



FIRST AID POLICY

RESPONSIBILITIES	
To determine and approve policy and ensure compliance	ESA School Board
To implement, deliver and comply	Headteacher and School Board
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SLT LEAD	Headteacher

Contents

Introduction to Policy	1
Arrangements	1
Trainer First Aider	2
Casualty Care	2
First Aid Boxes and Contents	3
Appendices	4
Appendix A: Administering medicines at ESA	4
Appendix B: Removing a sick person from ESA	5

Introduction to Policy

Elstree Screen Arts and its Governing Body has a general duty, so far as is reasonably practicable, to ensure the health, safety and welfare of employees and other persons using premises within their control or affected by their undertakings.

The Health and Safety (First Aid) Regulations 1981 and their associated Approved Code of Practice apply only to employees and trainees covered by the Health & Safety (Training for Employment) Regulations 1988, who have the same status as employees under Health & Safety Legislation. Elstree Screen Arts and its Governing Body has an expressed duty of care as regard students and visitors to its sites and this duty must involve the provision of adequate first aid arrangements. The intention of Elstree Screen Arts is that in respect of first aid, both obligations will be addressed in one.

In terms of First Aid Elstree Screen Arts 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. Elstree Screen Arts accepts all legal responsibility.

This Local Code of Practice (LCOP) outlines the minimum standards/arrangements that must be followed.

Arrangements

The ESA Health and Safety lead will oversee these arrangements and will be responsible for ensuring the following, whenever the ESA is in use:

- Elstree Screen Arts has a written procedure (to be followed in an emergency) for calling an ambulance, directing the driver to the casualty and advising next of kin, and other appropriate person or organisation (e.g. students, employer/school).
- Sufficient first aid boxes are available (including travelling kits) and have the correct contents as listed in this LCOP under "first aid boxes and contents".
- Sufficiently trained First Aiders are on Elstree Screen Arts staff, who are preferably non-teaching, but will normally be in the ESA during periods of peak occupancy, e.g. technicians, administrative staff or premises staff. The appropriate level of trained First Aiders for Elstree Screen Arts is outlined in this LCOP under "Trained First Aider".
- That persons are named as Appointed Persons who will take charge in an emergency, in exceptional circumstances when a trained First Aider may not be available. The most senior member of staff will normally assume the role. There must be a named appointed person available in Elstree Screen Arts during all periods of use. Therefore, it is necessary for the ESA to ensure that there are sufficient named Appointed Persons for this purpose. The Elstree Screen Arts Senior leadership team will all be named Appointed Persons.
- That arrangements for reporting accidents follow the LCOP "Arrangements for reporting accidents in Schools & Colleges". The Health & Safety Adviser must also make arrangements for the recording of incidents involving provision of First Aid.

Trainer First Aider

A trained First Aider will be someone who has passed an appropriate course run by an organisation where the training and qualifications are approved by the Health and Safety Executive. The course, without prejudice to local needs and hazards, etc. explained in local policy, must include the following items examined to an emergency first aid standard:

- a) Resuscitation
- b) Control of bleeding
- c) Treatment of an unconscious casualty
- d) Identification of fractures
- e) Communications and contents of first aid boxes
- f) Treatment of minor cuts, bruises and splinters, etc.

The training must be certifiable and repeated as a minimum every three years.

Safety coordinators must, in conjunction with the Health & Safety Adviser, arrange for sufficient numbers of staff to be or to become trained First Aiders.

Elstree Screen Arts accommodating up to 250 (students/staff) – 1 First Aider; over 250 but below 500 students/staff - 3 First Aiders.

First aid trained staff will so far as is possible be non-teaching. The Assistant Principal responsible for staff training and development will keep records of training and will so far as is necessary liaise with the Safety coordinators to maintain sufficient cover.

Trained First Aiders are responsible to the Assistant Principal for the following:

- a) Assessing extent of injury or condition of the casualty
- b) Giving immediate appropriate treatment
- c) Advising the Assistant Principal on what action should be taken in their opinion
- d) Notifying the Assistant Principal of the expiry of their qualifications, at least six months beforehand.

Casualty Care

Treatment at Elstree Screen Arts is provided for minor injury 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.

In the event of an injury requiring medical attention, the Assistant Principal or a member of SLT will, in conjunction with the First Aider, decide whether the casualty receives treatment at Elstree Screen Arts, is taken home, or transferred to hospital.

First Aid Boxes and Contents

First Aid boxes are to be located in positions accessible from each laboratory, sports hall, workshop, kitchen or catering area.

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 Elstree Screen Arts 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) A card or leaflet, with general first aid guidance
- b) 20 individually wrapped, sterile plasters (assorted sizes)
- c) 2 sterile eye pads
- d) 4 individually wrapped, triangular, sterile bandages
- e) 6 safety pins
- f) 2 large, individually wrapped, sterile, unmedicated wound dressings
- g) 6 medium-sized, individually wrapped, sterile, unmedicated wound dressings
- h) 6 pairs of disposable gloves

In kitchen areas etc. blue (detectable) plasters must be available.

Appendices

Appendix A: Administering medicines at ESA

It is reasonable in most circumstances to allow students to administer prescribed medicines to themselves.

Prescribed medicines need only be administered by Elstree Screen Arts in special circumstances, e.g. where the phasing of dosages is critical. In these situations ESA should consult the relevant medical officer before accepting responsibility.

Where Elstree Screen Arts considers that a student/staff member has returned to Elstree Screen Arts too soon after illness, the SLT will advise accordingly. In the event of an unsatisfactory response, the Health & Safety Adviser must be consulted.

Any prescribed medicines, which are appropriate for Elstree Screen Arts staff to administer, are to be stored in a lockable cabinet in the charge of a member of staff designated by the Assistant Principal. The first aid cabinet must never be used to store medicines.

Each medicine container is to be clearly marked with the following:

- a) The name of patient
- b) Time and periodicity of dose
- c) Quantity to be given
- d) Any other applicable information

These medicines must only be administered by a member of staff designated by the Assistant Principal. This person must be properly briefed, have read, and have available a copy of any written instructions provided by the student's doctor.

Parents/guardians of students with learning difficulties, under or specific disabilities should sign a pro-forma to give permission for medicine to be administered by staff.

Appendix B: Removing a sick person from ESA

Taking a person to hospital

If it is decided that a member of staff/student needs to go to hospital, the next of kin is to be contacted and advised as to which hospital the student will be taken. Where practicable the next of kin must be given the opportunity of accompanying the person, but on no account should the journey to hospital be delayed to wait for the next of kin. The casualty should, if conscious, be able to advise you who to contact, otherwise personnel / MIS should be able to assist.

Use of Private Cars

When it is necessary for a member of staff to take a student or a colleague to hospital in their own car, the car must be properly insured for business use. If there is an element of doubt over either calling an ambulance or using a car, an ambulance should always be called. To do this as a friend should be with the consent of the casualty.

Hiring of Mini Cabs

When it is absolutely necessary for a student or member of staff to be removed from the college due to ill health, other than by an ambulance, it may be necessary to use a mini-cab service.

This must be approved by a senior member of staff. The circumstances where this will be a viable option, are as follows:

- a) If a next of kin cannot be contacted.
- b) Where the next of kin is caring for other siblings/relatives and would have great difficulty in collecting the student.
- c) If the staff/student is unable to walk to the nearest bus stop.
- d) If the staff/student lives locally, i.e. Elstree & Neighbouring Boroughs.

Always offer staff/student the use of a quiet room to lie down or rest until the condition improves and they are able to go home unaided. If after a period of time, this does not happen then try the process of elimination of the above options.