aid are threefold:
 - 1.3.1. saving life by prompt and initial action;
 - 1.3.2. preventing the injury or condition from deteriorating;
 - 1.3.3. helping recovery through reassurance and protection from further danger.

2. First Aiders and Appointed Persons

- 2.1. A **First Aider** is someone who has undergone an approved training course in First Aid at Work and who holds a current First Aid at Work Certificate. Their role involves:
 - 2.1.1. undertaking first aid treatment in accordance with their training;
 - 2.1.2. summoning an ambulance or other external medical services;
 - 2.1.3. liaising with the premises manager to ensure first aid kits are fully stocked and refilled after use;
 - 2.1.4. keeping suitable records of all treatment administered.
- 2.2. An **Appointed Person** is someone who is nominated to take charge of a situation in the absence of a qualified first aider. Their role includes:
 - 2.2.1. taking charge when someone is injured or falls ill;
 - 2.2.2. calling an ambulance (where required); and
 - 2.2.3. being responsible for first aid equipment e.g. re-stocking the first aid box.
- 2.3. Appointed persons are **not** first aiders and so should **not** attempt to give first aid for which they have not been trained. They may give emergency first aid where trained to do so (normally by completing the Emergency First Aid at Work Certificate).
- 2.4. A full list of First Aiders will be held at reception and will be prominently displayed **throughout** the WMUTC especially in the Construction and Science laboratories. Students will have an induction to the building when they arrive and this will include a tour of where first aid facilities can be found and the list of First Aiders. Visitors will receive Health and Safety guidelines which will include information about First Aid.
- 2.5. The Appointed Person must regularly inspect the contents of first-aid containers and the contents must be restocked as soon as possible after use. Sufficient supplies should be held

in a back-up stock on site. Care should be taken to discard items safely after the expiry date has passed.

3. First Aid Training

3.1. First aiders are required to keep a training record and update their training every 3 years. The WMCUTC will ensure that staff who have agreed to become first aiders receive the relevant training and will arrange refresher courses before certificates expire.

4. First Aid Boxes

4.1. First-aid materials and equipment

4.1.1. First Aid boxes will be stocked in accordance with guidelines, Appendix 2, be suitably marked, easily accessible and kept in the following locations:

- 4.1.1.1. Construction Workshop [Ground floor]
- 4.1.1.2. Science Laboratories [First floor]
- 4.1.1.3. Reception/General Office [Ground floor]
- 4.1.1.4. First Aid and Medical examination room [Ground floor]
- 4.1.1.5. Design Rooms & Design tech room [First floor]
- 4.1.1.6. Staff Workroom [Ground floor]
- 4.1.1.7. Staff Workroom [Second floor]

4.1.2. Eye wash equipment is kept in the following locations:

- 4.1.2.1. Construction Workshop [Ground floor]
- 4.1.2.2. Science Laboratories [First floor]
- 4.1.2.3. First Aid and Medical examination room [Ground floor]
- 4.1.2.4. Design room/Design tech room [First floor]

4.1.3. Body spill kits are also kept in the following locations:

- 4.1.3.1. First Aid and Medical examination rooms [Ground floor]
- 4.1.3.2. Science Laboratories [First floor]
- 4.1.3.3. Design tech Room [First floor]

4.1.4. For educational visits there are travel kits which are kept in the following locations:

- 4.1.4.1. First Aid and Medical examination room [Ground floor]

4.2. The equipment and materials in the above areas are intended for minor injuries, i.e. cuts, abrasions etc. All uses of the above **must be recorded in the accident book** to ensure all accidents and injuries are recorded and to enable stocks to be replenished.

5. Recording of First Aid Treatment Given

5.1. First aiders will keep a record of any first aid treatment given. This will include:

- 5.1.1.** the date, time and place of incident;
- 5.1.2.** the name of the injured or ill person;
- 5.1.3.** details of the injury/illness and what first aid was given;
- 5.1.4.** what happened to the person immediately afterwards [for example went home, resumed normal duties, went back to lessons, went to hospital];
- 5.1.5.** name and signature of the first aider or person who dealt with the incident.

5.2. The record should be logged with the Director of Operations, who is responsible for monitoring and identifying trends in accidents and possible areas for improvement in the control of health and safety risks.

6. Hygiene and Infection Control

- 6.1.** All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff will have access to single- use disposable gloves and hand washing facilities and should take care when dealing with blood or other body fluids and disposing of dressings and equipment. Body spill kits are available in the First Aid and Medical examination room and the Reception.

7. First Aid Accommodation

- 7.1.1.** There is a medical examination and a first aid room on the ground floor of the building with a wash basin and is reasonably near an accessible toilet. There is a medical bed, first aid box (**see appendix 1**) and will be used for first aid on the premises.

8. Medical Treatment

8.1. students

- 8.1.1.** Every effort will be made to ensure that students with medical needs experience the best possible care within the WMUTC. All medical information received by the WMUTC will be treated confidentially. Information to ensure the safety and care of individual students will be disclosed as appropriate to staff at the WMUTC, under the direction of the Director of Operations. This will be discussed with the student and their parents for their agreement to the disclosure.

- 8.1.2.** A copy of the relevant information along with student's photographs will be stored in the First Aid room so First Aiders can easily access this before administering any treatment.

8.2. Staff

- 8.2.1.** Staff should ensure that colleagues are aware of relevant conditions as appropriate. If in doubt or concerned, a member of staff should raise any concerns with the Principal.

9. Administering Medicines within the WMUTC

9.1. Students

- 9.1.1.** medication should not be administered to students without a direct request from parents. This must be supported with written instructions on administration and with appropriate training if necessary;
- 9.1.2.** students' personal medication must be in the original packaging labelled with the students name, address and dispensing instructions, and must be kept securely locked in the medical cabinet in the medical room;
- 9.1.3.** medicine dosage will be supervised by a member of staff but the student will administer it themselves. Injections should be administered by students in the medical room and needles/sharps must be disposed of in the medical room using the sharps bin provided;
- 9.1.4.** any medication found in the possession of a student without the appropriate parental consent will be removed and the parent will be contacted for consent;
- 9.1.5.** all administered medication should be recorded in the accident/illness and medication log;
- 9.1.6.** epipens must be kept in an unlocked cupboard in the medical office during UTC hours, but must be locked outside UTC hours;
- 9.1.7.** no medication other than that supplied from home according to the above procedure will be issued under any circumstances;

- 9.1.8. any medication found to be past its expiry date should be collected by parents/carers for disposal
- 9.1.9. any medicines which need to be administered during the UTC day whilst a student is on a trip must be placed in the possession of a responsible adult to supervise the dosage;
- 9.1.10. first aiders will only administer medication where the appropriate training has been given in line with the students care plan;
- 9.1.11. under no circumstances will a child be permitted to take medication brought in by another student;
- 9.1.12. in an emergency, inhalers **cannot** be transferred from student to student, the emergency services should be called.
- 9.1.13. The UTC will hold a generic emergency inhaler on site in the medical room for use in an emergency

9.2. Staff

- 9.2.1. Staff are responsible for their own medication and must ensure that any medication brought into the WMUTC for their own personal use is kept securely in a place where students will not have access to it.
- 9.2.2. Staff must ensure that the Principal is made aware of any medication that might need to be administered in an emergency including allergies that may require the use of an EpiPen.

10. Procedure in Event of an Accident, Illness or Injury

- 10.1. If a student becomes ill during a lesson and the teacher feels that medical treatment is required, the student should be sent to Reception, accompanied by another student if required.
- 10.2. If it is deemed inappropriate to move the student then a responsible person/student should be sent to seek assistance either from the nearest first aid station or from reception.
- 10.3. If it is necessary to send students home, the Appointed Person/First Aider at Work will liaise with reception and parents/carers to make the necessary arrangements. Students should not be allowed to make their own way home and if home contact is not possible the students should remain on site until this has been achieved.
- 10.4. Transport for a student may be required for non-emergency hospital treatment; parents/carers should be contacted to request transport in the first instance. However, if parents/carers are not available, a taxi will be called to transport the student to hospital, accompanied by the Appointed Person or first aider, whilst the WMUTC continues to secure home contact.
- 10.5. Emergency hospital attention must be sought at any point that the First Aider/ Appointed Person believes it is necessary. This must be done through reception as soon as possible and according to the guidelines in **appendix two**. A member of staff from the WMCUTC must accompany them to hospital and stay with them until a parent or carer arrives.
- 10.6. During non-lesson time reception must be contacted for all incidents. These must then be reported to a nominated First Aider or Appointed Person who will deal with the situation and then record as necessary all accidents, injuries and dangerous occurrences.

11. Staff and Visitors

- 11.1. Anyone requiring medical attention should report to reception. If an ambulance is required for a member of staff, the person identified on staff records as the emergency contact should be

informed unless the member of staff requests otherwise. If a visitor to the UTC requires an ambulance all efforts must be made to contact a member of the family or other work colleague unless requested otherwise by the person.

12. Medical Room Procedure

- 12.1.** A First Aider will be called and the student will be escorted to the medical room for treatment.
- 12.2.** If no medical treatment is needed, but student is to go home, then reception will contact the parents of the student to be collected. If parents cannot collect, then the student will remain in the First Aid room until the end of the WMUTC day.
- 12.3. If medical treatment is required:**
 - 12.3.1.** a First Aider will be called;
 - 12.3.2.** details of treatment given must be recorded in the medical record book. If treatment is required as a result of an accident, details must also be entered in the Accident Book and record logged with the Director of Operations
 - 12.3.3.** as good practice parents/carers will be informed either by a letter at the end of day or immediate contact from Reception or the First Aider

13. Off Site Visits

- 13.1.** The risk assessment for the Educational visit will determine the level of medical support required. As a minimum someone with First Aid training and travel kit should be taken.

14. First Aid Arrangement Monitoring

- 14.1.** The Director of Operations is responsible for undertaking an annual first aid assessment, ensuring adequate first aid arrangements are made for the WMUTC. The Director will also liaise with lead staff in assessing the first aid requirements for off-site activities where there may be an increased risk of injury.
- 14.2.** Arrangements include ensuring that:-
 - 14.2.1.** there are sufficient numbers of first aid trained personnel to meet the needs identified in the assessment throughout the times that the premises are in use/the trip is in progress;
 - 14.2.2.** there is adequate provision of first aid equipment which is stored in suitable containers;
 - 14.2.3.** sufficient notices are displayed at appropriate places indicating the location of first aid equipment and trained first aiders so that assistance can be quickly summoned;
 - 14.2.4.** adequate access to a telephone is always available to call emergency services when required;
 - 14.2.5.** employees are informed of the local first aid arrangements at induction and whenever changes are made;
 - 14.2.6.** staff are made aware of the location of first aid equipment/facilities and personnel;
 - 14.2.7.** A suitable medical room is available when the need is identified;
 - 14.2.8.** Contractors are provided with information regarding first aid procedures and how to access first aid provision prior to commencing work, if this will be available to them whilst working on-site;

15. Liability

15.1. The WMUTC employer's liability insurance policy will provide indemnity for staff acting as first aiders or emergency aiders as defined above. First aiders must ensure that any treatment they give is administered in accordance with the training they have received. So long as treatment is administered with good intent and in accordance with current good practice, the WMUTC insurers will support the actions of its employees in the event of a legal case relating to first aid treatment.

16. Monitoring and Evaluation

- 16.1.** All accidents, injuries and illnesses will be recorded. This data will be used to:
- 16.1.1.** monitor and evaluate the effectiveness of the health and safety policy and procedure;
 - 16.1.2.** monitor and evaluate the risk assessment process;
 - 16.1.3.** demonstrate defensible decision making in the event of complaints being made;
 - 16.1.4.** engage and inform the work of the site and premises staff;
 - 16.1.5.** report to governors in order for them to evaluate the health and safety work of the WMUTC;
 - 16.1.6.** inform the evidence presented in the WMUTC's chosen form of self-evaluation.

17. DfE Guidance and other documentation has been used to create this document. The specific guidance documents include:

Appendix 1

Contents of First Aid boxes

There is no mandatory list for first aid boxes; however the HSE recommends that the minimum provision of first aid items should be:

- A leaflet giving general advice on First Aid;
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- 2 sterile eye pads;
- 4 individually wrapped triangular bandages;
- 6 safety pins;
- 6 medium sized individually wrapped sterile unmediated wound dressings;
- 2 large individually wrapped sterile unmediated wound dressings;
- 1 pair of disposable gloves.

Travelling First Aid Boxes contents list:

- A leaflet giving general advice on First Aid;
- 6 individually wrapped sterile adhesive dressings (assorted sizes);
- 1 large individually wrapped sterile unmediated wound dressing;
- 2 individually wrapped triangular bandages;
- 2 safety pins;
- Individually wrapped moist cleansing wipes;
- 1 pair of disposable gloves.

In addition to the above, Travelling First Aid boxes also contain sick bags and sanitary wear.

Appendix 2

Procedure for Emergency Hospital Attendance

In the situation where an ambulance is required the Appointed Person/First Aider in attendance must:

- Contact reception immediately;
- Give clear details of the students name and the reason for the emergency call;
- Clearly state the location of the student and the action already taken and the physical state of the student;
- Stay with the student;
- Attend hospital with the student unless the parents are available on site.

Reception staff must

- Ring the emergency services using 999 immediately;
- Give clear instructions about the students name and condition;
- Contact the parents /carers/emergency contact to request attendance at the UTC;
- Confirm ,using the MIS system, any medical conditions relating to the student;
- Arrange for the ambulance/ first responder to be met at the Springfield Campus entrance to give directions to the student and accompany them;
- Inform the Principal.

If reception is unavailable the First Aider at Work should use their mobile phone to summon assistance from the Director of Operations, Vice Principal or Principal.

During an offsite visit the procedures laid down in the educational visits policy apply. The nearest Hospital with Casualty Unit is:

New Cross Hospital, Wolverhampton Road, Wolverhampton, WV10 0QP Tel: 01902 307999