



# **FIRST AID POLICY**

## **1 Sponsors' Statement**

- 1.1 All The Bishop of Winchester Academy policies exist to support the Sponsors' vision, Christian ethos and values that are embedded in the day-to-day and long term running of the Academy. Each policy evidences the commitment of the Sponsors to the principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope. This policy contributes to the development of young people and the community through all Academy activities and in particular through the specialism of Enterprise and Innovation, and Maths.

## **2 Introduction**

- 2.1 This policy is based on the current best practice guidance provided by the DfE, and embraces the principles adhered to by other school in the Bournemouth area.
- 2.2 Employers must provide adequate and appropriate equipment, facilities and qualified First Aid personnel for their employees (The Health and Safety [First Aid] Regulations 1981). In the light of the Academy's legal responsibilities for those in their care they should ensure the First Aid provision for students and others complies with other relevant legislation and guidance.

## **3 Who does this policy apply to?**

- 3.1 This policy applies to all staff and Governors of The Bishop of Winchester Academy.

## **4 Who is responsible for carrying out this policy?**

- 4.1 The implementation of this policy will be monitored by the Governing Body of The Bishop of Winchester Academy and remain under constant review by a designated member of the Academy Leadership Team.

## **5 What are the principles behind this policy?**

- 5.1 The Bishop of Winchester Academy is committed to ensuring all staff and students of the Academy are working and learning in a safe environment, and are able to receive fast and efficient first aid treatment when necessary.
- 5.2 This policy aims to ensure all staff are aware of the responsibilities and procedures related to administering first aid, and protecting student welfare.

## **6 Procedure**

- 6.1 Risk assessments should be made to assess the level of First Aid provision required in each area. Areas of special risk need to be carefully considered and specific allowances may need to be made.
- 6.1 The main duties of a First Aider are to:

- i. give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
  - ii. when necessary, ensure that an ambulance or other professional medical help is called
- 6.2 The Bishop of Winchester Academy will aim to have at least one Qualified First Aider and an Appointed Person available and other First Aiders on a basis of one per one hundred persons or part thereof. Over time all staff will have some first aider training and most will hold at least a minimal first aid qualification.
- 6.3 Qualified First Aiders are required to pass a HSE-recognised and certified 4 day training course, with a 2 day refresher every 3 years. Emergency First Aiders and Appointed Persons are required to pass a suitable 4 hour training course.
- 6.4 All offsite activities should be accompanied by an Emergency First Aider (see Offsite and Residential Trips Policy).
- 6.5 The catering contractors should ensure that a member of their staff, preferably the catering manager is an Appointed Person for their unit, who has passed a suitable 4 hour training course.
- 6.6 Lone workers and cleaners on the premises must have access to First Aid facilities. At least one member of the cleaning team must be trained as an Emergency First Aider.
- 6.7 Notices listing the names and locations of the Qualified First Aiders should be prominently displayed.

## **7 First Aid Provisions**

- 7.1 A designated person should be appointed to ensure that the First Aid boxes are checked regularly and replenished and that sufficient notices indicating the names of Qualified First Aiders, Emergency First Aiders and the Appointed Person, along with the location of First Aid boxes, are displayed throughout the premises.
- 7.2 First Aid boxes should be located in easily accessible places, together with one in each high-risk area:
- i. Physical Education
  - ii. Design Technology
  - iii. Science
  - iv. Minibus
- 7.3 The First Aid boxes are intended for use by First Aiders, all direct employees, and other employees and visitors on site, and are equipped with items which can readily be used by non-First Aiders for treating minor injuries to themselves, students and members of the public. These facilities must be available for persons working on the premises outside of normal hours. All activities must have adequate First Aid provision.
- 7.4 "Statutory" First Aid boxes may contain the following items:
- i. a printed card listing the contents and a leaflet giving general guidance on first aid.
  - ii. 20 x individually wrapped sterile dressings (coloured blue for use in catering areas).

- iii. 2 x sterile eye pads with attachment.
- iv. 4 x triangular bandages (sterile or, if not, with suitable sterile coverings for serious wounds).
- v. 6 x safety pins.
- vi. Selection of medium, large and extra large sterile un-medicated dressing (including 'plasters').
- vii. 1 x pair of disposable tweezers.
- viii. A bottle containing 900ml of sterile water, or sterile normal saline solution, should be provided adjacent to each First Aid box for eye irrigation and discarded and replaced after each use.
- ix. Disposable plastic gloves should be available near the First Aid boxes.

The purpose of restricting the contents of the First Aid boxes is intended to ensure that an untrained person can use them in the absence of a First Aider without exacerbating injuries.

- 7.5 First Aid boxes should be constructed so as to ensure that the contents are kept clean and dry, and labelled with a white cross on a green background so as to be easily identifiable.
- 7.6 A specific yellow disposal unit should be available in the medical room for the disposal of dressings or medical equipment.
- 7.7 Travelling First Aid kits must be available in the minibus and to groups taking part in outdoor and off-site activities. These kits should contain the following contents (equivalent different items are acceptable):
  - i. a card listing the contents and giving general guidance to First Aid
  - ii. 6 x individually wrapped sterile adhesive dressings
  - iii. 1 x large sterile un-medicated dressing
  - iv. 2 x triangular bandages
  - v. 2 x safety pins
  - vi. individually wrapped moist cleaning wipes
  - vii. 1 pair disposable gloves
- 7.8 The travel First Aid kits must be checked before each trip and replenished after each trip. The Minibus First Aid kit must be checked on a regular basis by a designated member of the facilities team, as delegated by the Director of Finance and Resources.
- 7.9 It is a criminal offence for any person to intentionally or recklessly interfere with any item supplied for health and safety or misuse First Aid boxes or their contents.

## **8 Administration of First Aid**

- 8.1 Emergency First Aiders who are on hand can treat minor injuries or illnesses.
- 8.2 More serious injuries or illnesses should be referred to a Qualified First Aider. If the only Qualified First Aider available is teaching students then arrangements must be made for these students to be safely overseen.
- 8.3 Staff administering First Aid must be aware of hygiene and infection control. Single use, disposable gloves and hand washing facilities should be available. Staff should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

- 8.4 No medication should be administered to students without written permission from their parents or guardians. (See Form 5).
- 8.5 A list of students with medical conditions will be maintained in the First Aid room. Students who suffer from Anaphylaxis or Anaphylactic shock may provide the school with medication for emergency use. Named staff have been trained in administering this medication.
- 8.6 The approval of a Qualified First Aider is required before students are sent home unwell. Students may not leave the site until parents/guardians/carers have been contacted and arrangements agreed.
- 8.7 Students requiring hospital attention must be accompanied in the ambulance either by their parent/guardian/carer or by a member of staff. Parents/guardians/carers must be informed that their son/daughter has been sent to hospital. Staff must remain with the student until a parent/guardian/carer is in attendance.

## **9 Recording and Reporting Accidents**

- 9.1 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 requires accident reporting arrangements in workplaces. See section 8.4 of the Health and Safety Policy.
- 9.2 Other reporting requirements allow for the investigation and monitoring of accidents/incidents with a view to improving safety where ever possible. The Health and Safety Manager is responsible for monitoring accidents and incidents.
- 9.3 The Accident Log for students/young persons will replace the current medical book and must be completed for all accidents, no matter how minor. An accident report form AR01 REV05 must also be completed and passed to the Health and Safety Manager.
- 9.4 The Accident Report Form must be completed in all cases of accidents to staff, students or members of the public. This form must be completed immediately after the accident and passed to the Health and Safety Manager.
- 9.5 The Health and Safety Manager will cross-reference the forms and forward the necessary details as appropriate.
- 9.6 The Health and Safety Manager will ensure that the Health and Safety Executive is informed of any reportable accidents or incidents.

## **10 Induction of New Staff**

- 10.1 All new staff should, as part of their induction process be made aware of the First Aid policy and the names of Qualified First Aiders, Emergency First Aiders and Appointed Persons, and the locations of First Aid boxes.
- 10.2 All new staff should be made aware of the importance in basic first aid training and the expectation that all staff will be willing to undertake such training.

## **11 Policy review**

- 11.1 This policy will be reviewed annually by the Academy Leadership team as part of the Academy annual review process.
- 11.2 This policy will be reviewed and submitted to the Governing Body for review every 2 years. This will allow Governors to assess its implementation and effectiveness.

11.3 This policy will be actively promoted and implemented throughout the Academy.



## FORM 5

### The Bishop of Winchester Academy

#### Record of medicine administered to an individual student

Name of School \_\_\_\_\_

Name of Child \_\_\_\_\_

Date medicine provided by  
parent \_\_\_\_\_

Tutor Group \_\_\_\_\_

Quantity received \_\_\_\_\_

Name and strength of  
medicine \_\_\_\_\_

Expiry date \_\_\_\_\_

Quantity returned \_\_\_\_\_

Dose and frequency of  
medicine \_\_\_\_\_

Staff signature \_\_\_\_\_

Parent signature \_\_\_\_\_

Date \_\_\_\_\_

Time Given \_\_\_\_\_

Dose Given \_\_\_\_\_

Name of member of staff \_\_\_\_\_

Staff initials \_\_\_\_\_

Date \_\_\_\_\_

Time Given \_\_\_\_\_

Dose Given \_\_\_\_\_

Name of member of staff \_\_\_\_\_

Staff initials \_\_\_\_\_

Date \_\_\_\_\_

Time Given \_\_\_\_\_

Dose Given \_\_\_\_\_

Name of member of staff \_\_\_\_\_

Staff initials \_\_\_\_\_

Date \_\_\_\_\_

Time Given \_\_\_\_\_

Dose Given \_\_\_\_\_

Name of member of staff \_\_\_\_\_

Staff initials \_\_\_\_\_

Date \_\_\_\_\_

Time Given \_\_\_\_\_

Dose Given \_\_\_\_\_

Name of member of staff \_\_\_\_\_

Staff initials \_\_\_\_\_