



# ACORN HOUSE COLLEGE

## First Aid Policy

### Acorn House College

<b>Authorised by</b>	<b>The principal and the proprietor</b>
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## Introduction

Acorn House College undertakes to comply with all relevant legislation, including the Health and Safety (First-Aid) Regulations 1981, and to follow the Department for Education and Employment's "Guidance on First Aid for Schools".

The contents of this policy, with regards to First Aid staff and equipment, are based on a risk assessment carried out by the College to ensure the provision of First Aid to all staff, students and visitors.

There will be an annual assessment of First Aid provision.

## Responsibility

The Principal has overall responsibility for this policy, but delegates day-to-day responsibility to the Health and Safety Officer. When the Health and Safety Officer is not present, another competent person is nominated to assume the duties of the Health and Safety Officer.

## Aims

The College undertakes to provide First Aid at all times while people are on the College premises and also off the premises whilst on educational visits. Anyone on the College premises (students, members of staff, and visitors) will have access to adequate timely and competent levels of First Aid provision in the event of any illness, accident or injury.

The College undertakes to ensure that members of staff and students are made aware of First Aid provision and facilities, and are familiar with the procedures in place in the event of any illness, accident or injury. This will form part of the induction programme at the beginning of the autumn term and reinforced by First Aid notices displayed across the College in all classrooms, common areas and the staff room. This information is also included in the staff handbook.

All staff are advised to dial 999 and call the emergency services immediately when a student or member of staff has any difficulty breathing; suffers significant blood loss quickly; loses consciousness – other than fainting; uses an EpiPen due to an anaphylactic reaction; sustains a suspected major fracture or for any other emergency. **Staff are advised that anyone may make a call to the emergency services, it does not have to be the health and safety officer, principal or a member or reception staff.**

The Principal of Acorn House College, as the employer, has overall responsibility for ensuring that the College has adequate and appropriate First Aid provision (facilities, equipment and personnel) and for ensuring that the correct First Aid procedures are followed.

Anyone on the College premises is expected to take reasonable care for their own and others' safety.

## First Aid Staff

### Main duties of First Aiders

The first duty of the First Aider is to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the College or during College activities.

When necessary, the First Aider will ensure that an ambulance or other professional medical help is called.

It is the Health and Safety officer's responsibility to look after the First Aid equipment and re-stock as necessary.

### First Aid Members of Staff

All staff undergo annual refresher first aid training led by the senior first aiders.

Members of staff may volunteer to undergo a three-day First Aid at Work training, approved by the Health and Safety Executive. The College currently has two qualified First Aiders. The qualified First Aiders are booked onto a half-day refresher course half-way through the duration of their certificate.

A one-day Emergency First Aid at Work Training course is also offered to any member of staff or any student willing to acquaint themselves with first aid principles and practice. This is particularly required for members of staff supervising Games and after-school activities, and for lunchtime supervisors. Extra specialist training is available for members of staff supervising laboratory practicals.

The qualified first aiders brief the full staff annually on the fundamentals of this policy and on the emergency first aid procedures.

First aid staff will update their certificates at least every three years

The names of the First Aiders and their location appear on notices posted around the College.

<b>First Aid Training Course</b>	<b>Trained Staff</b>	<b>Date of Certification</b>
Three-day First Aid at Work	Francis Choi	October 2017
Three-day First Aid at Work	Don Mason	October 2017
One-day First Aid at Work	Reem Abdelhadi	April 2016

At least one qualified First Aider will be on the site whenever students are present. Whenever students are on trips organised by the College, they will be accompanied by a member of staff equipped with a travel First Aid kit.

Students participating in Games and after-school activities, such as football practice, will have access to the First Aid provision available at the Sports Centre or site they are visiting.

## **First Aid Facilities**

The First Aid Room is situated on the ground floor inside the Lab8 development.

The First Aid Room is equipped with a bed, a wash basin with hot and cold water, first aid equipment and posters. It has close access to a toilet.

## **First Aid Equipment**

The College has two large First Aid boxes kept in the First Aid Room and two travel First Aid kits, available for educational visits. There are two Emergency Asthma Inhaler Kits in the First Aid Room. There is also an automated external defibrillator (AED) in the First Aid room.

There are First Aid boxes or cupboards in the Laboratories on the first floor, in Rooms 1B, 3B and 4C and in the Art Room (4B). There is a First Aid box in the lab in Lab 8.

As there is no mandatory list of items to be included in first aid containers, these are stocked according to HSE recommendations and are regularly checked and updated by the Health and Safety Officer.

It is the duty of the Health and Safety Officer to make regular checks (at least twice a term) of the first aid boxes situated in the college building.

## **Student Information and Records**

Student Medical Forms are completed before entry to the College, as part of the enrolment procedure. A copy is kept in the student's record file in the College office. The records are kept in a locked filing cabinet when the College is closed. Care is taken to ensure that access to confidential and sensitive information is restricted. A digital record of students' medical information is kept on the College information database.

The Student Medical Form incorporates parental consent to first aid treatment during College hours.

Specific medical conditions of students are made known to relevant staff, with the

consent of the students, parents and Principal.

### **Procedure in the event of illness or accident**

If a student is unwell in class or has an accident, a First Aider is called to assess the student and to decide on the course of management. This may include: allowing the student to rest for a short time, or giving some simple treatment, e.g. applying a bandage/plaster. The First Aider will always follow current first aid principles.

The Principal must be informed of a student's condition if they have to stay in the first aid room for longer than an hour. At this point a decision must be made about whether to contact the parents. Other courses of management will include telephoning for an emergency ambulance if a student is seriously unwell or injured.

The First Aider would make the decision to call an ambulance. Their training informs them of the point at which to call an ambulance always ensuring that there is no delay.

The First Aider will document each visit and treatment given, keeping details of time, the name of the student, the presenting complaint and how it is managed (these notes are locked away outside College hours). Similarly, if appropriate, the Principal will be informed.

### **Informing Parents**

In the case of a head injury, the student's parents will be telephoned and informed as soon as possible. Parents need to be informed (whether there are any signs of injury or not) about the nature of the accident, and any treatment that might have been administered.

A student's parents will be contacted by telephone whenever a student attends the first aid room for anything other than a minor complaint or accident. The First Aider will convey the nature of the student's illness and its severity to the parent/guardian and will ask the parent/guardian to collect their child as soon as possible. If the parent agrees, an older student may be allowed to travel home by themselves if they are not too unwell.

### **First Aid for Events outside the College Premises**

For games lessons and College trips there will be a designated person in charge of first aid or ensuring that first aid facilities are available. It is the responsibility of the teacher in charge or designated first aider to carry a first aid travel kit.

It is the responsibility of the Health and Safety officer to check the contents of each first aid bag, whenever it is brought back from a College trip and before one is given to a teacher for a College trip.

All students with a diagnosis of asthma MUST have their asthma inhaler with them prior to setting off. The trip leader is responsible for ensuring this and must visualise

the inhalers. If a student is not carrying his or her inhaler he or she will not be allowed to join the trip.

### **Students with special needs/at risk students**

An At-Risk Register is compiled and regularly updated of students who have serious illnesses or medical conditions, which may affect their College activities. This includes allergies. The list is kept in the College office.

A copy of the At Risk Register and the procedures in place for all students / staff are contained in the At Risk Procedures file that accompanies this policy.

Individual protocols are set up for students with serious illnesses or at risk of serious illness. These include students with allergies or anaphylaxis risk, asthma, diabetes, epilepsy and heart disease.

Parents are expected to regularly update the College office with information regarding their child's condition, what treatment is required and when.

#### **Staff with Medical Conditions**

It is important that the College office is informed of any significant medical conditions that affect anyone teaching/helping within the College, and that might require assistance e.g. epilepsy, anaphylaxis, diabetes etc. These may be long-term or short-term medical conditions.

Staff medication must be kept in a secure place whilst the member of staff is working for the College.

Leaders of outings must check with staff and parents when writing the risk assessment if there are circumstances they may have to take into consideration.

### **Allergies**

Staff are informed of students with allergies. There is a list in the College office of students who have severe food allergies, accompanied by photographs and instructions on how to respond to the reaction.

Several staff, including the first aiders have received training in how to recognise when a student is having an allergic reaction and how to deal with it. They also receive training in how and when to use an adrenaline auto-injector ("Epipen").

Students who may require the use of an "Epipen" for severe allergic reaction are required to keep the medicine on their person at all times, in College and off the premises. Parents of students with allergies are expected to keep the College regularly updated as to their condition.

The teacher in charge of any outing away from the College premises has the responsibility of being acquainted with any specific medical needs of the students in their care, including having a knowledge of, for example, students with asthma, and their need for inhalers, and students with allergies, at risk of anaphylaxis.

Fully completed risk assessments identify students at risk on each trip. The risk assessment should identify which member of staff checks that students are carrying their medication and that it is in date. Students must remain in College if they do not have their medication with them.

## **Asthma**

Inhalers for asthma should be kept on the student's person. There are two Emergency Asthma Inhaler Kits in the First Aid Room for emergencies. Refer to the College's policy on Administration of Medicines available from the College website or on request from the College office.

## **Administration of medicines**

First Aid at work does not include giving tablets or medicines to treat illness. Tablets and medicines must not be kept in First Aid containers. Except in exceptional circumstances, Acorn House College does not administer medicines. Acorn House College has a separate policy on the administration of medicines available from the College website or on request from the College office.

## **Hygiene procedures for spillage of blood or body fluids**

The risk of infection through exposure when dealing with blood/bodily fluid spillage will be minimised by immediate, safe, and effective cleaning, as detailed in the following instructions:

- All staff must wear protective clothing (disposable gloves, suitable eye protection and disposable apron), and cover any open cuts with a waterproof dressing
- Apply contents of a biohazard spillage kit and clean as directed
- Clear away and use fresh paper towels with water/detergent solution to clean
- Clear all items used and dispose of appropriately (wrap in paper or plastic first)
- Ensure area is safe after cleaning
- Perform hand hygiene both before and afterwards

## **Infections and contagious illnesses**

Infectious diseases will occur in many students and staff, of all ages. They will obviously vary in type from mild, e.g. the common cold, to more severe. It is required of parents that they inform the College as soon as possible of any communicable disease their child may have, so that the College may take appropriate action. The College will take appropriate action, informing parents, staff and health authorities where necessary.



In the event that it is necessary to isolate a student or member of staff due to illness, the First Aid room may be used.

## Reporting

The College will keep records according to Health and Safety Regulations.

The Health and Safety Officer will fill in an accident report form for every serious or significant accident that occurs on the College premises or during educational visits. Records should be kept for at least three years, or in the case of a minor, until they are 21.

The College is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ( **RIDDOR** ) to report the following to the Health and Safety Executive (Incident Contact Centre: 0345 300 9923):

### Specified injuries to workers

- 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 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
- Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury.

### **Non-fatal accidents to non-workers (e.g. members of the public)**

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

## **Monitoring**

The Principal will undertake a review of all procedures following any major incident to check whether the procedures were sufficiently robust to deal with the major occurrence or whether improvements should be made.

Details with regard to accidents and injuries are reported termly to the proprietor/governance as part of the Principal's report. Any serious accidents or injuries are immediately reported to the proprietor by the Principal.