



UTC South Durham

First Aid Policy



Date of adoption	October 2023
Approved by	Governing Body
Signed: (Principal) 	Date: 13 October 2023
Signed: (Chair of Governors) 	Date: 13 October 2023

Date to be reviewed by	July 2024
Review History	Reviewed – Tom Dower Nov 19 Reviewed – Jean Bell June 20 Reviewed – Catherine Purvis-Mawson June 21 Reviewed – Catherine Purvis-Mawson June 22 Reviewed – Vanessa Stobart June 23
Responsibility	Chief Financial Officer

1. Introduction

UTC South Durham and its Board of Governors 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 and Safety (Training for Employment) Regulations 1988, who have the same status as employees under Health and Safety Legislation. UTC South Durham and its Board of Governors has a 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 UTC South Durham is that in respect of first aid, both obligations will be addressed in one.

UTC South Durham 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. UTC South Durham accepts all legal responsibility.

This Local Code of Practice (LCOP) outlines the minimum standards/arrangements that must be followed. The HSE First Aid at work checklist can be found [HERE](#).

2. Arrangements

The Business Manager will oversee these arrangements and will be responsible for ensuring the following, whenever the UTC is in use.

- UTC South Durham has a written procedure (Appendix 1) (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 (eg students, employer). This written procedure is held by the Business Manager.
- Sufficient first aid boxes are available (including travelling kits) and have the correct contents as listed in the LCOP under 'first aid boxes and contents'.
- The first aid boxes have a nominated member of staff responsible for ensuring that the contents are kept in date and refreshed
- Sufficient trained first aiders are on UTC South Durham staff, who are preferably non-teaching, but will normally be in the UTC during periods of peak occupancy, eg technicians, administrative staff or premises staff. The appropriate level of trained first aiders for UTC South Durham is outlined in this LCOP under 'trained first aider'.
- An SLT member will be named as the appointed person 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 UTC South Durham during all periods of use. Therefore it is necessary for the UTC to ensure that there are sufficient named appointed persons for this purpose.
- Arrangements for reporting accidents as per the LCOP 'arrangements for reporting accidents in schools and colleges'. The Business Manager responsible for Health and Safety must also make arrangements for the recording of incidents involving provision of first aid.

3. Trained 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:

- Resuscitation
- Control of bleeding
- Treatment of an unconscious casualty
- Identification of fractures
- Communications and contents of first aid boxes, and
- Treatment of minor cuts bruises and splinters, etc

The training must be certifiable and repeated as a minimum every three years. The Business Manager must arrange for sufficient numbers of staff to be or to become trained first aiders.

UTC South Durham will have a minimum of two first aiders and this will be reviewed as student numbers grow.

First aid trained staff will so far as is possible be non-teaching. The Business Manager will keep records of training and will ensure that sufficient cover is maintained.

When a student at the UTC uses an EPI pen or auto injector the first aid trained staff must be trained and competent to support them.

For students who have an EHC plan or IHP (Individual Healthcare Plan) the first aiders must understand any medical needs identified and be competent/trained in supporting the student in case of need. The SENCo, in consultation with the first aiders, will decide what information needs to be known by the wider staff.

Trained first aiders are responsible to the Business Manager for the following:

- Assessing extent of injury or condition of the casualty
- Giving immediate appropriate treatment
- Advising the Business Manager if they are available on what action should in their opinion be taken
- Notifying the Business Manager of the expiry of their qualifications, at least six months beforehand

4. Casualty care

Treatment at UTC South Durham is provided for minor injury eg 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.

In the event of an injury requiring medical attention, the Business Manager or a member of SLT will, in conjunction with the first aider, decide whether the casualty receives treatment at UTC South Durham, is taken home, or transferred to hospital.

5. First aid boxes and contents

First aid boxes are to be located in positions accessible from each laboratory, sports facility, workshop or catering area.

Access to first aid boxes should be available at all times to all staff members, the details of which will be clearly communicated with clearly marked signage.

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 UTC South Durham in an emergency (eg 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)
- Two sterile eye pads
- Four individually wrapped triangular sterile bandages
- Six safety pins
- Two large, individually wrapped, sterile, unmedicated wound dressings
- Six medium-sized, individually wrapped, sterile, unmedicated wound dressings
- Six 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"
- Bowl, plastic, 14" diameter
- Clean wipes

6. Eyes

Where mains tap water is not easily accessible, sterile water in disposable containers (at least 300ml) must be kept adjacent to the box for eye irrigation.

7. Medical room

The UTC provides a room for the treatment and care of staff/students, which will contain the following:

- A first aid box
- A wash hand basin/sink providing hot and cold running water and also drinking water with paper cups
- A couch
- A chair
- A bowl
- A table
- Soap and towels (paper or otherwise)

In addition, the treatment room is also for students who feel unwell while they are assessed or are waiting for parents to collect them.

8. Additional Information

Supporting the Administration of Medication

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

Prescribed medicines need only be administered by UTC South Durham in special circumstances, e.g. where the phasing of dosages is critical. In these situations the UTC should consult the relevant medical officer before accepting responsibility. All staff who assist in the administration of medication are trained in a specific course which gives them information on what to do. More can be found in the Medical Needs Policy.

Where UTC South Durham considers that a student/staff member has returned to UTC South Durham too soon after illness, SLT will advise accordingly. In the event of an unsatisfactory response, the Business Manager responsible for Health and Safety must be consulted.

Any prescribed medicines, which are appropriate for UTC South Durham staff to support in the administration of, are to be stored in a lockable cabinet. The first aid cabinet must never be used to store medicines.

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

- The name of patient
- Time and periodicity of dose
- Quantity to be given
- Any other applicable information

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

All parents/guardians must sign paperwork consenting for medication to be taken on UTC premises and be administered with support, by a trained member of UTC staff.

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

Appendix 1

In an Emergency

This procedure is to be followed by a member of staff if there is an emergency

Stages of Procedure	Action
Appointed First Aider assesses the situation and makes a decision to call an ambulance.	A member of front office staff or on call staff calls 999
On call member of staff remains with the appointed First Aider	On call must have a radio to communicate with the ambulance service call handler
Ambulance service is given the address: UTC South Durham Long Tens Way Aycliffe Business Park, Co. Durham, DL5 6AP 01325 430250	The Business Manager is informed of the incident if available
Front office staff get personal and medical details from Bromcom to check that the patient does not have any allergies or medical conditions.	Information from Bromcom given to appointed First Aider or on call member of staff ready for the paramedic
Front office staff call the patients next of kin and inform them that an ambulance has been called. Staff must try to remain calm and reassuring	
If the patient is a visitor to the UTC then their place of work must be informed and asked to inform the next of kin	
Once the ambulance service has arrived the appointed First Aider must remain on scene until they are told they are no longer needed by the paramedic	On call staff to inform SLT member if First Aider is requested to go to hospital with the patient
If the next of kin is not able to come to the UTC then the appointed First Aider or member of UTC staff will go to hospital with the patient until they can be handed over to a next kin.	The appointed First Aider or staff member who goes to the hospital calls UTC to inform the SLT member on duty the situation and gets collected
The appointed First Aider completes the First Aid incident report form and that gets submitted to the Business Manager for any follow up action	

In addition to the above procedure there are also additional considerations including the below:

Removing a sick person from UTC South Durham

1. 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 staff/student will be taken. Where practicable the next of kin must be given the opportunity of accompanying the

person, but the journey to hospital should not be delayed to wait for the next of kin. The casualty should if conscious be able to advise you who to contact, otherwise the Business Manager should be able to assist.

2. 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, a friend should be in the car with the consent of the casualty, or a second member of staff.

3. Hiring of mini cabs

When it is absolutely necessary for a student or member of staff to be removed from the UTC due to ill health, other than by an ambulance, it may be necessary to use a mini-cab's service. This must be approved by a senior member of staff. The circumstances where this will be a viable option, are as follows:

- If a next of kin cannot be contacted
- Where the next of kin is caring for other siblings/relatives and would have great difficulty in collecting the staff/student
- If the staff/student is unable to walk to the nearest bus stop