



Serlby Park Academy

First Aid Policy

Setting standards for success

Date of Last Review/update:	January 2017
Reviewed by:	DW/WR
Date of next Review:	January 2018

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1.0 Operational Management of this policy

The responsibility for the implementation of this policy and provision rests with the Principal. On an operational basis, the management, responsibility and evaluation of this policy will be undertaken by the **Assistant Principal**.

2.0 Suggested Audience

All Education Advisory Board members and staff. As part of their academy induction programme and continuing professional development, all staff will participate in training which will enable them to use the knowledge, principles and procedures outlined in this policy.

3.0 Related policies

This policy is part of a suite of policies which should also be referred to.

- Medical Treatment of pupils
- Off-site and Educational Visits Guide
- Health and Safety Policy
- Managing medication in schools

4.0 Academy Mission Statement

Setting standards for success

5.0 Introduction

5.1 This academy is a member of the Delta Academies Trust (DAT). It will use the resources and expertise of the sponsor and work closely with other DAT academies to ensure that this policy is implemented using best practice. The Health and Safety (First Aid) Regulations 1981 require employers to provide trained persons and equipment to deal with First Aid emergencies and ill health occurring at work. This policy outlines the academy's responsibility to provide adequate and appropriate first aid to children, staff, parents/carers and visitors and the procedures in place to meet that responsibility.

5.2 The academy recognises that First Aid can save lives and prevent minor injuries becoming major ones. This document has been prepared to provide guidance on the policy and procedures for dealing with First Aid at the academy. The requirements for the statutory provision of First Aid have been taken into full account to ensure that the academy will provide adequate and appropriate equipment, facilities and qualified first aid personnel. **Failure to implement the procedures contained in this document could result in a criminal offence as well as disciplinary action being taken by the academy.** This policy is informed by earlier guidance published by a Department for Education: [Guidance on First Aid for Schools](#) (DfEE) and is reviewed annually.

6.0 Aims

- To identify the first aid needs of this academy in line with the Management of Health and Safety at Work Regulations 1992 and 1999.

- To ensure that first aid provision is available at all times while people are on academy premises, and also off the premises while on academy visits.

7.0 Objectives

- To identify the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the academy.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents/carers of the academy's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

8.0 Academy First Aid Staff

Name	Location:	Qualification	Expiry date
DIANE WRAIGHT	MEDICAL ROOM	FIRST AID AT WORK	12/05/2018
KAREN BROMILOW	SECONDARY	FIRST AID AT WORK	01/07/2017
ELIZABETH FINCHER	PRIMARY	FIRST AID AT WORK	30/01/2017
SANDRA TWEED	SECONDARY	APPOINTED FIRST AID	21/10/2019
BARBARA STANFIELD	SECONDARY	APPOINTED FIRST AID	21/10/2019
SHARON TAYLOR	SECONDARY	APPOINTED FIRST AID	21/10/2019
WARREN ROSE	SECONDARY	APPOINTED FIRST AID	21/10/2019
CATH CAVE	SECONDARY	APPOINTED FIRST AID	02/11/2018
TARA HUNT	SECONDARY	APPOINTED FIRST AID	21/10/2019
IAN PEACH	SECONDARY	APPOINTED FIRST AID	21/10/2019
JOE SENIOR	SECONDARY	APPOINTED FIRST AID	21/10/2019
ROGER DICKENSON	SECONDARY	APPOINTED FIRST AID	02/11/2018
STEPHANIE HAIGH	SECONDARY	APPOINTED FIRST AID	21/10/2019
CHRIS ROBINSON	SECONDARY	APPOINTED FIRST AID	02/11/2018
LIA CLAYTON	SECONDARY	APPOINTED FIRST AID	02/11/2018
MICHELE TURNEY	SECONDARY	APPOINTED FIRST AID	21/10/2019
JULIE BAILEY	PRIMARY	APPOINTED FIRST AID	02/11/2018
JANNETTE NEEDHAM	PRIMARY	APPOINTED FIRST AID	02/09/2017
JANINIE KNIGHT	PRIMARY	APPOINTED FIRST AID	02/09/2017
JAN SMITH	PRIMARY	APPOINTED FIRST AID	02/11/2018
LYN COLLINSON	PRIMARY	APPOINTED FIRST AID	02/11/2018
JEAN TOMMY	PRIMARY	APPOINTED FIRST AID	02/11/2018
SARAH CHESTER	PRIMARY	PEDIATRIC FIRST AID	21/10/2019
CAROL DUDLEY	PRIMARY	PEDIATRIC FIRST AID	02/11/2018
NATALIE STURDY	PRIMARY	PEDIATRIC FIRST AID	02/11/2018

9.0 Responsibilities

- 9.1 The Principal is responsible for the health and safety of all employees and anyone else on the premises. This includes the teachers, non-teaching staff, children and visitors.
- 9.2 The Principal will ensure that a risk assessment of the academy is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.
- 9.3 The Principal will ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.
- 9.4 The Principal is responsible for putting the policy into practice and for developing detailed procedures.
- 9.5 The Principal will ensure that the policy and information on the academy's arrangements for first aid are made available to parents/carers.
- 9.6 All staff are expected to do all they can to secure the welfare of the pupils.

10.0 First Aiders and Appointed Persons

Definitions

- 10.1 A First Aider is a person who has attended, successfully completed and has a valid certificate for the 4 day 'First Aid at Work' training course approved by the HSE. This is a voluntary post.
- 10.2 Appointed Person means a person who has attended, successfully completed and has a valid certificate for the 'Appointed Persons' training.
- 10.3 First Aid means the following:
 - 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
 - Treatment of minor injuries which would otherwise receive no treatment or do not need treatment by a medical practitioner or nurse.

11.0 Identification of Suitable Candidates

- 11.1 In selecting first-aiders, the Principal will consider the person's:
 - Reliability and communication skills;
 - Aptitude and ability to absorb new knowledge and learn new skills;
 - Ability to cope with stressful and physically demanding emergency procedures; and
 - Normal duties. (A first aider must be able to leave to go immediately to an emergency).
- 11.2 The Principal will 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.

12.0 Role and Responsibilities of Appointed Persons and First Aiders

12.1 An Appointed Person is someone who:

- Takes charge when someone is injured or becomes ill;
- Looks after the first-aid equipment e.g. restocking the first-aid container; and
- Ensures that an ambulance or other professional medical help is summoned when appropriate.

12.2 Appointed persons are **not** first aiders. They should **not** give first aid treatment for which they have not been trained. However, it is good practice to ensure that appointed persons have emergency first aid training/refresher training, as appropriate. These courses do not require HSE approval. They normally last four hours and cover the following topics:

- What to do in an emergency;
- Cardiopulmonary resuscitation;
- First aid for the unconscious casualty; and
- First aid for the wounded or bleeding.

Emergency first-aid training should help an Appointed Person cope with an emergency and improve their competence and confidence.

13.0 First Aiders' Role

The role for this important position is defined as following:

- The administration of First Aid, up to but not exceeding the level of their training;
- Ensuring that any incident and treatment given is recorded in a suitable local register;
- Reporting immediately to the Principal, by telephone, all incidents requiring the attendance of a pupil, member of staff or any person at hospital;
- Ensuring that all spillages of body fluids are cleared up promptly;
- Maintaining stocks in 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.

14.0 First Aiders' responsibilities

14.1 These include:

- Attending an initial approved training course approved by the Health and Safety Executive (HSE);
- Ensuring their own recommended immunizations /injections are up to date;
- Reporting any illness or injuries (to the Assistant Principal) which would preclude their abilities to administer First Aid, in order for the academy to arrange alternative cover; and

- First Aiders have a responsibility to attend a three-yearly refresher training course. (They should attend this course before the expiry of their previous accreditation or they will have to complete the initial training course again).
- 14.2 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. (See Medical Treatment Policy)
 - 14.3 The role of the first aider is to provide care after an accident or injury including preserving life, minimising further damage and making the patient as comfortable as possible until professional medical or nursing help is available. It is not to give treatment.
 - 14.4 The role of a member of staff discovering a serious injury or illness is to make contact with the general office and, when necessary, take charge until qualified assistance is available.
 - 14.5 Office staff will then contact a first aid qualified person and may also contact the emergency services.
 - 14.6 The First Aider will decide on whether or not the ill or injured party should move, be moved, or remain undisturbed, and may have to take other appropriate action, depending on the assessment of the situation.
 - 14.7 In the case of a serious incident, available staff should also seek to ensure the safety and welfare of other pupils in the area.

15.0 Indemnity and Insurance

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 pupil, 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 protective equipment (PPE) is used; and
- The First Aider or Appointed Person is adhering to protocols and acting within the limitations of their training and the First Aider or Appointed Person is acting in good faith.

16.0 Use of 'EpiPens'

'EpiPens' issue a controlled dose of medication which help to control the symptoms of anaphylactic shock, a potentially life-threatening condition, caused by exposure to several agents: Some foods (most commonly, but not exclusively nuts), insect stings, etc which vary from person to person. Members of staff who have been trained in the use of the 'EpiPen' by a member of trained first aiders, will also be covered provided that:

- The member of staff is adhering to protocols and acting within the limitations of their training; and
- The member of staff is acting in good faith.

17.0 Procedures

17.1 Risk assessment

Reviews are required to be carried out at least annually, or more frequently, at the request of the Principal. Recommendations on measures needed to prevent or control identified risks are forwarded to the Principal.

17.2 Re-assessment of first-aid provision

As part of the academy's annual monitoring and evaluation cycle:

- The Assistant Principal will review the academy's first-aid needs following any changes to staff, building/site, activities, off-site facilities, etc.
- The Assistant Principal will monitor the number of trained first aiders, alert them to the need for refresher courses and organises their training sessions.
- The Assistant Principal will monitor the emergency first-aid training received by other staff and organises appropriate training.
- An Appointed Person will check the contents of the first-aid boxes termly.

17.3 Providing information

17.3.1 The Principal will ensure that all staff (including those with reading and language difficulties) are informed of the first-aid arrangements, including the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the Academy's first-aid needs.

17.3.2 The Assistant Principal will provide:

- Information packs for new staff as part of their induction programme;
- All staff with information on the location of equipment, facilities and first-aid personnel.

17.4 First Aid Notices will be displayed in a prominent place. First Aid information will also be made available in the academy staff handbook.

18.0 Provision

18.1 How many first-aid personnel are required?

18.1.1 The Principal will consider the findings of the risk assessment in deciding on the number of first-aid personnel required. Academies are low risk environments, but the Principal will consider the needs of specific times, places and activities in deciding on their provision.

18.1.2 In particular he/she will consider:

- Off-site PE;
- Academy trips;
- Science labs;
- DT/Art rooms;
- Adequate provision in case of absence, including trips; and
- Out-of-hours provision e.g. clubs, events

18.1.3 Arrangements will be made to ensure that the required level of cover of both First Aiders and Appointed persons is available at all times when people are on academy premises.

18.2 First aiders

The recommended number of certified first-aiders is one per 100 pupils/staff.

18.3 Appointed persons

The academy should appoint at least one Appointed Person per key stage. In addition, most members of the PE, Drama, Art, Science and Technology departments plus three members of the Catering department will be Appointed Persons.

18.4 Qualifications and Training

- First Aiders will hold a valid certificate of competence, issued by an organisation approved by the HSE.
- Appointed persons will undertake one-day emergency first-aid training.
- Specialist training in first-aid for children should be arranged in a three year cycle.

18.5 First-aid materials, equipment and facilities

18.5.1 The Assistant Principal will ensure that the appropriate number of first-aid containers according to the risk assessment of the site, are available. See HSE guidelines on recommended and mandatory contents.

- All first-aid containers must be marked with a white cross on a green background.
- Each academy bus must carry a first-aid container.
- First aid containers must accompany PE teachers off-site.

18.5.2 First aid containers should be kept near to hand washing facilities and can be found in the following areas:

- | | |
|---------------------|-----------------|
| • Science prep room | • HOY's office |
| • Food Technology | • Nursery |
| • Technology | • L.R.C. |
| • Reception | • Hygiene Rooms |
| • PE Department | |

18.6 First Aid Containers

18.6.1 A schedule showing the locations of First Aid containers will be made available. The named Appointed Person will check all containers each month. Any person who uses an item from a first aid container should inform the Appointed Person as soon as possible so that it can be replaced.

18.6.2 Items will be discarded safely after the expiry date has passed.

18.7 Responsibility for checking and restocking the first-aid containers:

- In the academy, the Health and Safety Officer or Academy First Aider;
- On academy minibuses, the Principal's nominee; and
- For off-site PE, a named member of the PE department

19.0 Accommodation

The Principal will provide a suitable room for medical treatment and care of pupils during academy hours. This need not be a dedicated area but should be close to a lavatory and contain a washbasin.

20.0 Control of Infection

- 20.1 Many blood-borne micro-organisms have the capacity to infect a first aider should blood from an already infected casualty enter an open wound or sore on the person of the first aider, for example Hepatitis.
- 20.2 The HIV virus is not readily transmitted in this way and only a small number of cases of cross infection are documented in health care circles, usually involving heavily infected patients in the latter stages of their condition.
- 20.3 However, the emergence of HIV/AIDS has served to concentrate attention on sensible and routine protective measures which should always be employed during the treatment of bleeding wounds, regardless of the health or otherwise of the casualty.
- 20.4 As it is impossible to be sure of who is, or is not, infected with these viruses the following precautions should be taken by first aiders:
- Treat all casualties as if they are carriers of a virus;
 - Always cover open wounds on your own hands with a waterproof adhesive dressing;
 - Where practical, a pair of disposable gloves (latex or nitrile) should be worn when dealing with bleeding or when cleaning up body fluids or excreta;
 - All used gloves, waste dressings and other contaminated waste should be placed in a plastic bag for disposal (see later); and
 - Any blood splashes on the skin should be washed off with soap and hot water.
- 20.5 If a cut or puncture wound by a needle is sustained, let the wound bleed, squeeze it gently but do not suck it. Wash the area in cold running water and apply a sterile dressing. Report the incident and seek medical advice immediately.
- 20.6 The HIV virus has only occasionally been found in saliva and in very small quantities when compared with blood. No HIV infection is known to have occurred as a result of carrying out mouth-to-mouth resuscitation. Therefore, the risk to the first aider is thought to be extremely small and should not discourage a prompt response in a life-saving emergency. A protective resuscitation aid can be used where available and this may be kept in first aid kits.
- 20.7 Never re-use disposable equipment or use to treat more than one casualty.

21.0 Dealing with Blood and Body Fluid Spills

Spillages of blood, vomit, urine and excreta should be cleaned up promptly. The following general actions must be taken by the person dealing with the spill:

- Clear the immediate area of people, Hazard signs and cordoning may be necessary, according to the circumstances;

- Disposable personal protective equipment (PPE), including gloves (latex or nitrile) or equivalent and a disposable plastic apron must be worn; and
- Any spilt blood or other body fluids should be cleaned up, either with disposable absorbent paper towels or with an appropriate sanitizing product.
- Use a 1-10 solution of Milton with disposable towels. Remove gloves so they are inside out and dispose of as clinical waste.
- If you receive direct contact with another person's body fluids wash IMMEDIATELY with soap and water (clean cold tap water for lips, mouth, tongue and eyes, then seek medical advice.)
- Immunisation against Tetanus should also be up to date in line with recommendations from the Department of Health. First Aid personnel are recommended to be immunised against Hepatitis B, as a precautionary measure.

22.0 Waste Disposal

Waste created by the administration of first aid is categorised as hazardous as it may contain bodily fluids. However, in most circumstances and premises the amount produced is minimal and as such special arrangements for disposal are not required.

23.0 Reporting accidents

- 23.1 Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) **all accidents must be recorded in the academy accident book** and some serious accidents(see below) must be reported to the HSE by the DAT.
- 23.2 The academy will keep an accurate record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.
- 23.3 The following accidents must be reported to the HSE/DAT involving employees or self-employed people working on the premises:
- Accidents resulting in death or major injury (including as a result of physical violence); and
 - Accidents which prevent the injured person from doing their normal work for more than three days.
- 23.4 For definitions, see HSC/E guidance on RIDDOR1995, and information on Reporting Academy Accidents (Annex A).

24.0 Serious Accidents

- 24.1 In the case of any accidents that result in a person being killed or being taken from the academy to hospital and if the accident arises out of or in connection with work i.e. if it relates to;
- Any academy activity, both on or off the premises;
 - The way the academy activity has been organised and managed;
 - Equipment, machinery or substances; and
 - The design or condition of the premises.

- 24.2 **HSE must be notified of fatal and major injuries and dangerous occurrences without delay. 0845 300 99 23 - DAT**
- 24.3 HSE will be notified of **fatal and major injuries and dangerous occurrences without delay (0845 300 99 23)**. This will be followed up within ten days with a written report on Form 2508. Other reportable accidents do not need immediate notification, but they will be reported to HSE within ten days on Form 2508.
- 24.4 The Principal is responsible for ensuring this happens, but delegates this duty to the designated Assistant Principal.

25.0 Recording Accidents

- 25.1 Statutory accident records: The Principal will ensure that readily accessible accident records, written or electronic, are kept for a minimum of seven years. (see DSS The Accident Book BI 510)
- 25.2 Academy's central record: This can be combined with the RIDDOR record and the Accident Book, providing all legislation requirements are met.
- 25.3 The Principal will ensure that a clear and accurate record is kept of any first aid treatment given by first aiders or appointed persons. This will include:
- Date, time and place of incident;
 - Name (and class) of the injured or ill pupil, visitor or member of staff;
 - Details of the injury/illness and what first aid was given;
 - What happened to the person immediately afterwards; and
 - Name and signature of the first aider or person dealing with the incident.
- 25.4 The Principal will ensure that robust procedures for ensuring that parents/carers are informed regarding significant incidents.

26.0 Monitoring

- 26.1 Accident records can be used to help identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes. The Principal will establish a regular review and analysis of accident records.
- 26.2 It is the responsibility of the Vice Principal: Primary Inclusion to ensure that this list is kept up to date and that, where required, qualifications are renewed as required.
- 26.3 The Vice Principal: Primary Inclusion will review all records at the start of each term to ensure compliance with this policy.

27.0 Action in the Event of Injury – Aide Memoir

- 27.1 People with minor injuries should report to the nearest First Aider.
- 27.2 Pupils needing first aid during a lesson should be referred to the nearest First Aider by the teacher. They should be accompanied by another pupil (if the injury is minor) or by another adult if the injury is more serious.
- 27.3 If it would further endanger the pupil, then the nearest First Aider should be called to

the casualty via Reception.

27.4 Casualties with suspected fractures or back or neck injuries must not be moved unless directed by the ambulance personnel. For the patient's safety and insurance reasons, they must NOT be moved on the instructions of ANY bystander.

27.5 Injuries and accidents that occur during non contact and break times should be dealt with in a similar way by the Duty Staff.

27.6 No pupil should be left unsupervised in the Medical Room.

27.7 In more serious cases, where hospital attention is deemed necessary an ambulance will be called and the parent/carer informed.

27.8 Accompanying sick or injured pupils:

- In the absence of a parent/carer, a member of staff must accompany the pupil to the hospital and remain there until the parent/carer arrives.
- If a parent/carer cannot be contacted, the academy will act in loco parent/carer is and give permission for any emergency treatment.

28.0 Procedures for First Aid Staff

- First Aid should only be administered in response to an immediate and serious medical problem.
- First Aid staff are not allowed to administer any medication or cream without parental consent.
- No treatment or procedure should be attempted for which formal training has not been undertaken.
- All head injuries must be reported and referred on to the nearest casualty department. – A proforma should be sent home with the pupil, in the event of all knocks or bangs to a pupil's head, even if the pupil did not lose consciousness, giving advice to parents/ carers on monitoring their child.
- Parents/Carers of pupils who have received First Aid must be advised at the earliest opportunity of the incident, the injury and the action taken.

29.0 Payment for First Aiders

29.1 An allowance will be paid to all First Aiders who have a valid current First Aid Certificate. This payment is an acknowledgement of the individual's training and commitment and is paid in accordance with the current First Aid at Work Policy.

29.2 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
- Moves to a new school

29.3 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, e.g.

long term sickness, home working, maternity leave, unpaid leave etc. The Appointed Persons do not receive an allowance.

30.0 Monitoring and Review

The **Assistant Principal** will work closely with other staff to ensure the implementation and full development of this policy and provision. This person will regularly monitor and review this policy and make an annual report to the Education Advisory Board.

31.0 Approval by the Education Advisory Board and Review Date

This policy has been formally approved and adopted by the Education Advisory Board at a formally convened meeting

Policy approved: _____
(Chair of Education Advisory Board)

Date: _____

Date of Policy review: _____

End of statement

Appendix 1: First Aid Information

The following members of staff hold HSE-approved First Aid at Work Certificates and can be used in an emergency.

Name	Location	Telephone
DIANE WRIGHT	MEDICAL ROOM	EXT 1400
KAREN BROMILOW	SECONDARY	EXT 1416
ELIZABETH FINCHER	PRIMARY	

If an ambulance is needed dial 999

Statutory Training

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.

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

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

Statutory Training

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.

First Aid Equipment

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:

- Guidance card
- Sterile dressings, 6 small, 6 medium and 2 large
- 20 Individually wrapped sterile adhesive dressings (blue detectable in food preparation areas)
- 2 Sterile eye pads
- 4 Triangular bandages
- 12 Safety pins
- 2 Disposable gloves
- 1 x 300ml 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 pair scissors (First Aid Type)
- 1 roll micro pore tape
- 1 resuscitate mouthpiece and
- Pencil and paper

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

There must be no medication of any kind, for example aspirin, paracetamol, antiseptic creams, burn sprays, etc within the First Aid kit/box, and administration of medication in a First Aid situation is not part of the First Aider's role.

The reasoning behind this is:

- In the case of tablets you may not know if any medication has previously been taken or, if it has, what dosage and when. This being the case, your 'prescription' may adversely affect any further treatment or surgery that may later be required.
- If the wrong cream were used for the wrong injury, or used inappropriately, there may be serious scarring and long term discomfort for the casualty. There may also be the chance of an adverse allergic reaction.

Since first aid containers are available to anyone who wishes to use them, the possibility of the problems highlighted above occurring is quite high.

The provision of plasters, contrary to popular belief, is fine. Most people will know if they are allergic to plasters and will ask for alternatives to be used. Alternative dressings must be available in all first aid boxes.

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.

Appendix 2: ACCIDENT INVESTIGATION FORM ACADEMY:

(This form may also to be used for injuries caused by acts of violence)

The completion of this form should be made by an authorised member of staff. **(This form should be completed in addition to the Accident Book (and HSE F2508 form for RIDDOR Reportable Accidents, where applicable).** Copies of the latter two documents should be kept with this form.

Name of injured person (in full)		Age	Sex
Address		Staff (job title)/ Student/ Member of Public/ Lawful Visitor (company name)	
Date of Accident:	Time of Accident:		Name of First Aider:
Where exactly did the accident happen?			
<p>Attach statements from:</p> <ul style="list-style-type: none"> - Injured person (may need to be completed later, but should be completed as soon as possible after the incident) - All witnesses - - In all cases give a precise description of what happened (including name of substance/machine involved, the events that led to the incident, the part played by any people, photographs and/or diagrams of accident area). 			
Brief Details of Any Action Taken (which is not outlined in accident book)			Occupational Health Advisor attended the injured person.
Was the injured person sent to hospital?			
<p>If so, complete the following:</p> <p>Name of hospital:</p> <p>If the injured person was a student/young person, Was the next of kin notified? Was a follow up call made?</p> <p>Details</p> <p>Did the injured person remain in hospital for more than 24 hours?</p>			

Continued Over...

If the injured person is a member of staff:

Did the accident occur at a time when the employee should officially be on Academy Premises? Yes / No

Is the employee able to continue working? Yes own job No
estimated restart date _____

Yes alternative job, give details

Was the employee prevented from doing their normal work for more than 3 days? Yes / No

Is the accident reportable, under RIDDOR?

RIDDOR Report No. _____

If so, please give the Academy Accident Reference Number of the form: _____

WITNESSES TO ACCIDENT

Name	Address

NAME OF PERSON COMPLETING FORM

For and on Behalf of Delta Academies Trust:

Name	Job Title	Signature

ACTION RECOMMENDED TO PREVENT SIMILAR INCIDENT RE-OCCURRING

Recommendations notified to: (including date notified)
Notified by
Date accident investigated:

Please return this form to The DAT

The processing of this data is in compliance with the 1998 Data Protection Act.

NEAR-MISS INCIDENT FORM

This form should be completed by anyone who experiences or witnesses a near-miss incident (i.e. an unplanned incident which does not cause injury or damage, but could do so). The incident will then be investigated by either management or the Health and Safety Consultant

In addition, if the incident is a “dangerous occurrence” reportable under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 then a HSE F2508 form will also be completed by the Health and Safety Coordinator and returned to the HSE

Name of person involved in near-miss incident (in full, if known)	
Staff (job title) / Student / Member of Public / Lawful Visitor (company name)	
Name of person completing form (if different from above)	
Staff (job title) / Student / Member of Public / Lawful Visitor (company name)	
Date of Near-Miss Incident:	Time of Near-Miss Incident:
Where exactly did the incident happen? (Give name and address of premises and department or location)	
Precise description of what happened (including name of substance/machine involved, the events that led to the incident, the part played by any people, photographs and/or diagrams of incident area). (Continue on an additional sheet of paper, if necessary.)	

Continued Over...

Brief Details of Immediate Action Taken.
Date incident reported:
Signature of person completing form:

WITNESSES TO NEAR-MISS INCIDENT AND DETAILS OUTLINED

Name	Address	Signature

RIDDOR-Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
(To be completed by Health and Safety Coordinator)

Is the incident reportable, under RIDDOR? Yes / No RIDDOR Report No. _____
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ACTION RECOMMENDED TO PREVENT SIMILAR INCIDENT RE-OCCURRING
(To be completed by Health and Safety Coordinator)

Recommendations notified to: (including date notified) by:
Date incident investigated:

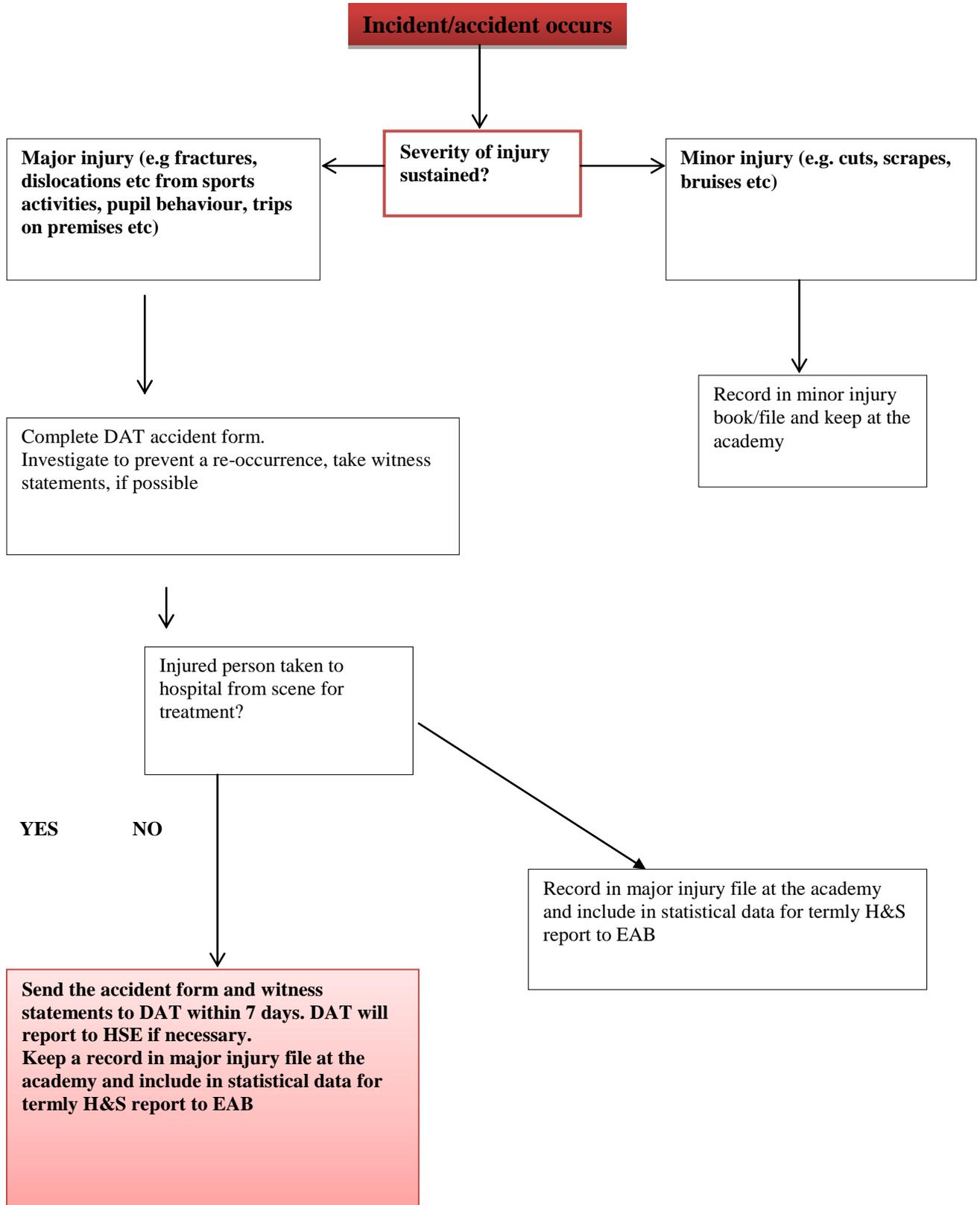
Please send a copy of this form to The DAT
The processing of this data is in compliance with the 1998 Data Protection Act.

Witness Report Form

Name of witness	
Address of witness:	
Telephone Number:	
Name of your Line Manager / Teacher /	
Name of injured person	
Location where incident occurred: (Include full address, room number etc)	
Date if incident:	Time of incident: (24 hour)
Briefly, what were you doing at the time?	
Please state exactly what happened.	
How did it happen?	
Why did it happen?	
Who else was present?	
Please add any other information you are aware of in relation to the incident: (please use the reverse of this sheet if required)	
Witness Signature:	Date Signed:

Please return this form to The Health and Safety Coordinator based at your Academy.

DAT ACCIDENT REPORTING PROCESS



Appendix 3: Useful Contacts

British Red Cross

9 Grosvenor Crescent
London SW1X 7EJ
Tel: 0171-235 5454

CLEAPPS School Science Service

Brunel University
Uxbridge
UB8 3PH
Tel: 01895 251496

Royal Society for the Prevention of Accidents (ROSPA)

Edgbaston Park
353 Bristol Road
Birmingham B5 7ST
Tel: 0121-248 2000

Department of Health

Wellington House
133-155 Waterloo Road
London SE1 8UG
Tel: 0171-972 2000

Health and Safety Executive

HSE First Aid Applications and Monitoring Section
Quay House
Quay Street
Manchester M3 3JB
Tel: 0161-952 8276

HSE Infoline

Tel: 0541 545500
or write to:
HSE Information Centre
Broad Lane
Sheffield S3 7HQ

Department for Education

Sanctuary Buildings
Great Smith Street
Westminster
London SW1P 3BT
Tel: 0171-925 5000

St John Ambulance

1 Grosvenor Crescent
London SW1X 7EF

Appendix 4: References

1. 'Managing medicines in schools and early years settings' (2005) replaces 'Supporting Pupils with Medical Needs: a good practice guide', DfE/Department of Health

<http://publications.teachernet.gov.uk/eOrderingDownload/Managing%20Medicines%20Nov%2007%20version.pdf>

The teachernet website contains a range of useful template documents:

<http://www.teachernet.gov.uk/docbank/index.cfm?id=8340>

1. Contacting Emergency Services
2. Health Care Plan
3. Parental agreement form for school to administer medicines
4. Headteacher agreement form to administer medicines
5. Record of medicine administered to a child
6. Record of medicine administered to all children
7. Request for child to carry his/her own medicine
8. Staff training record: Administration of medicines

2. 'Medical conditions at school: A policy resource pack' has been compiled by the Medical Conditions at School Group and is available free of charge, which complements the DfE/DfH information.