



# **Welfare and First Aid Policy**

<b>Formally adopted by the Trust</b>	
<b>On:-</b>	<b>18.01.22</b>
<b>Trustees:-</b>	<b>Property and Finance Committee</b>
<b>Last updated:-</b>	<b>January 2019</b>
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## **First Aid Needs Assessment**

A First Aid Needs Assessment must be carried out to identify the first aid requirements of each site. High risk activities, high risk areas and off site activities must be included in the assessment. The assessment should be used to make recommendations to ensure suitable and sufficient first aid provision for each school, its pupils, staff and visitors.

The first aid needs assessment will be reviewed annually or sooner if significant changes are identified, such as:

- A significant change in the number of people using the school
- There are changes to the activities that take place on the school site.
- There is an increase in the level of hazards on the site.
- There is a change in legislation
- An incident takes place that necessitates a review of provision.
- Following guidance from the Dept of Education regarding current or emerging public health concerns.

### **Definitions:**

#### **First Aid**

First Aid is the immediate assistance or treatment given to someone injured or suddenly taken ill before the arrival of an Ambulance, Doctor or other appropriately qualified person.

#### **First Aider**

A first-aider is someone who has undertaken training and holds a valid certificate of competence in "First aid at work", issued by a recognised training provider. The training should be in accordance with:

- Current guidelines published by the Resuscitation Council (UK) and,
- The current edition of the first aid manual of St John Ambulance, British Red Cross, St Andrews First Aid or,
- Other published guidelines, provided that they are in line with the above or supported by a responsible body of medical opinion.

### **Training**

Clarion Academy trust appoints as First Aiders, those people who have successfully completed the 3 day, 18 hour, Level 3 Certificate in First Aid at Work course, this qualification is valid for a period of 3 years. Renewal is via a two-day, 12 hour refresher course. CAT also appoints Emergency First aiders to assist the First Aiders and to deal with minor incidents. Emergency First Aiders will have completed the 6 hour Emergency First aid Course, valid for a period of 3 years.

The Headteacher (or Head of school) is responsible for ensuring the correct number of trained First Aiders are available to meet the requirements of the First Aid Risk Assessment and this policy at all times. This responsibility may be delegated.

It is also the responsibility of the Headteacher (or Head of school) and the trained First Aiders to ensure that qualifications do not expire. If a staff member's qualification does expire, that person is not permitted to administer First Aid until such a time as they have re-qualified. An appropriate number of First Aiders must be trained in the use of AED, if one is available at their site (separate training from the First Aid at Work course). See Part 2 for further details.

If a First Aiders' certificate expires by over 28 days then he/she must attend 18 hour, Level 3 Certificate in First Aid at Work course in order to re-qualify. To re-qualify as an Emergency First Aider, the individual must successfully complete the 6 hour course again.

### **Refresher Training**

After a Team Member has obtained their First Aid qualification and before the qualification is due for renewal at the end of the 3 years, it is important to ensure that First Aiders remain confident in practicing their skills when they are required, particularly in key areas such as:

- CPR
- AED

To this end, CAT will offer short skills refresher training sessions at intervals throughout the year. It is the responsibility of the individual to ensure that they are confident to use their skills when required and to book themselves onto a refresher session if they feel it's necessary.

## **Training Records**

The safety administration form 'Record of Site First Aiders' must be updated with the date of expiry of each persons, a copy kept on site and a copy forwarded to the health and safety manager. A copy of each person's First Aid Certificate must be kept on file.

## **Information for First Aiders**

All current and any new First Aiders are to receive a copy of this policy along with any updates or guidance that might be issued from time to time.

## **Civil Liability**

Many First Aiders are concerned about their own personal liability after giving First Aid, particularly if a patient dies. If First Aiders practice their skills in accordance with proper accepted practice and remain within their training, it is highly unlikely that a civil action for alleged negligence in the application of First Aid would succeed.

## **Number of First Aiders**

CAT has a requirement to provide First Aid arrangements for members of staff. There are no specific requirements for First Aid provision to be made for non-employees such as contractors and other visitors. However, in order to meet the schools duty of care, first aid will be administered to those non-employees. A minimum ratio of 1 First Aider to every 100 persons on site, with additional first aiders available in high risk areas (as defined in the First Aid Risk Assessment) will fulfil the schools obligations on a day to day basis.

## **Hospitalisation**

1. If during First Aid treatment, the First Aider makes a judgement that the injured person needs to go to Hospital, the injured person should be advised of this (wherever possible) and the emergency services should be called.
2. If due to the apparent limited extent of injuries the injured person does not wish to be taken to Hospital by Ambulance, the site First Aider should advise the injured person to go to Hospital via their own or public transport. If the injured person is a pupil, either from a Trust or visiting school, the injured persons parent/guardian should be contacted immediately.
3. If during First Aid treatment, the First Aider makes a judgment that the injured person should go to Hospital and the injured person refuses, a note should be made of this on the accident report form and specifically added to the accident entry on PRIME. If the injured person is a pupil, either from a CAT school or visiting from another school, the parent/guardian should be advised to take the injured person to hospital. If the parent/guardian makes the decision not to take the advice of the First Aider, a note to this effect should be made on the accident report form and the PRIME entry.

## **First - Aid Equipment**

- A suitable First Aid box (green with a white cross) capable of protecting the contents must be correctly stocked (with items which are in date) and kept readily available in each department. The First Aid needs assessment will highlight if additional first aid kits are required, where they should be located and if any specialist equipment should be added (burns dressings, eyewash etc) portable first aid kits must be available for school trips off site.
- If a First Aid box is used, the person who has used any of its contents is responsible for ensuring it is replenished – see Appendix 1.
- The supplementary equipment listed may be kept in a suitable First-Aid room.
- All first aid equipment has an expiry date on it, particularly sterile ones. These must always be within date. In cases where sterile items have no dates, it would be advisable to check with the manufacturers

to find out how long they can be kept. For non-sterile items without dates, it is a matter of judgment, based on whether they are fit for purpose.

### Disposal of Sharps

- To ensure the safe disposal of sharp instruments (e.g. blades, syringes/needles which may be contaminated with blood or other body fluids) these objects must be placed in a suitably marked impenetrable rigid container (sharps box), which can be subsequently incinerated. These containers are often available from your clinical waste disposal contractor.
- Sharps boxes shall be kept in the First Aid Room/suitable location-awaiting disposal.
- Sharps boxes should be taken to the sharp rather than vice versa.

### Cleaning of Body Fluids

Spillages of blood, vomit, faeces and urine will be cleaned up using a body spill kit. A sufficient number of kits must be available on site for the use by staff members.

### Automatic External Defibrillation (AED)

AED's (which are part of the schools general First Aid arrangements) are available on site.

The purpose of this part of the First Aid procedure is to ensure the AED is:

1. Immediately available for use by trained staff members; and
2. Maintained in effective working order at all times.

### The Equipment

All orders for AED's and consumables must be placed via a supplier approved by the manufacturer of the equipment. All equipment bought must be in a new condition, the Trust will not authorise the purchase of second-hand or otherwise used equipment. All equipment and consumables must display the BS, EN or CE marks.

### Responsible Person (AED)

A Responsible Person (AED) will be nominated to check and maintain this equipment and will receive specific training in this procedure. Unless otherwise stated, the Responsible Person (AED) is responsible for implementing the requirements of this part of the First Aid procedure.

### Location of AED on Site

- The AEDs must be kept in a secure location where they can be taken to a patient immediately when called for by a trained staff member at any time. This location shall be agreed between the Responsible Person (AED) and the Headteacher or Head of School.
- Every First Aid box must have an AED location card firmly fixed to the inside of the box in a clearly visible place.

<b>The AED is located IN / AT</b>		
<b>If the AED is required, contact</b>		
<b>Tel No:</b>	<b>Or Tel No:</b>	<b>Between: <i>(insert times)</i></b>

*Example of AED Card*

- If the AED has 2 locations (one day & night time), both must be clearly identified in the AED card in every First Aid box.

## **Training**

Training can only be carried out by instructors who are holders of a current AED training certificate.

### **Staff Training**

To become eligible for AED training, must be a current holder of at least one of the following certificates where AED training is included in the course.

- Level 3 Award in First Aid at Work
- Emergency First Aid
- Paediatric First Aid
- Sports First Aid

Alternatively, specific training in the use of an AED will be provided by the Trust.

### **AED Refresher Training**

After Team Members have been trained to use the AED and before the qualification is due for renewal at the end of the 12 months, it is important they remain confident to use the equipment. To this end, staff members are strongly encouraged to attend the periodic training sessions.

## **Documentation**

### **Training Records**

An up to date record of qualified persons, to include level of qualification, expiry date and a copy of relevant certification must be maintained on each individual site by an appropriate person.

### **AED Management Checks**

All the checks below are to be completed:

#### **Daily**

- Is the AED present in its location?
- Is the battery in good order? The AED will indicate by the red indicator in the top right hand side of the unit if the battery is faulty
- Is the AED ready for use?

#### **Monthly**

- Does the AED pack contain the following items?
  - 1 pack of Adult chest pads
  - 1 pack of Child / Infant chest pads
  - 1 personal Hygiene pack
- Are all First Aiders qualifications within their expiry date?
- Are all Staff Member's AED qualification within their expiry date?
- Have all new Staff Members who are eligible for AED training, been trained to use the AED?

The Responsible Person should report any issues arising from the regular checks to the Headteacher or Head of School and the Trust Health and Safety Manager who will arrange the appropriate remedial actions.

## **Appendix 1. Contents of First Aid Box**

BS 8599-1 should be used as a guide to the contents of a standard risk first aid kit. Quantities of the contents will vary depending on the size of the kit. Below is the standard list of items that should be present in all First Aid boxes. Quantities will depend on the amount of people the box is intended to service. The numbers given below are minimum quantities.

- 1 Guidance Card (giving basic reminders on principle first-aid techniques)
- 6 Safety Pins
- 4 Triangular Bandages (sterile)
- 20 Plasters (sterile & individually wrapped) Coloured for Catering Areas.
- 4 Sterile Wound Dressings – Medium
- 2 Sterile Wound Dressings – Large
- 3 Sterile Wound Dressings – X Large
- 2 Sterile Eye Pads
- 10 Sterile Wipes (individually wrapped) or Sterile Water
- 2 Pairs Disposable Gloves
- 1 Resusci – Aid
- 1 Automatic External Defibrillation (AED) site card

## **Supplementary Equipment**

Below is a non-exhaustive list of supplementary equipment that may be kept in an appropriate First – Aid room.

- Wheel Chair
- Couch
- Blankets
- Space Blankets
- Spillage Kits
- Disposable Aprons
- Stretcher
- Scissors
- Sharps Box
- Yellow Clinical Waste Disposable Bags
- Automatic External Defibrillation (AED)
- Oxygen
- Burns kits
- Sterile Eyewash.

