

## First Aid Policy

The Health and Safety (First Aid) Regulations 1981 and Code of Practice 1997 set out what the employer must do. Although the Regulations apply to employees, schools have a duty of care for pupils.

This policy reflects the requirements for provision of First Aid as set out in the Independent School Standards, TLG's Health and Safety Policy and takes account of requirements set out in the DfEE document 'Guidance on First Aid in Schools'. It provides the unique local procedures for the TLG Centre named above, as identified by the risk assessment. Additional advice on administering medicines is available in the Medicines Policy.

### Risk Assessment

Annex A contains a risk assessment template that Centre Managers should complete and review at least annually. This should be used in conjunction with Appendix 3 of First Aid at Work, The Health and Safety (First Aid) Regulations 1981 to determine the minimum level of first aid provision required at the TLG Centre.

### The TLG Centre *must* have:

- A 'sufficient' number of suitably stocked first aid boxes<sup>1</sup>
- A suitable first-aid room<sup>2</sup>
- An 'appointed person' whose duties are:
  - To maintain first-aid boxes
  - To take charge when someone is injured, becomes ill or in an emergency situation
  - To administer emergency first aid, but only if trained to do so.
- A system for recording accidents (see Reporting Accidents)
- Efficient mechanisms to inform all staff of first aid arrangements, i.e. first aid notices displayed in prominent places/staff induction.

### The TLG Centre *should* have:

- A 'sufficient' number of first aiders at appropriate locations who must:
  - Have received HSE approved training and updated every 3 years,
  - Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
  - Be available whenever the need arises and may call an ambulance or professional assistance.
- Identified in the Risk Assessment, those pupils with medical conditions, such as epilepsy, asthma or severe allergies. All staff should be made aware of their conditions and alert to the need for prompt action.

There is no set number of first aiders but the appropriate number should be determined on the basis of the risk assessment. Careful thought should be given to first aid provision for school visits and staff working out of hours – first aid provision must be available at all times while people are on school premises and also off the premises whilst on school visits.

### First Aid Containers

These must be marked with a white cross on a green background and made easily accessible. Additional First Aid Containers will be needed for off-site activities. It is recommended that each container is checked and re-stocked monthly and is maintained in a good condition and includes as a minimum:

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<sup>1</sup> Paragraphs 56 – 59 DfEE Guidance on First Aid in Schools

<sup>2</sup> The Education (school premises) Regulations 1996

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, assorted sizes (or 6 in off-site kit)
- two sterile eye pads (not required in off-site kit)
- 3 medium sterile un-medicated wound dressing – approx. 12cm x 12cm (not required in off-site kit)
- 2 large sterile un-medicated wound dressing – approx. 18cm x 18cm
- 2 individually wrapped triangular bandages
- 2 safety pins
- Individually wrapped moist cleansing wipes (off-site kit only)
- 1 pair of disposable gloves

### **Recovery/First Aid room**

To comply with Independent School Standards, the TLG Centre must provide a First Aid/Recovery room for pupils who are ill or require medical attention. This room can be used for another purpose when it is not required as a First Aid/Recovery Room as long as it is made available and comfortable when required for medical purposes. The room must be located close to the toilets. It must contain a sink with hot and cold running water; a suitable medical bed (can be temporary) with pillows and blankets and a First Aid Container.

### **Reporting Accidents**

#### First Aid Records

All incidents resulting in injury or near miss should be recorded in the First Aid Incidents book. Records must include:

- The date, time and place of the incident
- Personal details of those involved
- A brief description of the nature of the event
- What happened immediately after treatment ( e.g. young person went home)
- Name and signature of the first aider/appointed person
- Record of when parents were informed if applicable.

#### Reporting Serious Incidents

It is the policy of TLG to comply with RIDDOR 95<sup>3</sup> and to report serious incidents to the HSE.

Reportable incidents include:

- Work related deaths
- Serious injuries
- Over-seven-day injuries
- Work related diseases
- Dangerous occurrences (near miss accidents)

Reporting to the HSE is the responsibility of each Centre's Health and Safety Coordinator (usually the Centre Manager). TLG Operations Director (Jayne Chenery) can support with this process. See section 3.1 of TLG's Health and Safety Policy and TLGs Incident Reporting Policy for further details.

### **First Aider/Appointed Person**

The first aiders/appointed persons are to be consulted in all cases of first aid. It is the responsibility of First Aiders to maintain First Aid containers and ensure adequate materials and PPE are available for clearing up body fluid spillages. Names of First Aiders and Appointed Persons, together with details of their training, can be found in Annex B – Local Arrangements for TLG Centres. It is the responsibility of the Centre

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<sup>3</sup> Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Manager to ensure that the first aiders/appointed persons have received appropriate training and refresher training within required timescales.

First Aiders/Appointed Persons will be given guidance during training as to what levels of injury are to be treated on site and what levels automatically trigger an emergency ambulance call or visit to the hospital.

### **Parental/Carer Contact**

In all cases of the administration of first aid, parents/carers should be informed at the end of the day. In more serious cases, parents/carers should be contacted immediately and advised of the need to take the young person to a doctor. In emergency cases, an ambulance should be called and the Parent/carers informed immediately. A member of staff **cannot** give permission for any treatment at casualty (blood transfusions etc.).

### **Safe disposal of Blood and other Bodily Fluids**

The First Aider should be responsible for dealing with body fluid spillages. Blood may be contaminated and therefore carry the risk of exposure to infectious diseases. There is also a very small risk of contamination in other bodily fluids if blood is present. It is therefore essential that when cleaning blood (and other bodily fluids) that these guidelines are followed.

Contaminated areas should be secured and sealed off as soon as possible to prevent the risk of secondary contamination.

#### Items required:

- Personal protective equipment (PPE) – Disposable gloves, aprons
- Disposable towels
- Safezone disinfectant spray
- Heavy duty plastic bags

#### Instructions:

- Wear PPE at all times while removing blood and cleaning floors and counter tops. Don't use torn gloves. Watch out for sharp objects that could cut your gloves, such as broken glass or jagged metal. Avoid picking up broken glass, metal or other sharp objects by hand if a blood spill is involved. Use a dustpan and brush.
- Mop or wipe up the blood spill with disposable towels.
- Clean and disinfect the spill area with a disposable towel using safezone disinfectant spray (Kills a range of pathogenic micro-organisms including the viruses which cause HEPATITIS B, AIDS and the MRSA bacteria.)
- Double-bag all the soiled towels and gloves and dispose of in an outside bin.
- Thoroughly rinse and disinfect with a solution of bleach & water, any cleaning equipment (mops, brushes, bucket, dustpan & brush) that came into contact with the spill.
- Wash your hands thoroughly with soap and water.

Personal hygiene must be meticulous. Breaks for food and drinks should be delayed until the task is complete. Toilet breaks should also be avoided if possible. In the event of this being necessary, the first aider will need to undertake personal decontamination (removing contaminated protective clothing, washing hands) before leaving the area and re-apply fresh protective clothing on re-entering the area.

N.B. Where staff suspect they may have become infected they must seek immediate medical attention from either their own GP or emergency hospital services.

Where possible, faeces, vomit and urine should be collected and flushed down the nearest toilet. The area should then be thoroughly cleaned and disinfected. Employee safety is paramount. Employees in any

doubt about how the situation should be handled must seek advice from their line manager.

### **Arrangements for offsite activities and trips**

There must be an appointed person present on all offsite activities and trips. First Aid should be administered by a qualified first aider only. During an offsite activity a first aider may not be present in which case the appointed person should refer any accident requiring first aid to a doctor. Where doubt exists as to how to deal with an incident, the emergency services should be called.

Emergency telephone numbers for all staff and young people involved in the activity will be held by the Centre Manager/activity leader as well as by TLG Centre Support Manager, where applicable.

Details of incidents will be referred as soon as possible to the first aider for inclusion, as appropriate, within the records book.

Before undertaking any offsite activities, a risk assessment is carried out and will identify the level of first aid provision needed. Where there is no special risk identified, a standard off-site First Aid Container must be taken. Additional items may be necessary for specialised activities. Transport Regulations require that all minibuses and public service vehicles have on board a first aid container with a specific list of items.

### **Arrangements for after school and out-of-hours activities on our premises**

There must be an appointed person present during after school and out of hours activities on our premises. First aid should be administered by a qualified first aider only. During an after school or out-of-hours activity a first aider may not be present in which case the appointed person should refer any accident requiring first aid to a doctor. Where doubt exists as to how to deal with an incident, the emergency services should be called. Staff managing the activity will have access to emergency contact details for all involved in the activity. Details of incidents will be referred as soon as possible to the first aider for inclusion, as appropriate, within the records book.

### **Information to Parents/carers**

The Centre Manager will be expected to provide parents with information about the Centre's Health and Safety Policy including the arrangement for First Aid. This information is available in the 'Parent Booklet' issued to parents/carers prior to or during the induction interview.

### **Provision of 'First Aid' information**

A poster template is provided on the final page of this document for each TLG Centre to display prominently, notifying all building users of the arrangements for First Aid (including location of First Aid Containers, and names and methods of contacting the Appointed Person and First Aiders).

### **Review and reassessment of risk**

The Centre Manager should review the TLG Centre's first aid needs at least annually and particularly after any changes, to ensure the provision is adequate. TLG's Operations Director (Jayne Chenery) can assist with this process. The First Aid Policy will be reviewed annually by TLG, with local details and posters updated by the Centre Manager.

## Annex A: First Aid Risk Assessment

TLG Centre Managers should use this template in conjunction with Appendix 3 of First Aid at Work, The Health and Safety (First Aid) Regulations 1981, to determine how many Appointed Persons/First Aiders and First Aid Containers are required. This must be reviewed by the Centre Manager at least annually.

Centre Name:	TLG Manchester		
Date of Assessment:	August 2019	Review Due:	August 2020
Name of person carrying out assessment:	Gill Viner / Judith Skelton		

				What further action is necessary?	By who	By when	Done
<b>Level of first aid risk/degree of hazard associated with TLG Centre activities</b>	Usually <b>Low</b>  May be <b>Medium</b> for some activities	<b>What type of First Aid personnel / training is needed?</b> <b>How do first aid containers need to be stocked?</b>	At least 1 EFAW or FAW  Standard stock	<i>Judith – training renewal needed by end of September</i>	JS	30/09 /19	
<b>Number of staff and students</b>	5-50	<b>How many first aid personnel are needed?</b> <b>How many first aid containers are needed?</b>	At least 1 EFAW or FAW  At least 2	<i>Judith – training renewal needed by end of September</i>	JS	30/09 /19	
<b>What injuries / illnesses have there been previously in the</b>	Minor	<b>Can all of these be covered by the first aid equipment and</b>	Yes or by emergency services as appropriate	None	N/A	N/A	N/A

TLG Centre?		personnel you provide?					
<b>Do staff and students go on offsite activities and trips?</b>	Yes	<b>What first aid personnel are available for trips/visits? Are off-site first aid containers needed?</b>	At least 1 FAW always present  One standard kit taken, leaving 2 in-centre	<i>Judith – training renewal needed by end of September</i>	JS	30/09 /19	
<b>Do staff travel or work remotely a lot?</b>	At times	<b>What means of communicating do they have if they need first aid assistance?</b>	Personal mobile phones always carried.	None	N/A	N/A	N/A
<b>Do staff work out of hours?</b>	No	<b>Is there first aid cover for them if it's needed?</b>	N/A	N/A	N/A	N/A	N/A
<b>Are the premises spread out, i.e. are there several buildings or multi-floor buildings?</b>	No	<b>If yes, first aid provision should be available in each building or on each floor.</b>	N/A	N/A	N/A	N/A	N/A
<b>Is the Centre remote from the Emergency Services?</b>	No	<b>If yes, are Emergency Services aware of your location? Are any special arrangements needed?</b>	N/A	N/A	N/A	N/A	N/A
<b>Is there sufficient first</b>	Yes	<b>How many first aid personnel</b>	2 staff are needed	None	N/A	N/A	N/A

<b>aid cover for absences or annual leave (planned and unplanned)?</b>		<b>are needed to cover all absences?</b>					
<b>Do other members of the public visit your premises?</b>	Yes, as visitors to TLG	<b>What first aid provision can they access?</b>	TLG First Aider	N/A	N/A	N/A	N/A

### Annex B: Local arrangements for TLG Centres

<b>Name of TLG Centre:</b>	<b>TLG Manchester</b>
<b>Address of Centre:</b>	<b>Parish Hall, Water Street, Harpurhey, Manchester. M9 5US.</b>

#### Appointed Persons and First Aiders

Number of Appointed Persons:	3	Number of First Aiders:	3
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Names	AP, FA, or Both	Type/duration of training	Date of training	Refresher training due date
Judith Skelton	Both	FA	19/09/2018	19/09/2019
Emma Hamberis (PT)	Both	Online First Aid for Free	29.11.17	28.11.20
Rachel Smith	Both	FAW	16/11/18	16/11/21

#### First Aid Containers

Number of First Aid containers:	3
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Locations:
Kitchen, mounted on wall
Classroom, mounted on wall behind bar
Listening room / medical room, above the sink

#### First Aid/Recovery Room

Location:	Listening room, off central lobby opposite office.
Is the First Aid/Recovery room close to the toilets?	Yes



# FIRST AID ARRANGEMENTS



Names and contact details for Appointed Persons / First Aiders:

Judith Skelton – located in the classroom

Rachel Smith – located in the classroom

Emma Hamberis – located in the classroom

Locations of First Aid Containers:

**Classroom** – mounted on wall behind bar

**Kitchen** – mounted on wall

**Listening Room** – In locked medical cabinet on wall

(see first aiders for key)

**In an emergency, call 999**