



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 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. In 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 is 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 Principal

The Principal 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 the Principal's PA and is responsible for:

- Maintaining 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/Principal 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 Persons

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:-

Name	Location/Extension#	Level of First aid Qualification	Date of Expiry of Certificate
Jasmin Chapple	Intervention office ext 522	First Aid at Work	5th October 2020
Leigh Hotchins	Science floor ext 516	First Aid at Work	31st May 2020

In an emergency first aiders can also be contacted via the loudspeaker system through an increased volume “GREENCALL” alert. A buddy system will be employed where all first aiders available will respond.

First aiders to be contacted on their relevant phone extensions for non-emergencies (or on their mobiles through reception if unavailable).

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 principal 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	
Medical Room 004	Intervention Office
Administration Office 005	Precision Engineering Workshop 048
	Plastics Workshop 055
Art & Design 030	Systems & Control 117
Kitchen Base 031	Product Design W/S 121
Facilities & Ground Maintenance 033	Pneumatics/ Hydraulics W/S 126
Staff Room 205	Science Bases 210-216 incl. Science Tech room 213

Travelling first aid boxes are kept at the following points in the college.

Location of travelling first aid boxes	
Administration Office	PE cupboard

Contacting First-Aid Personnel

UTC Plymouth staff should know how to contact a first aider. In the first instance main reception should be contacted when a student or staff member requires first aid.

The names (and extension numbers if appropriate) of current first aiders and appointed persons emergency aiders are displayed at the following points in UTC Plymouth:

Display Point	
1. Ground Floor Learning Hub	6
2 First Floor Learning Hub	7
3 Second Floor Learning Hub	8
4 Engineering corridor between workshop 048 and 055	9

Staff and students should be informed by the display of the first-aid notices in staff/common rooms.

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 care 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 epipen 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 responsible ensuring that the appointed person conducts regular checks of the contents of first-aid containers, and restocked 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 on a 2 weekly basis. 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 Principal should assess what of 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

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 and signature of first aider or person dealing with incident.

The Senior First Aider keeps a central record, the information in the record book 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.
- Additionally **plaster log books** have been provided in reception, engineering and science for minor ailments
 - Before applying plasters check student is not allergic to them.
 - Note what happened and to who and sign.
 - Log books to be passed to Senior First Aider first Tuesday of every month.

First-aid room – Medical Room 004

- The first-aid room is the same location as the medical room.

- 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. Access to the key is via reception enabling them to monitor use of the first-aid/medical room. A telephone link to reception is available in the medical room.
- 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
Emergency Eye Care (Triage)	01752 439330 or 01752 439331
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 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.

- **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 prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in original container as dispensed by 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 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 Principal 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 Principal 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 13		PHSC	New Policy
Feb 14			Update with new staff details
April 15			Update staff details
October 16			Update staff details
June 19			Updated staff details

APPENDIX A

FORM 1A Parental agreement for UTC Plymouth to administer medicine

UTC Plymouth will not give your child medicine unless you complete and sign this form, and the college has an appropriate member of staff who can administer medicine according to the First Aid Policy.

Learner Details

Name of Child

--

Date of Birth

--

Learning Company

--

Medical Condition or Illness

--

Medicine

Name/type of medicine (*As described on container*)

--

Date Dispensed

--

Expiry Date

--

Dosage and Method

--

Timing

--

Special Precaution

--

Are there any side effects?

--

Procedures to take in an emergency

--

Contact Details

Name

--

Daytime telephone number

--

Relationship to child

--

Address

--

I understand that I must deliver the medicine personally to [agreed member of staff]

--

I accept that this is a service that the UTC Plymouth is not obliged to undertake.

I understand that I must notify the UTC Plymouth of any changes in writing.

Date: _____ **Signature** _____

Describe medical needs and give details of child's symptoms:

Daily care requirements: (e.g. before sport/at lunchtime)

Describe what constitutes an emergency for the child, and the action to take if this occurs:

Follow up care:

Who is responsible in an Emergency: (State if different for off-site activities)

Form copied to:

FORM 5

Record of medicine administered to an individual child

Name of School/Setting _____

Name of Child _____

Date medicine provided
by parent _____

Group/class/ form _____

Quantity received _____

Name and strength of
medicine _____

Expiry date _____

Quantity returned _____

Dose and frequency of
medicine _____

Staff signature _____

Parent signature _____

Date _____

Time Given _____

Dose Given _____

Name of member of
staff _____

Staff initials _____

Date	_____	_____	_____
Time Given	_____	_____	_____
Dose Given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____
Date	_____	_____	_____
Time Given	_____	_____	_____
Dose Given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____
Date	_____	_____	_____
Time Given	_____	_____	_____
Dose Given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____
Date	_____	_____	_____
Time Given	_____	_____	_____
Dose Given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____

FORM 7

Request for child to carry his/her medicine

THIS FORM MUST BE COMPLETED BY PARENTS/GUARDIAN

If staff have any concerns discuss request with school healthcare professionals

Name of School/Setting: _____

Child's Name: _____

Group/Class/Form: _____

Address: _____

Name of Medicine: _____

Procedures to be taken in an emergency: _____

Contact Information

Name: _____

Daytime Phone No: _____

Relationship to child: _____

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed: _____ Date: _____

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

FORM 8

Staff training record - administration of medicines

Name of School/Setting: _____

Name: _____

Type of training received: _____

Date of training completed: _____

Training provided by: _____

Profession and title: _____

I confirm that _____ *[name of member of staff]*
has received the training detailed above and is competent to carry out any
necessary treatment. I recommend that the training is updated (please state
how often)

Trainer's signature: _____

Date: _____

I confirm that I have received the training detailed above.

Staff signature: _____

Date: _____

Suggested Review Date: _____