



Huxlow Academy

Ambition • Respect • Pride

Policy Owner	Department	Effective Date	Approval Date	Review Cycle	Revision Due Date
A Northway	SLT	May2023	3 May 2023	Bi-annual	May 2025

First Aid Procedure

Policy Approver: Academy Improvement Board

Version Control

Version Number	Date of Change	Changes Made
1.1	1 March 2018	Updated First Aid Procedure. Clarifies responsibilities. Replaces old Procedure.
1.2	3 June 2019	Updated to include use of defibrillators & adrenaline auto injectors (Point 14 and Point 11 b & c).
2.0	12 April 2023	Updated to Huxlow Academy. Changed Student Welfare Lead to First Aid Leader. Changed H&S provider to Worknest. Included Appendix 1 Accident Form.



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1. Procedure Name

First Aid Procedure

2. Definitions

- a) First Aider - person who has undertaken the EFAW (Emergency First Aid at Work) qualification and is able to administer first aid. Requalification in accordance with HSE guidelines is a requirement of the role.
- b) Appointed Person - person who takes charge when someone is injured or becomes ill. They can ensure an ambulance or other professional medical help is summoned when appropriate. Appointed persons are not first aiders and should not give first aid treatment for which they have not been trained.

3. Assessment of First Aid Needs

An annual re-assessment of first aid needs will be carried out to ensure provision is adequate and will be documented in a risk assessment. The review may be carried out more frequently if the academy encounters major changes. The academy will ensure that there are enough trained staff to meet the HSE's Approved Code of Practice (ACoP) and assessed needs allowing for staff on sick leave or being off site.

4. General Principles

First aid will only be administered by a person or persons who are trained in accordance with the standards set by the HSE and identified as the First Aider. First Aiders will deal with all first aid incidents. Only when a First Aider is unavailable will an Appointed Person take charge of first aid arrangements.

Staff should not attempt to administer first aid and should seek advice and assistance from a qualified first aider.

The First Aid Leader will act as an Appointed Person in charge of first aid arrangements and organisation. They will arrange for training and requalification of first aiders.

All staff can act as an appointed person either in the exceptional circumstance when a first aider is not available or to assist a first aider. Appointed persons are not first aiders and cannot give first aid however they can ensure an ambulance or other professional medical help is summoned when appropriate. In the absence of any first aider, they can take charge when someone is injured or becomes ill.

5. Selection of First Aiders

The First Aid staff will be selected taking into account:

- a) Reliability, disposition and communication skills;
- b) Aptitude and ability to absorb new knowledge and learn new skills;
- c) Ability to cope with stressful and physically demanding emergency procedures;
- d) Normal duties; these will be such that they may be left to go immediately and rapidly to an emergency.

Some support staff roles may entail a requirement to undertake first aid.

6. First Aid Duties

Once fully trained the First Aider will be expected to apply the following competencies:

- a) The ability to administer first aid safely, promptly, effectively, and;
- b) Give immediate help to casualties with common injuries and those arising from specific hazards at school, and;
- c) Secure the area e.g. where spillages, slippage etc, and;
- d) Where necessary ensure that an ambulance or other professional medical help is called, and
- e) Fully complete the documentation required for each incident e.g. first aid incident/accident reporting form (see Appendix A), Worknest portal etc, and;
- f) The ability to maintain simple factual records and provide written information to a doctor or hospital if required, and;
- g) Support off-site trips as a first aider in accordance with the Learning Outside of the Classroom Policy, and;
- h) Responsible for notifying the First Aid Leader of any low stocks of resources.

The First Aider will also be required to demonstrate a knowledge and understanding of the principles of first aid at work, in particular:

- a) The importance of personal hygiene in first aid procedures;
- b) The legal framework for first aid provision at work;
- c) The use of first aid equipment provided in the workplace;
- d) The role of the First Aider in emergency procedures.

Re-qualification will be a requirement of remaining in post. The First Aid Leader maintains a record of competencies and arranges requalification.

These additional materials are also available to the first aiders:

- scissors
- adhesive tape
- wipes
- sick bags

Equipment is identified should be stored in a suitable, readily accessible, and clearly identified container using the standard sign of a white cross on a green background. The container should be capable of protecting first aid items from dust and damp.

The First Aid Leader will ensure all first aid kits (including the minibus) are inspected and restocked each term (a minimum 6 times a year).

7. Hospitalisation / Additional Medical Assistance

In critical situations the first aider will arrange for the ambulance to be called immediately. In exceptional circumstances where the first aider is unable to call they should call an additional first aider or appointed person to assist in dealing with the incident.

Where additional medical assistance is required (but not an ambulance) the first aider will:

- a) Student – contact the parent / carer and inform them of the situation. Agree who will collect student from school & take for medical assistance and any additional actions.
- b) Staff – contact line manager or reception who will arrange to contact next of kin to advise of the situation. Agree who will collect the member of staff & take for medical assistance and any additional actions.

8. Equipment

Suitable and sufficient equipment should be provided based on an assessment of the need. The minimum stock of first aid items should be:-

- a) a leaflet giving general guidance on first aid (e.g. HSE leaflet Basic Advice on First Aid at Work)
- b) 20 individually wrapped hypoallergenic plasters, sterile adhesive dressings (assorted sizes) appropriate to the type of work (dressings must be of a detectable type for food handlers)
- c) 2 sterile eye pads
- d) four individually wrapped triangular bandages (preferably sterile)
- e) six medium sized individually wrapped sterile un-medicated wound dressings, approximately 12cm x 12cm.
- f) 2 x large sterile individually wrapped un-medicated wound dressings, approximately 18cm x 18cm
- g) 2 x finger bandage
- h) 4 x pairs of powder free, low latex disposable gloves.
- i) Portable Kit Bag to be available.

9. Travelling First Aid Kits

Travelling first aid kits are held by the Student Welfare Office and contain the same equipment as listed in Point 8. Kits will be issued in accordance with the Learning Outside of the Classroom Policy or when an identified need arises (as detailed in a risk assessment).

10. Minibus

Transport Regulations require that all minibuses and public service vehicles used either as an express carriage or contract carriage have on board a first aid container. The contents of the first aid kit will be the same as listed in Item 8.

The First Aid Leader will monitor the school minibus to ensure the appropriate stock of supplies is available. Staff procuring any buses and taxis from external contractors should ensure that they carry the appropriate items.

11. Allergens

a) Allergies to Plasters / First Aid Materials

The academy will aim to only stock hypoallergenic plasters in its first aid kits. Some people do experience allergic reactions to “plasters” and other materials. It is the responsibility of the individual employee or the parent(s)/carer(s) of the pupil to inform the school if such an allergy exists. If no prior knowledge of such an allergy exists, normal first aid procedures should be followed by the school; if an allergic reaction does then occur, medical assistance should be sought appropriate to the severity of the reaction. In extreme circumstances, emergency procedures may be need instigated.

b) Adrenaline Auto Injectors (AAI's) / Epi-pens

Whole staff Epi-pen training is delivered annually.

Students requiring adrenaline auto injectors (AAI's) are required to carry on their person, their own in date AAI/Epi-pen. Parents / carers will provide a spare AAI/Epi-pen to be held in the First Aid Room.

The First Aid Leader will carry out random termly checks to ensure students are carrying their AAI/Epi-pen. Parents / carers will be contacted to notify of any issues.

Staff members requiring AAI/Epi-pens should notify the First Aid Leader and carry their AAI/Epi-pen on their person and place a spare with the First Aid Leader.

c) **Spare Epi-pens**

From 1 October 2017, schools in England were allowed to purchase adrenaline auto- injector (AAI) devices without a prescription, for emergency use on children who are at risk of anaphylaxis but whose own device is not available or not working.

First aid will hold a small stock of adult / child Epi-pens to use in these emergency situations. These will only be used in accordance with the Department of Health information leaflet “Guidance on the use of adrenaline auto-injectors in schools” see link below:-

<https://www.gov.uk/government/publications/using-emergency-adrenaline-auto-injectors-in-schools>

Schools may administer their “spare” adrenaline auto-injector (AAI), obtained, without prescription, for use in emergencies, if available, but only to a pupil at risk of anaphylaxis, where both medical authorisation and written parental consent for use of the spare AAI has been provided.

The school’s spare AAI can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay.

If someone appears to be having a severe allergic reaction (anaphylaxis), you MUST call 999 without delay, even if they have already used their own AAI device, or a spare AAI. In the event of a possible severe allergic reaction in a pupil who does not meet these criteria, emergency services (999) should be contacted, and advice sought from them as to whether administration of the spare emergency AAI is appropriate.

d) **Allergen High Risk Areas**

High risk areas such as Food Technology and the Canteen will have in place risk assessments for the management of allergens in their area. Appropriate communication and information is required.

12. First Aid Room

The First Aid Room is located in a central location and access is restricted via a combination lock. All first aiders and site personnel have access to the room.

The room will be:-

- adequately stocked with first aid equipment;
- accessible to stretchers;
- clearly sign-posted;
- have washable surfaces and adequate heating, ventilation and lighting;
- kept clean, tidy, accessible and available for use at all times when employees are at work and students in college;

- be positioned as near as possible to the point of access for transport to hospital;
- display a notice on the outside advising the names, locations and if appropriate telephone extensions of first aiders and how to contact them.

The first aid room contains:

- a sink with hot and cold running water;
- drinking water and disposable cups;
- soap and paper towels;
- a store for first aid materials;
- blankets;
- foot operated refuse containers lined with disposable yellow clinical waste bags or a container suitable for the safe disposal of clinical waste;
- a wheelchair;
- a telephone or other communication equipment;

13. First Aid Notification Procedure

Staff should not attempt to administer first aid and should seek advice and assistance from a qualified first aider. In the event that NO qualified first aid staff are on site advice will be sought from the medical or emergency services.

An updated list of trained First Aid contacts and where they can be contacted will be displayed prominently throughout the academy in Reception, First Aid Room, Staffroom, Canteen and 6th Form Centre.

First aiders are on a rotational basis and two First Aiders will be on call on site during the normal student attendance times.

Where assistance is required the member of staff will:-

- a) Email firstaid@huxlow.northants.sch.uk giving details of details of person(s) affected, nature of injury and location.
- b) For any life-threatening incidents staff should contact reception and request an ambulance. Reception will contact first aid.
- c) First aider will attend.
- d) First Aider will administer necessary treatment and take follow up action if required.
- e) Once the First Aider has finished treating person(s), the first aider must fully complete the accident form in its entirety within 24 hours (inclusive of photographic evidence showing where the incident occurred & injury, all witness statements and relevant risk assessment(s) in place at the time of the accident. Where an area is unsafe (e.g. where spillages have occurred, electrical danger etc.) the first aider must call site to attend and ensure a responsible person remains at the area until it is made safe / cordoned off. All hard copy accident documentation is to be filed in the Student Welfare Office.
- f) In cases where hospitalisation or medical treatment is required, the First Aider must enter full details of the incident with all supporting documentation onto the Worknest Portal database and submit to the Business Manager within 24 hours.
- g) The Business Manager will review incidents and refer onto Worknest as required.

- h) The Business Manager or Worknest consultant will notify outside agencies where required (e.g. RIDDOR, Health Protection Agency etc.) of any notifiable accidents and complete and submit the necessary paperwork.
- i) On a monthly basis, the First Aid Leader will provide a summary of all accidents to the Business Manager and Headteacher to review and sign off.

14. Automated External Defibrillators (AED's)

- a) An AED is a machine used to give an electric shock when a person is in cardiac arrest, i.e. when the heart stops beating normally. Cardiac arrest can affect people of any age and without warning. If this happens, swift action in the form of early cardiopulmonary resuscitation (CPR) and prompt defibrillation can help save a person's life. AED's should not be used for heart attacks.
- b) Two defibrillators are installed on the academy premises as follows:-
 - One on the outside wall next to the entrance of the Sixth Form Centre (opposite the playing fields), and
 - One internally, on the wall of the Key Stage leaders office, near the Gym
- c) Both AED's have been registered with East Midlands Ambulance Service. The AED's are designed to be used without formal training however the Ambulance Service will give instructions as to use.
- d) Both cabinets have keypad locks. All first aiders have the access codes. Out of school hours and for community use, anyone can access the defibrillator by ringing 999. The ambulance service will then give appropriate instructions and arrange an ambulance to site.
- e) In the event of an emergency situation occurring during school day, which requires a defibrillator, the first aider attending will call for second first aider or any member staff to call 999 and give instruction to collect a defibrillator, giving the access codes. The first aider will stay with the affected person.
- f) The secondary first aider; on dialling 999, the ambulance service will also give the code to unlock the AED which should be taken immediately to incident. The ambulance service will give instructions and arrange for an ambulance to site.
- g) After an incident requiring the use of an AED, the first aider will arrange to replace consumables such as pads via the First Aid Leader.
- h) The First Aid Leader will maintain a stock of consumables & arrange replacement of consumables prior to expiry dates.
- i) The Site Team will carry out weekly inspections of the AED's to confirm they are operational. Inspections will be recorded.
- j) The Site Team will arrange replacement of AEDs prior to the end of their anticipated service life, details of which are included in the device's accompanying documentation.
- k) Every five years, new UK and European resuscitation guidelines are issued. This may mean that it is necessary to update the AED software accordingly. The manufacturer of the AED should be able to arrange to do this, possibly in partnership with the local ambulance service. All suppliers providing AEDs as part of the arrangements put in place by the Department for Education must agree to provide such updates to schools free of charge.

15. Related Policies and Procedures

- a) Supporting Students with Medical Conditions Policy
- b) Health and Safety Policy
- c) Home College Agreement
- d) Department for Education Advice: Automated external defibrillators (AEDs) in schools.

16. Appendix 1

ACCIDENT / INCIDENT REPORT FORM (STAFF/VISITORS)

1. PERSONAL DETAILS OF AFFECTED PERSON

Forename..... Surname.....

Male

Female

Age.....

Address

Academy employee:

Department.....

Occupation

Non-employee status (eg Customer, Visitor, Contractor):

Company name & address.....
.....

Telephone contact details.....

Where an employee is involved in an accident/incident that is notifiable under RIDDOR, Trade Union Safety Representatives have a right to carry out their own investigation. If you do not wish your personal details to be disclosed for this purpose please tick this box.

2. DETAILS OF WHERE, WHEN, WHY & HOW ACCIDENT /FIRST AID INCIDENT OCCURRED CHECKLIST:

***Photograph attached Y/N**

***Have Site been notified as appropriate Y/N (Radio -Channel 1/Reception 1200)**

***Has area been secured as appropriate Y/N**

Onsite/off site Location (delete as appropriate):

.....
.....

Where did incident occur:

.....
.....
.....

How did incident occur:

.....
.....
.....

Why did incident occur:

.....
.....
.....

Date of incident Time of accident

Completed by First Aider in attendance:.....

**3. DETAILS OF APPARENT INITIAL INJURY AND TREATMENT RECEIVED (where applicable)
CHECKLIST:**

Description of apparent injury sustained:

.....
.....
.....
.....
.....

Description of treatment administered:

.....
.....
.....
.....
.....

Treatment (tick boxes that apply):

Received first aid

Visited Doctor

Hospital Referral

Sent home

Resumed work after treatment

Ambulance called

Detained in hospital forhours /days)

**4. DETAILS OF WITNESS(ES) that were present inclusive of staff, pupils & visitors
(continue on a separate sheet if required)**

Checklist-All Witness Statements attached Y/N (If no witnesses please mark as none present)

1. Name

Department.....

Statement attached.....

2. Name.....

Department.....

Statement attached.....

3. Name.....

Department.....

Statement attached.....

**5. INJURED PERSON TO COMPLETE IF POSSIBLE (First Aider to complete if incapacitated) PLEASE
STATE PRECISELY WHAT HAPPENED inc .how/why (continue on a separate sheet if required)**

.....
.....

6. DECLARATION OF INJURED/AFFECTED PERSON

I give my consent/ I do not give my consent to disclose information regarding this incident to safety representatives of the academy (Delete as appropriate)

Signed..... Print Name.....

Date.....

7. DECLARATION OF FIRST AIDER

I have carried out an initial investigation and declare that to the best of my knowledge and belief the above information is true.

Signed..... Print Name.....

Date.....

8. HEADTEACHER

I confirm that the above information is correct.

HEADTEACHERS SIGNATURE

Print name.....Date.....

Huxlow Academy Incident/Accident Witness Report Name of affected/injury person

.....

Date of Incident/Accident:
Type of Accident (circle as appropriate): Broken Bones Burns Slip/Trip
Location
Full description of incident/accident witnessed :
Findings/Action Taken (By whom & what ie. spillage-site informed etc)

Witness Signature: