



# Thomas Telford University Technical College

## First Aid Policy

TTUTC value the health and safety of all students, staff and visitors and will take appropriate action to ensure practices are in place to protect them. First Aid can save lives and prevent minor injuries becoming major ones. The TTUTC will ensure that there are adequate and appropriate equipment, facilities and procedures for providing first aid in the workplace.

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Comments			
Monitoring, Evaluation and Review	This policy will be reviewed as it is deemed appropriate, but no less frequently than every 2 years. The policy review will be undertaken by the Business Manager and First Aid Lead, or nominated representative.		

### Contents

- 1. Purpose**
- 2. First Aiders and Appointed Persons**
- 3. First Aid Training**
- 4. First Aid Boxes**
- 5. Recording of First Aid Treatment Given**
- 6. Hygiene and Infection Control**
- 7. First Aid Accommodation**
- 8. Medical Treatment**
- 9. Administering Medicines within the TTUTC**
- 10. Procedure in Event of an Accident, Illness or Injury**
- 11. Staff and Visitors**
- 12. Medical Room Procedure**
- 13. Off Site Visits**
- 14. First Aid Arrangement Monitoring**
- 15. Liability**
- 16. Monitoring and Evaluation**
- 17. Appendix 1**

## 1. Purpose

- 1.1. This policy aims to identify effective systems for ensuring the provision of adequate and appropriate first aid equipment, facilities and personnel at TTUTC both on and offsite.
  - 1.1.1. To identify the first aid needs of the UTC in line with the Management of Health and Safety at Work regulations;
  - 1.1.2. To ensure that first aid provision is available at all times whilst there are people on TTUTC premises or on off-site visits;
  - 1.1.3. To ensure that there are appropriate number of suitably trained first aiders on site and maintain a training log;
  - 1.1.4. To provide awareness and training to staff, students and visitors on First Aid arrangements in the TTUTC
  - 1.1.5. To keep records as appropriate and report accidents to the Health and Safety Executive in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
- 1.2. The object of first aid is to offer assistance to anyone injured or suddenly taken ill before expert help from a doctor or nurse is available, or before an ambulance arrives.
- 1.3. The aims of first aid are threefold:
  - 1.3.1. Saving life by prompt and initial action;
  - 1.3.2. Preventing the injury or condition from deteriorating;
  - 1.3.3. Helping recovery through reassurance and protection from further danger.

## 2. First Aiders and Appointed Persons

- 2.1. A First Aider is someone who has undergone an approved training course in First Aid at Work and who holds a current First Aid at Work Certificate. Their role involves:
  - 2.1.1. Undertaking first aid treatment in accordance with their training;
  - 2.1.2. Summoning an ambulance or other external medical services;
  - 2.1.3. Liaising with the Administrator with First Aid to ensure first aid kits are fully stocked and refilled after use;
  - 2.1.4. Keeping suitable records of all treatment administered.
- 2.2. An Appointed Person is someone who is nominated to take charge of a situation in the absence of a qualified first aider. Their role includes:
  - 2.2.1. Taking charge when someone is injured or falls ill;
  - 2.2.2. Calling an ambulance (where required); and
  - 2.2.3. Being responsible for first aid equipment e.g. re-stocking the first aid box.
- 2.3. Appointed persons are **not** first aiders and so should **not** attempt to give first aid for which they have not been trained. They may give emergency first aid where trained to do so (normally by completing the Emergency First Aid at Work Certificate).
- 2.4. A full list of First Aiders will be held at reception and will be prominently displayed **throughout** the TTUTC especially in the Construction and Science laboratories. Students will have an induction to the building when they arrive and this will include a tour of where first aid facilities can be found and the list of First Aiders. Visitors will receive Health and Safety guidelines which will include information about First Aid.
- 2.5. The Appointed Person/Persons must regularly inspect the contents of first-aid containers and the contents must be restocked as soon as possible after use. Sufficient supplies should be held in a back-up stock on site. Care should be taken to discard items safely after the expiry date has passed.

### **3. First Aid Training**

**3.1.** First aiders are required to keep a training record and update their training every 3 years. The TTUTC will ensure that staff who have agreed to become first aiders receive the relevant training and will arrange refresher courses before certificates expire.

### **4. First Aid Boxes**

#### **4.1. First-aid materials and equipment**

**4.1.1.** First Aid boxes will be stocked in accordance with guidelines, Appendix 2, be suitably marked, easily accessible and kept in the following locations:

##### **Main Block**

- 4.1.1.1. Reception/General Office [Ground Floor]
- 4.1.1.2. First Aid Room [Ground Floor]
- 4.1.1.3. Build 1 [Ground Floor]
- 4.1.1.4. Kitchen [Ground Floor] (Contractors Responsibility)
- 4.1.1.5. Innovate 1 [Ground Floor]
- 4.1.1.6. Design Rooms & Design Tech Room [First Floor]
- 4.1.1.7. All Science Laboratories & Prep Room [First Floor]
- 4.1.1.8. Seminar Room Office [Second Floor]

##### **New Block**

- 4.1.1.9 Build 5 & 6 (Ground Floor)
- 4.1.1.10 Innovate 6 (Ground Floor)
- 4.1.1.11 Learning Support Room (First Floor)
- 4.1.1.12 Drama Studio (First Floor)
- 4.1.1.13 Design 3 & 4 (Second Floor)

##### **Sports Block**

- 4.1.1.14 Sports Hall (Ground Floor)
- 4.1.1.15 Gym (First Floor)

**4.1.2.** Eye wash equipment is kept in the following locations:

- 4.1.2.1. First Aid Room [Ground Floor]
- 4.1.2.2. Innovate 1 [Ground Floor]
- 4.1.2.3. Build 1 [Ground Floor]
- 4.1.2.4. All Science Laboratories [First Floor]
- 4.1.2.5. Design room/Design Tech Room [First Floor]

**4.1.3.** Body spill kits are also kept in the following locations:

- 4.1.3.1. First Aid Room [Ground Floor]
- 4.1.3.2. Science Laboratories [First Floor]
- 4.1.3.3. Design Tech Room [First Floor] ??

**4.1.4.** For educational visits there are travel kits which are kept in the following location:

- 4.1.4.1. First Aid Room [Ground Floor]

#### 4.1.4.2. Minibus

### 5. Recording of First Aid Treatment Given

5.1. First aiders will keep a record of any first aid treatment given. This will include:

- 5.1.1. The date, time and place of incident;
- 5.1.2. The name of the injured or ill person;
- 5.1.3. Details of the injury/illness and what first aid was given;
- 5.1.4. What happened to the person immediately afterwards [for example went home, resumed normal duties, went back to lessons, went to hospital];
- 5.1.5. Initials of the first aider or person who dealt with the incident.

5.2. The Administrator of First Aid, is responsible for monitoring and identifying trends in accidents and possible areas for improvement in the control of health and safety risks.

### 6. Hygiene and Infection Control

6.1. All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff will have access to single- use disposable gloves and hand washing facilities and should take care when dealing with blood or other body fluids and disposing of dressings and equipment. Body spill kits are available as per section 4.

### 7. First Aid Accommodation

7.1.1. There is a medical examination and first aid room on the ground floor of the building with a wash basin and a medical bed and is reasonably near an accessible toilet.

### 8. Medical Treatment

#### 8.1. Students

8.1.1. Every effort will be made to ensure that students with medical needs experience the best possible care within the TTUTC. All medical information received by the TTUTC will be treated confidentially. Information to ensure the safety and care of individual students will be disclosed as appropriate to staff at the TTUTC, under the direction of the Administrator of First Aid.

8.1.2. A copy of the relevant information along with student's photographs will be stored in the First Aid room so First Aiders can easily access this before administering any treatment.

#### 8.2. Staff

8.2.1. Staff should ensure that colleagues are aware of relevant conditions as appropriate. If in doubt or concerned, a member of staff should raise any concerns with the First Aid Lead.

### 9. Administering Medicines within the TTUTC

#### 9.1. Students

9.1.1. Medication should not be administered to students without a direct request from parents. This must be supported with written instructions on administration and with appropriate training if necessary;

9.1.2. Students personal medication must be in the original packaging labelled with the students name, address and dispensing instructions, and must be kept securely locked in the medical cabinet in the first aid room.

- 9.1.3. Medicine dosage will be supervised by a member of staff, but the student will administer it themselves. Injections should be administered by students in the first aid room and needles/sharps must be disposed of in the first aid room using the sharps bin provided.
- 9.1.4. Any medication found in the possession of a student without the appropriate parental consent will be removed and the parent will be contacted.
- 9.1.5. All administered medication should be recorded on the student's medication log;
- 9.1.6. EpiPen's must be kept in an unlocked cupboard during UTC hours, but must be locked outside UTC hours.
- 9.1.7. No medication other than that supplied from home according to the above procedure will be issued under any circumstances. The TTUTC holds Paracetamol on sight, but will only be issued after parent consent has been obtained.
- 9.1.8. Any medication found to be past its expiry date should be collected by parents/carers for disposal. We will dispose of medication 2 weeks after TTUTC have notified parents/carers and they not been collected.
- 9.1.9. Any medicines which need to be administered during the TTUTC day whilst a student is on a trip must be placed in the possession of a First Aider to supervise the dosage.
- 9.1.10. First aiders will only administer medication where the appropriate training has been given in line with the students care plan.
- 9.1.11. Under no circumstances will a child be permitted to take medication brought in by another student.
- 9.1.12. In an emergency, inhalers **cannot** be transferred from student to student, the emergency services should be called.
- 9.1.13. The TTUTC will hold a generic emergency inhaler on site in the medical room for use in an emergency, with a second inhaler available to take on trips.

## 9.2. Staff

- 9.2.1. Staff are responsible for their own medication and must ensure that any medication brought into the TTUTC for their own personal use is kept securely in a place where students will not have access to it.
- 9.2.2. Staff must ensure that the First Aid Lead is made aware of any medication that might need to be administered in an emergency including allergies that may require the use of an EpiPen.

## 10. Procedure in Event of an Accident, Illness or Injury

- 10.1. If a student becomes ill during a lesson and the teacher feels that medical treatment is required, the teacher will ring reception and a first aider will be located. The first aider will be sent to the classroom if it is deemed inappropriate to move the student or the student will be advised to go to the first aid room.
- 10.2. If it is necessary to send students home, the Appointed Person/First Aider will liaise with reception and parents/carers to make the necessary arrangements. Students should not be allowed to make their own way home without parental/carers consent and if home contact is not possible the students should remain on site until this has been achieved.
- 10.3. Parents should not attend TTUTC unless they have been contacted and advised to do so by a member of staff.
- 10.4. Transport for a student may be required for non-emergency hospital treatment; parents/carers should be contacted to request transport in the first instance. However, if parents/carers are not available, the emergency services will be called to transport the

student to hospital, accompanied by the Appointed Person or first aider, whilst the TTUTC continues to secure home contact.

- 10.5.** Emergency hospital attention must be sought at any point that the First Aider/ Appointed Person believes it is necessary. This must be done through reception as soon as possible and according to the guidelines in **Appendix 1**. A member of staff from the TTUTC must accompany them to hospital and stay with them until a parent or carer arrives.
- 10.6.** During non-lesson time reception must be contacted for all incidents. These must then be reported to a nominated First Aider or Appointed Person who will deal with the situation and then record as necessary all accidents, injuries and dangerous occurrences.

## **11. Staff and Visitors**

- 11.1.** Anyone requiring medical attention should report to reception. If an ambulance is required for a member of staff, the person identified on staff records as the emergency contact should be informed unless the member of staff requests otherwise. If a visitor to the TTUTC requires an ambulance all efforts must be made to contact a member of the family or other work colleague unless requested otherwise by the person.

## **12. First Aid Room Procedure**

- 12.1.** A First Aider will be called and the student will be escorted to the first aid room for treatment.
- 12.2.** If no medical treatment is needed, but student is to go home, then reception will contact the parents of the student to be collected. If parents cannot collect, then the student will remain near the reception area until the end of the TTUTC day unless parent/carers consent is obtained for the student to travel home alone.

### **12.3. If medical treatment is required:**

- 12.3.1.** A First Aider will be called;
- 12.3.2.** Details of treatment given must be recorded in the minor incident folder. If further medical assistance is required as a result of an accident, details must be entered in the Red Accident Book and record logged with the Business Manager.
- 12.3.3.** As good practice parents/carers will be informed either by email/text/call from Reception or the First Aider as soon as possible.

## **13. Off Site Visits**

- 13.1.** The risk assessment for the Educational visit will determine the level of medical support required. As a minimum someone with First Aid training and travel kit should be taken.

## **14. First Aid Arrangement Monitoring**

- 14.1.** First Aid Lead is responsible for undertaking regular checks of first aid equipment and updating any students medical needs on a log. First Aid Lead will also liaise with lead staff in assessing the first aid requirements for off-site activities where there may be an increased risk of injury.
- 14.2.** Arrangements include ensuring that:-

- 14.2.1.** There are sufficient numbers of first aid trained personnel to meet the needs identified in the assessment throughout the times that the premises are in use/the trip is in progress.
- 14.2.2.** There is adequate provision of first aid equipment which is stored in suitable containers.
- 14.2.3.** Sufficient notices are displayed at appropriate places indicating the location of first aid equipment and trained first aiders so that assistance can be quickly summoned.
- 14.2.4.** Adequate access to a telephone is always available to call emergency services when required.
- 14.2.5.** Employees are informed of the local first aid arrangements at induction and whenever changes are made.
- 14.2.6.** Staff are made aware of the location of first aid equipment/facilities and personnel.
- 14.2.7.** A suitable medical room is available when the need is identified.
- 14.2.8.** Contractors are provided with information regarding first aid procedures and how to access first aid provision prior to commencing work, if this will be available to them whilst working on-site.

## **15. Liability**

- 15.1.** The TTUTC employer's liability insurance policy will provide indemnity for staff acting as first aiders or emergency aiders as defined above. First aiders must ensure that any treatment they give is administered in accordance with the training they have received. So long as treatment is administered with good intent and in accordance with current good practice, the TTUTC insurers will support the actions of its employees in the event of a legal case relating to first aid treatment.

## **16. Monitoring and Evaluation**

- 16.1.** All accidents, injuries and illnesses will be recorded. This data will be used to:
  - 16.1.1.** Monitor and evaluate the effectiveness of the health and safety policy and procedure.
  - 16.1.2.** Monitor and evaluate the risk assessment process.
  - 16.1.3.** Demonstrate defensible decision making in the event of complaints being made.
  - 16.1.4.** Report to governors in order for them to evaluate the health and safety work of the TTUTC.

## **17. AED's – Defibrillators**

- 17.1** Automated External Defibrillators (AEDs) are located at reception and in the Sports Block.

An AED is a machine used to give an electric shock when a person is in cardiac arrest, i.e. when the heart stops beating normally. Cardiac arrest can affect people of any age and without warning. If this happens, swift action in the form of early cardiopulmonary resuscitation (CPR) and prompt defibrillation can help save a person's life.

### **Steps in the event of Cardiac Arrest:-**

1. Early recognition and call for help. Dial 999 to alert the emergency services. The emergency services operator can stay on the line and advise on giving CPR and how to use an AED.
2. Early CPR – to create an artificial circulation may be given while and AED is being located and waiting for the emergency services.

All first aiders have been trained in the use of AED's.

AED's will be checked on a regular basis by the Administrator of First Aid and replace equipment as and when necessary.

## **Appendix 1**

### **Procedure for Emergency Hospital Attendance**

In the situation where an ambulance is required the Appointed Person/First Aider in attendance must:

- Contact reception immediately.
- Give clear details of the students name and the reason for the emergency call.
- Clearly state the location of the student and the action already taken and the physical state of the student.
- Stay with the student.
- Attend hospital with the student unless the parents are available on site.

### **First Aider/Reception staff must**

- Ring the emergency services using 999 immediately.
- Give clear instructions about the students name and condition.
- Contact the parents/carers/emergency contact to request attendance at the TTUTC.
- Confirm using the MIS system, any medical conditions relating to the student.
- Inform the Principal.

**If reception is unavailable the First Aider should summon assistance from any available member of staff including the Business Manager, Vice Principal's or Principal.**

**During an offsite visit the procedures laid down in the educational visits policy apply.**

**The nearest Hospital with Casualty Unit to the UTC is:**

New Cross Hospital, Wolverhampton Road, Wolverhampton, WV10 0QP    Tel: 01902 307999