

UTC South Durham

First Aid Policy



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Approved by	Governing Body
Signed: (Principal) 	Date: 27 June 2018
Signed: (Chair of Governors)	Date: 27 June 2018

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Reason for Review	Annual Review
Responsibility	Principal

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.

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 (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 this LCOP under 'first aid boxes and contents'
- 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'.
- That persons are named as 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. The UTC South Durham senior leadership team will all be named appointed persons.
- Arrangements for reporting accidents as per the LCOP 'arrangements for reporting accidents in schools and colleges'. The Health and Safety Adviser must also make arrangements for the co-ordinate 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, in conjunction with the Health and Safety Adviser, 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, the first aid trained staff must be trained and competent to support them.

For students who have a EHC 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 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.

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"
- Cetrимide antiseptic cream 50g (Savlon or Cetavlex), Cetrимide antiseptic (suitably diluted for use)
- 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 should 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 complete with a frequently cleaned pillow and blankets
- A comfortable chair

- A bowl
- A table
- Soap and towels (paper or otherwise)

In addition, the sick bay located near the main office is for students who feel unwell while they are assessed or are waiting for parents to collect them.

Appendix 1 Administering medicines at UTC South Durham

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, eg where the phasing of dosages is critical. In these situations the UTC should consult the relevant medical officer before accepting responsibility.

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

Any prescribed medicines, which are appropriate for UTC South Durham staff to administer, are to be stored in a lockable cabinet in the charge of a member of staff designated by the Business Manager. 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 by a 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.

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 2 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 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/MIS 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 student
- If the staff/student is unable to walk to the nearest bus stop