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Snowdon Village

First Aid Policy

Snowdon Village

Date Adopted: September 2022

Implementation Date: September 2022

Snowdon Village 'First Aid' Policy

Snowdon Village Vision and Objectives

Snowdon Village (SV) is a 4-16 academy offering a specialist delivery model for young people who find mainstream provision challenging for a number of reasons. Snowdon Village provides a personalised, flexible and innovative programme of student, centred on the needs of the individual, enabling them to overcome their barriers to learning, equipping them with the skills for future success and enabling re-integration into full-time mainstream provision or meaningful onward progression. Snowdon Village delivers this provision in partnership with Cabot Learning Federation (CLF), Bristol City Council (BCC), Parents/Carers, existing schools and other alternative providers and local employers in order to:

- Provide an inspiring and engaging curriculum which motivates students to exceed beyond their expectations.
- An academic, vocational and technical learning enabling each student to learn and achieve in a style best suited to them.
 - Be an inclusive centre of excellence.
- Enable students to aspire to and achieve meaningful and productive futures, in terms of careers, personal independence and the ability to make a positive contribution to society.

This policy will ensure the Academy complies with the following legislation and guidance:

- Guidance On First Aid For Schools (DFEE Feb 2014)
- Health & Safety (First Aid) Regulations, 1981 (updated 2013).
- First Aid At Work – Health & Safety (First Aid) Regulations 1981
- Guidance; Approved Code of Practice (ACoP); HSE pub COP42.
- Reporting of Injuries, Diseases and dangerous Occurrences Regulations, 1995

1. Purpose

- The purpose of this Policy is to set out the framework for health and safety, as applies to First Aid, demonstrating the commitment and support by the Academy Governors, Principal and staff in minimising risk to staff, learners and visitors.
- This is an Academy wide policy that encompasses all employees, students and visitors, including contractors
- In addition, the purpose of this policy is to:
 - Fulfil the requirements of our statutory ‘duty of care’
 - Meet current insurance sector standards.
 - Ensure compliance extends to learner off-site visits.

2. Definitions

- **First Aid:** Equipment and facilities as are adequate and appropriate in the circumstances for enabling first aid to be rendered to persons injured or become ill at work.
- **First aid kit:** Medical supplies suitable for the provision of basic first aid, the exact amount being advised by the HSE. Arrangements and calling emergency services when required.
- **Appointed Person:** A person appointed to take charge of first aid.

3. Snowdon Village Responsibilities

3.1 The Employer (The governing body)

- Snowdon Village has a legal responsibility for compliance with Health and Safety legislation. The Principal and Governors cannot devolve this responsibility to others.
- The Academy acknowledges its responsibility for ensuring that all statutory requirements are carried out and that the Academy discharges its legal duties in an appropriate manner.
- The Health and Safety (First-Aid) Regulations (as amended 2013) require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work.

- The Regulations do not place a legal obligation on employers to make first aid provision for non-employees such as the public. However, the Academy's 'duty of care' and the HSE strongly recommends that non-employees are included in a first aid needs assessment and that provision is made for them.

3.2 The Principal

The principal is responsible for ensuring the governing body's policy is put into practice and for developing detailed procedures.

In addition to 3.1 above, this will include:

- Establishing the First Aid need by risk assessment
- Identifying suitable employees who are willing to undertake First Aid training and annual refresher training (**see Appendix 1**)
- Providing adequate First Aid equipment and facilities (**see Appendix 2**)
- Ensuring employees and site facilities managers are informed of the location of the First Aid personnel and equipment available to them in their working environment. This will be in the form of a standard notice which will be displayed on your Health and Safety notice board at minimum.
- Ensuring that First Aiders maintain their First Aider or Appointed Person status by attending annual refresher training.
- Ensuring that the Health and Safety Committee of the Academy establish the minimum standards required, ensuring that these standards are achieved and monitored.
- Ensuring that there is a register in the form of a training matrix database for maintenance of an up-to-date record of personnel trained in First Aid which informs the principal when staff require refresher/ re-qualification training.
- Ensuring that there are insurance arrangements which provide full cover for claims arising from actions of staff acting within the scope of their employment.

3.3 Risk Assessment of the First Aid Need

- **A full risk assessment will be carried out during the first two weeks of opening** and then on an annual basis. This will inform the Academy of needs in relation to first aid.
- Staff, students and visitors will be included in this risk assessment.
- The risk assessment will cover the following areas:
 - Number of First Aiders required in relation to student numbers
 - Access for emergency vehicles
 - Specific hazards on site
 - Specific needs of students

- Accident statistics
- Effectiveness of procedures for contacting first aiders quickly from any part of the Academy site
- The level of training our First Aiders have received (Minimum standards for the provision of First Aid cover are shown in Appendix 3).

3.4 Identification of Suitable Employees for First Aid Training

- The principal must ensure that candidates for First Aid Training are physically and educationally suited and are willing to undergo training and act as a qualified First Aider. Guidance may be provided by Occupational Health Service to assist the principal to identify suitable candidates (**see Appendix 1**).
- The principal must ensure that candidates are fully briefed on the role and requirements of being a First Aider. They must understand the health risks associated with rendering First Aid and be prepared to receive appropriate health and immunisation advice (**see Appendix 4**).

3.5 Role and Responsibilities of the Appointed Person

The appointed person is someone who:

- Takes charge when someone is injured or becomes ill.
- Looks after the first-aid equipment e.g., restocking the first-aid container.
- Ensures that an ambulance or other professional medical help is summoned when 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 training/refresher training, as appropriate. For example:

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

3.5 Role and Responsibilities of the First Aider

The First Aider's roles include:

- The administration of First Aid, up to but not exceeding the level of their training.
- Ensuring that any incident and any treatment given is recorded in a suitable local register.
- Reporting immediately to the Appointed Person, Principal or Vice Principal, an occurrence requiring the attendance of a student, member of staff or any person at hospital. Please refer to the document
- Ensuring that all spillages of body fluids are cleaned up promptly.
- Maintaining stocks within the First Aid Kit/container (see Appendix 2).
- Ensuring, in liaison with management, that appropriate documentation is completed and that reportable accidents are reported to the line Manager as soon as possible after dealing with the immediate effects.

3.6 The First Aider's and Appointed Person's responsibilities include:

- Ensuring that their own recommended immunisations/injections are up-to-date;
- Reporting any illnesses or injuries which would preclude their abilities to administer First Aid, to local management to arrange alternative cover.
- First Aiders also have a responsibility to attend refresher training.

3.6 Responsibilities of the Training Provider

- Any First Aid training must be carried out in line with Health and Safety Executive (HSE) requirements and by registered and approved providers
- To maintain consistency in standards of First Aid training, wherever practicable, employees should be trained by the Academy approved Occupational Health Provider. Occupational Health Quality standards are in place and trainers have expert knowledge of schools.

3.7 The role of the training provider is to:

Provide advice and information relating to First Aid at Work, including any changes in regulations or employer requirements:

- Provide First Aid training in line with the Health and Safety (First Aid) Regulations 1981.
- Provide refresher training.
- Assess and certify students as competent to approved HSE standards.

4. Operational Procedures

4.1 The objective of this policy is to ensure that the Academy complies fully with the subject regulations. The Snowdon Village Academy will therefore provide or ensure: An assessment of need, **first aid needs assessment**, will be undertaken and regularly reviewed, appropriate to the circumstances of each workplace, taking account of:

- The nature of the undertaking
- The number of employees in each area of the Academy
- **Qualified First Aider's** are available on site when the Academy is operational. In exceptional, unforeseen and temporary circumstances an 'appointed' person will be selected to take charge of first aid arrangements and call the emergency services when required.
- A suitable **first aid room** is provided on site, together with equipment.
- **First Aid equipment**, materials and supplies will be available to First Aiders as appropriate. (See appendix 2)
- **An immediate response** is available in the event of a serious incident, or suspected serious incident and ensure that the Emergency Services are called immediately.
- **First aid assistance** to any person requiring attention on Academy premises.
- Appropriate **first aid arrangements** are made for staff and student engaged in fieldwork.
- In the event that an incident requires a first aid attendance **contact must be made via Reception** and giving precise details of the location by quoting:
 - The area of the Academy site
 - The room number or space name i.e. together with a room number that is close to the incident
 - If the incident is at an outside location as much location detail as possible.
- Unless exceptionally urgent, all requests for an ambulance must be made via Reception so that additional information can be transmitted to the Ambulance Control.
- Exact details of the incident slip, trip fall, faint, bleeding cut etc. must be given to the reception including
- **See Section 5 'Reporting and Recording' below):**
 - Staff or learner
 - Male or female
 - Approximate age.
- When a request for an ambulance has been made the following information will be required:
 - - What has happened
 - Where has it happened - the Academy Site and Postcode where you need the ambulance to attend
 - The postal area, nearest road junction or land mark

- Your telephone number
- How many people are involved and why you are calling
- Any special hazards that may be involved
- Do you need the police or fire service to attend (we will call them for you)
- The casualty's age and sex, if known
- Any other details which may assist.

4.2 The Appointed Person shall ensure that:

- An up-to-date list is maintained of all employees qualified to perform first aid at work.
- Suitable volunteer employees are trained to an appropriate level for the duties they will be required to undertake
- A duty rota for first aid cover is maintained.
- A suitable means of contacting the duty First Aider is always available.
- The First Aid Room is always maintained with adequate stocked and appropriate materials.
- Appropriate First Aid equipment and supplies are available to First Aiders, i.e. First Aid Containers
- All First Aiders, and other appropriate persons, receive a copy of the current First Aid Policy and Procedures and other information as necessary.
- All accident and incident reports are recorded in the SIMs database and all relevant paperwork retained for future reference.
- Reports in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations are made as appropriate.
- The Senior Management Team is informed of serious incidents without delay.
- An Annual Report is prepared and presented to the Governing Body

4.3 Those First Aiders approved by the Senior Management Team receive the current financial retainer.

4.4 Nominated First Aiders are not prevented from responding to casualties when required, whether as “Duty First Aider” or as back up.

4.5 Nominated First Aiders shall ensure that:

- They respond promptly to all calls for assistance and always act in the best interests of casualties.
- Incident Reports are completed and passed to the Vice Principal as soon as possible after the incident

- When on duty they carry and respond to the appropriate radio/pager.
- If they are unable to carry out their rota duty for any reason, they arrange appropriate alternative cover; where this is not achieved; they inform the appropriate manager or supervisor in time for alternative cover arrangements to be made.

4.6 Transporting Casualties

When an Academy First Aider decides that a casualty should be taken either to hospital or home, they must be transported:

- By ambulance when the casualty's condition is or is thought to be serious.
- When a casualty is transported by Ambulance, Academy First Aiders are not required to accompany them.
- By Academy transport (where available) and when the casualty's condition is not serious. When transported by Academy transport casualties must be accompanied by an Academy First Aider as well as by the driver.
- By taxi when no Academy transport is available and when the casualty's condition is not serious. When transported by taxi casualties must be accompanied by a Academy First Aider.
- The First Aider will determine if the casualty requires a Taxi to return to Academy/home address.
- Following registration at the hospital with medical staff, the First Aider may determine if they need to remain with the injured person or can return to previous duties, taking account of the casualties' trauma, personal circumstances etc.
- Where the injured person is under the age of 18 years, the first aider **must** remain until such time as a parent/carer has been informed and either the parent/carer attends or gives permission to the First Aider to leave the casualty with medical staff.
- If the First Aider, following consideration of all the facts determines that it is appropriate to leave the casualty, they must clearly state to medical staff of their intention to do so and medical staff must agree with this proposal.

5. Recording and Reporting

5.1 Reporting accidents to the HSE

- Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents must be reported to the HSE.
- These include:
 - Accidents resulting in death or major injury (including physical assault)
 - Accidents which prevent the injured person from doing their normal work for more than seven days (including acts of physical violence).

- For definitions of major injuries, dangerous occurrences and reportable diseases see HSC/E guidance on RIDDOR 1995, and “Reporting School Accidents” (1997 EDIS free information sheet)
- HSE must be notified of fatal and major injuries and dangerous occurrences without delay (eg by telephone – **0161 952 8276 or 0541545500**). This must be followed up within ten days with a written report on Form 2508. Other reportable accidents do not need immediate notification, but they must be reported to HSE within ten days on Form 2508.

5.2 Recording and reporting of any incidents requiring first aid

- One accident book will be kept in reception for staff, student and visitor accidents to be logged.
- Any reportable injury, disease or dangerous occurrence (including near miss) should be recorded. This must include:
 - The date and method of reporting
 - The date, time and place of the event
 - Personal details of those involved and brief description of the event or disease
 - What happened to the person immediately afterwards (E.g., went home, went back to class, went to hospital)
 - Name and signature of first aider dealing with the incident.
- The information used in these books will only be used to:
 - Help the Academy identify any accident trends and possible areas for improvement in the control of H&S risks.
 - Provide reference for future First Aider needs assessments
 - Provide information for insurance or investigative purposes.
- The Academy will keep accident records for a minimum of three years.

6. Additional Information

- The management of First Aid provision and the relevant arrangements will be part of health and safety audits conducted. If Trade Union Safety Representatives have any concerns over the provision of First Aid cover, they should raise them with the principal.
- **Indemnity and Insurance** - Where an employee acting in the course of their employment administers First Aid assistance to another employee or other person in the charge of the Academy, such as a student, they will be indemnified by the liability insurance for a claim of negligence relating to injury or loss caused by their actions, provided that:
 - They are an officially designated First Aider with a current valid First Aid at Work Certificate and have attended relevant refresher training.
 - They are an officially designated Appointed Person with a current valid appointed Persons Training Certificate and have attended relevant refresher training.
 - The relevant personal protective equipment (PPE) is used.
 - The First Aider or Appointed Person is acting in good faith.

- **Use of the “Epi Pen”** - Members of staff who have been trained in the use of the “Epi Pen”, whether by the parent, user or medical staff, will also be covered provided that:
 - The member of staff is adhering to protocols and acting within the limitations of their training
 - That the member of staff is acting in good faith.

Appendix 1

Selecting a Person to be Trained as a First Aider

The following information is provided as per the current Occupational Health and Welfare Service Policy.

- A person should be selected based on their reliability, willingness to become a First Aider; a disposition to dealing with sick or injured persons; good communication skills.
- Their aptitude and ability to absorb new knowledge, and their ability to cope with the stressful and physically demanding emergency situations is essential.

Essential Physical Requirements

- Bend down and kneel on the floor and bend over to administer First Aid including resuscitation
- Have no muscular or skeletal injuries to prevent completing First Aiders' tasks
- Have the ability to move in awkward places (e.g. confined spaces)
- Have the ability to administer ventilation (breaths) over a period of ten minutes
- Have no medical condition that will prevent them from giving treatment to casualties

Educational Ability

- Ability to absorb new knowledge
- Accept responsibility
- Pass written and practical assessments

Other Requirements

- Be prepared to complete a short questionnaire in line with health requirements
- Be prepared to be immunised in line with recommendations
- Their normal duties should normally allow them to go immediately to deal with an emergency

Appendix 2

First Aid Equipment and Facilities

- An appropriate environment to render First Aid or allow a person to rest (minor illness) must be provided. This environment should be private, allow access to hand washing facilities, drinking water and toilet facilities and should enable the casualty to sit or lie down as needed.
- A minimum of one First Aid container of appropriate size should be provided for each building and any Academy vehicle. Passenger carrying vehicles (PCV) and minibuses must carry First Aid kits that comply with PCV and Minibus Regulations. Each First Aider should have their own First aid kit for rapid access in an emergency situation.
- All First Aid kits/containers should be identified by a white cross on a green background and contain the following minimum items:
 - A leaflet or guidance card giving general advice on first aid
 - Individually wrapped sterile adhesive dressings (blue detectable in food preparation areas)
 - Medium (approx. 12cm x 12cm) individually wrapped, unmedicated wound dressings (2 min)
 - Large (approx. 18cm x 18cm) individually wrapped unmedicated wound dressings (2 min)
 - Sterile eye pads
 - Triangular bandages
 - Safety pins (min 6)
 - Disposable gloves, individually wrapped (4 min)
 - 1 bottle of sterile water or normal saline should be supplied where tap water is not available
 - 1 resuscitate mouthpiece and
 - Pencil and paper
- Quantities should be decided upon in the light of risk assessment, considering the numbers of staff and students.
- There must be no medication within the First Aid kit/container and administration of medication in a First Aid situation is not part of a First Aider's role.
- Bleach (Sodium Hypochlorite), or one of the available proprietary combined soak and disinfectant products, should be available in the workplace for cleaning up spillages of body fluids but should not be located with, or in the first aid container. Clinical disposal bags should also be provided.
- Arrangements should be in place for the senior technician to obtain supplies.

Appendix 3

Minimum standards for the provision of First Aid cover

Secondary Schools requirements	Competence (Level of competence expected following training attendance)
<p>2 Persons (2 Full First Aiders + 1 additional full first aider for every additional 100 staff or part thereof + 1 Appointed Person per floor.</p> <p>A local risk assessment will need to be undertaken to determine whether First Aid cover over and above the minimum standard will be required to take account of local hazards.</p>	<p>In compliance with the First Aid at Work Policy.</p> <p>1a – Full First Aid at Work Certificate (4 days): On completion of the course delegates will be competent to administer First Aid as per the standard criteria as required by a Health & Safety Executive Approved Course Syllabus and the guidance given by the DFES guide “Guidance on First Aid for Schools</p> <p>1b – Annual Refresher Training (1/2 day): On completion of the course delegates will have refreshed the skills they attained with respect to the above training</p> <p>1c – Three Yearly_Full First Aid at Work Certificate Refresher Training (2 Days): On completion of the course delegates will have re-qualified with respect to the training in (1a) above in order to validate their training for a further three years.</p> <p>2a – Appointed Persons Certificate (i) Appointed Persons Certificate (1 Day): On completion of the course delegates will be competent to take charge of first aid arrangements and any emergency First Aid situation, as required by a Health & Safety Executive Approved Course Syllabus.</p> <p>2b – Three Yearly Appointed Person Refresher Training (1 Day): Appointed Persons Refresher (1 Day): On completion of the course delegates will have requalified in the skills they attained with respect to the training identified in (2ai) above in order to validate their certificate for a further three years.</p>

Appendix 4

Immunisation Recommendations for First Aiders

Tetanus

- Immunisation is recommended for the entire population and by school leaving age most people will have received five doses of Tetanus immunisation.
- Those who have not received immunisation in childhood should receive a course of three immunisations with booster doses at 10 and 20 years.
- Booster doses are not required where individuals have had a total of five immunisations against Tetanus in their lifetime, except at the time of a tetanus-prone injury.

Hepatitis A

- Immunisation is recommended for employees working in residential care with clients who have learning disabilities and for workers exposed directly to sewage or other human faecal matter.
- One year of protection is given by a single dose of immunisation. A booster dose one year later can be expected to provide effective immunity for ten years. Immunisation requirements should then be reviewed.

Hepatitis B

- Immunisation is now recommended for employees where risk assessment shows a reasonable risk of exposure to used needles, human bites, or to any human body fluids other than saliva, urine or faeces.
- Immunisation is therefore recommended for:
 - Staff employed in residential facilities for the care of children and adolescents
 - Social workers involved in the care of children and adolescents
 - Staff having regular physical contact with children or adults with learning disabilities
 - Probation Officers and other staff coming into regular contact with prisoners or offenders of any age
 - Community care workers
 - Contract Services employees who work in council properties and
 - First Aiders
- The immunisation programme consists of three doses of vaccine and a blood test following these to determine if immunity has been established. There are a small percentage of people who even though they receive the vaccine, do not acquire immunity.
- It is recommended that individuals seek immunisation through their GP. In some circumstances there may be charge for the vaccine and subsequent tests, in which cases the employer should reimburse first aiders.

Appendix 5 First Aid and Administering Medication

Bristol Futures Academy:

BFA 'First Aiders' onsite.
○ <i>Jake Mitchell – LSA</i>
○ <i>James Grant – LSA</i>
○ <i>Kat Allen – HTLA</i>
○ <i>Luke Bugler</i>
○ <i>Matthew Duffield</i>
○ <i>Christopher Cottrell – LSA</i>
○ <i>Sandy Pockett</i>
Administering medication
○

City School – HQ

HQ - First Aiders on onsite.
○ <i>Jenna Wilmott – HQ Centre Manager</i>
○ <i>Sajida Sadiq – LSA</i>
○ <i>Matthew Duffield</i>
○ <i>Jake Mitchell – LSA</i>
Administering Medication
○ <i>Jenna Wilmott – Centre Manager</i>

City School – Kingwood

Kingswood – First Aiders onsite.
○ <i>Cheyne Quinn – LSA</i>
○ <i>Zemroy Thomas – LSA</i>
○ <i>Imogen Hopkins – SEN Advisor</i>
○ <i>Ray Perrett</i>
○ <i>Hayley Pates</i>
Administering Medication
○ <i>Rachel Mallett</i>

Engage

Engage – First Aiders onsite.
○ <i>Derek Scale – Pastoral Lead</i>
○ <i>Jason Edwards – HTLA</i>

The Nest

The Nest 'First Aiders' onsite.
○ <i>Hope Allen – Centre Lead</i>

<ul style="list-style-type: none">○ <i>Melanie Burdon – Learning Mentor</i>
<ul style="list-style-type: none">○ <i>Abi Kirby-Shoyer – Learning Mentor</i>
<ul style="list-style-type: none">○ <i>Kim Dew – Curriculum Lead</i>
The Nest - Staff who can 'Administering Medication'
<ul style="list-style-type: none">○ <i>Hope Allen – Learning Mentor</i>
<ul style="list-style-type: none">○ <i>Melanie Burdon – Learning Mentor</i>
<ul style="list-style-type: none">○ <i>Abi Kirby-Shoyer – Learning Mentor</i>
<ul style="list-style-type: none">○ <i>Kim Dew – Curriculum Lead</i>