

## 1. Purpose

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers must ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

It is the policy of the Two Counties Trust to ensure that there are appropriate first aid provision for employees, students and visitors at all times while people are on Trust property and whilst on off site visits. This is consistent with the regulations and guidance from the Health & Safety Executive.

The policy is designed to ensure that all staff and students are aware that a system is in place, to provide awareness of health and safety issues within the Trust and for off-site learning and to prevent, where possible, potential dangers or accidents.

All first aiders should be familiar with this document in addition to the Trust Accident Reporting and Investigation Policy.

## 2. Scope

The Two Counties Trust takes seriously its responsibility to care for the interests of its students in emergency situations. The Trust will provide awareness of health & safety issues in all schools, Trading Company Establishments and during off site learning, to prevent, where possible, potential dangers or accidents. However, where accidents do occur, it is essential that all schools have qualified staff and clearly defined procedures that can be called upon immediately to treat injuries with the aim of reducing the impact of the accident and if necessary to save life.

All schools and Trading Company Establishments must appoint the appropriate number of suitably trained people as first aiders to meet the needs of its students and visitors. All schools and establishments must provide relevant training and ensure there are monitoring of training needs. Sufficient and appropriate first aid resources and facilities will be provided, and staff and parents/carers will be informed of the first aid arrangements.

Should employees have concerns about the provision of first aid within the school or establishment they should inform their line manager, so the school or establishment can investigate and rectify the situation if necessary. If the situation is not rectified staff should contact the Health, Safety and Risk Manager.

The Trust and individual schools and establishments will keep accident records and will report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

Headteachers and Trading Company Establishment Managers are responsible for the implementation of this policy.

## 3. Key responsibilities

### **Headteachers and Trading Company Establishment Managers Duties**

The Headteacher and Trading Company Establishment Managers will ensure that:

- Suitable and sufficient equipment and facilities are provided.
- There are an adequate and appropriate number of suitable persons to provide first aid to employees, students and visitors who are injured or become ill at work.
- They have appointed a person to take charge of first aid facilities and equipment.
- They inform their employees and any agency staff under their control of first aid provisions, including the location of equipment, facilities and personnel.
- There are sufficient first aid personnel within the school or establishment to adequately cover the working day. This includes evening and weekend events.



## **First Aider (trained in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW)) - Main Duties**

In accordance with current HSE guidelines, First Aiders at Work (FAW) are qualified personnel who have completed a training course provided by a competent training provider and passed an examination. Emergency First Aiders at Work (EFAW) are qualified personnel who have received more in-depth training and passed the course by assessment. All first aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.

The main duties of a first aider are:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the school.
- When necessary, ensure that an ambulance is called or other professional medical help via NHS 111 is sought.

### **Employees' Duties**

Employees have a duty to take reasonable care of their own health and safety and that of other people who may be affected by their work under the Health and Safety at Work etc Act 1974.

Employees have a duty to co-operate with the employer's health and safety arrangements.

Employees must ensure they complete an entry in the accident book as soon as possible after an injury. If this is not practical the entry needs to be made by a first aider.

All new staff receive an induction at the beginning of their employment, which covers the First Aid facilities within the school or establishment. In addition, the First Aid Policy is available to all staff on the Every Management System.

## **4. Hire of the Premises**

It is the responsibility of all hirers to ensure that they have adequate First Aid provision whilst using the site.

## **5. Legal Indemnity of First Aiders**

It is unlikely first aid personnel giving assistance to a colleague, student or visitor will become subject to legal action because of deterioration in the colleague, student or visitor's condition. The Trust insurance policies carry indemnification for qualified first aid staff who assist an employee, student and visitor who becomes ill or is injured.

## **6. Urgent Transportation to Hospital**

If it is considered necessary to send a patient to hospital by ambulance every effort will be made to contact next of kin or another designated emergency contact for the patient concerned. A member of staff will accompany a student to hospital if no designated contact person is available in time. A member of staff may accompany an adult patient, depending on the severity of injury.

In the event that contact with a parent or next of kin cannot be made, it may be necessary for the member of staff to stand 'in loco parentis' and give permission for a medical procedure to be carried out. This would only happen in an emergency and as a last resort.

## **7. Non-Urgent Transportation**

Staff may decide, in the light of such training, knowledge or skills as they may possess, that the nature of the patient's illness or injury, whilst not sufficient to require the attendance of the ambulance service, is such that medical opinion (either at a hospital casualty department or a local health centre) is advisable. In the case of head injuries, advice will always be taken from NHS 111.

In such circumstances every effort will be made to contact the next of kin for the patient concerned.



If the contact is unable to attend then at least 2 staff members shall accompany the patient, who shall be transported in a member of staff's own car, provided that the appropriate business user insurance is in place or by school minibus if an authorised driver is available.

Circumstances may arise when a patient remains on site at the end of the day and no designated emergency contact has been raised. The patient may be transported to their home address (by at least 2 members of staff as above) and in the case of a student, provided it is felt reasonable for the student to be safely left at that address with parent/carer consent. School staff may similarly be called upon to exercise similar judgements when deciding whether the patient should return home using their normal mode of transport.

## 8. Minor Injuries or Illness

Following treatment for minor injuries or illness the first aider will assess if the student/member of staff can carry on with their daily routine or if they need to be sent home or be collected.

If a student needs to be sent home, the First Aider will make contact with the parent/carer to arrange collection.

## 9. Bumps to the Head

Injuries to the head need to be treated with particular care. Any evidence of following symptoms may indicate serious injury and an ambulance must be called.

- unconsciousness, or lack of full consciousness (i.e. difficulty keeping eyes open)
- confusion
- strange or unusual behaviour – such as sudden aggression
- any problems with memory
- persistent Headache
- disorientation, double vision, slurred speech or other malfunction of the senses
- nausea and vomiting
- unequal pupil size
- pale yellow fluid or watery blood coming from ears or nose
- bleeding from scalp that cannot quickly be stopped
- loss of balance
- loss of feeling in any part of body
- general weakness
- seizure or fit

A qualified first aider will know the procedure for dealing with a child who has a bump to the head and in any serious case the child will be taken to hospital either by a member of staff or the parent. However, sometimes the effects only become noticeable after a period of time – perhaps several hours.

All schools must have a system for monitoring a student and for informing the parent/carer. Any student who has had a head injury, no matter how apparently minor it appears should be given a 'bumped head' note to show each teacher for the remainder of the day. Each teacher whose lesson the student attends should be asked to keep a look out for signs of drowsiness or distress. The student should take the note home to the parent/carer, advising that in case of undue drowsiness, sickness or dizziness they should contact their GP or local hospital A & E department immediately.

## 10. Protection from Diseases Carried in Bodily Fluids

There are a number of infectious diseases that can be transmitted by contact with blood and other body fluids.

Many such diseases do not necessarily present symptoms in the person who is carrying the bacteria or virus that causes the disease. It is important that responsible hygiene procedures are always followed whenever any first aid is being given. Such procedures will include the use of single-use disposable gloves, plastic aprons, hand washing before and after giving treatment.

## 11. Blood and Bodily fluid spillages



It is important that spillages of blood, faeces, vomit or other body fluids are dealt with immediately as they pose a risk of transmission of infection and disease, e.g. Blood borne viruses and diarrhoeal and vomiting illnesses, such as norovirus.

Body fluid spillages should be dealt with as soon as possible by the site team with ventilation of the area. Anyone not involved with the cleaning of the spillage should be kept away from the area and protective clothing should be worn when dealing with the spillage such as gloves and aprons.

## 12. Immediate Remedial Measure for Laboratory Accidents

The following advice covers common laboratory accidents and is intended as a supplement to any local guidance on dealing with non-laboratory events, e.g. epileptic fits. The following guidance is reproduced from the CLEAPSS manual for Science but may apply equally well for other practical subjects.

Chemical splashes in the eye - Immediately wash the eye under running water from a tap for at least 10 minutes. The flow should be slow and eyelids should be held back. Afterwards, the casualty should be taken to hospital.

- Chemical splashes on the skin - Wash the skin for 5 minutes or until all traces of the chemical have disappeared. Remove clothing as necessary. If the chemical adheres to the skin, wash gently with soap.
- Chemicals in the mouth, perhaps swallowed - Do no more than wash out the casualty's mouth. After any treatment by the first aider, the casualty should be taken to hospital.
- Burns - Cool under gently running water until first aid arrives.
- Toxic gas - Sit the casualty down in the fresh air.
- Hair on fire - Smother with a cloth.
- Clothing on fire - Smother by pushing the casualty to the ground, flames underneath. Spread a thick cloth or garment on top if necessary. A fire blanket is ideal but use only if very close by.
- Electric shock - Use a non-conducting object, such as a wooden broom handle, to switch off or pull out the plug. If it is necessary to move the casualty clear, use a broom handle or wooden window pole or wear rubber gloves. Summon a first aider and medical assistance immediately and inform them that the person has suffered an electric shock. Do not approach the casualty unless you are certain the electrical supply is off.
- Bad cuts - Apply pressure on or as close to the cut as possible, using fingers or a pad of cloth. Leave any embedded large bodies and press round them. Lower the casualty to a chair or the floor and raise the wound as high as possible.

## 13. First Aid Boxes

First aid boxes will be provided within the workplace to ensure there are adequate supplies for the nature of the hazards involved. All kits will contain at least the minimum supplies as listed in appendix 1. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept.

The contents of all first aid boxes and bags must be inspected each month and replenished as necessary.

## 14. Portable First Aid Kits

Portable first aid kits will be available for staff members required to work away from the normal workplace, where access to facilities may be restricted, such as school trips.

## 15. Accident Recording

All accidents, however minor, must be recorded via the online Every Management System within 24 hours of the incident taking place.

It is the responsibility of the member of staff who treats the injured person to report the accident. If the staff member is unable to complete an accident report another first aider or witness (where relevant) should do so.



When an accident results in admittance to hospital or inability to continue work, the relevant manager must be informed immediately. The Health, Safety and Risk Manager must be informed of any student, member of staff or service user who is admitted to hospital for treatment.

The schools Health and Safety Competent Person will review and investigate all accidents and incidents reported and provide a report to the Local Governing Body.

The Health, Safety and Risk Manager will conduct all high-level investigations and report to the Board of Trustees and to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 if necessary.

## 16. Statutory Requirements

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents must be reported to the HSE.

The Trust must keep a record of any reportable specified injuries, disease or dangerous occurrences. This must include:

- The date and method of reporting.
- The date, time and place of the event.
- Personal details of those involved and a brief description of the nature of the event or disease.

The following accidents must be reported to the HSE:

- Accidents resulting in death or major injury
- Accidents which prevent the injured person from continuing their normal work for more than 7 days (including as a result of physical violence) not counting the day of the accident but including weekends and other rest days must be reported within 15 days of the accident.
- Accidents must be recorded but not reported where they result in a worker being incapacitated for more than 3 consecutive days.
- 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% of the body; or – cause significant damage to the eyes, respiratory system or other vital organ
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia

For definitions of major injuries, dangerous occurrences and reportable diseases refer to HSE guidance on RIDDOR 2013 [www.hse.gov.uk](http://www.hse.gov.uk)

The HSE must be notified of accidents resulting in death or a specified injury without delay (eg by telephone). Other reportable accidents do not need immediate notification, but they must be reported to HSE within 15 days.

For full details of Incident reporting in schools (accidents, diseases and dangerous occurrences) see <http://hse.gov.uk/pubns/edis1.htm>

## 17. Religious and Cultural Considerations

Student's records should have an appropriate entry regarding any religious or cultural considerations and this should be made known to the first aider or member of staff who may have the duty of taking the child to hospital in an emergency if the parent is not available.



## 18. COVID-19

The Two Counties trust will continue to assess risk, and look at the application of current COVID-19 guidance and how this relates to the risks in our workplaces. This will likely warrant changes in certain practices, and where this is the case we will look at the impact on general risk control procedures and measures, reassessing them if applicable. This includes building in suitable cover and capacity for safety critical processes. The overarching aim always being to reduce the risk to as low a level as is reasonably practicable and in doing so, protect staff, students and visitors.

Suitable and sufficient Personal Protective Equipment (PPE) will be provided free of charge to employees. As the COVID-19 situation continues to develop, risk assessments and measures taken shall be updated regularly as new advice or information is provided.

## 19. Review

The Health, Safety and Risk Manager will ensure that termly reviews of all accidents/incidents are conducted, and the findings of this review are communicated to the Board of Trustees.

Any significant issues raised by the review will be actioned accordingly.

## 20. Limitations of this Policy

This policy cannot anticipate all eventualities, therefore professional judgement should be used to identify the appropriate course of action needed to protect those who are vulnerable and/or at risk. This judgement should derive from multi-disciplinary team discussion rather than any one individual where possible.

## 21. General Data Protection Regulation

All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.

## 22. Document Management

<b>Review Cycle:</b>	2 Years
<b>Date of issue:</b>	April 2021
<b>Next review due:</b>	April 2023
<b>Policy owner (job title):</b>	Trust Health, Safety and Risk Manager
<b>Approver:</b>	Trust Board of Trustees
<b>Equality Analysis complete:</b>	

