FIRST AID POLICY (Including the Administration of Medicines)

Status: Statutory

Member of Staff Responsible: Principal

Related Policies:

- Health and Safety
- Educational visits policy
- Managing medicines
- Supporting students with medical conditions

Implementation date: September 2016

Reviewed date: September 2026

Next review date: September 2027

1. Subheading

First paragraph

- Bullet 1
- Bullet 2

2. Subheading

Second paragraph

- Bullet 1
- Bullet 2

Introduction

First aid is 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.

The aims of first aid are threefold:

- Saving life by prompt and initial action;
- Preventing the injury or condition from deteriorating;
- Helping recovery through reassurance and protection from further danger.

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 individual workplaces and during off-site activities.

Application

This policy applies to **all** staff in UTC Derby Pride Park.

First Aid Provision

At UTC Derby Pride Park there is adequate and appropriate provision of first aid equipment, facilities and appropriately trained staff to enable first aid to be administered to students, employees and non-employees if they become injured or ill.

The level of first aid provision has been decided based on an assessment of need and is adequate and appropriate during all working hours.

First Aiders and Appointed Persons

A First Aider (FAW) 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 (AP) is someone who is nominated to take charge of a situation who has undergone an approved Emergency First Aid at Work course (EFAW). 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 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).

UTC Derby Pride Park has 3 members of staff who have the full FAW qualification and others will have the Emergency First Aid at Work Certificate. Several staff have received the Epipen & medicine administration via the local school nursing team and once new staff are in place another session will be arranged. **A full list will be held at reception and located around the building and those staff can be contacted through via the radio system / through Reception**.

Procedures

The appendices contain the following procedures:

- Procedure in the event of an accident, illness or injury
- Procedures for Personal medication
- Procedures for Emergency Hospital Attendance

Recording accidents, injuries and illness

All accidents, injuries and illnesses must be recorded on the appropriate documentation and retained electronically by the Business & Operations Director.

Investigating accidents, injuries and illness

The Business & Operations Director will monitor and investigate all cases of accident and injury according to the health safety policy, reporting as required to the governing body / Trust Board.

Known Medical Conditions

Staff will be issued with a list of students (by Learning Managers) known medical conditions, control conditions, symptoms and treatments and must familiarise themselves with these. A copy, with photographs, will be retained in the staff workroom for use in supply induction procedures if necessary. All medical information will also be recorded on SIMS with hard copies kept in the First Aid Room.

Students who have medical conditions / need to have medication administered should be picked up by the relevant Learning Manager who will speak to / meet with parents to complete the relevant paperwork / care plan and then disseminate the information to all staff.

The Senior Leader for Inclusion / SENCO will ensure that a care plan and the relevant paperwork is completed and that the Learning Manager has disseminated the information to other staff.

All medication brought into the UTC by students should have the appropriate form signed by parents and can only be administered by the UTC staff trained to administer medication. Please refer students to Reception / Learning Managers for the appropriate forms / information.

Prescribed medication must be in the original box with the prescription on it. Only 5 days' worth of controlled drugs (e.g. Ritalin) can be accepted at any one time.

UTC staff will not give a non-prescribed medicine other than paracetamol to a child unless it has been prescribed by a Doctor, Dentist or Nurse Practitioner and a request for the UTC to administer medication form has been completed. By administering paracetamol to students in school, we aim to aid students in staying in school longer so that their education is not limited by a medical condition which can be treated with paracetamol.

Medical conditions / medication will be recorded on SIMS by the admin team and the original copies of the documents are to be kept in the First Aid room with the medication locked away. Emergency medication MUST NOT be locked away (e.g. Epi-pens, inhalers) and will be kept in an unlocked drawer in Reception during UTC opening hours.

First-aid materials and equipment

First Aid boxes will be stocked in accordance with guidelines, be suitably marked, easily accessible and kept in the following locations:

Location of First Aid Box(es)	Location of First Aid Box(es)
First Aid Room	F09 - Engineering
Reception	S05 – Science Lab
Health Suite	S06 – Prep Room
Workshop	S07 – Science Lab
F02 - Engineering	S09 – Science Lab
F04 - Engineering	S05 – Science Lab
F05 - Engineering	S10 – Science Lab
F07 - Engineering	
F08 - Engineering	

Eye wash equipment is kept in the following locations:

- Laboratories
- Science prep room
- First aid room

Body spill kits are also kept in the following locations

- First Aid room

Travel Kits are kept in the following locations:

- First Aid room
- Reception

The equipment and materials in the above areas are intended for minor injuries, i.e. cuts, abrasions etc. All uses of the above **must be recorded in the on-line accident book** to ensure all accidents and injuries are recorded and to enable stocks to be replenished. In addition, any accident / first aid issue that requires emergency medical attention / requires further investigation must be reported to the Business & Operations Director immediately.

The BSO will inspect the contents of first-aid containers, and the contents will be restocked as soon as possible after use. Sufficient supplies should be held in a back-up stock on site. Care should be taken to discard items safely after the expiry date has passed.

First Aid Arrangement Monitoring

The Business & Operation Director/ Manager is responsible for undertaking an annual first aid assessment, ensuring adequate first aid arrangements are made for the UTC. The B&OD will also liaise with lead staff in assessing the first aid requirements for off-site activities where there may be an increased risk of injury.

Arrangements include ensuring that:

- there are sufficient numbers of first aid trained personnel to meet the need identified in the assessment throughout the times that the premises are in use/the trip is in progress;
- there is adequate provision of first aid equipment which is stored in suitable containers;
- sufficient notices are displayed at appropriate places indicating the location of first aid equipment and trained first aiders so that assistance can be quickly summoned;
- adequate access to a telephone is always available to call emergency services when required;
- employees are informed of the local first aid arrangements at induction and whenever changes are made;
- staff are made aware of the location of first aid equipment/facilities and personnel;
- A suitable medical room is available when the need is identified;
- Contractors are provided with information regarding first aid procedures and how to access first aid provision prior to commencing work, if this will be available to them whilst working on-site;
- Investigations of any accidents take place and are reported appropriately.

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 in the appropriate log. This data will be used to:

- Monitor and evaluate the effectiveness of the health and 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 governors in order for them to evaluate the health and safety work of the UTC
- Inform the evidence presented in the UTC's chosen form of self-evaluation

This policy will be monitored regularly to assess its implementation and effectiveness. The designated member of staff responsible will provide a report to the Trust and interim reports on request.

The policy will be reviewed by the Trust as per the published policy review cycle.

Appendix 1 - Procedure in the event of an accident, illness or injury

A First Aider will deal with all accidents, injury or illness 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 acceptable 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 First Aider will liaise with the Learning Manager 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 should remain on site until this has been achieved.

Transport for a student may be required for non-emergency hospital treatment; parents/carers should 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 a first aider, whilst the UTC continues to secure home contact.

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 and according to the guidelines in appendix three. A member of staff must accompany them to the hospital and stay with them until a parent or guardian arrives.

During the non-lesson time, reception must be contacted for all incidents. These must then be reported to a nominated First Aider who will deal with the situation and then record as necessary all accidents, injuries and dangerous occurrences.

Any accidents, injuries and dangerous occurrences that need further investigation / action / result in attend hospital must be reported to the Business & Operations Director.

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 other work colleague unless requested otherwise by the person.

Appendix 2 - Personal medication

Students

- 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.
- 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.
- 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.
- 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.
- All administered medication should be recorded in the accident/illness and medication log.
- Epipens must be kept in an unlocked drawer in Reception during school hours but must be locked away in the medicine cabinet outside school hours.
- No medication other than that supplied from home according to the above procedure will be issued under any circumstances.
- Any medication 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 medication where the appropriate training has been given in line with the students care plan.
- Under no circumstances will a child be permitted to take medication brought in by another student.
- In an emergency, inhalers **must not** be transferred from student to student, the emergency services should be called.

Staff

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.

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 Epipen.

Appendix 3 - Procedure for emergency hospital attendance

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

- Contact reception immediately
- 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
- Stay with the student
- Attend hospital with the student unless the parents are available on site
- Record the information on the on-line first aid log at the earliest opportunity and report the incident to the Business & Operations Director.

Reception staff must

- Ring the emergency services using 999 immediately
- Give clear instructions about the student's name and condition
- Contact the parents /carers/emergency contact to request attendance at the UTC
- Confirm using SIMS any medical conditions relating to the student
- Arrange for the ambulance/ first responder to be met at the UTC entrance to give directions to the student and accompany them
- Inform the Learning Manager, Business & Operations Director and Principal.

If reception is unavailable the First Aider should use their radio to gain assistance from the Learning Manager or SLT Link.

During an offsite visit the procedures laid down in the educational visits policy applies.

The nearest Hospital with Casualty Unit:
Royal Derby Hospital
Uttoxeter Rd, Derby DE22 3NE
Main switchboard number: 01332 340 0131

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 cover all exposed cuts/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 Site Supervisor or 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.

Appendix 5 - Contents of First Aid boxes:

There is no mandatory list for first aid boxes; however, the HSE recommends that the minimum provision of first aid items should be:

- A leaflet giving general advice on First Aid.
- 20 individually wrapped sterile adhesive dressings (assorted sizes).
- 2 sterile eye pads.
- 4 individually wrapped triangular bandages.
- 6 safety pins.
- 6 medium sized individually wrapped sterile unmediated wound dressings.
- 2 large individually wrapped sterile unmediated wound dressings.
- 1 pair of disposable gloves.

Travelling First Aid Boxes contents list:

- A leaflet giving general advice on First Aid.
- 6 individually wrapped sterile adhesive dressings (assorted sizes).
- 1 large individually wrapped sterile unmediated wound dressing.
- 2 individually wrapped triangular bandages.
- 2 safety pins.
- Individually wrapped moist cleansing wipes.
- 1 pair of disposable gloves.

In addition to the above, UTC Travelling First Aid boxes also contain sick bags and sanitary wear.

Appendix 6 – Medical Room Procedure

The First Aid Room is not staffed, but is managed by the First Aiders.

The Procedure is as follows:

- Student is referred to a first aider for assessment. The first aider will decide if student requires medical treatment, should be sent home or returned to lesson.
- If required, the first aider should escort student to the first aid room for treatment.
- If no medical treatment is needed, but student is to go home, student may wait on chairs outside Reception for parent or carer to collect him/her. It is the responsibility of the Learning Managers to decide if a student needs to go home due to illness and they will contact parents.

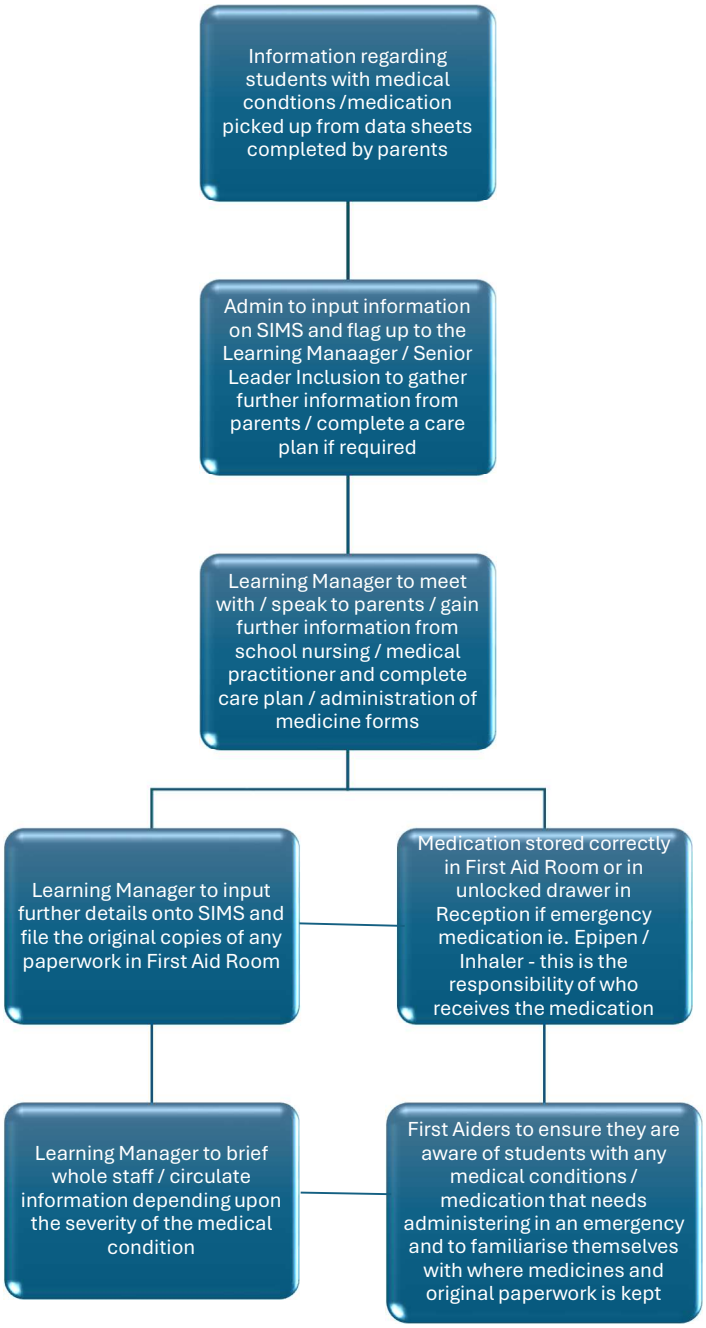
If medical treatment is required:

- A member of staff may supply student with plasters, glasses of water, sanitary protection etc.
- A First Aider is required for more complex needs.
- Details of treatment given must be recorded in the on-line medical record book. If treatment is required as a result of an accident that needs investigation the details must be passed to the Principal / SLT and Business & Operations Director.
- **NB. The UTC does not supply paracetamol.** However, a first aider may dispense paracetamol handed in by students, as long as the medication has a prescription on the box and is accompanied by a consent form signed by the student's parent or carer.

If contact with home is required:

- The First Aider (in consultation with the Learning Manager if necessary) must refer to the student's SIMS record to ensure contact is made **only with those individuals listed on the record**. If in any doubt the first aider must liaise with a member of SLT. On no account should contact be made with alternative contacts provided by the student.

Appendix 7


Information regarding students with medical condtions /medication picked up from data sheets completed by parents
Admin to input information on SIMS and flag up to the Learning Manaager / Senior Leader Inclusion to gather further information from parents / complete a care plan if required
Learning Manager to meet with / speak to parents / gain further information from school nursing / medical practitioner and complete care plan / administration of medicine forms
Learning Manager to input further details onto SIMS and file the original copies of any paperwork in First Aid Room
Medication stored correctly in First Aid Room or in unlocked drawer in Reception if emergency medication ie. Epipen / Inhaler - this is the responsibility of who receives the medication
Learning Manager to brief whole staff / circulate information depending upon the severity of the medical condition
First Aiders to ensure they are aware of students with any medical conditions / medication that needs administering in an emergency and to familiarise themselves with where medicines and original paperwork is kept