

Introduction

This policy is statutory and its function is to provide information and guidance to staff, parents and pupils of Overley Hall School. It incorporates the Schools vision and core values. It forms part of the portfolio of policies designed to keep pupils safe, happy and cared for.

This policy is reviewed annually. This document is issued under the authority of the Bursar/Head of care/Head of School.

The purpose of this procedure is to ensure that immediate assistance will be given to persons who become injured, and an ambulance or other professional assistance will be summoned where appropriate to aid in the treatment of an individual who has been injured. The requirements for statutory provision of First Aid have been taken into account. Failure to implement the procedures contained in this document could result in a criminal offence.

This procedure will apply to all employees within the School, and will specify the minimum requirements for the provision of first aid arrangements, including first aid personnel and their training, first aid equipment and facilities for the School.

Our duty is to provide, or ensure the availability of, adequate and appropriate equipment and facilities for enabling first aid to be provided to persons if they are injured or become ill at the School.

Definitions

First Aider/First Aid Officer are interchangeable job titles. Throughout this document First Aider or First Aid Officer refer to a person who has been trained to deliver First Aid and has successfully completed, and has a valid certificate for the 3 day 'First Aid at Work' training.

Emergency First Aid refers to a person who has attended, successfully completed and has a valid certificate for the 'Emergency First Aids' training.

Employer means a manager who serves as part of the senior management Team.

First Aid means the following:

- Treatment for the purpose of preserving life and minimising the consequences of injury and illness until help from a medical practitioner or nurse arrives; and
- Treatment of minor injuries which would not otherwise receive treatment or which do not need treatment by a medical practitioner or nurse.

Implementation

The Health and Safety (First Aid) Regulations 1981 require employers to provide trained persons, equipment etc. to deal with First Aid emergencies and ill-health occurring at work.

Facilities must be provided to ensure that First Aid is rendered to its service users, employees, visitors, volunteers, agency staff etc. if they become ill or are injured at work or under the jurisdiction of Overley Hall School, on or off site.

First Aid is provided to:

- Preserve life
- Limit the effects of the condition and
- Promote recovery

It should be noted that the treatment of minor illnesses, by the administration of tablets or medicines, falls outside the definition of First Aid.

Procedure

The responsibility for implementing this policy lies with the Bursar / Head of Care / Head of School who will delegate such functions as necessary to ensure the effective day-to-day operation of our safety arrangements in respect of first aid matters, and will:

- Ensure that all employees are aware of the procedures to be followed in the event of illness or injury at work.
- Ensure that all Care and Education staff are trained to a minimum standard of 'First Aid Appointed' and that training is attended every three years, maintain their status, which is appropriate to the age of the children and young people at Overley Hall School.
- Ensure monitoring of training requirements is achieved by the use of the training matrix database.
- Records are kept up to date of monitoring of First Aid kits, disposal of contamination buckets and details can be found inside the First Aid Kit itself and on a matrix overseen by Bursar/Head of Care/Head of School.
- Ensure staff are aware of their duties to follow the guidelines given at the training course and not exceed them.
- Ensure that an adequate number of personnel from each department are trained to a higher standard which includes 'First Aid at Work' and Outdoor First Aid' or Forest School First Aid and these named trained people will be known to all staff.
- Ensure that a number of First Aid Officers are present in the School at any given time and as a minimum there will be one qualified First Aid Officer on every site occupied by the school.
- Ensure that suitable employees are selected for First Aid at Work and/or Outdoor First Aid. Candidates should be physically and educationally suited and are willing to undergo training and act as a qualified First Aider. Guidance can be provided by Occupational Health Service to assist the senior management team to identify suitable candidates.

Suitability will be determined by:

- A willingness for the role.
- Demonstrated evidence of a capacity to deal with injury and illness.
- Ability to be called away from their ordinary work at short notice.
- Ability to act calmly in an emergency.
- Ensure that candidates are fully briefed on the role and requirements of being a First Aider. They must understand the health risks associated with rendering First Aid and be prepared to receive appropriate health and immunisation advice.

- Ensure a contingency plan is in place for when the First Aid Officer(s) are absent or accompanying a trip.
- Maintain adequate first aid equipment and facilities appropriate to the degree of risk and ensure first aid appointed and First Aid Officers have access to First Aid Kits.
- Ensure all staff are informed of which of their colleagues are qualified First Aid officers by publishing lists in each department and discussing as part of induction.
- Ensure that staff are aware that they should seek assistance from a First Aid Officer if they feel the injury may be serious and warrant further medical assistance. Ensure staff are aware that they need to report any accidents or other medical emergency to First Aid officers promptly.
- Monitor that accidents and other medical emergencies are recorded appropriately and that records are kept for a minimum of three years
- Ensure that staff are made aware of any particular hazards in the subjects that they teach or the activities that they supervise and should have appropriate training and access to first aid kits.
- Ensure that staff are made aware of medical conditions, such as epilepsy, asthma or severe allergies and have been advised to the need for prompt action if any symptoms are displayed by these students or staff.
- Ensure that any First Aid training is provided by registered providers (Training Approval service Consortium Certificate holders) and that the training provided is carried out with Health and Safety Executive (HSE) requirements.
- Bursar/Head of Care/Head of School are responsible for allocating, or obtaining allocation for sufficient finance to enable the policy to be implemented.
- Reporting notifiable accidents to the appropriate authorities.
- Ensuring first aid personnel have been appointed to assist in dealing with accidents and emergencies, which may occur at the School.
- Ensuring the name and normal location for each first aider/Emergency First Aid is displayed in appropriate locations.

First aiders/First Aid Officers are responsible for:

- Assisting in the provision of a service for the emergency treatment of injuries or illness.
- The administration of First Aid, up to but not exceeding the level of their training
- Arranging prompt and appropriate referral of casualties to medical aid as required.
- Keeping a record on the minor injuries record form (kept in each first aid kit) of all injuries seen and treatments given by the First Aid Officer.
- Maintaining an inventory of equipment and stocks used.
- Report immediately to the Bursar/Head of Care/Head of School all incidents requiring the attendance of a student, member of staff or any person at Hospital. Please refer to 'Reporting of Injuries, Diseases and Dangerous Occurrences' Policy for full details of the procedures for incident reporting and investigating.
- Ensure that all spillages of body fluids are cleaned up promptly

- Ensure, in liaison with management, that appropriate documentation is completed and that reportable accidents are reported to the line Manager as soon as possible after dealing with the immediate effects.

- Ensure that immunisations/injections are up to date

Immunisation Recommendations for First Aiders

Tetanus – Immunisation is recommended for the entire population and by school leaving age most people will have received five doses of Tetanus immunisation.

Those who have not received immunisation in childhood should receive a course of three immunisations with booster doses at 10 and 20 years.

Booster doses are not required where individuals have had a total of five immunisations against Tetanus in their lifetime, except at the time of a tetanus-prone injury.

Hepatitis B – Immunisation is now recommended for employees where risk assessment shows a reasonable risk of exposure to used needles, human bites, or to any human body fluids other than saliva, urine or faeces. The programme consists of three doses of vaccine and a blood test following these to determine if immunity has been established. There are a small percentage of people who even though they receive the vaccine, do not acquire immunity.

- Report any illnesses or injuries which would preclude ability to administer First Aid, to Senior Management to enable alternative cover to be provided

Emergency First Aid(s) are responsible for:

- Acquainting themselves with the first aid arrangements in their School.
- Consulting with The Bursar / Head of Care /Head of School in relation to first aid at the School.
- Assisting in the provision of a service for the treatment of injuries or illness but not to exceed the level of training which has been provided
- Liaising with first aiders and referral of casualties to medical aid as required.

First Aid Facilities

The administering of First Aid should be appropriate or to allow a person to rest (minor illness) and should be provided. The environment should be private, allow access to hand washing facilities, drinking water and toilet facilities and should enable to casualty to sit or lie down as needed.

A minimum of one First Aid box of appropriate size should be provided for each establishment and/or building and in all school vehicles.

Spills of blood or body fluids

Sometimes emergencies happen when you are supporting a person and you get splashed with body fluids or touch something with your bare hands that is contaminated. Spills of blood or body fluids

Hazards

- Body fluids are a source of infectious micro-organisms (bacteria, viruses and fungi).
- The main risk is infection following hand to mouth/nose/eye contact.
- There is also a risk of infection via broken skin (cuts or scratches).

First Aid Policy and Procedure

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- Cleaning products may contain hazardous substances such as biocides and surfactants.
- Health effects from cleaning products include irritation, dermatitis and breathing problems.

Control equipment

- Staff training
- PPE, i.e. gloves and aprons
- Provide dedicated cleaning equipment.
- Chlorine-releasing disinfectant is suitable, eg hypochlorite solution.
- Provide closable containers and bags, labelled 'Clinical waste'.
- Provide buckets with disinfectant

Control procedures

- Ensure a good standard of general ventilation.
- Scrape up residues into the closable container, for safe disposal.
- Bag up contaminated material that needs laundry or disposal, eg bedding, clothing.
- Wash surfaces clean with detergent before disinfecting.
- Heavily fouled soft furnishings may need bagging for disposal as clinical waste

Decontamination

- Assume that everything that might be contacted by body fluids is contaminated.
- Clean and disinfect the area after the task.
- Use the 'buddy' system to decontaminate PPE and work clothing – minimise the spread of contamination.
- Change out of work clothing before exiting the area.
- Provide bags labelled 'Clinical waste – Biohazard' for all contaminated PPE.
- Disinfect or sterilise reusable work equipment.
- Ensure that waste from the cleaning of body fluids is disposed of in disposal containers can be found in the surgery.
- Caution: If soiled, bag up work clothes for laundry as a separate load.

Personal decontamination and skin care

- Wash before eating or drinking, and after touching any surface or object that might be contaminated.
- Provide warm water, mild skin cleansers, nailbrushes, and soft paper, fabric towels or hot air for drying. Avoid abrasive cleansers.
- Provide pre-work skin creams, which will make it easier to wash dirt from the skin, and after-work creams to replace skin oils. Caution: 'Barrier creams' or 'liquid gloves' do not provide a full barrier.

Additional Information

The management of First Aid provision and the relevant arrangement will be part of the Health and Safety Committee audits conducted.

This procedure outlines the management of first aid in Overley Hall School and specifies the minimum requirements for the provision of first aid services including first aid officers and their training, first aid equipment and first aid facilities.

We will ensure all staff are sufficiently trained in first aid to deal with accidents and injuries occurring at work, and will:

- Carry out an assessment of first aid needs looking in particular at the personnel, equipment and facilities required.
- Assess risks to employees and make appropriate first aid arrangements to deal with the risks.
- Reassess the first aid provisions annually, or whenever there is a relevant change in the workforce or the hazards to which they are exposed. When there have been significant changes, we will revise our arrangements accordingly.
- Ensure that contractors on our premises either have sufficient first aid provision, or if their work involves no special risks, the contract may include their use of our facilities, by agreement.

To achieve these aims, we recognise our legal obligation to make sufficient provision for first aid to employees and service users, we will:

- Provide adequate and appropriate levels of first aid equipment and facilities.
- Make sure there are adequate numbers of suitable employees available for administering first aid, and ensure they are suitably trained.
- Appoint an alternative person(s) to cover if the first aid officer is away from the premises.
- Provide employees with information regarding the provision of first aid, location of equipment, facilities and relevant personnel.

If employees have concerns about the provision of first aid within Overley Hall School, they must inform a responsible person to enable Overley Hall School to investigate and rectify the situation if necessary.

In determining the number of First Aid Officers required, regard will be given to the following:

- The number of persons in the building,
- The fact the School is operated 24 hours.
- Absences and availability of a continuous service during normal working hours.
- Leave arrangements.
- Specific School hazards.

Training

Where in the performance of their duties, an employee is required to hold a First Aid Certificate the employee will be given the opportunity to undertake an appropriate training course during normal working hours (if available). The training must be supported by the Bursar and the relevant cost centre shall fund course fees.

Training must be provided by an OFQUAL approved trainer.

Training:

First Aid at Work

This is the principle First Aid course which covers a wide range of situations from low to high risk. On successfully undertaking training and passing a written and practical assessment, the person will be issued a First Aid at Work Certificate valid for three years. This qualification is renewable within the valid time of the certificate. Once the certificate has expired the person will need to attend the full First Aid at Work course.

This course takes place over three days (18 hours tuition).

First Aid Refresher

This training re-qualifies holders of a First Aid at Work Certificate providing they pass their written and practical assessment. Those who wish to renew their certificate must do so before the three year expiry date, ideally two years and ten months.

This course takes place over two days (12 hours tuition).

Emergency First Aid

The minimum requirement on an employer is to appoint a person to take charge of First Aid arrangements and any emergency First Aid situation. An Emergency First Aid can provide **temporary** cover for First Aiders, ensuring that someone is always available to give First Aid immediately following an incident. The certificate is valid for three years.

This course takes place over one day (6 hours tuition).

This training has been specifically tailored to Overley hall and include resuscitation techniques.

Other training

Those who work predominantly will be required to successfully pass the two day Forest School First Aid qualification.

Signage

Appropriate signage will be in place to indicate where first aid kits are located and the **responsible officer** and contact number.

Records

First aiders shall record all treatment in a first aid incident register which shall be kept in each first aid kit. First aid records must be kept for a minimum period of 3 years.

First Aid Kits

First aid kits shall be located in readily accessible and prominent locations.

They will be provided, maintained and located to ensure that:

- At least one First Aid Kit should be provided on each floor in the Home and other high risk areas such as the maintenance workshop, gardeners store.

Assessment of hazards in the School may indicate that additional modules are required to be included into the first aid kit e.g.

- Eye module - maintenance.
- Burns module - kitchen.

The First Aid Kit container will:

- Be made of impervious material and dustproof.
- Be capable of being sealed and be fitted with a carrying handle.
- Never be locked.
- Clearly marked with the words "FIRST AID", and a white cross on a green background.
- Contain a list of the contents, emergency telephone numbers and the extension of the nearest first aid personnel.
- Be kept clean.

The contents of kits will vary according to the number of employees served by each kit and the nature of the work in the area. First Aid kits will be stocked in accordance with the requirements of the British Standard (BS8599) as detailed below;

Use of Epi Pen

Members of staff will be receiving training on how to administer the Epi Pen and they should:

- Adhere to protocol and act within the limitations of training
- Staff are acting in good faith

Insurance and indemnity

First Aid should be administered by:

- A person who has a valid in-date First Aid at Work Certificate
- They are a designated Emergency First Aid with a current valid Emergency First Aids Training Certificate
- The relevant protective equipment (PPE) is used
- Protocols are adhered to and that you are only acting within the limitations of training
- The First Aider or Emergency First Aid is acting in good faith

BSI CONTENTS	FIRST AID KIT SIZES			
	SMALL	MEDIUM	LARGE	TRAVEL
Burn Relief Dressing 10cm x 10cm	1	2	2	1
Washproof Assorted Plasters	40	60	100	10
Eye Pad Dressing with Bandage Sterile	2	3	4	1
Foil Blanket Adult Size	1	2	3	1
Large HSE Dressing 18cm x 18cm Sterile Unboxed	1	2	2	1
Medium HSE Dressing 12cm x 12cm Sterile Unboxed	4	6	8	1
Nitrile Gloves Pair	6	9	12	1
Mouth to mouth Resuscitation Device with Valve	1	1	2	1
Finger Dressing with Adhesive Fixing 3.5cm	2	3	4	-
First Aid Guidance Leaflet	1	1	1	1
Conforming Bandage 7.5cm x 4m	1	2	2	1
Microporous Tape 2.5cm x 5m	1	1	1	1
Cleansing Wipes	20	30	40	4
Safety Pins Assorted	6	12	24	2
Single Use Triangular Bandage 90cm x 127cm	2	3	4	1
Universal Shears Small 6"	1	1	1	1
Eye Wash 250ml	-	-	-	1