

# FamilyCare

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## Education

First Aid Policy  
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# First Aid Policy

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## Introduction

This policy sets out the responsibilities of Family Care Associates/Access School (the employer) and its employees who work or supervise at Access School, and young people who receive education at Access School. The policy aims to explain the basic procedures to follow in case of incidents leading to illness or injury at Access School that may require first aid intervention, whilst giving guidance on pre-accident intervention in order to minimise any potential risks that may lead to an injury requiring medical or first aid intervention. The procedures listed here will ensure that when staff or young people suffer injuries or fall ill at in school, they receive immediate attention irrespective of whether the illness or injury is school related.

The last page of the policy names the qualified staff at school and the responsibilities they and the rest of the staff have in ensuring that the correct procedures are followed.

Accidents do occur in everyday life. However, it is important to be responsible and ensure that where possible, steps are taken to reduce the potential for accidents to occur. Potential risks should be identified and **risk assessments** completed, which identify the measures that have been taken to reduce the risk of potential accidents occurring.

## Early Intervention

Knowledge of condition(s) likely to affect personal health

Any staff or young people's allergies/medical conditions should be communicated to the head teacher, including visiting staff, and all relevant information/guidance in case of a medical emergency should be detailed and held on file. It is the responsibility of the member of staff or young person's care team/home with the (potential) condition to inform their line manager if there exists any medical condition which is likely to/may affect their health whilst at work. Medication for conditions such as this should be locked away safely in a medication cabinet, or another suitable alternative. They should not be put in the first aid box or in a place where other people can access them.

It is obvious that first aiders need to be aware of staff and young people who suffer specific health problems. This information must be treated in strictest confidence. First aiders should be aware of conditions such as diabetes, haemophilia, epilepsy and severe allergic reactions, such as nut allergies or bee sting allergies.

## Risk Assessments

The aim of a risk assessment is to assess the risk(s) involved in undertaking specific activities/tasks. All staff are able to access training on risk assessments and there is an expectation for staff to be competent in assessing the risks and implementing control measures before undertaking any activities. For classroom teaching, the teachers will assess the classroom space in line with the principles of Team Teach in terms of managing the environment and applying structuring approaches. In addition to assessing risks, it is the duty of all employees to put safety measures in place in order to reduce the associated risks and to refrain from undertaking particular activities where the control measures applied are not substantial enough to reduce to risk to an acceptable level. For example, a science lesson may involve the use of chemicals. Safety measures may be:-



- to wear specialist clothing – goggles, gloves, etc
- to only have a minimal amount of a substance in use at any one time
- to keep the chemical locked away until ready for use
- to structure the rest of the classroom in a minimalist way
- to reinforce health and safety issues to the pupils before commencing the activity

Should the teacher feel that despite the above measures being applied, a pupil has shown signs in a lesson of non-compliance, then he/she may decide that the activity using the chemicals poses too great a risk to carry out or continue.

Risk Assessments at Access School form an important part of the early intervention methods used to try and avoid accidents occurring in and around the school environment.

## Accident log

The Access School Accident log is kept on the Behaviour Watch system. Under health and safety law, a record must be kept of any accidents leading to injuries that happen on site. It is the responsibility of employees to complete an entry onto Behaviour Watch within the accident section as soon as possible after the incident has occurred. When the injured person is unable to complete their own details of the accident, then the first aider in attendance and/or witness (where relevant) should enter details on the injured person's behalf.

Where an accident occurs which results in a person being taken to hospital, or inability to continue to attend work or subsequently becomes absent from work as a result of the accident then the Head of the school should be informed immediately. If he/she is not available, one of the company's senior managers must be informed.

*Further need to report accidents, diseases and dangerous occurrences:-*

Regulations relating to RIDDOR exist, which place a responsibility on employers to inform the appropriate authorities if certain injuries at work occur. The responsibility to contact RIDDOR where appropriate lies with the senior person on site who must inform Family Care Associates Ltd. Head of HR.

## Confidentiality

Under Data Protection law, personal information should be kept secure, so once a person's details have been recorded in the Accident Book, the page should be labelled and placed in a secure place. The person responsible for securing the page is the head teacher who may delegate this as appropriate.

## Information

Under health and safety legislation, **appointed persons** are recommended to be on site when there are fewer than 50 employees working on the premises.

An **appointed person** is someone who:-

- Takes charge when someone is injured or falls ill, including calling an ambulance if required.
  - Looks after the first aid equipment, e.g. replenishing stock when required.
- Appointed persons should not attempt to give first aid for which they have not been trained. Appointed persons should be available at all times when people are at work on site when a qualified first aider is unavailable, which may mean appointing more than one.



**First Aiders** are recommended on site when there are more than 50 employees working on the premises. A **First Aider** is someone who has undergone a training course in administering first aid at work and holds a current first aid at work certificate. The training has to be approved by the Health and Safety Executive.

All first aiders have the responsibility to:-

- Be readily available
- Follow the principles and practices as laid down by the first aid course and manuals
- Comply with the aims of first aid:
  - to preserve life
  - to prevent the condition worsening
  - to promote recovery
- Give immediate, appropriate and adequate treatment, bearing in mind that a casualty may have more than one injury, but not to treat any illness or injury which is beyond their capability.
- Takes charge when someone is injured or falls ill, including calling an ambulance if required.

Although Access School's staff numbers less than 50, our policy is to have a minimum of one appointed person or one qualified first aider on site at all time.

## First Aid Box

Several first aid boxes are kept around the school, and another within each car. As the school is classified as a low risk environment, the minimum stock of first aid items should be kept on site. This is as follows:-

- HSE guidance *Basic Advice on first aid at work*.
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- two sterile eye pads
- four individually wrapped triangular bandages
- six safety pins
- six medium sized (approximately 12cm x 12cm) individually wrapped undedicated wound dressings
- two large (approximately 18cm x 18cm) individually wrapped undedicated wound dressings
- several pairs of disposable gloves
- one pair of scissors

## Tablets and medicines

Tablets and Medicines must be stored in the secure medicine cabinet in the reception. When distributed a record must be made in the medicine record kept in the reception.

## First Aider(s) and Appointed Person(s)

Primary First Aider: Natalie Miles

Other Qualified First Aiders: Daniel Jones, Amy Brookes

Appointed Person in the absence of a first aider on site: David Page

## Responsibility of non-appointed staff

At Access School, there are always adults who have a plethora of skills that are relevant to their position. Any employee who has appropriate and up to date training in first aid would be expected to perform first

aid duties if the need arose. However, they should only perform those duties for which they have been trained, as with the **Appointed Person(s)** and **First Aiders**.



#### References to Legislation and Quality Standards

Regulation XXX

Standard XXX