

Altus Education Partnership
First Aid Policy

Approval Body	Senior Leadership Team
Date of Approval	9th June 2020

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This policy is to be read in conjunction with the Altus Education Partnership (the Trust's) Health and Safety Policy.

1.0 Introduction

The Health and Safety (First Aid) Regulations require the Trust to provide adequate first aid cover, depending on the nature and degree of hazard and the number of people at work.

The Altus Education Partnership (the Trust) recognises that it has a duty to protect the health and safety of students, staff and visitors to its premises. The Principal/CEO has overall responsibility for first aid provision. Responsibility for day to day first aid procedures at Rochdale Sixth Form College (RSFC), however, has been delegated to the Operations Manager and the designated Health and Safety Officer.

First aid provision should be seen as part of the wider management of health and safety at work within departments and services in the Trust. The requirements within any department will be determined by the hazards associated with the work and the number of people at risk. These will then determine the type, quantity and location of first aid facilities and personnel that will best meet the risks associated with the nature of the work.

The Operations Manager and Health and Safety Officer assess the RSFC's first aid needs regularly and ensure that provision is adequate. The Health and Safety Committee is responsible for reviewing these arrangements.

If anyone has any concerns about first aid within the Trust, they should immediately inform the Operations Manager.

2.0 Aims

The Trust aims to provide a safe environment. First aid (training and equipment) is available on site should an accident occur, or someone becomes unwell.

The purpose of the policy is to:

- Provide effective, safe first aid cover for students, staff and visitors.
- Ensure that first aid information is readily available and that all users at the Trust sites know how to summon for help.
- Ensure that first aid kits for minor injuries are available throughout the Trust for use by trained staff and that they are maintained regularly.
- Ensure first aid notices are displayed on notice boards across the Trust.
- Ensure that all Health and safety and first aid information is included in induction programmes for all new staff and students.
- Ensure that staff and students are updated if any procedures are changed.

3.0 Definitions

First Aid:

- First aid is treatment for the purpose of preserving life and minimising the consequences of injury and illness, until such help is obtained.
- Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.
- First aid covers initial treatment of any injury or ill-health suffered at work whether the cause is work related or not.

First Aider:

A First Aider is someone who holds a valid first aid certificate. In the workplace, this may either be the 3-day First Aid at Work qualification (suitable for all areas and required for higher hazard areas) or the 1-day Emergency First Aid at Work qualification (suitable only for lower hazard areas).

4.0 Application

The Trust, as an employer, is required to provide adequate and appropriate facilities and equipment to enable first aid to be rendered to individuals if they become injured or ill at work. Trainees and visitors have the same status as employees.

The regulations do not oblige employers to provide first aid to the public, but if the public are an integral part of the environment, the Health and Safety Executive (HSE) strongly encourage employers to include them in the overall assessment and provision. This consideration would apply to students in relation to activities under the control of the Trust. Consequently, departments should include an allowance for student occupancy which reflects the level of their work activities. Ratios are set in accordance with the Trust's Risk Assessments.

5.0 Responsibility for First Aid Arrangements

The responsibility for the assessment of first aid requirements, considering the above, lies with the Operations Manager and Health and Safety Officer. A general risk assessment of first aid needs will identify an appropriate provision of both first aid personnel and first aid equipment and will be carried out periodically.

6.0 Roles and responsibilities**Operations Manager**

- To review all accident forms on a weekly basis.
- To collate information on accident/incident reporting forms and undertake risk assessments as necessary with assistance from heads of department.
- To report any incidents to the Principal/CEO and RIDDOR as required.
- To inform the Principal/CEO and Human Resources Department of a member of staff or student that has to go to hospital.

Health and Safety Officer

- To be a first aid appointed person.
- To review all accident forms to ensure all information is obtained before filing, seeking additional information if needed.
- To inform the Operations Manager immediately of any accidents that may need to be reported under RIDDOR.
- To ensure any first aid signs are updated accordingly to show the location of first aid equipment and first aiders.
- To ensure that first aiders are trained accordingly
- To ensure that first aiders are aware of students or staff with life threatening or potential serious conditions.
- To be responsible for the ordering, maintenance and restocking of the medical room equipment and other first aid boxes located within the building that aren't assigned to a specific first aider.
- To ensure that half termly checks of first aid boxes are carried out and documented.
- To be responsible for carrying out a monthly check of the defibrillator to ensure that it is in full working order and checks are documented.
- To be responsible for ensuring that the defibrillator is serviced regularly, and paperwork is stored accordingly.

Senior SPDL/SPDLs

- To identify any student who has a life threatening or potential serious condition.
- To collate this information and make staff on a need to know basis aware of such students along with an outline Emergency First Aid Plan for the individual student. (A full list of such students should be kept in the staff shared area under First Aid).

HR Manager

- To inform the first aiders of any member of staff with a life-threatening illness that the first aider should be aware of – consent from the member of staff will be gained before this information is released.
- To inform the next of kin of a member of staff in the event that they have to go to hospital.
- To inform the Operations Manager if staff are off work following a workplace accident.

Receptionists

- To contact the parent/carer and the SPDL if a student has to be sent home or go to hospital.
- Assist the first aider by contacting the emergency services or other personnel that can help or assist.
- Ensuring that the defibrillator is stored correctly, is visible and available at all times.

First aiders

- To administer first aid.
- To ensure that accident forms are completed appropriately and sent to the Health and Safety Officer for reviewing.
- To keep their first aid box(es) clean and adequately stocked at all times, and dispose of any damaged, open or expired materials in the appropriate manner.
- To clean and maintain a good state of repair of all ancillary equipment within their area, e.g. eye wash bottles etc.
- To safeguard the patient's clothing and possessions.
- To ensure that they remain safe whilst carrying out first aid treatment by using appropriate PPE.
- To respect patient confidentiality.
- To inform reception and the SPDL if a student has to be sent home or has to go to hospital.
- To inform the Principal/CEO or HR Manager if a member of staff or student has to go to hospital.
- To keep updated on students with severe medical needs. This information will be saved in the shared area.
- To keep up to date on their own training and bring any additional needs to the attention of the Health and Safety Officer.

Health and Safety Group

- To meet once a term to discuss the various areas of health and safety.
- To review first aid requirements according to the nature of activities within their department(s) as processes, staff or the environment change.
- To determine the number of first aiders to appoint.
- To identify if their subject/team presents special/unusual hazards, and whether any additional; and specific training in first aid treatments is required.
- To check regularly that the appropriate lists and signs showing the location of first aid equipment, facilities and first aid personnel are updated and displayed in prominent places.
- To ensure that they are fully aware of any students or staff with severe medical needs that may need first aid treatment.
- To report any health and safety concerns to the Operations Manager.

7.0 Third Party Contractors

This Code of Practice will apply in the Trust whether managed directly or indirectly by a third party. The responsible person shall ensure suitable systems are in place to ensure compliance.

In the case of third-party contractors, they will be directly responsible for maintaining suitable first aid provision for their employees and any sub-contracted resources they appoint to work on Trust premises.

8.0 First Aid Risk Assessment

The activities of the Trust are diverse and can be categorised as high hazard, low risk – this is because there is a great range of occupational health and safety hazards associated with the teaching, research and business activities, but without the production pressures on people and processes that are found elsewhere.

The Trust's first aid risk assessment is based on working hours, including shift/weekend/night work and holiday and sickness absences together with the nature and degree of hazards associated with business activities, teaching and research activities.

The number of first aiders and facilities available is appropriate based on the activities undertaken. See First Aid Risk Assessment for more information.

8.1 Assessing the number of First Aiders required

The level of first aid provision should be determined on the basis of the likelihood, at any particular workplace, of injuries arising which will require first aid treatment. The number of first aiders needed should therefore be determined on the basis of an overall appraisal of the risks, considering though not exhaustive, the following factors:

- The nature of the work.
- Any specific workplace hazards.
- Any specific working arrangements.
- The number of employees (and others, if applicable) present at any one time.

The level of first aid can vary to reflect:

- Changes in occupancy and work activity.
- Individuals working alone or in small groups.
- The ability and experience of the staff.
- The distribution of the workforce.
- Individuals potentially at greater risk e.g. young workers, trainees and people with disabilities.
- The distance from other appropriate help or emergency services.
- The needs of travelling, remote or lone workers, especially in remote locations.
- The incident/injury history.

9.0 First Aid Team

At the first available opportunity following induction, a list of students/staff should be collated and loaded onto the management information system and updated regularly. Any student who has a life threatening or potentially serious condition will be identified, and awareness made to all staff members along with an outline of the emergency first aid plan. This list of medical conditions will also be made available for staff that are responsible for any trips and visits. Medical information will also be collected on the trip consent form to ensure any condition which has occurred since starting at the institution has been identified.

First Aiders will be aware of any students and staff with any severe medical conditions and what essential emergency first aid treatment is required for them.

First aiders will receive training and attend regular refresher courses to ensure that skills are maintained. Ideally, due to the increased risk of sports injuries, all PE staff and staff responsible for high risk subjects or enrichment activities should have an awareness of first aid, with a number of key personnel trained to a higher level.

The number of first aid personnel is based on the number of students and employees, taking into consideration adequate provision for leave and absences, off-site activities, practical departments (e.g. Science, PE) etc. The Trust will have sufficient numbers of first aiders available throughout the day. Numbers will vary during holiday time when the minimum number of first aiders on the premises should be no less than one.

The names and contact numbers of first aiders will be kept at reception and also displayed on posters in resource bases. (see appendix 2). In the event of an emergency, reception should be called in the first instance. For all other accidents requiring a general first aider, resource bases will contain a phone, radio, stocked first aid box and details of the nearest first aider to the location of the casualty.

10.0 First Aid – Trips, Visits and Off-Site Activities

When students are on approved Trust trips, first aid arrangements are detailed in the risk assessment for that particular trip.

The risk assessment should incorporate an examination of the need for first aiders for the trip. Consideration must be given to the travel and transportation arrangements, type of activity being undertaken, the location, availability of hosting organisations, accommodation of first aid provision and emergency arrangements, access to medical services and availability of emergency services in the immediate area.

A designated member of staff should have a suitably equipped first aid box, first aid leaflet if the person is not a qualified first aider, accident/incident reporting forms and appropriate telephone numbers to summon first aid if required. First aid boxes are available upon request from reception. Consent forms are signed for all trips by parents and carers and hold relevant, up to date information on medical conditions for the student. The designated person should ensure that for every student taken on a trip they have a medical consent form indicating any specific conditions or medications of which they should be aware of and also emergency contact details.

Any vehicle used to transport students should have an appropriately stocked travel first aid kit.

If students are ill or injured abroad, the local emergency services or hospital/medical centre should be contacted. When at the premises of a third party where first aid arrangements are assessed to be adequate to cover the Trust's needs, those concerned should obtain details of the first aid arrangements in advance and familiarise themselves with them on arrival at the premises.

11.0 Out of Hours First Aid

Out of hours is categorised as any time the reception phone number is not staffed which currently is outside the hours of 8.00 am – 5.00 pm Monday to Friday. When the estates team is on the site the out of hour's first aid can be summoned using a radio. A radio is available on the Achievement Centre reception desk and in each resource base with instructions on how to operate it.

If a member of staff is working alone, a risk assessment of the activity should be completed by their line manager and authorised by senior management before lone working takes place.

12.0 First Aid Provisions

First aid boxes are provided by the Trust to each first aider. A stock of first aid equipment is kept in the medical room and each first aider is responsible for re-stocking their box after an incident where stock is used. A stock list is kept in each box and each first aider is responsible for ensuring at the start of each day the box they have is fully stocked.

The Health and Safety Officer is responsible for maintaining the medical room stock. First aid boxes that are located in other areas and not assigned to a specific first aider will be replenished by the Health and Safety Officer. A list of locations for all first aid boxes will be kept on the shared area in the first aid folder.

The size and number of first aid boxes has been determined by the first aid needs risk assessment for the building which can be found in the shared area under first aid. All boxes must be easily accessible and available at all times. (Ideal location should be near hand washing facilities). They must comply with Safety Signs Regulations and be easily identifiable as first aid boxes by having a white cross symbol on a green background displayed on the outside and should be of suitable material designed to protect the contents from damp and dust.

First aid does not include giving tablets or medicines to treat illness. They are not permitted to be kept in first aid boxes. If an individual carries their own medicines as prescribed by their medical practitioner e.g. inhaler for asthma, the first aider's role is limited to helping them self-medicate to take it and contacting the emergency services as appropriate.

For higher risk activity, such as laser eye, chemical burns, radiation, nanomaterial, biological, the faculty is responsible for ensuring the risk assessment identifies potential risks and has appropriate safety provisions in place as necessary.

12.1 Use of Epi-Pens

Some staff and students carry their own medication that has been prescribed by their doctor for existing medical conditions. If an individual has to take their own prescribed medication, the first-aider's role is generally limited to helping them to do so and contacting the emergency services as appropriate.

Medicines legislation restricts the administration of injectable medicines. Unless self-administered, they may only be administered by or in accordance with the instructions of a doctor or nurse. However, in the case of adrenaline there is an exemption to this restriction which means in an emergency, a layperson is permitted to administer it by injection for the purpose of saving life.

The use of an Epi-pen to treat anaphylactic shock falls into this category. Therefore, first-aiders may administer an Epi-pen if they are dealing with a life-threatening emergency where a casualty who has been prescribed and is in possession of an Epi-pen and the first-aider is trained to use it. All appointed First Aiders undergo mandatory training in the use of Epi-pens.

12.2 Automatic External Defibrillators (AED)

The AED is located on reception at RSFC. All first aid posters will state its location. All First Aiders, as a minimum, are trained in the use of the equipment to ensure there is always one fully trained member of staff on duty.

Following an incident using the AED

If the AED is applied to a casualty at an incident, once they have left for hospital the First Aider must dispose of the used pads and replace with the spare set in the carry case. The Health and Safety Officer is responsible for ordering any replacement items.

Maintenance of the AED

The AED will be checked on a monthly basis by the Health and Safety Officer. The checks are to ensure the equipment is in the correct location, is secure, that the equipment display is indicating it is ready for use and that the accessories in the case are all present and correct.

A record of the checks will be recorded by the Health and Safety Officer.

The AED has the facility to highlight when the batteries are running low or there are other problems. This should be noted during the checks and arrangements made to replace the batteries or service as a matter of urgency.

13.0 Dealing with an Accident or Illness

In an emergency

- Dial 999 for the emergency services. Give an exact location as much as possible, and send someone to the entrance to the site to direct the ambulance when it arrives.
- Summon a first aider. Details of their location and contact numbers will be displayed in each resource base or in another prominent place for that floor.
- Inform a member of the Senior Leadership Team of the incident.
- Stay with the first aider to assist them in anything they may need.
- Emergency aid should be started or simple airway measures instigated, if appropriate.
- Stay with the casualty until they are handed over to the care of a doctor, paramedic, hospital accident and emergency unit personnel or another appropriate person.

During core hours

- Call reception to summon a first aider or summon one if nearby to the casualty.
- Any casualty who has sustained a significant head injury should be taken to hospital.
- The appointed person should inform parents or carers about all head injuries promptly. Contact details are available on Cedar on each computer desktop or in the paper file held in the Student Curriculum and Administration office. In the case of an incident whilst on a trip the contact details are listed on the consent form. It is important to ensure that these are up to date.
- Any student sent to hospital by ambulance should be accompanied in the ambulance by a member of staff at the request of paramedics or followed to hospital by a member of staff to act in Loco Parentis, and if possible, met at hospital by a parent/carer.
- In the event of an accident, a casualty should not be moved (unless in immediate danger) until he/she has been assessed by a qualified first aider.
- Report all accidents, injuries or near misses using the accident form. The first aider will be required to complete an accident form and witnesses may be asked to provide information in addition to this. See [Appendix 1](#) for example of the accident form.
- All accident forms should be sent immediately to the Health and Safety Officer for review.

Out of hours

- Radio the Estates Team. Radios are in each resource base, on reception and in the achievement centre.
- Follow the instruction listed above for core hours.

14.0 Reporting Accidents or Near Misses

All members of the Trust are asked to report any accidents or near misses, however minor, as soon as possible after it has occurred to either the Health and Safety Officer or Operations Manager. Where an injured person is unable to complete their own details of the incident, the first aider in attendance and/or witness (where relevant) should do it on their behalf.

1. Complete an accident reporting form. These are available from the estate's office, in each first aid box and on the shared area within the first aid folder.
2. The report must contain:
 - The date, time and place of the event.
 - Details of those involved.
 - A full description of the accident/illness and any first aid treatment given, detailing as much as possible about the accident, illness or incident. This should include witness statements, photographs etc.
 - Details of what happened to the casualty immediately afterwards (e.g. went home, resumed normal duties, went to class, went to hospital).
3. Send the form to the Health and Safety Officer who will undertake any further risk assessments required and report to the Operations Manager if RIDDOR is necessary.

The Principal/CEO should be informed about any serious or sensitive incidents, e.g. if a person has to go to hospital or if deliberate damage has been caused to another or where negligence might be suggested. The appointed person on duty must inform the parents/carers and next of kin when any person requires hospital treatment. If, as a result of an accident, an employee or student is taken to hospital, is unable to work, or subsequently becomes absent from work the Principal/CEO should be informed immediately.

In an emergency, the Student Curriculum and Administration Office has contact details for parents/carers. The Principal/CEO's PA or HR Manager has contact details of staff's next of kin. If it is necessary to phone the next of kin for students, then the Student Performance and Development Leader must also be informed of the incident by the first aider dealing with the incident.

14.1 Reporting Accidents off Site

Any person who suffers an injury as a result of an accident that occurs off the site whilst undertaking a Trust activity should report as specified above. In addition, accidents occurring on a third party's site should be reported in accordance with procedures applying to that site.

15.0 Providing Information

The Principal/CEO will ensure that staff are informed about the Trust's first-aid arrangements as part of the INSET programme.

The Operations Manager or Health and Safety Officer will provide information for new staff as part of their induction programme.

First Aid information will be displayed throughout the building informing staff of the location of equipment, First Aiders, medical room and defibrillator location etc.

16.0 Record Keeping

Statutory accident records: The Principal/CEO must ensure that readily accessible accident records, written or electronic, are kept for a minimum of seven years. All records are kept by the Operations Manager.

Central record: This can be combined with the RIDDOR record and the Accident Book, providing all legislation requirements are met. If accidents are RIDDOR reportable these will be reported by the Operations Manager.

The Principal/CEO must ensure that a record is kept of any first aid treatment given by first aiders. The Operations Manager and Health and Safety Officer will be responsible for collecting this information.

This should include:

- The date, time and place of incident.
- The name of the injured or ill person.
- Details of their injury/illness and what first aid was given.
- What happened to the person immediately afterwards.
- Name and signature of the first aider or person dealing with the incident.
- Obtain witness statements or any other information which will help to investigate the accident or incident.
- Include any follow up information which may be received after the accident/incident regarding the casualty or information which will help to investigate the accident/incident.

The Principal/CEO must have in place procedures for ensuring that parents are informed immediately of significant incidents.

17.0 Monitoring

Accident records can be used to help the Senior Leadership Team and other partner agencies 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/CEO should establish a regular review and analysis of accident records. A termly report is presented by the Operations Manager to the Senior Leadership Team for review.

It is the responsibility of the Health and Safety Officer that qualifications for first aiders are renewed as required.

The Principal/CEO will review the list via the cycle of accident reporting to the Senior Leadership Team termly to ensure compliance with the policy.

Related Documents

Trips, Visits and Off-Site Activities Policy
Health and Safety Policy

Appendices

Appendix 1 – Accident Form
Appendix 2 – First Aid Team

Appendix 1 – Accident Form



Accident Form

Acc Form Ref:

1. Injured Person	
<input type="checkbox"/> Employee	<input type="checkbox"/> Student
<input type="checkbox"/> Contractor	<input type="checkbox"/> Visitor
Forename: _____	Surname: _____
Address: _____	Age: _____ Year: _____
Postcode: _____	Telephone No: _____
	Occupation: _____
2. Accident/Incident Details <i>*to be completed by First Aider</i>	
<input type="checkbox"/> Accident <input type="checkbox"/> Near Miss	
Location of the accident/incident: _____	Date & time: _____ Period: _____
Description of accident/incident <i>(continue on separate sheet if needed)</i> : 	
If the injured person is an employee were they engaged in work at the time of the accident/incident? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What was being done at the time of the accident/incident: 	
Who was notified of the accident/incident and who collected the student/person from the Trust?	
Has the injured person been off or unable to do their normal work for more than 7 days, including weekends, as a result of the accident/incident? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, date absent from: _____ to: _____ or Still Absent?	
3. Injury Details	
Nature of the injury/incident <i>(e.g. fracture, sprain, cut, include part of the body injured)</i> 	
First aid given by <i>(inc job title)</i> : 	
First aid treatment given <i>(i.e. compress, plaster)</i> : 	
Was the injured person taken to hospital from the scene? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Were they admitted? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes how long for in days?

4. Witnesses/First Aider

Name: _____	Name: _____
Address: _____	Address: _____
Contact No: _____	Contact No: _____
Are witness statements attached?	

5. Report Details

Accident reported to (i.e. Manager, supervisor, 1 st Aider (inc name):			
Reported on (date):	Time:		
Signed by injured person (if employee):			
Parent guardian informed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date
Other – please specify	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date

7. Accident Investigation *to be completed by the Operations Manager/Estates Officer

Carried out by:	
Position/occupation:	
What has been done to prevent reoccurrence?	
Do general risk assessments require updating? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, what additional risk control measures are needed / recommended?	
Is additional information, instruction and training required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, detail what action has been taken:	
Signed: _____	Date: _____

8. For Internal use only (completed by the Operations Manager)

Reported to the HSE: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reported by: _____	Date: _____
Comments:	
Signed: _____	Date: _____



HEALTH AND SAFETY INFORMATION

FIRST AID INFORMATION



IN AN EMERGENCY

DIAL 2000 OR

RADIO RECEPTION/ESTATES (USING CHANNEL 1)

GENERAL FIRST AID

DIAL 2000 OR RADIO RECEPTION/ESTATES USING CHANNEL 1

Trained First Aiders are:

- | | |
|----------------------|-------------------------------|
| 1. Sandra Cruchaudet | 5 th Floor Admin |
| 2. Cath Shanley | 5 th Floor Admin |
| 3. Sarah Warburton | 4 th Floor Science |
| 4. Ben Evans Clarke | 3 rd Floor Drama |
| 5. Andrew Colquhoun | Ground Floor Estates |
| 6. Graham Fitton | Ground Floor Estates |
| 7. Hassan Sabir | Ground Floor Security |
| 8. Mike Iannelli | Ground Floor Catering |

DEFIBRILLATOR LOCATION

THE DEFIB IS BASED IN RECEPTION