

First Aid Policy

1: First Aid Policy

This policy outlines Sir Simon Milton Westminster UTC's responsibility to provide adequate and appropriate first aid to students, staff, parents and visitors, and the procedures in place to meet that responsibility.

First Aid is the initial help a person gives a casualty for treatment of any sudden injury or illness, until professional help from external agencies like the paramedic service arrives, or the casualty can be given over to the care of a responsible adult who is entrusted with taking further medical advice where necessary.

Sir Simon Milton Westminster UTC will provide First Aid such that all students attending our College have full access to learning, including those with medical needs. The College will endeavour to keep every student safe and comfortable whilst at College. If a student requires First Aid the College will inform parents and carers as appropriate. (See Section 9.2).

2: Aims & Objectives

2.1 Aims

- To identify the First Aid needs in accordance and compliance with the Management of Health and Safety at Work Regulations (1992 and 1999), Control of Substances Hazardous to Health regulations (2002), The Equality Act (2010), The School Premises Regulations (England) (2012), The Children and families Act (2014), Managing medicines on School Premises (2014), Guidance on First Aid in Schools (2014), and DFE guidance on Supporting pupils with Medical Conditions (2014).
- To make First Aid provision based on the College internal risk assessment processes.
- To ensure that First Aid provision is available at all times while students and staff are on UTC premises, and also off the UTC premises whilst on school trips and extra curricula activities.

2.2 Objectives

- To appoint the appropriate number of suitably trained people as appointed person and first aiders to meet the needs of the UTC.
- To provide relevant training and ensure monitoring of the training needs of staff.
- To provide sufficient and appropriate resources and facilities.

- To make the UTC's First Aid and administering medicines arrangements available for staff and parents via the UTC website and staff SharePoint shared documents.
- To keep accident records and to report to the Health and Safety Executive (HSE) as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (See the Accident Reporting Policy).

3: Responsibilities

3.1 The Governors are responsible for the health and safety of their employees and anyone else on the premises. This includes the Principal and teaching staff, non-teaching staff, pupils and visitors (including contractors).

The Governors must ensure that a risk assessment of the College is undertaken and that the appropriate training and resources for First Aid arrangements are appropriate and in place.

They should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

Any complaints regarding First Aid or administering medications should be made by following the procedure for complaints as set out in the College's complaint's policy, which can be found on the website.

3.2 The Principal is responsible for putting the policy into practice and for developing detailed procedures in line management of the appointed person.

3.3 Teachers and other staff are expected to do all they can to secure the welfare and safety of the students. This will be secured by reading and understanding Individual Health Care Plans and Education Health Care Plans for students with Special Educational Needs (SEN) as identified by the SENCO, of the students they teach and take out of the UTC on trips and extra curricula activities; by reading and understanding this policy; by referring any concerns they might have about the health of a student to the College's safeguarding team as set out on the pink cards issued to all members of staff every September and upon induction; and by enabling any student who reports as feeling unwell to be assessed by a First Aider.

3.4 It is the **parent/ carer's responsibility** to send their child to College, and to make the decision as to whether their child is fit enough to attend or not.

3.5 It is **individual student's responsibility** that where possible, each person will manage their own indicators of health, ensuring that they report to an adult in the College if they feel unwell and that where agreed, they manage their own medication; for example, reporting as appropriate to the First Aid room to measure bloods and take prescribed medication, for example, in the case of diabetes.

It is also the individual student's responsibility to report to parent/carers if they have felt, or become unwell or suffered minor injuries in the course of the College day, unless otherwise indicated on the policy.

3.6 The First Aider will notify parent/carers if their child is so unwell that they require immediate collection from College. Students are not permitted to make this decision - they must not phone or text parent/carers and request to be collected. If a student is unwell, they must inform the staff member, who will then arrange, if necessary, for them to attend the First Aid room, located on the Ground Floor, where they will be assessed and appropriate action taken.

First Aiders in College cannot diagnose medical conditions. They are trained to assess whether or not a child or young person is fit enough to attend lessons. If this is deemed not to be so, it is the parent/ carer's responsibility to take over immediate care of the student.

The appointed person, the College Administrator, will be known as The First Aid Officer, and will have undertaken emergency first aid training. S/he will:

- Assess children and young people who present as feeling unwell and take appropriate action, which shall be recorded on MIS for tracking of such occasions.
- Take charge when someone is injured or becomes ill.
- Look after the first aid equipment e.g. re-stocking the first aid boxes.

The First Aider must have completed and keep up-dated a training course approved by the HSE.

S/he will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at College.

Casualties with suspected fractures to back or neck injuries must not be moved unless the ambulance personnel are present.

- When necessary, **ensure that an ambulance or other professional medical help is called.** An ambulance can only be called by the First Aider or member of the senior leadership team. If one of these personnel is not available, a responsible adult must for call the ambulance.

- Normal duties- A first aider must be able to leave to go immediately to an emergency.

A second First Aider will work under the management of the appointed person as and when required. Other trained personnel will be available on occasion should an emergency arise.

All First Aiders hold a valid certificate of competence, issued by an organisation approved by HSE. Other, named staff hold a 1 day first aid certificate especially

designed for Colleges call First Aid at Work. A list of named staff can be found on the door of the First Aid room.

3.7 In selecting first aiders, the **Principal**, should 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.

4: Procedures

4.1 Risk Assessment

Reviews are required to be carried out at least annually. Recommendations on measures needed to prevent or control identified risks are forwarded to the Governors or the Senior Leadership Team.

4.2 Re-assessment of First Aid provision

As part of the College's monitoring and evaluation procedures:

- The Business Manager shall ensure review of the College's First Aid needs following any changes to staff, building/site, and activities, off-site facilitate, etc.
- The Business Manager monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions.
- The Business Manager also monitors the emergency first-aid training received by other staff and organises appropriate training.
- The First Aid Officer checks the contents of the first-aid boxes monthly.

4.3 Risk assessment

The College is low-risk environment, but SLT will consider the needs of specific times, places and activities in deciding on First Aid provision.

In particular they should consider:

- Off-site PE
- UTC external visits
- Workshops/Science/technology/art rooms
- Adequate provision in case of absence, (including trips)
- Out-of-hours provision (e.g. clubs/events)

Arrangements should be made to ensure that the required level of cover of first aiders is available at all times when people are on College premises.

4.4 First Aid equipment

The First Aid Officer must ensure that the appropriate number of first-aid containers according to the risk assessment of the site are available.
All First Aid containers must be marked with a white cross on a green background.
The College mini - bus must carry a First Aid container.
First Aid containers must accompany PE teachers and any staff leading College related activities off-site.
Spare stock should be kept in College.

Yellow SHARPS boxes are kept, clearly labelled, for individual students for safe disposal of needles and other sharps.
Responsibility for checking and re-stocking the first aid containers is that of the First Aid Officer.

5: Accommodation

The First Aid room is used for assessment of students who are injured or who report that they feel unwell, and does contain a bed and a sink.

6: Hygiene / Infection Control

Basic hygiene procedures must be followed by First Aiders. Single issue disposable gloves must be worn when treatment involves blood or other body fluids. Care should be taken when disposing of dressings or equipment.
There are special yellow boxes for the disposal of needles, for students with disorders such as diabetes who self-administer medicines under the supervision of the First Aider.

7: Informing parents/carers

7.1a Parent/ carers will not be informed if the student has a minor complaint:

- Cuts and grazes that does not require professional attention.
- A sprain/ strain to ligaments muscles where the student confirms that that initially reported pain has stopped and physical movement is not visibly hampered.
- A headache that goes away.

Students of our UTC are expected to take responsibility for their health and are therefore expected to inform parent/carer of any minor injury/ illness that has occurred during the College day.

7.1b Parent/carers will always be contacted, or the secondary contacts supplied on MIS will be contacted, and every effort made to speak with them personally should a student:

- Need to attend hospital.
- If an ambulance is called.
- Has a suspected contagious rash
- Has been stung/ bitten by an insect or animal.
- Has an injury to the head of any kind.
- Appear to be unfit to continue their day at College.
- Who has an existing health care plan in place and is feeling unwell
- If the injury is deemed not accidental.

Questions for all Policies Is it likely that the Policy Revision could have a negative impact:-		Please Tick Box	
		YES	NO
1.	On minority ethnic groups?		X
2.	Due to gender?		X
3.	Due to disability?		X
4.	Due to sexual orientation?		X
5.	Due to their religious beliefs (or none)?		X
6.	On people due to them being transgender or transsexual?		X
Additional questions for Policies relating to Staff Is it likely that the Policy Revision could have a negative impact:-			N/A
7.	On people due to their age?		X
8.	On people due to their marital or civil partnership status?		X
9.	On people with dependants/caring responsibilities?		X

Date of Review _____ Did you make changes?

n/a	
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First Aid Policy
Mike Finn – February 2017
Last reviewed – June 2018
Next review – June 2019

