



Abbey College, Ramsey

First Aid Policy and Procedures

Policy Developed by:	Melanie Hyde – Business Manager
Policy Reviewed by:	Lisa Gibbs – Student Support Manager
Reviewing committee:	Learner Progress and Engagement
Frequency of Review:	Every 2 years
Date last reviewed:	July 2022
Date Approved:	11th October 2022
To be reviewed:	Autumn 2024

Contents:

Statement of intent

1. Legal framework
2. Risk assessment
3. Facilities
4. Fixed and portable first-aid containers
5. Selection of first-aiders
6. Training
7. Roles and responsibilities
8. Reporting incidents and record keeping
9. Circulation

Appendices

- A) First-aid box supply checklist
- B) Travel first-aid box supply checklist
- C) Minibus first-aid box supply checklist
- D) Incident reporting form
- E) First Aid Procedure 2019

Statement of Intent

The governing body of **Abbey College, Ramsey** acknowledge and accept its responsibilities under the Health and Safety (First Aid) Regulations 1981, to provide equipment and facilities as are adequate and appropriate for enabling first-aid to be rendered to employees, pupils, and visitors in the school.

Our First Aid Policy will be successfully implemented through the delivery of the following aims and objectives:

- Undertaking a First Aid Needs Assessment to determine the requirements for the provision of first aid within the school premises.
- Ensuring that there are suitable facilities and equipment to administer first-aid, where necessary.
- Ensuring that there is a sufficient number of staff always trained in first aid on duty.
- Ensuring that the requirements of this policy are clear and appropriately circulated, including the location of first-aid equipment, facilities, and personnel.

The appointed person, responsible for overall first-aid provision is the: **Student Support Manager/First Aid Lead**.

Where the appointed person is unavailable, the following person(s) will deputise in his/her absence: **Student Support Officers**.

1. Legal framework

- 1.1. This Policy will have consideration for, and be in compliance with, the following legislation and regulations:
- Health and Safety at Work Act 1974.
 - Health and Safety (First Aid) Regulations 1981.
 - The Road Vehicles (Construction and Use) Regulations 1986
 - The Management of Health and Safety at Work Regulations 1992.
 - The Education (School Premises) Regulations 1999.
 - Health and Safety (The Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)) Regulations 2013.
 - DfE (2022) 'First aid in schools, early years and further education'
- 1.2. This Policy will also have regard to the following statutory and non-statutory guidance:
- First Aid for Schools (August 2000)
 - Advice on Standards for School Premises (May 2013)
 - Incident reporting in schools (accidents, diseases, and dangerous occurrences) (October 2013)

2. Risk assessment

- 2.2. The **Student Support Manager** will ensure that an annual risk assessment of first aid needs is undertaken, appropriate to the circumstances of the academy.
- 2.3. Where a minimum number of trained first aiders is set, this will be monitored to ensure that the needs identified in the risk assessment are met.

3. Facilities

- 3.2. First-aid will be administered in the First Aid Room. The college will provide First Aid Room that meets the requirements of the DfE guidance, so where necessary the injured person may be taken there for further treatment or assistance. The First Aid Room will meet the requirements of guidance, specifically, to:
- Be large enough to hold the necessary equipment.
 - Have washable surfaces and adequate heating, ventilation, and lighting.
 - Be always kept clean and tidy.
 - Be positioned as near as possible to a point of access for transport to hospital.
 - Display a notice on the door advising of the names and locations of first aiders.
 - Have a sink with hot and cold water, if possible.
 - Have drinking water and disposable cups.
 - Have soap and paper towels.
 - Have a suitable container with disposable waste bags.
- 3.3. The designated first aid room is based on the ground floor in the **Cromwell building**.

4. Fixed and portable first-aid containers

- 4.2. First-aid containers are identified by a white cross on a green background.
- 4.3. The academy has one designated first-aid cabinet, which can be found in the First Aid Room located in the **Cromwell building**. This cabinet contain a sufficient number of suitable provisions to enable the administration of first aid.
- 4.4. The academy has **Two** travelling first-aid containers for use during school trips and off-site visits, which are stored in the first aid room.
- 4.5. No medicinal substances or materials are permitted within a first-aid container.
- 4.6. Blunt-ended stainless-steel scissors should be kept in the container in case clothing needs to be cut away prior to treatment.
- 4.7. Inventories are kept of all first-aid supplies including expiry dates.

Fixed

- 4.8. Fixed first aid-containers will contain, as a minimum:
 - A leaflet giving general advice on first aid.
 - 20 individually wrapped sterile adhesive dressings (assorted sizes).
 - Two sterile eye pads.
 - Four individually wrapped triangular bandages (preferably sterile).
 - Six safety pins.
 - Six medium-sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings.
 - Two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings.
 - Three pairs of disposable gloves.

Portable

- 4.9. Portable first-aid boxes will contain, at a minimum:
 - A leaflet giving general advice on first aid.
 - Six individually wrapped sterile adhesive dressings.
 - One large (approximately 18cm x 18cm) sterile unmedicated wound dressing.
 - Two triangular bandages.
 - Two safety pins.
 - Individually wrapped moist cleaning wipes.
 - Two pair of disposable gloves.

Minibuses

- 4.10. The academy minibus will have on board a first-aid container with the following items:
 - Ten antiseptic wipes, foil packaged.
 - One conforming disposable bandage (not less than 7.5cm wide).
 - Two triangular bandages.
 - One packet of 24 assorted adhesive dressings.

- Three large (no less than 15cm x 15cm) sterile unmedicated ambulance dressings.
- Two sterile eye pads, with attachments.
- Twelve assorted safety pins.
- One pair of rust free blunt-ended scissors.

4.11. First-aid containers will be:

- Prominently marked as a first-aid container.
- Maintained in a good condition.
- Suitable for the purpose of keeping the items referred to above in good condition.
- Readily available for use.

5. Selection of first aiders

5.2. When selecting first-aiders, the **Student Support Manager** should consider an individual'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.
- Normal duties.

5.3. Unless first-aid cover is part of a staff member's contract of employment, people who agree to become first-aiders should do so on a voluntary basis.

6. Training

6.2. The **Student Support Manager** is responsible for organising first-aid training.

6.3. The academy keeps a record of who is trained in first aid and the date that their certificates expire.

6.4. First-aiders will be re-trained within 2 months prior to the end of the third year, when their first-aid certificates expire.

6.5. All staff should ensure that they have read the school's First Aid Policy and sign the training record to say they have done this.

7. Roles and responsibilities

7.2. The main duties of the appointed person are to:

- Bear in mind that they are not first-aiders. They should not give first-aid treatment for which they have not been trained, although it is good practice to ensure that they have emergency first-aid/refresher training, including:
 - What to do in an emergency.
 - Cardiopulmonary resuscitation.
 - First-aid for the unconscious casualty.
 - First-aid for the wounded or bleeding.

- Liaise with the **Business Manager**, where necessary, to facilitate the replacement of out-of-stock or expired first-aid material or equipment.

7.3. The main duties of first aiders are to:

- Complete a training course approved by the Health and Safety Executive (HSE).
- Take charge of first-aid arrangements, including looking after equipment and calling the emergency services, where necessary
- Give immediate help to casualties with common injuries and those arising from specific hazards at the academy.
- Ensure that an ambulance or other professional medical help is called, where appropriate.
- Keep up to date with government guidance relating to first aid in schools.

8. Reporting incidents and record keeping

Reporting

- 8.1. The **Student Support Manager will** ensure that procedures are in place to report any major or fatal injuries without delay (e.g., by telephone), as required by RIDDOR. Other reportable injuries will be reported within 10 days.

Record keeping

- 8.2. The **Student Support Manager will** ensure that records are kept of any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR.

8.3. Reportable injuries include:

- Fractures, other than to fingers, thumbs, and toes.
- Amputations.
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Any crush injury to the head or torso causing damage to the brain or internal organs.
- Serious burns (including scalding), which cover more than 10 percent of the body or cause significant damage to the eyes, respiratory system, or other vital organs.
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

8.4. Reportable occupational diseases include:

- Carpal tunnel syndrome.
- Severe cramp of the hand or forearm.

- Occupational dermatitis e.g., from work involving strong acids or alkali, including domestic bleach.
 - Hand-arm vibration syndrome.
 - Occupational asthma e.g., from wood dust or soldering.
 - Tendonitis or tenosynovitis of the hand or forearm.
 - Any occupational cancer.
 - Any disease attributed to an occupational exposure to a biological agent.
- 8.5. Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR, as a reportable injury must have resulted from a work-related incident.
- 8.6. Dangerous occurrences include:
- The collapse or failure of load-bearing parts of lifts and lifting equipment.
 - The accidental release of a biological agent likely to cause severe human illness.
 - The accidental release or escape of any substance that may cause a serious injury or damage to health.
 - An electrical short circuit or overload causing a fire or explosion.
- 8.7. Injuries to pupils and visitors who are involved in an accident at school, or an activity organised by the academy are only reportable if the accident results in:
- The death of a person which arose out of or in connection with a work-related activity.
 - An injury that arose out of or in connection with a work-related activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).
- 8.8. Records will also be kept of all occupational injuries where a staff member is away from work or incapacitated for more than three consecutive days, although this does not need to be reported.
- 8.9. The academy does not have to report injuries where the pupil remains at school, is taken home or is simply absent from school for a number of days.
- 8.10. First-aiders will ensure that they comply with the reporting procedures of the school after administering treatment, including recording:
- The date, time, and place of the incident.
 - The name (and class) of the injured or ill person.
 - Details of the injury/illness and what first aid was given.
 - What happened to the person immediately afterwards? (e.g., went home, resumed normal duties, went back to class, went to hospital).
 - Name and signature of the first aider or person dealing with the incident.
- 8.11. Records will be maintained for no less than three years after the incident.

8.12. Accident Reporting will be done via the Incident Management System and First Aid Room Reporting Logs.

9. Circulation

9.1. The First Aid Lead will inform all staff, including those with reading and language difficulties, of the first-aid arrangements. This should include:

- The location of the first-aid equipment, facilities, and personnel.
- The procedures for monitoring and reviewing the academy's first-aid needs.

9.2. Copies of this policy will be made available on the notice boards in both staff rooms, on the G:drive and published on the academy's website.

Appendices

A) First-aid box supply checklist

Item	Suggested stock	Current stock	Ordered if required?
A leaflet giving general advice on first aid.	1		
Individually wrapped sterile adhesive dressings (assorted sizes).	20		
Sterile eye pads	2		
Individually wrapped triangular bandages (preferably sterile).	4		
Safety pins.	6		
Medium-sized (12cm x 12cm) individually wrapped sterile unmedicated wound dressings.	6		
Large (18cm x 18cm) individually wrapped sterile unmedicated wound dressings.	2		
Disposable gloves.	3 pairs		

B) Travel first-aid box supply checklist

Item	Suggested stock	Current stock	Ordered if required?
A leaflet giving general advice on first aid.	1		
Individually wrapped sterile adhesive dressings.	20		
Large sterile unmedicated wound dressing (18cm x 18cm).	1		
Triangular bandages.	2		
Safety pins.	2		
Individually wrapped moist cleansing wipes.	6		
Disposable gloves.	2 pair		

C) Minibus first-aid box supply checklist

Item	Suggested stock	Current stock	Ordered if required?
Foil packaged antiseptic wipes.	10		
Conforming disposable bandage (not less than 7cm wide).	1		
Triangular bandages.	2		
Assorted adhesive dressings.	24		
Assorted safety pins.	12		
Large sterile unmedicated ambulance dressings (no less than 15cm x 15cm).	3		
Two pairs of disposable gloves	2		
Non rust blunt-ended scissors.	1 pair		
Sterile eye pads with attachments.	2		

D) First Aid Hub first-aid box supply checklist

Item	Suggested stock	Current stock	Ordered if required?
Contents List	1		
Guidance Leaflet	1		
Medium Sterile Dressing	8		
Large Sterile Dressing	2		
Triangular Bandage	4		
Safety Pins	24		
Eye Pad Sterile Dressing	4		
Sterile Adhesive Dressings (Plasters)	100		
Saline Cleansing Wipes	40		
Adhesive Tape	1		
Disposable Gloves	12		
Finger Sterile Dressing	4		
Resuscitation Face Shield	2		
Emergency Foil Blanket	3		
Eye Wash	0		
Hydrogel Burn Dressing	2		
Tough Cut Shears	1		
Conforming Bandage	2		

E) Incident reporting form

Date	Student Name	Time In	Year & Form	Timetabled Subject	Incident Details	Action Taken	Time Out	Staff
		Time: Period:	Year: Form:					
		Time: Period:	Year: Form:					
		Time: Period:	Year: Form:					
		Time: Period:	Year: Form:					
		Time: Period:	Year: Form:					
		Time: Period:	Year: Form:					
		Time: Period:	Year: Form:					

Abbey College

FIRST AID PROCEDURE 2022

General information about first aid provision.

From January 2020 the First Aid Room will not be open during lesson time, so please do not send students there. Instead, First Aid will be provided by Student Support Officers during lesson time and the First Aid Room will be open at breaks and lunch time.

The AED (Defibrillator) and Emergency Allergy Anaphylaxis Kits have been relocated to Staff Room (South Site). Emergency Asthma Inhalers are also available in the First Aid Room.

Annual training, usually, during the first inset session of the academic year, will be provided.

Use of the AED will be promoted to pupils during PSHE lessons.

Emergency Life Threatening First Aid Incident Response

In the event of a major First Aid Incident, where the casualty is unable to move or if moving them could be detrimental to their health, you **should press the Emergency Alert Button in SIMS** or radio call on Channel 2 for an “Emergency First Aider”, clearly stating the location and brief description of incident.

The **nearest** trained First Aider should respond and attend. If you do not have a radio, you should telephone Reception on (Ext 101) or send a runner to reception to request reception to put out an emergency radio call for an “Emergency First Aider”. You should not give full student names over the radio. You may be asked to switch to a different channel to pass names and any sensitive information.

In the event of an emergency radio call; other non-attending First Aiders who hear the call are asked to standby in case additional support is required. Reception and Estates Team are asked to prepare in case the AED, or Allergy Kit, are required at the scene.

If an ambulance is required the First Aider attending will organise this, along with the assistance of Reception and Site team.

Bleeding Injuries

If a student is bleeding from a wound:

During lesson time: You should press the Emergency Alert Button in SIMS or radio call on Channel 2 for an “Emergency First Aider”. If you do not have SIMS or a radio, you should telephone Reception on (Ext 101) or send a runner to reception to request reception to put out an emergency radio call for an “Emergency First Aider”.

At break or lunch time: You should send the student to the First Aid Room or radio call on Channel 2 for an “Emergency First Aider”.

Students feeling “unwell” during lesson

If a student is to report feeling sick, unwell, or has a headache in a lesson; but has not been sick, you should advise them to attend **the First Aid Room at the next break or lunch time**. You should allow them to have a drink of water but keep them in lesson and monitor their condition.

If in your lesson you are; worried about a student’s condition, they have been injured in your lesson, they have been sick or they have a valid medical pass; you keep the student with you and press the Emergency Alert Button in SIMS. A Student Support Officer will attend and collect the student.

If students feel ill during break or lunchtime, they should report to the **First Aid Room**.

Student Medical Conditions

Parents will be asked to complete and sign a medical consent form when their child is admitted to school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the start of each school year.

Staff will not act 'in loco parentis' in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable, under the circumstances, and will always act in good faith, while having the best interests of the student in mind.

Students who have medical conditions are identified on SIMS and on the registers by a black dot against their name. Information relating to the condition and any care plan will be uploaded into SIMS in linked documents. Teaching staff are responsible for familiarising themselves with the medical conditions of students in their classes. If you require any further help or assistance, please speak to the Student Support Manager or SENCO.

Student Medication Administration

Students' medication will be stored in the First Aid Room. **Student medication is only administered at break or lunch times.** If the medication is prescribed to be taken at a set time which is during lessons, a Student Support Officer will come and collect the student at that time. First Aiders cannot issue any medication without parental consent. **Students should not be allowed leave lesson or attend for medication outside of break and lunchtime.** If in doubt, please press the Emergency Alert Button in SIMS. This is in line with the school's Administering Medications Policy, and in accordance with the student's individual medical plan.

Sending Students Home

No student can leave the school because of an injury or because they feel unwell without the authorisation of the First Aid Lead/Student Support Manager (Lisa Gibbs) or SENCO (Laura Lancaster). If authorised, the student should be collected and signed out at Reception. The decision to authorise a student to be sent home rests with the First Aid Lead/Student Support Manager (Lisa Gibbs) or SENCO (Laura Lancaster) In their absence, a Designated Safeguarding Lead, should be asked to decide. If a parent wishes to collect a student due to injury or ill health, but the school does not authorise the collection; it will be marked down as an unauthorised absence/collection, unless medical evidence is retrospectively provided.

A quiet area will be set aside for withdrawal and for pupils to rest. They will be monitored, while they wait for their parent/guardian to pick them up. A student can only go home with person named on the school's Sims system and should not be sent home with anyone who is not listed as an emergency/priority contact.

Staff Accident/Illness

If you suffer an accident at work, you must visit the nearest **First Aid Room at break/lunch time** or alternatively request a **First Aider to attend to you using the Emergency Alert Button in SIMS or Radio Channel 2. An incident report form must be completed accordingly.** If you then need to go home, HR must be informed to organise cover, if required and record your absence from school. This is a mandatory requirement. If you are ill during the school day and feel the need to go home, again you must obtain permission from your Line Manager and notify HR.

Vaccinations, School Nurse Visits, Individual Healthcare Plans

The SEND (Special Educational Needs and Disability) office will be responsible for arranging medical passes

and individual healthcare plans in conjunction with the First Aid Lead/Student Support Manager. Temporary Medical Passes can be arranged by Student Support Officers.

Bookings for school nurse visits and vaccination sessions will be organised by Student Support Officers overseen by the Student Support Manager.

Mental Health First Aid for Students & Staff

The school will ensure that first aid training courses cover mental health, to help them recognise the warning signs of mental ill-health and to help them develop the skills required to approach and support someone, while keeping themselves safe. Pupils will be supported in accordance with the school's Social, Emotional, and Mental Health (SEMH) Policy.

Qualified Mental Health First Aiders for students and staff as available by making an appointment by emailing studentsupport@abbeycollege.cambs.sch.uk

Appointed First Aid & Mental Health Lead

The appointed First Aid + Mental Health Lead with overall responsibility for day to day first aid facilities, training and equipment provision is Lisa Gibbs – Student Support Manager.