

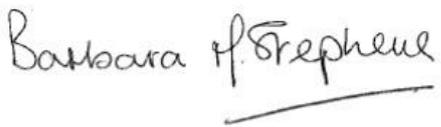


ENERGY COAST UTC

FIRST AID POLICY

2017-2019

Approved by: Barbara Stephens, Chair of Governors

Signed: 

Date: June 2017

Date for Review: June 2019

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FIRST AID POLICY

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First Aid Policy

Energy Coast UTC recognises its responsibility to provide First Aid and will ensure that staff, students and visitors have access to adequate equipment and facilities at all times during the working day.

1. Aim

This Policy describes the procedures that ensure that the appropriate First Aid is administered promptly and effectively to the students, staff and visitors to Energy Coast UTC.

The Policy is especially important given the specialised nature of the curriculum at Energy Coast UTC and the potential of some of the equipment utilised to cause significant injury.

2. Legislation

The Health and Safety at Work Act (1974) imposes a general duty on the UTC to ensure, as far as is practicable, the health, safety and welfare of all employees, visitors and contractors.

The Health and Safety First Aid Regulations (1981) set out the basic requirements for the provision of appropriate equipment, facilities and qualified personnel.

3. Definitions

First Aid is defined as, 'the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained'. First Aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner. 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.

Roles and Responsibilities

Principal

- Arrange for sufficient numbers of staff to be or to become trained First Aiders;
- Appoint a person to take charge of First Aid arrangements;
- Ensure records of training are up-to-date;
- Ensure refresher training and re-testing of competence before certificates expire;
- Ensure a suitably stocked First Aid container;
- Provide information for all staff on First Aid arrangements;
- Ensure First Aid procedures are in place in relation to off-site activities/trips;
- Ensure First Aid procedures are in place for out-of-College hours' arrangements e.g. lettings, Parents' evenings;
- Ensure adequate provision for trainee teachers working on site who have the same status as staff for the purposes of health and safety legislation;
- Ensure under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (1995) a record is kept of any reportable injury, disease or dangerous occurrence which includes: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease;
- Ensure parents/carers are aware of the UTC Health and Safety Policy, including arrangements for First Aid;
- Ensure First Aid information is included in induction programmes for new staff and students.

First Aider

- Assess extent of injury or condition of the casualty;
- Give immediate appropriate treatment in accordance with their training;
- Summon an ambulance or other external medical service;
- Liaise with the Cumbria School Nurse Service to ensure First Aid kits are fully stocked and refilled after use;
- Keep suitable records of all treatment administered following guidelines in this Policy;

- Notify the Principal of the expiry of their qualifications, at least six months beforehand.

All Staff

In terms of First Aid, Energy Coast UTC expects all members of staff, in an emergency, to offer assistance to the best of their ability, whether trained or otherwise. In doing so, and with good intentions, staff may not be deemed negligent. Energy Coast UTC accepts all legal responsibility. In the first instance an injury will be assessed as to its seriousness. This can be done by any member of staff. If there is any doubt, a First Aider must be called and the medical action flow chart (below) followed.

Organisation

- Energy Coast UTC will provide for a minimum of one First Aider per 125 students/staff plus one for additional coverage;
- As of July 2017, Energy Coast UTC has 11 First Aiders (5 teaching staff and 6 non-teaching staff - Appendix 5 provides names) and the number of qualified First Aiders will rise as the student and staff population rises;
- When selecting First Aiders, the Principal has considered the individual's:
 - Reliability and communication skills;
 - Aptitude and ability to absorb new knowledge and learn new skills;
 - Ability to cope with stressful and physically demanding emergency procedures;
 - Normal duties. A First Aider must be able to leave to go immediately to an emergency.
- To maximise availability, First Aid trained staff will, so far as is possible, be non-teachers;
- All staff will be made aware of the names and usual locations of First Aiders;
- A rota will be co-ordinated and will take into account cover required for absence;

While First Aiders carry out their duties voluntarily, they do so in the course of their employment. The UTC fully indemnifies the staff against claims for negligence arising from the administration of First Aid to students or third parties, provided that they are acting within the scope of their employment and they hold a current, approved First Aid qualification, and are following the UTC guidelines on administration of First Aid.

First Aid Procedures

Serious Injury

A serious injury is defined as that which is likely to require hospital or urgent medical treatment, for example broken bones, dislocation, unconsciousness, head injury, deep tissue wound or significant loss of blood.

Head Injuries

- Must be referred to a First Aider.
- The First Aider must ensure Parents/carers are informed.
- First Aiders must ensure a text/phone call is sent to parents/carers for head injuries *without exception*.

First Aid Code of Practice

The training of a First Aider will cover:

- Resuscitation;
- Control of bleeding;
- Treatment of an unconscious casualty;
- Identification of fractures;
- Communications and contents of First Aid boxes;
- Treatment of minor cuts bruises and splinters, etc.;
- The training must be certifiable and repeated every three years.

4. First Aid Boxes

- First Aid Boxes are located in each laboratory, in the Engineering Area, the Kitchen, Dining Room, Reception and Medical Examination Room.
- First Aid Boxes are clearly labelled and have open access.
- Travel First Aid Packs are available and must be taken on all off-site visits.
- A 'First Aider Only Box' with more specialised equipment is available in the Medical Examination Room.

5. Medical Examination Room

The Medical Examination Room contains:

- First Aid Box;
- Wash hand basin/sink providing hot and cold running water and also drinking water with paper cups;
- Couch complete with a blanket;
- Comfortable chair.

6. Spillage of Bodily Fluids

In the event of the spillage of bodily fluids e.g. blood, faeces, vomit, then the following procedure must be followed:

- Appropriate protective clothing must be worn;
- The affected area must be cordoned off;
- Absorbent compound e.g. sawdust or sand must be applied to the spillage;
- The treated spillage must then be thoroughly cleaned up and disposed of hygienically.

The Buildings Management Team has appropriate materials for this procedure.

7. Casualty Care

Treatment at Energy Coast UTC is provided for minor injuries e.g. small cuts, bumps and bruises. In relation to serious injuries, First Aid is provided to stabilise a casualty until they can be taken to hospital or put in the charge of competent medical care.

Serious injuries should be placed in the care of the trained First Aider or, in the absence of a First Aider, the Ambulance Service.

Energy Coast UTC complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (1995).

RIDDOR states that the following are all reportable incidences:

- Fractures, other than to fingers, thumbs and toes;
- Amputations;
- Any injury likely to lead to permanent loss of sight or reduction in sight;
- Any crush injury to the head or torso causing damage to the brain or internal organs;
- Serious burns (including scalding) which covers more than 10% of the body;
- Causes significant damage to the eyes, respiratory system or other vital organs;
- Any scalping requiring hospital treatment;
- Any loss of consciousness caused by head injury or asphyxia;
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness;
- Requires resuscitation or admittance to hospital for more than 24 hours.

As such, all staff giving First Aid to a student, member of staff or visitor must complete the relevant reporting documentation immediately after the incident.

A record of any reportable injury, disease or dangerous occurrence will be kept. It will include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

The RIDDOR documentation will be reviewed at weekly intervals in order to ensure that, where it is reasonably practicable, all precautions are taken to ensure there will be no repeat injuries or incidences.

It is the right of any member of the College community to report an incident or injury to the Health and Safety Executive if it is believed that satisfactory measures have not been taken to ensure the hazard is removed or resolved.

Further details about reporting a dangerous or hazardous incident may be found at www.hse.gov.uk

8. Procedures

Procedure in the event of an accident, illness or injury

A qualified First Aider, wherever possible, will deal with all accident, injury or illness sustained by students, staff or visitors.

Students

- If attention is required by a student during a lesson or outside of lesson time, they must be directed and accompanied, where appropriate, to Reception. If it is deemed inappropriate to move the student, then a responsible person/student should be sent to seek assistance from Reception.
- Reception will then call a First Aider to attend.
- If it is necessary to send the student home, the First Aider will liaise with 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 student should remain on site until this has been achieved.
- Parents/carers are required to collect, or arrange to have their child collected, if the student has sustained a head injury.
- The parent/carer will be notified if a student is seen by a First Aider and does not require to be collected.
- Emergency hospital attention must be sought at any point that the First Aider believes it is necessary. This must be done through Reception as soon as possible. A member of staff must accompany the student to hospital and stay with them until a parent/carer or arrives. See **Appendix 1**.

Procedures for infection control can be found in **Appendix 2**.

A First Aider must never be alone in the First Aid room with a student of the opposite sex, e.g. a female member of staff should be present with female students.

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 College requires an ambulance, all efforts must be made to contact the visitor's place of work.

9. Records

Students

After administering First Aid, the First Aider should ensure that the First Aid Treatment Log Book is completed and details recorded on SIMS. The person responsible for First Aid will review the forms; matters of concern will be addressed immediately and a full accident report will be prepared for the Governing Body.

Adults

After administering First Aid, the First Aider will ensure that the First Aid Log Book is completed.

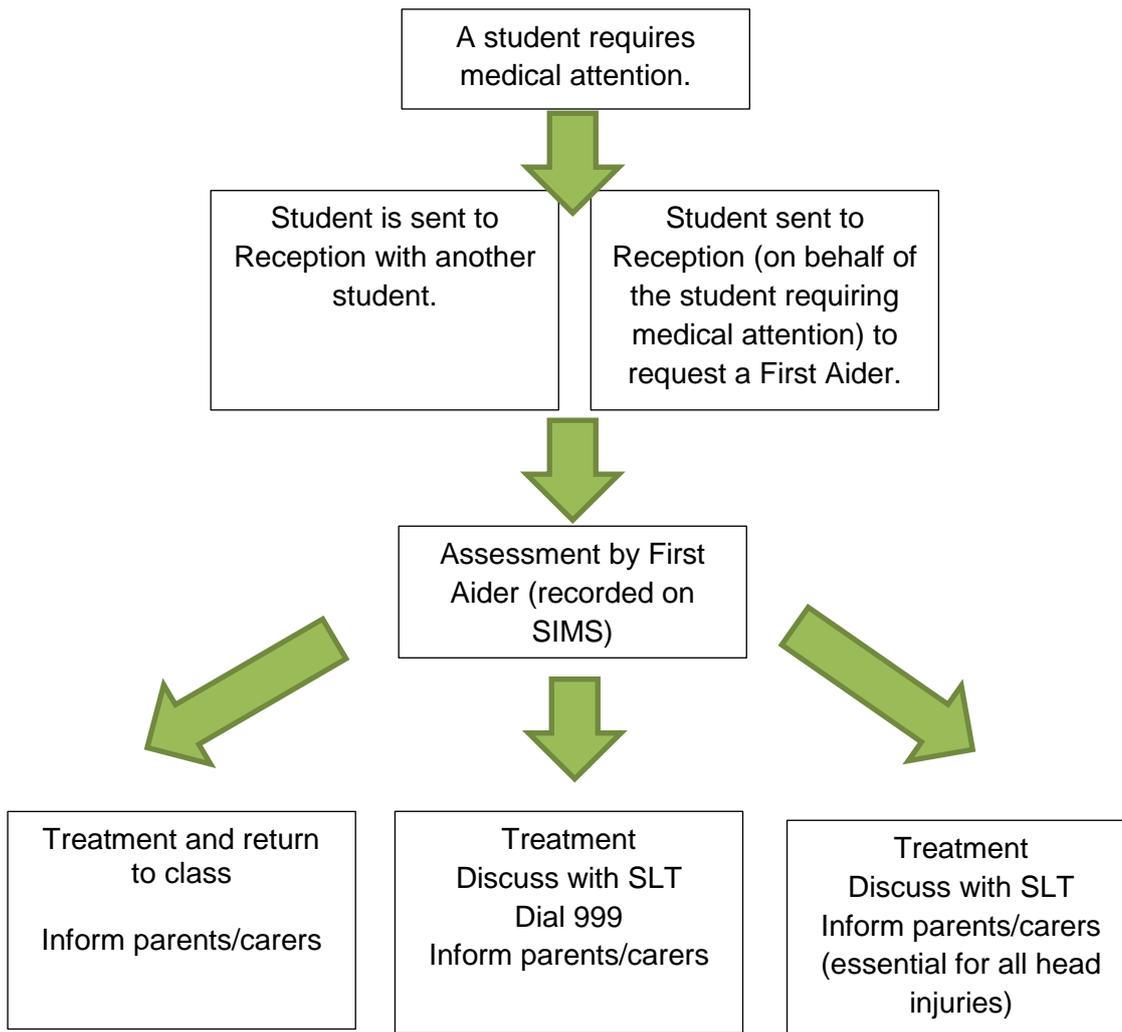
RIDDOR records will be completed as necessary.

10. First Aid Inspection

A review of staffing, procedures and First Aid kits will be undertaken at least once a year by the person responsible for First Aid, in consultation with the Facilities Manager.

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11. First Aid Flow Chart



The following points should be noted:

- The UTC offers only a First Aid service. The UTC will not dispense medical advice or dress old wounds.
- Students should not be sent out of class for minor aches or pains.
- Injuries will always be looked at, unless they are so minor that they are clearly not a problem.

Head Injuries

- **All head injuries must be** referred to a First Aider.
- Parents/carers **MUST** be informed and asked to collect or arrange for the collection of their child if he/she sustains a head injury.
- First Aiders will ensure a letter is sent to parents/carers for head injuries without exception.

Staff Flow Chart

- The same flow chart applies to staff with Next of Kin being informed.

12. Medication

Personal Medication - Students

Medicine should not be administered to students without a direct request from parents/carers (Appendix 3). A Medical Practitioner's permission may be required if a risk is identified (Appendix 4). This must be supported with written instructions on administration and with appropriate training if necessary.

A student's personal medicine must be in the original packaging labelled with the student's name, address and dispensing instructions, and must be kept securely locked in the office. 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 Examination Room and needles/sharps must be disposed of in the Medical Examination Room using the sharps bin provided. Any medicine found in the possession of a student without the appropriate parent/carer consent will be removed and the parent/carer will be contacted for consent.

All administered medicine should be recorded on the student's file on SIMS.

No medicine other than that supplied from home according to the above procedure will be issued under any circumstances. Any medicine found to be past its expiry date should be collected by parents/carers for disposal. Any medicines which need to be administered during the College day whilst a student is on a trip must be placed in the possession of a responsible adult to supervise the dosage. First Aiders will only administer medicine where the appropriate training has been given in line with the student's care plan. Under no circumstances will a student be permitted to take medicine brought in by another student. In an emergency, inhalers cannot be transferred from student to student, the emergency services should be called.

Personal Medicine - Staff

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

Staff must ensure that the Energy Coast 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. Staff must notify if medication taken affects working ability.

APPENDIX 1 Procedure for Emergency Hospital Attendance

In the situation where an ambulance is required, the **First Aider** in attendance must:

- Ensure the emergency services are immediately contacted using 999;
- Give clear details of the student's name and the reason for the emergency call;
- Clearly state the location of the student and the action already taken and the physical state of the student;
- Contact Reception;
- Stay with the student;
- Attend hospital with the student unless the parent/carer is available on site;
- Ensure SIMS is updated.

Reception staff must:

- Contact the parents /carers/emergency contact number to request attendance;
- Confirm, from SIMS, any medical conditions relating to the student;
- Inform the Principal.

During an off-site visit the procedures laid down in the Educational Visits Policy apply. Any incident must be recorded on SIMS on return to the College.

Nearest Hospital with Casualty Unit:

West Cumberland Hospital
Homewood Road
Whitehaven
Cumbria
CA28 8JG
01946 693181

APPENDIX 2 Standard Infection Control Precautions and Waste Disposal

The following hygiene precautions are recommended as safe practice for all staff. They are common sense precautions that will protect against blood-borne viruses and infections that may be transmitted via blood or body fluids. Further information on this issue is also contained in Safety Series - Medical M06 – Protection Against Blood Borne Infections/Viruses (BBVIs).

- Always keep cuts or broken skin covered with waterproof dressings;
- Wear disposable gloves when contact with blood or body fluids is likely;
- Avoid direct skin contact with blood or body fluids;

- If blood is splashed onto the skin, it should be washed off immediately with soap and water;
- Splashes of blood into the eyes or mouth should be washed immediately with plenty of water;
- If a sharps injury (usually penetrating) is sustained or blood is splashed into the eyes or mouth, or on to broken skin e.g. eczema, medical advice should be sought promptly;
- Always wash and dry hands after removing gloves;
- Always wash and dry hands before and after giving First Aid;
- Educate employees as well as children and young people of the need to avoid contact with other people's blood and body fluids and to wash and dry their hands before meals and after using the toilet.

Blood and Other Body Fluid Spills

Spillages of blood, vomit, urine and excreta should be cleaned up immediately. The following general actions must be taken by the person dealing with the spill.

- Clear the immediate area of children/people. Hazard signs and cordoning off may be necessary;
- Wear disposable personal protective equipment (PPE) e.g. disposable gloves and if necessary, use a disposable plastic apron, face shield etc.

Small Spills or Splashes on Hard Surfaces

Disinfection is a process that reduces the number of germs to a level at which they are not harmful, but is only effective if surfaces and equipment are cleaned thoroughly with detergent and water beforehand. Public Health England (formerly the Health Protection Unit) advise that warm water and detergent should be used to clean hard surfaces, followed by disinfection with a 1000 parts per million (0.1%) chlorine releasing agent or hypochlorite solution. Bleach or Milton are the recommended disinfectant (at 1000ppm), as they kill both bacteria and viruses, but if unavailable or unsuitable for the surface, a disinfectant that has BOTH antibacterial AND antiviral properties MUST be used.

All disinfectants must be used in accordance with manufacturers' instructions and diluted (if necessary) according to the directions on the label. Ready-to-use products are recommended as opposed to those requiring dilution. **Such solutions must not come into contact with bare skin.** Bleach can corrode metal and burn holes in fabric if used for too long or in the wrong concentration and must never be used directly on the skin. Suitable gloves must be worn at all times.

When cleaning hard toy items played with by young children who will put them in their mouths, use soap and water initially and then soak in a sterilising solution e.g. Milton, of suitable strength that is made up according to the directions on the label. Do not use diluted bleach.

Large Spills or Splashes on Porous Surfaces

- Remove as much of the spillage liquid as possible using an absorbent material;
- Using suitable equipment, collect and place all flushable materials down the foul water drains via a toilet taking care not to block it;
- Non-flushable materials should be picked up with suitable equipment or hypochlorite solution-soaked paper towels. Any used disposable gloves, aprons etc. should be placed in a plastic bag, sealed, placed in a second plastic bag, sealed again (double-bagged) and disposed of carefully in the normal waste or where available a clinical waste receptacle such as a nappy disposal/sanitary bin or macerator;
- Wipe clean contaminated surfaces as appropriate with a hypochlorite solution;
- Clothes, linen, plush toys etc. contaminated with body fluids should be washed in a biological washing detergent separately from unsoiled items on the hottest washing machine setting for the fabric and using a pre-wash setting if available. The machine must not be overloaded and functions such as 'rapid wash' or 'half load' should not be used. Wipe down the outside of the machine once loaded and consider if there is a need to run an empty 90°C wash cycle after heavily soiled items have been cleaned;
- Gloves must be worn at all times during this process.

Disposal of Waste

Waste matter involving body fluids falls under the definition of 'clinical waste' and its disposal is tightly regulated.

All flushable waste such as faeces, vomit, small quantities of tissue (not paper towels) etc. should be disposed of in appropriate amounts down the foul water system via a toilet, taking care not to block it.

Used paper towels and other solid waste materials together with gloves and aprons etc., should be placed in a plastic waste bag or sack (without vent holes in it), top tied and placed in another bag and tied again i.e. double bagged, before being placed in the outside waste collection bin.

When using be-spoke absorbing materials such as those contained in hazard disposal packs, the manufacturer's instructions for storage, use and disposal must be adhered to.

Settings that generate large or regular amounts of clinical waste will need to have a contractual disposal arrangement in place with a suitably licensed waste contractor.

Hazard Disposal Packs

A hazard disposal pack is a safe system for the disinfection and removal of blood, vomit, faeces or urine. Each pack contains absorbent granules, a disinfectant spray,

scoop and scraper, a pair of protective gloves, biohazard disposable bag and bag closure device.

Instructions usually direct users to:

- Wear disposable gloves;
- Sprinkle the sachet contents over the spill to solidify the liquid element in around 2 minutes;
- Using the scoop and scraper provided, remove the now solidified spillage and place in the biohazard bag;
- Use the disinfectant spray to disinfect the area of the spill;
- Place the scoop and scraper into the bag and tie securely;
- Dispose of the bag in the outside waste collection bin.

Appendix 3

Energy Coast UTC Parental Consent to Administer Medicine (without MP signature)

Energy Coast UTC will not give your child medicine unless it is in accordance with our Supporting Students with Medical Conditions Policy and Procedures and you complete and sign this form.

| | | | |
|---|--|---------------------------------|--|
| Name of Child: | | Gender: MALE / FEMALE | |
| Date of Birth: | | Form: | |
| Date for review of medication: | | | |
| Medical diagnosis, condition or illness | | | |
| | | | |
| MEDICINE(S) | | | |
| Name/type of medicine(s) (as described on the container) | | | |
| Expiry date | | | |
| Dosage and method of administration | | | |
| Timing | | | |
| Special precautions or other instructions e.g. with food etc. | | | |

| | | |
|---|--|----------|
| Side effects that the UTC must know about | | |
| Can the child self-administer? YES / NO | If YES is supervision required? | YES / NO |
| Does any medicine need to be carried by the child on their person, what and where will they keep it? | YES / NO | |
| Procedures to take in an emergency | | |

PLEASE NOTE: medicines must be in the original containers as dispensed by the pharmacy.

| CONTACT INFORMATION | | | |
|---|--|------------------------|--|
| Name: | | | |
| Relationship to Child: | | | |
| Address: | | Work Tel. No: | |
| | | Home Tel. No: | |
| | | Mobile Tel. No: | |
| I understand that I must deliver the medicine personally to: (name the agreed member(s) of staff) | | | |
| <p>I understand that my child must have a working, in-date and sufficiently full inhaler, clearly labelled with their name, which they will bring with them every day. YES NO N/A</p> <p>I consent to my child receiving, in an asthma emergency, salbutamol which has not been prescribed to them. YES NO N/A</p> | | | |
| <p>The above information is, to the best of my knowledge, accurate at the time of writing and I consent to UTC Energy Coast staff administering medicine in accordance with the policy. I will inform Energy Coast UTC immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.</p> | | | |

| | | | |
|----------------|--|--------------|--|
| Signed: | | Date: | |
|----------------|--|--------------|--|

Appendix 4

Parental Consent to Administer Medicine (with MP signature)

Energy Coast UTC will not give your child medicines or medical treatments unless it is in accordance with our Supporting Students with Medical Conditions Policy and Procedures **and** you complete and sign this form. Parents can complete this entire form, but in line with recommendations from child protection Serious Case Reviews, **a relevant medical professional must also sign their agreement** to the administration of medicines and treatments described below. **Please PRINT information clearly and use BLACK INK where possible.**

| |
|--|
| Name of Child: |
| Date of Birth: Gender: MALE / FEMALE Class/Form: Date for review of medication: |
| Medical diagnosis, condition or illness |
| |
| MEDICINE(S) |
| Name/type of medicine(s) (as described on container) Expiry date Dosage and method of administration |

Timing

Special precautions or other instructions e.g. with food etc.

Side effects that we need to know about

PLEASE NOTE: medicines must be in the original containers as dispensed by the pharmacy.

Can the child self-administer?

YES / NO

If YES is supervision required?

YES / NO (if YES, please detail e.g. visual only, guiding hand, measure check only etc.)

Does any medicine need to be carried by the child on their person, what and where will they keep it?

YES / NO (if YES, please give details):

Procedures to follow in an emergency:

EMERGENCY CONTACT INFORMATION

Name:

Relationship to Child:

Address:

Work Tel. No:

Home Tel. No:

Mobile Tel. No:

Parental Declarations

I understand that I must deliver the medicine personally to: (name the agreed member(s) of staff)

I understand that my child must have a working, in-date and sufficiently full inhaler, clearly labelled with their name, which they will bring with them every day.

YES NO N/A

I consent to my child receiving, in an asthma emergency, salbutamol which has not been prescribed to them.

YES NO N/A

The above information is, to the best of my knowledge, accurate at the time of writing and I consent to UTC Energy Coast staff administering medicine in accordance with the policy. I will inform Energy Coast UTC immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signed:

Print Name:

Date:

Medical Practitioner Declaration

The above information is, to the best of my professional knowledge of this child, accurate. I agree that in order to adequately support this child at Energy Coast UTC with their medical condition(s), College staff need to administer or facilitate and/or supervise the self-administration of the medicines or treatments described above.

Signed:

Print Name:

Date:

| | | | |
|--|--|---|--|
| Professional Relationship to Child: | | Recommended Date of Review/Review Trigger: | |
|--|--|---|--|

APPENDIX 5

LIST OF FIRST AIDERS 2015-2016

Teaching Staff

Simon Wright-Rosie
 Andrew Davidson
 Graeme Jackson
 Claire Poddington
 Paul Poddington
 Ben Stevenson

Non-teaching Staff

Cherry Akred
 Jo Burleigh
 Catherine Coleman
 Charlotte DeGraff
 Emma Jackson
 Mark Linton