



London Design & Engineering UTC

First Aid Policy

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First Aid Policy

Introduction

The Directors of the London Design and Engineering (LDE) UTC 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 LDE UTC will ensure that there are adequate and appropriate equipment, facilities and procedures for providing first aid at the UTC.

Aims and objectives

This policy aims to identify effective systems for ensuring the provision of adequate and appropriate first aid equipment, facilities and personnel at LDE UTC both on and offsite.

- to identify the first aid needs of the LDE UTC in line with the Management of Health and Safety at Work regulations;
- to ensure that first aid provision is available at all times whilst there are people on LDE UTC premises or on off-site visits;
- to ensure that there are appropriate number of suitably trained first aiders on site and maintain a training log;
- to provide awareness and training to staff, students and visitors on First Aid arrangements at the LDE UTC
- 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.

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.

The aims of first aid are threefold:

1. saving life by prompt and initial action;
2. preventing the injury or condition from deteriorating;
3. helping recovery through reassurance and protection from further danger.

Arrangements

- LDE UTC will provide First Aid cover during the working hours of the UTC week and where appropriate and necessary out of UTC hours.
- Those leasing the LDE UTC premises for non-LDE UTC activities are expected to make their own First Aid arrangements.
- First Aid information will be readily available. Employees and students will be informed who to call and how to call for help.

- First Aid Kits for minor injuries will be available for use in appropriate areas of the LDE UTC.
- There are sufficient named Appointed Persons who will take charge in an emergency, or in exceptional circumstances when a trained First Aider may not be available.
- Suitable arrangements for reporting incidents and accidents as per the LCOP "Arrangements for reporting accidents in Schools & Colleges".
- The Principal and Board of Directors will ensure that there is an adequate number of qualified First Aiders and Appointed Persons at the LDE UTC

First Aiders and Appointed Persons

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:

- undertaking first aid treatment in accordance with their training;
- summoning an ambulance or other external medical services;
- liaising with the premises manager to ensure first aid kits are fully stocked and refilled after use;
- keeping suitable records of all treatment administered.

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:

- taking charge when someone is injured or falls ill;
- calling an ambulance (where required); and
- being responsible for first aid equipment e.g. re-stocking the first aid box.

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).

A full list of First Aiders will be held at reception and will be prominently displayed throughout the LDE UTC especially in the Engineering Workshops 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.

LDE UTC for Year 3 (with well over 400 staff and learners in total) will have six trained Lead First Aiders. These will be:

- Sharon Sahota
- James Wayland

- Carla Dooks
- Hitesh Patel
- Joshua Button
- Anne-Marie Majek

The LDE UTC senior leadership team will all be named as appointed persons.

First Aid Training

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

The names of the school's qualified First Aiders are displayed In Reception office.

First Aid Boxes and Contents

First Aid boxes are to be located in positions accessible from each laboratory, gymnasium or sports hall, workshop, kitchen or catering area. Each Science prep room, workshop prep room and Catering facility has individual First Aid boxes available.

Access to first aid boxes should be available at all times to all staff members, the details of which will be signposted locally.

First aid boxes should be strong and impervious to damp and dust. They must be clearly marked "first aid", and preferably display a white cross on a green background. The Trained First Aider must be provided with a "First Aider Only Box/Bag" suitable for being transported from LDE UTC in an emergency (e.g. fire drills).

In order that first aid boxes may be used by persons who are not trained First Aiders without aggravating injury, boxes must contain only the following items:

- A card or leaflet, with general first aid guidance
- 20 individually wrapped sterile plasters (assorted sizes),
- 2 sterile eye pads
- 4 individually wrapped triangular sterile bandages.
- 6 Safety pins
- two large, individually wrapped, sterile, unmedicated wound dressings;
- six medium-sized, individually wrapped, sterile, unmedicated wound dressings;
- 6 pairs of disposable gloves.
- In Kitchen areas etc. blue (detectable) plasters must be available.

The following additional items may be kept in the "First Aider Only Box" for use only by the trained First Aider:

- Cotton wool 15g packets

- Scissors 5", 1 blunt, 1 sharp point
- Forceps or tweezers
- Kidney dish 6"
- Cetrimide antiseptic cream 50g (ea. Savlon or Cetavlex) Cetrimide antiseptic (suitably diluted for use) • Bowl, plastic, 14" diameter.
- Clean wipes

First Aid / Medical Room

The LDE UTC will have a room for the treatment and care of staff/students, which will contain the following.

- a first aid box
- drinking water with paper cups
- Medical Exam Table/Bed
- a comfortable chair
- a bowl
- a table
- Soap and towels (paper or otherwise)

First Aid Procedures

The appendices contain the following procedures:

- i. Procedure in the event of an accident, illness or injury, (**see Appendix 1**)
- ii. Procedures for Personal Medication, (**see Appendix 2**)
- iii. Procedures for Emergency Hospital Attendance, (**see Appendix 3**)
- iv. Procedures for infection control, (**see Appendix 4**)

Recording accidents, injuries and illness

All accidents, injuries and illnesses will be recorded in the accident book, signed and dated by the first aider attending the accident, injured party or seriously ill person and the senior member of staff on duty at the time of the Accident.

Investigating accidents, injuries and illness

The UTC chief financial officer (CFO) will monitor and arrange to investigate all cases of accidents, injuries and illnesses according to the health & safety policy and report as required to the Principal and Board of Directors

Known Medical Conditions

The UTC Office and reception will hold a list of students with known medical conditions, symptoms and treatments (compliant with Data Protection) and will react accordingly to the information provided by parents.

Staff will be made aware of any colleagues known conditions as appropriate.

Liability

The UTC's 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 UTC's insurers will support the actions of its employees in the event of a legal case relating to first aid treatment.

Monitoring and evaluation

All accidents, injuries and illnesses will be recorded on in the accident book. This data will be used to.

- monitor and evaluate the effectiveness of the Health & Safety policy and procedure.
- monitor and evaluate the risk assessment process.
- demonstrate defensible decision making in the event of complaints being made.
- engage and inform the work of the site and premises staff.
- report to Directors in order for them to evaluate the Health & Safety work of the UTC.
- inform the evidence presented in the UTC's chosen form of self-evaluation.

The UTC will review this policy annually and assess its implementation and effectiveness.

Appendix 1

Procedure in the event of an accident, illness or injury

An Emergency First Aider or will deal with all accidents, injuries or illnesses sustained by students, staff or visitors.

Students

If attention is required by a student during a lesson, they must be directed and accompanied to reception provided it is safe for them to do so to seek assistance. If it is deemed inappropriate to move the student, then a responsible person/student should be sent to seek assistance either from the nearest first aid station or from reception.

If it is necessary to send students home, the Appointed Person/First Aider at Work will liaise with the Assistant Principal, Pastoral care and parents/carers to make the necessary arrangements. Students should not be allowed to make their own way home and if home contact is not possible the students will remain on site until this has been achieved.

Transport for a student may be required for non-emergency hospital treatment, parents/carers will be contacted to request transport in the first instance. However, if parents/carers are not available, a taxi will be called to transport the student to hospital, accompanied by the Appointed Person or First Aider, whilst the UTC continues to secure home contact.

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 3. A member of staff must accompany the injured student to hospital and stay with them until a parent or guardian arrives.

During non-lesson time, reception must be contacted for all incidents. These will 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.

If a serious incident occurs during a UTC trip the teacher in charge will telephone the school to inform the Principal or nominated person, who will contact the parent/carer of the child. If the incident is very serious or fatal the procedure for contacting the LA as outlined on the Emergency Card will be followed. For all trips the UTC mobile phone will be taken and the number recorded on the Risk Assessment form prior to the trip.

Whenever possible a First Aider will accompany children on school trips. First Aid kits will be taken to deal with minor incidents.

It is the responsibility of the teacher who has taken responsibility for first aid to ensure that all inhalers needed by pupils are collected from the Medical Room prior to the trip.

Staff and Visitors

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 UTC requires an ambulance all efforts must be made to contact a member of the family or work colleague unless requested otherwise by the person.

Appendix 2

Personal medication

Students

- i. 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.
- ii. Students' personal medication must be in the original packaging labelled with the student's name, address and dispensing instructions, and must be kept securely locked in the medical cabinet in the medical room.
- iii. 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 medical room and needles/sharps must be disposed of in the medical room using the sharps bin provided.
- iv. Any medication found in the possession of a student without the appropriate parental consent will be removed and the parent will be contacted for consent.
- v. Administered medication should be recorded in a medication log.
- vi. Epi-pens must be kept in an unlocked drawer in the medical room during UTC hours, but must be locked away in the medicine cabinet outside UTC hours.
- vii. No medication other than that supplied from home according to the above procedure will be issued under any circumstances.
- viii. Any medication found to be past its expiry date should be collected by parents/carers for disposal.
- ix. Any medicines which need to be administered during the UTC day whilst a student is on a trip must be placed in the possession of a responsible adult to supervise the dosage.
- x. First aiders will only administer medication where the appropriate training has been given in line with the student's care plan.
- xi. Under no circumstances will a child be permitted to take medication brought in by another student.
- xii. In an emergency, inhalers **MUST NOT** be transferred from student to student, the emergency services should be called.

Staff

- i. Staff are responsible for their own medication and must ensure that any medication brought into college for their own personal use is kept securely in a place where students will not have access to it.

- ii. Staff must ensure that the UTC is made aware of any medication that might need to be administered in an emergency including allergies that may require the use of an Epi-pen.

Appendix 3

Procedure for emergency hospital attendance

Actions to take in a situation where an ambulance is required.

The Appointed Person / First Aider

- i. contact reception immediately
- ii. give clear details of the student's name and the reason for the emergency call
- iii. clearly state the location of the student and the action already taken and the physical state of the student
- iv. stay with the student
- v. attend hospital with the student unless the parents are available on site

Reception staff

- i. ring the emergency services using 999 immediately;
- ii. give clear instructions about the student's name and condition;
- iii. contact the parents /carers/emergency contact to request attendance at the UTC;
- iv. confirm using SIMS.net any medical conditions relating to the student;
- v. arrange for the ambulance/first responder to be met at the UTC entrance to give directions to the student and accompany them;
- vi. inform the Assistant Principal (Pastoral Care) and or Principal.

If reception is unavailable the First Aider at Work should summon assistance from the Assistant Principal (Pastoral Care), Vice Principal or Principal.

During an offsite visit first aid procedures become the responsibility of the teacher in charge.

Appendix 4

Procedures for Infection Control

To minimise risk of infection whilst administering first aid (for example, from hepatitis B and HIV), first-aid personnel should wear gloves at all times and cover all exposed cuts or abrasions on their own bodies with a waterproof dressing before administering treatment. They must also wash their hands before and after applying dressings. If the casualty is bleeding from the mouth the blood should be wiped away using a clean cloth or handkerchief. Although mouthpieces are available for administering mouth-to-mouth resuscitation, they should only be used by trained personnel as incorrect use may cause bleeding.

Disposable nitrile/vinyl gloves and aprons should be worn whenever blood or other body fluids are handled and disposable materials such as paper towels and sanitising powder should be used to mop up any substances. These are available from the medical room. All disposable items should be disposed of in plastic bags. Contaminated work areas should be suitably disinfected and soiled clothing should be washed on a hot cycle or advice given to this effect if washing is sent home.

If contact is made with any other person's body fluids the area should be washed immediately and medical advice sought.