

## EXPLORE    INSPIRE    RESET    DEVELOP

### First Aid and Medical Policy

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#### 1. Statement of purpose

1.1 First aid is an important part of the South Brockwells Farm's (SBF) provision for health and safety. The purpose of this policy is to ensure that the procedures for dispensing first aid and medicines at SBF are set out clearly in accordance with legislation and DfE advice.

1.2 This policy primarily relates to staff and students with minor or short-term or one-off medical issues.

#### 2. Background

2.1. Health and Safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises – i.e. pupils/students, and visitors (including contractors).

2.2. It is also accepted that some students may require medical treatment and/or medication during learning hours. After consultation and written agreement with parents and nominated staff, such treatment may be given, following the principles set out in this policy.

2.3. The purpose of first aid is twofold:



- in cases where a person will need help from a medical practitioner or nurse, to give treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained
- to treat minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

2.4. It is on this basis that facilities and arrangements for first aid should be provided at SBF.

### 3. Roles and responsibilities

3.1. The Partners of South Brockwells Farm, as the employers, are ultimately responsible for all health and safety matters at South Brockwells Farm. The partners have responsibility for overseeing and monitoring the implementation of this policy, ensuring statutory requirements are fulfilled.

3.2. Employees' conditions of employment do not include giving first aid, although some staff volunteer to undertake medical support and provide first aid. All staff are expected to aid pupils/students in emergencies and call for assistance, as part of their duty of care.

3.3. The Director of Education and Events is responsible for putting this policy into practice, and for ensuring that all staff, students and parents/carers are aware of this policy, including the arrangements for first aid and medical treatment.

3.4. The Director of Education and Events must assess the level of risk associated with the activity and determine the level of first aid provision which is suitable.

3.5. Many of the factors listed below will influence the decision:

- the distance of the farm from a casualty department
- type and level of risk of activities being undertaken (eg working with some animals/outdoor education could be considered high risk activities)
- if an employee is isolated
- the size of the group (eg numbers of staff and students)

3.6. The standards outlined in this document are minimum standards and it may be necessary to provide a greater standard of provision than minimum levels stated within.

### 4. Developing a first aid system

4.1. An efficient system to deal with injuries in the establishment is of paramount importance. Consideration should be given to the following:

- first aiders should be appointed by the Director of Education and Events and clearly noted on file.
- procedures by which first aiders can be contacted in an emergency should be developed
- all persons at SBF should be made aware of who the first aiders are and how they can be contacted; this information should be displayed prominently around the premises.
- new employees, temporary employees, volunteers and students must be informed of emergency arrangements and procedures.
- consideration should be given to how people will know which first aider is available on a particular day if this changes



- details of how to contact the emergency services, hospitals or GP should be recorded and communicated where necessary; this may include details of use of a particular telephone system
- siting of first aid boxes and equipment should be considered
- the establishment of a procedure for the treatment of minor first aid
- procedure and arrangements that will be required for visitors to the farm
- ensuring that first aiders are made aware of SBF's process for reporting incident.
- first aid procedures need to be considered in other emergency procedures, e.g. fire.

## 5. First aid provision levels and training

### 5.1. Levels of first aid provision

5.1.1. There are three main levels of first aid provision that can apply to a variety of establishments; however there are additional levels that may apply to specific environments for example nurseries.

The levels of first aid provision that apply to SBF are:

**Appointed Person (AP)** Where an assessment identifies that a designated first-aider is not required, the minimum requirement is an AP.

Role:

- Take charge of first aid arrangements, including looking after equipment and facilities
- Take control of an emergency situation, eg calling the emergency services; sending a responsible person to open gates and direct an ambulance crew to the injured person if necessary; ensuring children and onlookers are kept away from the scene; obtaining details from the ambulance crew regarding where the injured person will be taken. They do not provide first aid treatment or need to be first aid trained to fulfil their role. However where the AP has undertaken the Emergency First Aid at Work (EFAW) qualification, they may assume both roles.

**Emergency First Aid at Work (EFAW)** The 1 day EFAW certificate is generally suitable for low risk environments such as offices and shops.

Role:

- Provide emergency first aid treatment only (eg resuscitation, control of bleeding, treatment of burns and unconscious casualties).
- In the absence of an AP, take control of an emergency situation (see above)
- in the absence of an AP, take charge of first aid arrangements, including looking after equipment and facilities. They have far less training than qualified first aiders and cannot, therefore, be considered as substitutes for first aiders.

### 5.2. Training and recertification

5.2.1. On successful completion of a FAW, EFAW or PFA courses, candidates are issued with a certificate valid for three years. They then need to undertake the relevant course as appropriate to obtain another three year certificate.

5.2.2. Every effort should be made to make sure that first aiders attend the relevant course within the three month period prior to the certificate expiry date. The new certificate will then take effect from the date of expiry. However, where it has not been possible to re-qualify in this three month



period, there is a 28 day period of grace within which a FAW recertification course should be completed. Please note that first aid cannot be administered beyond the date of expiry of the appropriate first aid certificate until the member of staff has re-qualified.

5.2.3. Anyone re-qualifying within a period of certificate extension will have their new certificate dated from the expiry date of the previous one. Any first aider who is not able to complete a course up to a maximum of 28 days after the expiry date of their three year certificate, will need to undertake a full First Aid at Work or Emergency First Aider in the Workplace course, to obtain a valid certificate.

5.2.5. The Health and Safety Executive (HSE) strongly recommends that it is good practice for first aiders to complete annual 'refresher' courses during any three year FAW or EFAW certification period.

5.2.6. First Aid training must only be delivered by organisations regulated by Ofqual.

#### Risk Protection Arrangements.

#### 5.4. Recommended scale of provision

5.4.1. The Director for Education and Events is responsible for ensuring that there is a sufficient number of first aid qualified staff on site and supporting any off site activities.

5.4.2. SBF shall have as a minimum one member of staff who is a trained first aider in the workplace at all times.

#### 5.5. Visitors, contractors and letting of premises

5.5.1. It is reasonable for the academy's first aid arrangements to include visitors who may be on the premises, eg parents.

5.5.2. Where a contracting firm is working on the site for a period of time, it is reasonable to expect that their employer has made arrangements for their first aid cover. This should be confirmed with the contractor or the member of technical services staff responsible for the contract during the pre-work liaison meetings. It would be reasonable, however, to provide first aid if required in an emergency.

### 6. First aid equipment and facilities

#### 6.1. First aid box

6.1.1. The main first aid box is located in the kitchenette of the classroom at SBF which takes into consideration the following points:

- all staff should be able to reach a first aid box within approximately 3 minutes at all times whilst they are on the premises
- boxes should be located in or close to hazardous areas e.g. stables and craft preparation areas. Where possible, it is recommended that the box be located near to hand washing facilities.
- only authorised users should use first aid materials except in an emergency
- containers should be made of a suitable material to protect contents from dirt, damp or dust. The container must be identified by means of a white cross on a green background in accordance with the Safety Signs and Signals Regulations 1996.



#### 6.1.2. First aid boxes should:

- contain a sufficient quantity of first aid equipment and nothing else (the list of items which can be contained in first aid boxes is in annex 2)
- contain only those items which first aiders have been trained to use.
- have their content replenished as soon as they are used
- be checked regularly to ensure sufficient materials are available for use and to ensure expiry dates are still current.

#### 6.1.3. Travelling First Aid Kits should be available to all groups operating off site.

#### 6.4. First aid room

6.4.1. SBF must have a suitable room that can be used for medical treatment when required and for the care of students during learning hours. The room must contain a washbasin and be reasonably near to a WC. It does not need to be used solely for the purposes of first aid but must be readily available for use when required and a first aider should be responsible for the room and its contents

#### 6.5. First aid notices

6.5.1. First aid notices, indicating the location of the nearest first aid box, and a list of SBF's Appointed Person and First Aiders are prominently displayed throughout the Farm.

### 7. Procedure for medication and first aid

#### 7.1. Administration of medicines to children

7.1.1. Medicines should only be administered at SBF when it would be detrimental to a child's health or school attendance not to do so.

#### 7.2. Procedure for unwell pupils/students

- If a student is feeling unwell they should report it to their group leader who can seek medical attention if required.
- If a student is too unwell to remain in lessons, parents/carers/school will be contacted to take them home. This will normally be with the permission of the Director of Education and Events.
- In cases where illness may warrant hospital treatment, staff will inform the parent/carer, escort the pupil/student and await the parent/carer's arrival
- When a pupil/student has received first aid, the parent/carer will be informed if the condition is constant or may need further treatment

#### 7.3. Procedure for first aid

- If an accident occurs, resulting in injury, first aid staff should be notified immediately.
- First aid staff will perform emergency first aid
- In all cases of accident in the academy, accident forms should be completed by the attending medical staff.
- The Director of Education and Events should be notified of all pupils/students who require hospital treatment

#### 7.4. Hygiene/infection control



7.4.1. The use of strict hygiene procedures will minimise the risk of contracting an infectious disease. It is the responsibility of SBF to ensure that they have suitable hygiene procedures in place, that first aiders and other responsible persons e.g. site and cleaning teams are familiar with:

- All staff should take precautions to avoid infection and must follow basic hygiene procedures. This is essential with regard to hand washing and cleaning equipment
- Those dealing with injuries should cover all cuts and/or abrasions before treatment is started
- Disposable gloves and aprons must be used
- Dressings and/or infected materials should be placed in a sealed plastic bag
- Needles and blades should be placed in a 'sharps' container and disposed of following health and safety guidelines. Containers are kept with the First Aid kit and the First Aid Point.

## 7.5. Transporting injured pupils/students

### 7.5.1. Use of an ambulance

(i) An ambulance should normally be called in the event of a serious injury/illness. However, if there is any doubt, staff should not hesitate to call an ambulance. The ambulance service is always ready to respond in these circumstances.

(ii) Serious injuries include a suspected bone fracture, a probable injury to a joint; severe wounds with bleeding or shock or where the wound is grossly contaminated with dirt; burns and scalds, except for very small areas; head and eye injuries.

(iii) The distinction between these groups cannot be clearly defined and injuries mentioned are only given as guides. The Director of Education and Events must, therefore, decide on the appropriate action to be taken in each case.

(iv) It is recommended that a member of staff accompany the student to hospital. This could be a suitably qualified and experienced member of support staff.

### 7.5.2. Use of a taxi

(i) If a taxi is used, a member of staff must accompany a student. Use of a taxi would require only one member of staff. The taxi could be used in circumstances to take a student home where the parent/carer does not have transport.

## 7.6. Handing over the responsibility for an injured pupil/student to the parent

(i) Initially it is the Director of Education and Events's responsibility to endeavour to contact the parent/carer of an injured student to make arrangements for the necessary treatment.

(ii) If the parent/carer cannot be reached, it is the responsibility of the Director of Education to make appropriate arrangements and to contact the parent/carer at the earliest possible time.

## 8. Record keeping

### 8.1. Records should be kept for the following:

- All first aid administered. This can be a book, a form or an online system and should include the following: name of person who had an accident, occupation, date of entry, date and time of accident, place and circumstances, type of injury - treatment given, ambulance/ hospital, parents informed, signed



- all accidents that occur on the premises (entered in the first aid book or the online Incident Reporting System)
- all medicines administered
- allergies that a person may have, eg plasters
- stock control (first aid boxes)
- Details of staff who are first aid trained, including the type of qualification and certification dates

#### 9. Policy status and review

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