

First Aid at Work Policy

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School:	<i>All</i>
Issue:	<i>3.3</i>
Owner:	<i>Kirsty Mackey</i>
Approved by:	<i>The Executive Board</i>
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2. Issue and Revision History

ISSUE & REVISION			
Issue	Description	Author	Effective Date
1.0	Initial Release	T. Warner	01/08/09
1.1	Annual Review	J. Payne	04/08/10
1.2	Annual Review	J. Payne	26/08/11
1.3	Addition of first aid policy contents	T. Warner	30/11/12
2.0	Annual Review Renamed from 'Dealing with Injury' and reclassified as a sub-policy within Health & Safety. Revised document structure removing 'Reference Documents', added 'Summary' section, added 'Document Release', added 'Next Review Date', updated 'Scope', updated 'Definitions and Acronyms'	T. Warner / J. Payne	26/08/13
2.1	Annual Review	T. Warner	27/08/14
2.2	Annual Review Change to 7.1 and reference to First Aid Kit Contents. Removal of Appendix A	T. Warner / D. Payne	30/09/15
2.3	Annual Review	T. Warner / D. Payne	30/09/16
2.4	Annual Review	D. Payne	30/09/17
2.5	Review and re-write Change of ownership Title change to 'First Aid at Work'	K. Mackey	05/11/19
2.6	Annual Review Updated responsibilities in 7.1.1 & 7.1.2	K. Mackey	25/08/20
3.0	Annual Review Reformatting	K. Mackey / T. Warner	31/08/21
3.1	Annual Review Update 8.2.8 Removed reference to driver	K. Mackey	06/09/22
3.2	7. Changed responsibility title	K. Mackey	29/08/23

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	8.4.2 Site manager becomes HOS	and J. Payne	
3.3	Annual Review	K. Mackey and J. Payne	23/08/24

3. Summary

This procedure applies to both minor and major injuries to end-users and staff and includes all situations and events falling within the scope of the emergency first aid qualification attained by staff members. It is essential that when a first aid situation occurs you follow your training and ensure the safety of the group for which you are in charge. It is important that an [F0035HS Accident Report Form](#) is completed. With all head injuries a 'D0024HS Head Injury Advice' MUST be completed and issued and the guidance contained within it followed. First aid kits are issued to Lead Instructors and it is your responsibility to monitor their use and replenish used items in a timely manner.

4. Document Release

This document has been reviewed in accordance with the Educ8 Quality System and the requirements of this policy/procedure. Staff have been made aware of its issue, including any updates/amendments to its contents and where necessary appropriate training has been provided to those staff.

Where policies are available for download online, the previous version is removed and this new version replaces it.

The release of this document is indicated by the effective date.

5. Purpose

As part of our general health and safety duties, we aim to ensure that appropriate first aid arrangements are in place.

We aim to minimise risk by:

- providing sufficiently trained first aiders (or appointed persons) to adequately meet our business needs
- maintaining an adequate provision of first aid equipment and supplies
- providing enough information to employees to enable first aid assistance to be sought during normal working hours
- where work is regularly undertaken outside normal working hours, to

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provide adequate first aid cover

- periodically reviewing our risk assessment, which determines what first aid facilities and personnel are necessary to meet the needs of our business. The risk assessment considers a number of factors, including the size of our business; the type of business; the building layout; past history of accidents; proximity to emergency medical services; the needs of travelling and/or lone workers, working patterns and first aid cover in times of sickness or annual leave.

This policy is not contractual but aims to set out how we manage the provision of first aid in our business.

6. Scope

This policy covers all employees, workers, contractors and agency workers, as well as visitors to our premises and learners attending our premises.

7. Definitions and Acronyms

Delivery Staff	Members of Educ8 Group staff employed to provide services to end users eg. Coaches, Tutors etc
Incident	Any accident, cause of injury (ie. head injury or fracture), child protection/safeguarding allegation/event, or any other event that failed to be controlled using risk reduction controls.
First Aider	Most senior responsible staff member on site with an appropriate first aid qualification meeting HSE requirements
Learners	All students, participants and users of Educ8 learning programmes. Generally these are under 18 years of age.
Supporting Staff	Volunteers, apprentices, work experience students and other members of the team present during service delivery.
Responsible Director	Director with responsibility for First Aid

8. Policy

8.1 Responsibilities of first aid personnel

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8.1.1 First aiders have the following duties and responsibilities:

- responding promptly to all requests for assistance
- summoning further help if necessary
- looking after the casualty until recovery has taken place or further medical assistance has arrived
- reporting details of any treatment provided.
- Identifying pre-existing medical conditions detailed on end-users medical forms, passing on any relevant information to the emergency services if necessary.

8.1.2 Appointed persons are responsible for:

- taking charge when a person has been injured or falls ill and there is no first aider available
- calling an ambulance where necessary
- looking after the first aid equipment and ensuring that first aid kits are restocked when necessary (see Appendix A)
- Ensuring Medical forms are obtained for each learner and are kept up to date and accessible to all first aid personnel.

8.2 Procedures

The following general first aid related procedures are to be followed by all employees and workers:

8.2.1 If anyone is taken ill or has an accident on our premises, a first aider should be called to give assistance. No-one should attempt to give first aid treatment unless suitably qualified.

8.2.2 All accidents must be recorded on an [F0035HS Accident Report Form](#). Accidents should be categorised as either Minor or Major (see appendix B). If a head injury is suspected then [D0024HS Head Injury Advice](#) should be issued to a parent or guardian.

MINOR

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1. Parents/guardians should be informed of the accident by telephone or in person by the Appointed Person
2. A copy of the [F0035HS Accident Report Form](#) should be passed to the parent/guardian and/or the referring school.
3. Parents/guardians should be contacted by the Appointed Person within 24 hours to check on the well-being of the casualty. This should be recorded on the [F0035HS Accident Report Form](#) and if necessary re-classified.

MAJOR

1. First Aid administered and Emergency Services contacted if appropriate
 2. Parents/guardians should be informed AS SOON AS POSSIBLE of the accident
 3. The Responsible Director for Health & Safety should be contacted AS SOON AS POSSIBLE of the accident
 4. A copy of the [F0035HS Accident Report Form](#) should be passed to the parent/guardian and/or the referring school.
 5. Parents/guardians should be contacted by the Appointed Person within 24 hours to check on the well-being of the casualty. This should be recorded on the [F0035HS Accident Report Form](#) and if necessary re-classified.
- 8.2.3 No employee should use his/her private car to transport a casualty to hospital. If an ambulance is not required, a taxi is to be used and someone should accompany the casualty to the hospital.
- Parents/guardians and the referring school should be contacted in order to provide an appropriate person to accompany the casualty.
- 8.2.5 Anyone who needs access to a first aid kit for personal use should not remove it from its designated place
- Any loss or damage to first aid equipment must be reported to an appointed person

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If a first aid kit is poorly stocked, this should be reported to an appointed person. Stock should be re-ordered in a timely manner (see Appendix A)

8.2.8 All staff are expected to carry a first aid kit with them at all times when chaperoning a casualty. They are responsible for its safe-keeping and for keeping it adequately stocked.

8.2.9 All accidents will be recorded in our online [Accident Book](#); this is an automatic process occurring upon submission of an accident form. If a first aider or appointed person is providing treatment, he/she will be responsible for making the report. Should the accident need to be reported to the enforcement authorities, this will be done by a Responsible Director.

8.3 Visitors

Should a visitor feel unwell or have an accident, the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the first aider is responsible for ensuring that an [F0035HS Accident Report Form](#) is completed.

8.4 Training

8.4.1 All employees undertaking first aid duties will be given full training in accordance with current legal requirements. Where necessary, managers will be expected to organise shifts and rosters to enable employees to attend. We will do our best to ensure that sufficient notice of both initial training courses and any refresher training are given to managers to assist with this planning.

8.4.2 All staff will complete annual refresher training.

All staff must complete the Emergency First Aid at Work course. HOS acting as the Appointed Person must have completed the First Aid at Work course.

8.4.3 All staff that are first aid trained should carry a 'Face Shield and Gloves in Key Fob'

8.5 Information on first aid provision

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- 8.5.1 First aid arrangements will only operate efficiently where they are understood by employees and others who may be working on our premises. These include part-time and temporary staff.
- 8.5.2 For this reason, information on how to summon first aid is provided as part of our standard induction and is also included in [D0013HR Staff Handbook](#). The names and contact details of first aiders/appointed persons are displayed on internal notice boards and appointed persons can be identified as they are required to wear green lanyards with 'First Aid' written on them. A [First Aid poster \(HSE\)](#) is displayed at each site.
- 8.5.3 First aid boxes can be found in the registration area.

9. Metrics

There are no metrics required for this document.

10. Quality Records

The following Quality Records shall be generated and managed in accordance with Doc. 10:

Required Record	Custodian
Completed Accident Report Forms	Health & Safety Officer

10. Form(s)/Template(s)

The following form(s)/template(s) are required for this document:

Form Number	Title
F0035HS	Accident Report Form
D0024HS	Head Injury Advice

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Appendix 'A'

First Aid Kit Minimum Contents

Burn Dressing x2
Washproof Plasters x100
Eye Dressing x4
Foil Blanket x3
Large Dressing x4
Medium Dressing x6
Nitrile Gloves Pair x12
Face shield x2
Finger Dressing x4
Guidance Leaflet x1
Conforming Bandage x2
Microporous Tape x3
Cleansing Wipes x40
Triangular Bandage x4
Shears Small x1

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Appendix 'B'

Injuries to be reported as MAJOR

Within childcare establishments these MUST be reported to the Responsible Director who will in turn report to OfSTED. This is a legal requirement.

We define major injuries as:

- any injury that requires resuscitation or admittance to hospital for more than 24 hours
- broken bones, a fracture or dislocation of any major joint
- any loss of consciousness, severe breathing difficulties or asphyxia
- loss of sight (temporary or permanent), any penetrating injury to the eye, any chemical or hot metal burn to the eye
- any injury leading to hypothermia or heat-induced illness
- any injury or medical treatment arising from absorption of any substance by inhalation, ingestion or through the skin
- any injury or medical treatment resulting from an electric shock or electrical burn
- any injury or medical treatment where there is reason to believe that this resulted from exposure to harmful substance, a biological agent, or its toxins, or infected material.

Some examples of serious injuries that must be notified to us [Responsible Director] are set out below.

- A child trips and falls and loses consciousness due to a bang on the head.
- A child is accidentally hit hard in the chest by a football during outdoor play, and has persistent, severe breathing difficulties.
- A baby breaks a leg during a fall at the nursery.
- A child takes a heavy fall while running around and is taken to hospital; the child is kept in hospital for over 24 hours.

We define minor as:

- sprains, strains and bruising
- cuts and grazes
- wound infections
- minor burns and scalds
- minor head injuries
- insect and animal bites
- minor eye injuries
- minor injuries to the back, shoulder and chest.

If in doubt please consult with a Responsible Director.