



# First Aid Policy

Version 2.0



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## Definitions

- **HSE:** The Health and Safety Executive.

## Rationale & Scope of the Policy

This policy applies to all members of the EC community (including staff, students, volunteers, visitors, partners) who work both inside and outside of EC premises, and sets out how EC discharges its responsibilities relating to the provision of First Aid.

This policy outlines ECs responsibility to provide adequate and appropriate First Aid to students, staff and visitors, and the provisions and procedures in place to meet that responsibility.

This policy will contribute to the safeguarding of pupils/students/staff at EC schools by:

- Providing a clear plan for the provision of First Aid.
- To identify the first aid needs of the school
- To ensure that First Aid provision is available at all times while people are on school premises and also off the premises on visits
- Outlining responsibilities of all staff and specific roles.

## Guiding Principles

- EC is committed to providing a caring, friendly and safe environment for our students.
- EC is committed to complying with all Health & Safety legislation including the provision of First Aid.

## Relevant Legislation

- **The Health and Safety (First-Aid) Regulations 1981** - require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These Regulations apply to all workplaces including those with less than five employees and to the self-employed.
- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995**



# Policy Statements

## 1. Response to injuries and illness

- 1.1 School staff, especially designated First aiders, are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of students.
- 1.2 EC will ensure that cases of injury or illness are responded to immediately.
- 1.3 When necessary, an ambulance or other professional medical help will be called.

## 2. First Aiders

EC will:

- 2.1 Ensure there are a sufficient number of First Aid trained staff in Centres in relation to the number of individuals.
- 2.2 Ensure that First Aiders hold a valid certificate of competence issued by an organisation approved by the Health and Safety Executive.
- 2.3 Ensure First Aiders are identified on posters around Centres.
- 2.4 Ensure that the provision of First Aid is taken into account when planning leave so that there is always an adequate number of First Aid trained staff present.
- 2.5 Ensure First Aid staff are trained to inform reception staff when they are on the premises.

## 3. Off-site activities

EC will ensure that:

- 3.1 Those staff taking students off site on a regular basis, for example sports activities, will be First Aid trained and will take a First Aid pack with them.
- 3.2 Wherever possible, sports activities and visits take place at venues where First Aid facilities are available.
- 3.3 Off-site activity Risk Assessments are carried out with the provision of First Aid incorporated.

## 4. First Aid boxes

EC will ensure that:

- 4.1 The appropriate number of First Aid containers should be available according to the risk assessment for the site.
- 4.2 Each First Aid box is equipped to the Health and Safety (First Aid) Regulations 1981.
- 4.3 All First Aid containers are marked with a white cross on a green background.
- 4.4 A member of staff is appointed to be responsible for regular checks and replenishment of First Aid boxes.



- 4.5 After use, the appointed member of staff responsible for First Aid boxes is contacted to ensure replacement of used items.
- 4.6 Locations of First Aid boxes are signposted to staff and students.

## 5. Precautions against infections

EC will:

- 5.1 Ensure all staff are trained to take precautions to avoid infection and follow basic hygiene procedures.
- 5.2 Ensure staff are trained to use disposable gloves, wash any basin facility used, and take adequate care when dealing with blood and other bodily fluids and disposing of dressings and equipment.

## 6. Accident reporting

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, some accidents must be reported to the HSE. However, all accidents, however minor, must be recorded so that the incident can be investigated, the cause identified, corrective action taken and safer working conditions developed. Detailed and accurate reports are therefore necessary.

EC will therefore ensure that:

- 6.1 There is an accident book present in all centres to record incidents.
- 6.2 All accidents (however, minor) are recorded in the school accident book.
  - Details required in the accident book are:
    - Date, time and place of the incident
    - Name of injured/ill person
    - Details of the injury/illness
    - What happened to the person immediately afterwards
    - Name and signature of the First Aider
- 6.3 Records will be kept for a minimum of seven years.
- 6.4 The following incidents are reported to the HSE:
  - Involving employees or self-employed people working on the premises:
    - Accidents resulting in death or major injury (including as a result of physical violence)
    - Accidents which prevent the injured person from doing their work for more than three days
  - Involving students and visitors:
    - Accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work i.e. if it relates to:
      - Any school activity, on or off the premises
      - The way the school activity has been organised and managed
      - Equipment, machinery or substances
      - The design or condition of the premises



## 7. Casualties who need to go to hospital but do not need an ambulance

- 7.1 Staff and visitors - If a person is able to get to the hospital without the need for an ambulance, they will be sent in a taxi, accompanied if it is felt necessary.
- 7.2 Students - If a student is under 18 or has little English a member of staff will accompany them in a taxi. All other students should be asked if they would like someone to go with them. This would usually be a member of Student Services/Welfare. Reception should be given a contact number. Whether the student can be left once they are checked in will depend on circumstances and will be at the discretion of the member of staff. All taxis can be booked on the school account.

## 8. Re-assessment of First Aid Provision

- 8.1 Regular assessments will be carried out to ensure that the current provision is correct, particularly following changes to staff, building, activities etc.
- 8.2 The number of trained First Aiders and Appointed Persons will be monitored.

## 9. Induction, CPD & training

- 9.1 The First Aid policy and guidance documents will form part of the induction programme for new staff.
- 9.2 First Aiders will be alerted to the need for refresher courses and training sessions will be organised if required.

## 10. Visitors to EC premises

- 10.1 Visitors will be made aware of EC's First Aid policy on arrival at the school, will be notified of First Aiders and First Aid boxes, and will be given information about what to do if they are involved in an accident.



## Roles and Responsibilities

The following section outlines the roles and responsibilities of all EC staff together with role specific responsibilities in relation to this policy.

### All staff

All staff will:

- Have read and be familiar with ECs First Aid policy.
- Know who the designated First Aiders are at their centre and how to contact them.
- Report any accidents to a designated First Aider/The Centre Director.

### Operational Leadership

The Operational leadership are responsible for the approval of the Anti-Bullying Policy and for reviewing the effectiveness of the policy.

The Operational Leadership will ensure that:

- EC has First Aid policy and this is reviewed annually.
- Centres have procedures in place for the provision of First Aid and recording and reporting of incidents.

### Centre Director

The Centre Director will:

- Hold overall responsibility for the health and safety of staff, students and anyone else on the premises, including teachers, non-teaching staff, students and visitors, (including contractors).
- Ensure their centre has an adequate number of trained First Aid staff.
- Ensure that designated First Aiders are signposted to staff and students throughout the Centre.
- Notify the HSE of fatal and major injuries and dangerous occurrences without delay.
- Ensure First Aiders exercise their duties in keeping the Accident Record Book up to date and replenishing First Aid Boxes.
- Monitor First Aid provision and alert First Aiders to the need for refresher courses.
- Organise any First Aid training required.
- Ensure all staff are informed about EC's First Aid arrangements and the location of equipment.

### First Aiders

First Aiders are responsible for:

- Providing immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the school.
- Ensuring that, when necessary, an ambulance or other professional medical help is called.
- Updating the accident book after any treatment or consultation.
- Ensuring all first aid boxes are kept fully stocked and purchase supplies when necessary.
- Carrying out checks to ensure the Accident Record Book is kept up to date.



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| Related documents: | <ul style="list-style-type: none"><li>• List of First Aiders</li><li>• Incident Report</li></ul>                              |
| Related SOPs:      |   |
| Related Policies:  |   |
| External Links:    | <ul style="list-style-type: none"><li>• <a href="http://www.hse.gov.uk/firstaid">http://www.hse.gov.uk/firstaid</a></li></ul> |