

FIRST AID MANAGMENT POLICY

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| Reference this policy is aligned to with LCC | **n/a** |
| Agreed with Support Staff Trade Unions | **n/a** |
| Adopted by the Governing Body | **Jun 19** |
| Next Review Due | **Sep 22** |
| Agreed with Teacher Trade Unions and Professional Associations | **n/a** |

### First aid code of practise

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. Welland Park Academy will ensure first-aid provision for non-employees such as members of the public and pupils.

A first aid risk assessment has been completed (see page 4-6), which has identified the minimum numbers of first aiders, paediatric first aiders and appointed persons required by the academy.

### Local management procedures

* The number of first aiders, paediatric first aiders and appointed persons will be dependent on the results of the first aids needs assessment, to ensure adequate cover is available to cover for annual leave and unexpected absences. This assessment will be reviewed annually at the beginning of the academic year.
* All first aiders and appointed persons hold a valid certificate of competence; the academy maintains a register of all qualified staff, copies of training certificates and will arrange re-training as necessary.
* First-Aid training will be to a standard approved by the Health and Safety Executive (HSE). Organisations that provide such training must be registered with the HSE as a First-Aid training provider.
* There are two types of First-Aid personnel often referred to generally as “First Aiders”.
	+ Certificated First-Aider (FAW) – First Aid at Work (3 day course)
	+ Emergency First Aid at work (EFAW) – (6 hour course)
	+ Additional courses (including refresher) are available.
* Staff are regularly informed of first aid arrangements within school, through induction, teacher training days and the staff handbook which is issued annually. As a minimum all staff should be aware of; who the First-Aid trained staff are, where the nearest First-Aid box/kit is located, and the sites routine for dealing with First Aid emergencies.
* Information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of emergency
* A suitable area is available for provision of first aid. This area is the Academy clinic located in the main block corridor..
* Where first aid has been administered this is recorded on an accident report form. Where first aid or assistance is of a minor nature a record must be made in the academy clinic book. Generally, only those persons who are HSE certified as a FAW or EFAW certificated trained person should administer First-Aid. As a general course of practice pupils should not be allowed to administer First-Aid to other pupils.
* Sufficient numbers of suitably stocked first aid boxes are available and are checked monthly by area first aider to ensure they are adequately stocked. The first aid box will contain:
	+ a leaflet giving general guidance on first aid (eg HSE's leaflet: Basic advice on first aid at work[3]);
	+ 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (you can provide hypoallergenic plasters, if necessary);
	+ two sterile eye pads;
	+ four individually wrapped triangular bandages, preferably sterile;
	+ six safety pins;
* two large, individually wrapped, sterile, unmedicated wound dressings;
* six medium-sized, individually wrapped, sterile, unmedicated wound dressings;
* a pair of disposable gloves, see HSE's

Waste which is contaminated with human or animal blood or bodily fluids, needles, or other waste which may cause infection, (nappies, stoma bags, dialysis kits) is defined as “Clinical Waste” and is controlled by the Hazardous Waste Regulations 2005. Appropriate arrangements will be implemented to remove this waste from the site.

Signed

Principal Chair of Governors

Date: ……………… Date: ………………

**FIRST AID RISK ASSESSMENT**

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| Please indicate, by ticking the relevant box, which overall category of risk you consider the academy to be (see next section for further information) | Lower risk | Medium risk **[ ]**  | Higher risk |
| If the academy is not considered to be ‘higher risk’ overall, please list opposite any parts/areas of the workplace or particular activities or special hazards that are considered higher risk.  | Science Department / Design & Technology / Academy Kitchen / PE department |
| During what times is the building open to employees and non-employees? | Open to employees6.00-22.00 | Open to non-employees8.30-22.00 |
| Please state the maximum likely number of persons on site at any one time. Include non-employees (pupils, visitors, etc.) | 1050 |
| How many of the following first aid personnel are available at the site/workplace currently? | HSE accredited | Emergency First Aiders12 | First aiders9 |
| According to the table below what is the **suggested number** of first aid personnel that should be available at the site/workplace? | HSE accredited | Emergency First Aiders | First aiders4 |
| How many additional personnel need to be trained in order to have the suggested appropriate number (see table below). Remember to consider cover for holidays, sickness and other foreseeable absences. | HSE accredited | Emergency First Aiders | First aiders |
| Is someone responsible for ensuring that refresher training is carried out before it expires? If yes, give name and position | Site Manager |

### Suggested minimum number of first aiders (these should be considered in conjunction with the first aid risk assessment, numbers may alter as a result)

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| **Category of Risk** | **Number employed and public at location** | **Suggested number of first aiders** |
| Lower risk  | Fewer than 50 | At least one EFAW person |
| (e.g. infant academy, primary academy etc) | 50 – 100 | At least one EFAW person |
|  | More than 100 | At least one FAW person for every 100 employed |
| Medium risk | Fewer than 20 | At least one EFAW person |
| (e.g. secondary academys, academys etc) | 20 – 100 | At least one EFAW person or FAW for every 50 employed |
|   | More than 100 | At least one FAW person for every 100 employed |
| Higher Risk and Special Hazards | Fewer than 5 | At least one EFAW person |
| (e.g. Academys and further education establishments undertaking high risk activities) | 5 – 100More than 100 | At least one FAW person for every 50 employedAt least one FAW person for every 50 employed |

Issues to consider and guidance in providing first aid are contained on this page. If additional first aid needs are identified you should record this information in the box below.

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| **Aspects to consider** | **Guidance** You will need to consider: |
| Are there high risk activities such as use of chemicals or dangerous machinery (e.g. in science, PE and DT)? Do the work activities involve special hazards such as hydrofluoric acid or confined spaces?Lone working situations?Early years requirements?Specific medical related conditions? | * Providing first aiders, even if the number that occupy the premises require appointed persons only
* Extra training for first aiders to cover any special procedures which they may need to carry out.
* Additional first aid equipment such as eyewash or emergency showers. Blunt ended stainless steel scissors should be kept where there is a possibility that clothes might need to be cut away.
* The precise location of the equipment, putting appropriate first aid equipment close to the areas where there is a high risk as well as in other parts of the building.
* Any special arrangements which need to be made with the emergency services.
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| Are there different parts of the premises where different levels of risk can be identified (e.g. academy laboratory, kitchens)Do your records, such as incident reports, indicate that injury or ill health is more likely in certain locations? (include near misses) | * Providing first aiders in those locations even if the number that occupy the premises require EFAW persons only
* The precise location of the equipment, putting appropriate first aid equipment close to the areas where there is a higher risk as well as in other parts of the building.
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| Are there young or inexperienced workers on site, or employees with disabilities or special health problems who are at greater risk? | * Additional training for first aiders
* Additional first aid equipment
* Local siting of first aid equipment

First aid provision should cover any work experience trainees |
| Are the premises spread out or is it a multi occupancy building? | First aid kit and personnel may need to be located in each building and/or floor. Liaise with other occupants on first aid arrangements. |
| Are there changes in staffing levels, for example shiftwork, work out of hours, or when staff are absent on a residential trip?  | Check the number of first aid personnel is adequate at all times the building is operational including holiday cover |
| Are any employees working on sites occupied by other employers? Are people in ‘lone working’ situations? | Make arrangements with other site occupiers to ensure adequate provision. This should be agreed in writing. |
| Is there sufficient provision to cover absences of first aid personnel? | * What cover is needed for annual leave and other planned absences?
* What cover is needed for unplanned and exceptional absences?
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| **Actions identified** | **By whom (name) and when (date)** |
| **No Further Action Required** |  |
| Assessor’s name (please print):Mark Teesdale | Assessor’s signature: | Date assessment completed:30.1.2018 |
| The Principal should sign below to show that the assessment is a correct and reasonable reflection of actions required. This document should be reviewed regularly. |
| Principals name:(Please print):J McBrearty | Principals signature: | Date received: Date for review:  |
| **Date of review** | **Reviewed by (name)** | **Remarks** |
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