



## **UTC PLYMOUTH**

### **First Aid Policy**

#### **Policy aims and objectives**

This policy outlines UTC Plymouth's responsibility to provide adequate and appropriate first aid to students, staff, parents and visitors and the procedures in place to meet that responsibility. The policy is reviewed annually.

#### **Aims**

- To identify the first aid needs of UTC Plymouth in line with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that first aid provision is available at all times while people are on College premises, and also off the premises whilst on College visits.

#### **Objectives**

To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the College.

- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of UTC Plymouth's First Aid arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

## **Statutory framework**

The Health and Safety at Work Act 1974 imposes a general duty on employers to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees. This extends to the provision of appropriate first-aid facilities.

The Health and Safety First-aid Regulations 1981 set out the basic requirements for the provision at work of first-aid equipment, facilities and appropriately qualified personnel, expanded and updated by the production of the First-Aid Approved Code of Practice and Guidance 1997 (ACOP).

## **RESPONSIBILITIES**

### **The Employer**

Health and safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. At UTC Plymouth this includes responsibility for all teaching staff, non-teaching staff, students and visitors (including contractors).

The Governing Body is the employer for UTC Plymouth and is responsible, under the Health and Safety at Work Act 1974 (HSWA), for making sure that UTC Plymouth has a Health and Safety Policy. This should include arrangements for first aid, based on a risk assessment of UTC Plymouth, and should cover:

- Numbers of first aiders/appointed persons.
- Numbers and locations of first-aid containers.

The Governing Body must ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site.

### **Insurance**

In the event of a claim alleging negligence by a member of UTC Plymouth staff, action is likely to be taken against the employer rather than the employee.

### **The Governing Body**

The Governing Body has responsibility for health and safety matters within UTC Plymouth, with Managers and staff also having responsibilities.

There should be a suitable and sufficient risk assessment carried out by a competent person. The Governing Body has general responsibility for all UTC Plymouth's policies, even when it is not the employer.

### **The Headteacher**

The Headteacher is responsible for putting the Governing Body's policy into practice and for developing detailed procedures.

## **UTC Plymouth Staff**

Any member of staff may volunteer to undertake first aid responsibilities. However, teachers and other staff in charge of students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students at UTC Plymouth in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those trying to assist in an emergency.

## **The 'Senior' First Aider**

The Senior First Aider is responsible for:

- Overseeing the UTC Plymouth central record of all first-aid treatment given by a first aider/ appointed person.
- Oversight of the appointed person/s responsibilities

## **The First Aider's Main Duties**

First Aiders must complete a First Aid At Work (FAW) training course through an approved training provider and remain 'in-date'. Within UTC Plymouth, the main duties of a first aider are to:

- Give immediate help to casualties with common injuries or illness and those arising from specific hazards at UTC Plymouth.
- When necessary, ensure that an ambulance or other professional medical help is called.

## **Selection of First Aiders**

Unless first-aid cover is part of a member of staff's contract of employment, they agree to become first-aiders voluntarily.

When selecting first aiders, the Governing Body/Headteacher should consider the individuals:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- Normal duties, a first aider must be able to leave to go immediately to an emergency.

## **Appointed Person**

An appointed person is someone who:

- Takes charge when someone is injured or becomes ill
- Is responsible for checking the first-aid containers are stocked and re-stocked as necessary.
- Is also responsible for ensuring the medical room is kept hygienically clean and has all the equipment and facilities required.
- Ensures that an ambulance or other professional medical help is summoned as appropriate.

Appointed persons are **not** first aiders. They should **not** give first aid treatment for which they have not been trained. However, it is good practice to ensure that appointed persons have Emergency First Aid at Work (EFAW) training/refresher training, as appropriate. They normally last four hours and cover the following topics:

- What to do in an emergency
- Cardiopulmonary resuscitation
- First aid for the unconscious casualty
- First aid for the wounded or bleeding.

The following employees are first aiders and have been trained in the relevant First Aid qualification:-

Ben Isbell  
Frankie Smith  
Andy McCarron  
Nick Hill  
Mike Hall  
Sophie Wood  
Josh Yates  
Abi Langford  
Candice Carr  
Katy Jackson  
Ellie Sheridan  
Jamie Morrison-Hill  
Sam Hepworth  
Elliott Clark  
Rebecca Manning  
Tristan Sheaff  
Hayley Hall  
Lynne Burns

In an emergency first aiders should be summoned using the radio on Channel 16. If the injury is any of the following, please ask for a First Aider to...(say which room/area).

#### CODE RED Injuries

- Head Injury
- respiratory/life threatening i.e. fitting, cardiac arrest, unconscious
- fractures
- severe bleeding
- eye injury
- spinal injury
- choking, fainting, chest pains, severe asthma attack, severe allergic reaction
- severe burn
- Specific Students with medical needs

#### CODE AMBER Injuries

- Rashes
- minor burns
- sprains
- strains
- nosebleeds

First Aid Treatment is not required for the following Injury types:

- Paper cuts
- grazes
- insect bites/stings
- sunburn
- splinters

#### **Qualification and Training**

- UTC Plymouth will arrange for adequate and appropriate training and guidance from approved training providers for first aid volunteers and those for whom it is a specific requirement of their employment.
- UTC Plymouth will ensure qualifications and skills are kept up to date and arrange refresher/ additional training for staff in good time before expiration of qualifications
- UTC Plymouth intends and encourages all staff and appointed persons to undertake at least EFAW training as this will assist persons cope with an emergency and improve their competence and confidence.
- Additional specific training can be requested
- A record of training given can be recorded.

*\*The form to record any additional training given is Form 8 which can be found in Appendix A.*

## Providing Information

The Headteacher or the manager with the delegated function must inform all staff (including those with reading and language difficulties) of the first-aid arrangements. This should include the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing UTC Plymouth's first-aid needs.

**First aid boxes and first aid record books** are kept in the following points in UTC Plymouth.

Location of First Aid Boxes	
Reception	210
Study Hub	211
Room 30 (Jakes Art Room)	212
Room 116 (Laurens Art Room)	214
126	216
54	
48	

## Contacting First-Aid Personnel

UTC Plymouth staff should contact a first aider using the walkie talkie radios when a student or staff member requires first aid.

The information should be clear and easily understood. Notices must be displayed in a prominent place in the building. Including first-aid information in student and staff induction will help ensure that new staff and students are told about the first-aid arrangements. Such information is also included in the staff handbook.

## First-Aid Materials, Equipment and First-Aid Facilities

UTC Plymouth ensures the proper materials; equipment and facilities are available at all times. First-aid equipment is clearly labelled and easily accessible.

Additional first-aid containers are available for distant sports fields or playgrounds and any other high risk areas and offsite activities.

A copy of any specific individual healthcare plan should be provided if the student is offsite and has certain needs. There has to be a member of staff present on offsite activities that has epi pen training for example, if medically required by a student.

**All first-aid containers must be marked with a white cross on a green background.**

The siting of first-aid boxes is a crucial element in UTC Plymouth's policy. If possible, first-aid containers can be found near to hand washing facilities.

The Senior First Aider is the person responsible for ensuring that the appointed person conducts regular checks of the contents of first-aid containers, and restocks as soon as possible after use. There should be extra stock in UTC Plymouth. Items should be discarded safely after the expiry date has passed.

The contents will be checked regularly. Staff in relevant areas to check their first aid boxes against contents list supplied in box, medical assistant to ensure this is completed and kit restocked.

### **Contents of a standard First-Aid Container**

There is no mandatory list of items for a first-aid container, however the HSE recommend that, where there is no special risk identified, a minimum provision of first-aid items would be:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium size (approx. 12cm x 12cm) individually wrapped sterile medicated wound dressings
- Two large (approx. 18cm x 18cm) sterile individually wrapped undedicated wound dressings
- One pair of disposable gloves.

Equivalent or additional items are acceptable

### **Contents of Travelling First-Aid Containers**

Before undertaking any off-site activities, the Headteacher should assess what first-aid provision is needed. The HSE recommend that, where there is no special risk identified a **minimum** stock of first-aid items for travelling first-aid containers is:

- A leaflet giving general advice on first aid.
- Six individually wrapped sterile adhesive dressings
- One large sterile unmedicated wound dressing – approx. 18cm x 18cm
- Two triangular bandages
- Two safety pins
- Individually wrapped moist cleansing wipes
- One pair of disposable gloves

Equivalent or additional items are acceptable. Additional items may be necessary for specialised activities.

### **College Minibuses**

Transport regulations require that all minibuses and public service vehicles used either as an express carriage or contract carriage have on a board a first-aid container with the following items:

- Ten antiseptic wipes, foil packaged
- One conforming disposable bandage (not less than 7.5cms wide)
- Two triangular bandages
- One packet of 24 assorted adhesive dressings
- Three large sterile unmedicated ambulance dressing (not less than 15cm x 20 cm)
- Two sterile eye pads, with attachments
- Two assorted safety pins
- One pair of rustles blunt ended scissors.

### **The First-Aid container shall be:**

- Maintained in a good condition
- Suitable for the purpose of keeping the items referred to above in good condition
- Readily available for us; and
- Prominently marked as a first-aid container

**Staff, students and others should be aware that, first aid equipment, is for the sole use of a genuine first aid need and misappropriation of this equipment is unacceptable.**

**Any accident/incident requiring the use of such equipment is to be recorded in accordance with the accident and incident reporting procedures**

### **Plasters**

Use of plasters in first aid boxes and vehicle kits are supplied with Wash-proof Low Allergy Plasters. However, plasters should not be applied to persons with a known allergic reaction to adhesive plaster. Where parents/carers inform the school that the pupil has such an allergy, a standard lint free dressing will be used.

### **UTC Plymouth's Central Record**

UTC Plymouth keeps a record of any first aid treatment given by first aiders and appointed persons. This includes:



- The date, time and place of the incident
- The name (and class) of the injured or ill person
- Details of the injury/illness and what first aid was given
- What happened to the person immediately afterwards (e.g. went home, resumed normal duties, went back to class, went to hospital)
- Name of the first aider or person dealing with the incident.

The Medical Lead keeps a central record, the information in the record spreadsheet can:

- Help UTC Plymouth identify accident trends and possible areas for improvement in the control of health and safety risks
- Be used for reference in future first-aid needs assessments.
- Be helpful for insurance and investigative purposes.

### **First-aid room – Medical Room**

- The first-aid room is the same location as the medical room. (Room 031)
- Access to the first-aid room is available at all times when staff or students are on the premises. It has easy access to toilets and the entrance is wide enough for wheelchair and stretcher access.
- When not in use the first-aid room should be locked.
- A male first-aider should never be alone with a female student in the first-aid room. He should ensure that there is always a female member of staff present.

### **Hygiene/Infection Control**

- All staff should take precautions to avoid infection and must follow basic hygiene procedures.
- Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood and other body fluids and disposing of dressings or equipment.

### **Useful contacts**

Derriford Hospital	0845 155 8155
Cumberland Centre, Devonport	01752 434400
College Nursing Service	01752 434119

## **The Medical Assistant**

**The Medical Assistant may, with appropriate training, assist with the administration of medication provided by parents and health professionals.**

Medicines held on a child's behalf should be checked to see if they are "in date" and clearly labelled with the child's name and recommended dosage. Out of date medicines have to be disposed of by parents in an approved way. Parents of children with known medical conditions are to give their consent to UTC Plymouth's Medical Assistant to administer drugs if necessary. If medication has been administered to a child (with parental consent) staff are to record this. Medication should only be administered by staff who have had appropriate training in administering medication on behalf of a student.

- *\*The form for parents to give that consent is Form 1A which can be found in Appendix A.*
- *\*The forms for staff to record medicine administration are Forms 5 and 6 which can be found in Appendix A.*

## **Training**

The Primary Care Trust via the College nursing service can provide advice, support and training on request on specific issues to do with the administration of medicines as well as on more general issues.

## **Prescribed Medicines**

Medicines should only be taken to UTC Plymouth when essential, and handed into reception; where it would be detrimental to a child's health if the medicine were not administered during UTC Plymouth day. UTC Plymouth should only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a Pharmacist and include prescribers instructions for administration.

UTC Plymouth will not accept medicines that have been taken out of the container as originally dispensed nor make any changes to dosages on parental instructions. It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside College hours. Parents could be encouraged to ask the prescriber about this.

## **Non-prescribed medicines**

Staff should **NEVER** give non-prescribed medicine to a child unless there is a specific prior written permission from the parents.

## **Controlled Drugs**

All controlled drugs are to be handed into reception and be kept locked in a non-portable container and only named staff should have access. Administration should be witnessed by another member of staff and documented.

## Children with Special Medical Conditions

UTC Plymouth should be made aware of children who have allergies or that require any special medical attention. Care plans should be completed by the child's parents if a child has specific needs. Staff may need to assist the parent if necessary. A copy of the plan may have to be provided if the child is participating in offsite activities. The completed form will be added as a pastoral note in Arbor on the Student's profile.

*\*The form for parents to complete the care plan is Form 2 which can be found in Appendix A.*

## Refusing Medicine

If a child refuses to take medicine, staff should not force them to do so but should note this in the records and follow agreed procedures.

## Self-Administration

It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines. Older children with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent.

*\*The form for parents to consent to for their child to carry/ use own medicines is Form 7 which can be found in Appendix A.*

## Reassessment of First-Aid Provision

The Governing Body and/or Headteacher should regularly review UTC Plymouth's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate. Where minimum numbers of trained first aiders are set, these should be monitored to ensure that these standards are being met.

## Monitoring, Evaluation and Review

This policy will be led by a senior member of staff designated by the Headteacher and reviewed during the forthcoming academic year by the Governing Body.

## Linked Policies:

Health and Safety Policy

VERSION CONTROL SHEET

**POLICY NAME: First Aid Policy**

**Policy Prepared by: Julie Rae**

Document date	Filename	Mtg submitted	Summary of changes required
Sept 2013		PHSC	New Policy
Feb 2014			Update with new staff details
April 2015			Update staff details
October 2016			Update staff details

June 2019			Updated staff details
June 2020			Reviewed
July 2021			Reviewed
July 2022			Staff updates
July 2023			Reviewed - next review July 2024

# APPENDIX A

## FORM 1A

### Appendix 1

### Parental agreement for UTC Plymouth to administer medicine

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff complete and sign this form, and the school has a policy that the staff can administer medicine.

Date	
Student Name	
Year Group	
Tutor	
Name and Strength of Medicine	
Expiry Date	
Reason for medication	
How much to give (ie dose)	
Time of last dose given	
When to be given	
Any other instructions (ie to swallow whole)	
Number of tablets/quantity given to school	

**Note: Medicines must be in the original container as dispensed by the pharmacy or bought from the chemist and will not be accepted if not. You will receive written confirmation from the school detailing the expiry date of this agreement. Once this agreement has expired any unused medication must be removed from the school by a parent of the above named child and be disposed of by them.**

Name of parent/contact	
Daytime phone no. of parent or adult contact	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature \_\_\_\_\_

Print name \_\_\_\_\_ Date \_\_\_\_\_

If more than one medicine is to be given a separate form should be completed for each one

# Record of Medication

<b>Student Name</b>	
<b>Date Medicine Provided by Parent</b>	
<b>Tutor Group</b>	
<b>Quantity Received</b>	
<b>Name &amp; Strength of Medication</b>	
<b>Expiry Date</b>	
<b>Quantity Returned</b>	
<b>Dose and Frequency</b>	

Date:	Staff Signature:	Student Signature:
Date:	Staff Signature:	Student Signature:
Date:	Staff Signature:	Student Signature:
Date:	Staff Signature:	Student Signature:
Date:	Staff Signature:	Student Signature:

