

COWLEY INTERNATIONAL COLLEGE



FIRST AID AND DEFIBRILLATOR PROCEDURES

Status	NON-STATUTORY
Responsibility for review	Delegated to Principal
Responsible Person	Business Manager
Approved Date	Spring 2020
Review Date	Spring 2021

1.0 Introduction

- 1.1 Cowley International College recognises its legal duty under the Health and Safety (First Aid) Regulations 1981 requiring employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees received immediate attention if they are injured or taken ill at work.
- 1.2 Accidents and illness can happen at any time, therefore, provision for first aid needs to be available at all times people are at work.
- 1.3 What is 'adequate and appropriate' depends on the circumstances in the workplace. This includes whether trained first aiders are needed, what should be included in a first aid box and if a first aid room is required. However, the minimum first aid provision at any work site is: a suitably stocked first aid kit, an appointed person to take charge of first aid arrangements and information for employees about first aid arrangements.
- 1.4 The Regulations do not place a legal duty on employers to make first aid provision for non-employees such as the public or children in schools. However, the Health and Safety Executive (HSE) strongly recommends that non-employees are included in an assessment of first aid needs and that provision is made for them.

2.0 Purpose

2.1 The purpose of these procedures is to:

- Provide effective, safe First Aid cover for students, staff and visitors.
- Ensure that all staff, students and other visitors to the school are aware of the systems in place.
- Provide awareness of Health & Safety issues within the school and on school trips, to prevent, where possible, potential dangers or accidents.

First Aid procedures (this document) have been drawn up based on an in-depth risk assessment (see Appendix I) as well as government guidance issued with regard to First Aid for Schools.

3.0 Definitions

- 3.1 First Aid is the immediate treatment or care of a person who is injured or taken ill at work before an ambulance is called for serious cases. First aid treatment prevents minor injuries becoming major injuries.
- 3.2 A First Aider is a person trained to the appropriate standard recognised by the Council and holding a valid qualification certificate, that meets the standards in line with HSE requirements. Employees selected to be First Aiders should be suitable for the role, i.e. reliable, calm and confident in a crisis, physically able and preferably willing volunteers (unless this forms part of the employee's job, i.e. Lifeguard, etc.). They should be easily reachable in an emergency and able to leave their normal duties at any time to carry out their First Aid duties.

The First Aider should undertake either a one day Emergency First Aid at Work (EFAW) or a three day First Aid at Work (FAW) training course, which is valid for three years.

EFAW training enables a first aider to give basic emergency first aid to someone who is injured or becomes ill at work. Courses should involve at least 6 hours of training and be run over a minimum of 1 day.

FAW training includes Emergency First Aid at Work (EFAW) and equips the first aider to recognise and treat a wider range of specific injuries and illnesses. Courses should involve at least 18 hours of training and be run over a minimum of 3 days.

The findings of the First Aid Need Assessment will determine what level of training is required.

- 3.3 An Appointed Person should be available at all times when people are at work and take charge of the first aid arrangements such as: looking after the equipment and facilities and calling the emergency services when required, etc.

No first aid training is required for Appointed Persons and they may only administer First Aid treatment if they have been trained to do so. Appointed Persons at Cowley have undertaken an Emergency First Aid at Work course or First Aid Awareness workshop.

4.0 Roles and Responsibilities

4.1 Governing Body

The Governing Body has delegated responsibility to the Principal for day to day management of First Aid and related functions. The Finance, Personnel and Premises Committee will monitor the effectiveness of the First Aid procedures through the annual analysis of accidents and the management of the Automated External Defibrillators (AEDs) through the termly site inspection.

4.2 Business Manager

- Promote, implement and communicate the procedures.
- Ensure First Aid procedures form part of the induction process.
- Ensure accidents are investigated, recorded and reported in line with Local Authority (LA) and legal requirements.
- Encourage staff to undertake First Aid training.
- Arrange First Aid refresher training.
- Ensure adequate First Aid supplies and equipment is available.
- Ensure adequate First Aid cover is available as identified in the First Aid Risk Assessment.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- Ensure all new staff are made aware of First Aid procedures in school.

4.3 Facilities Manager will:

- Investigate accidents and report findings to the Business Manager.
- Ensure any required remedial action is taken following an accident.
- Report accidents via the LA's online accident reporting system.
- Ensure daily, weekly and termly checks of AEDs are undertaken.
- Replace AED consumables as required and ensure that adequate supplies are kept in stock.

- Ensure a Service Level Agreement is in place to deal with medical waste.
- Arrange for cleaning up of bodily fluids when required.

4.4 First Aiders will:

- Carry out First Aid for which they have been trained.
- Ensure that their qualifications are always up to date.
- Be aware of specific medical details of individual students.
- Always attend to a casualty when requested to do so and treat the casualty to the best of their ability, in the safest way possible and in line with the training received.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that their First Aid kits are adequately stocked and always to hand.
- Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital
- Ensure that parents are aware of all head injuries promptly.
- Keep a record in the log provided of each student attended to, the nature of the injury and any treatment given.
- Request adults complete an accident form which on completion, will be given to the Facilities Manager to submit on the LA's online accident reporting system.
- Immediately contact the Facilities Manager or Business Manager in cases where there are more significant injuries from an accident, e.g. broken bones or where potential negligence could be cited to enable a full investigation to take place. An accident form should be completed by the person in charge of the student at the time of the accident in these circumstances. Completed accident forms should be submitted to the Facilities Manager to submit on the LA's online accident reporting system.
- Ensure that a child who is sent to hospital by ambulance is either:
 - Accompanied in the ambulance by a member of staff to act in loco parentis if a relative cannot be contacted or the parent is not present.
 - Accompanied in the ambulance by a relative or contact held on the student's record.
- Ensure that good hygiene standards are followed, including the disposal of medical waste.
- Make arrangements for any bodily fluids to be washed away thoroughly.

4.5 Appointed Persons

- Take charge when someone is injured or becomes ill in the absence of a First Aider or if a First Aider is on site, until the First Aider arrives.
- Ensure that an ambulance or other professional help is summoned when appropriate.
- Administer emergency First Aid for which they have been trained.

4.6 All Staff

- Familiarise themselves with the First Aid procedures in operation, location of their nearest First Aider, First Aid box and AED.
- Ensure that students are aware of the procedures in operation.
- Be aware of specific medical details of individual students.
- When required, send for help as soon as possible either by messenger or telephone, ensuring that the messenger knows the precise location of the casualty.

- Send a student who has minor injuries to Medical Room/Sixth Form Reception. Where a student has limited mobility or a condition which could worsen at any time, e.g. a head injury, asthma, a First Aider should be requested to attend the scene. Students should be supervised at all times until the First Aider arrives.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Reassure, but never treat a casualty unless they have been trained in First Aid procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Ensure that they have a current medical consent form for every student that they take out on a trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.
- Inform the designated Child Protection officer of any concerns relating to Safeguarding.
- Report and complete accident forms for any accidents to them or students in their care.
- Send a student who feels generally 'unwell' to the student's Year Team, unless their deterioration seems uncharacteristic and is causing concern. Contact the Medical Room/Sixth Form Reception if concerned.

4.7 Admin Staff

- Call for a First Aider, unless they are a First Aider themselves, to treat any injured student.
- Support First Aiders by calling for an ambulance or contacting relatives.

First Aid Procedures

8.00am – 4.00pm – During Term Time

Suitable numbers of First Aiders will be available during term time, between the hours of 8.00am – 4.00pm. The assessment of number of First Aiders is based on Health and Safety Executive (HSE) and LA guidance: 1:50 for staff/other adults and 1:150 for students. First Aiders are based in all buildings.

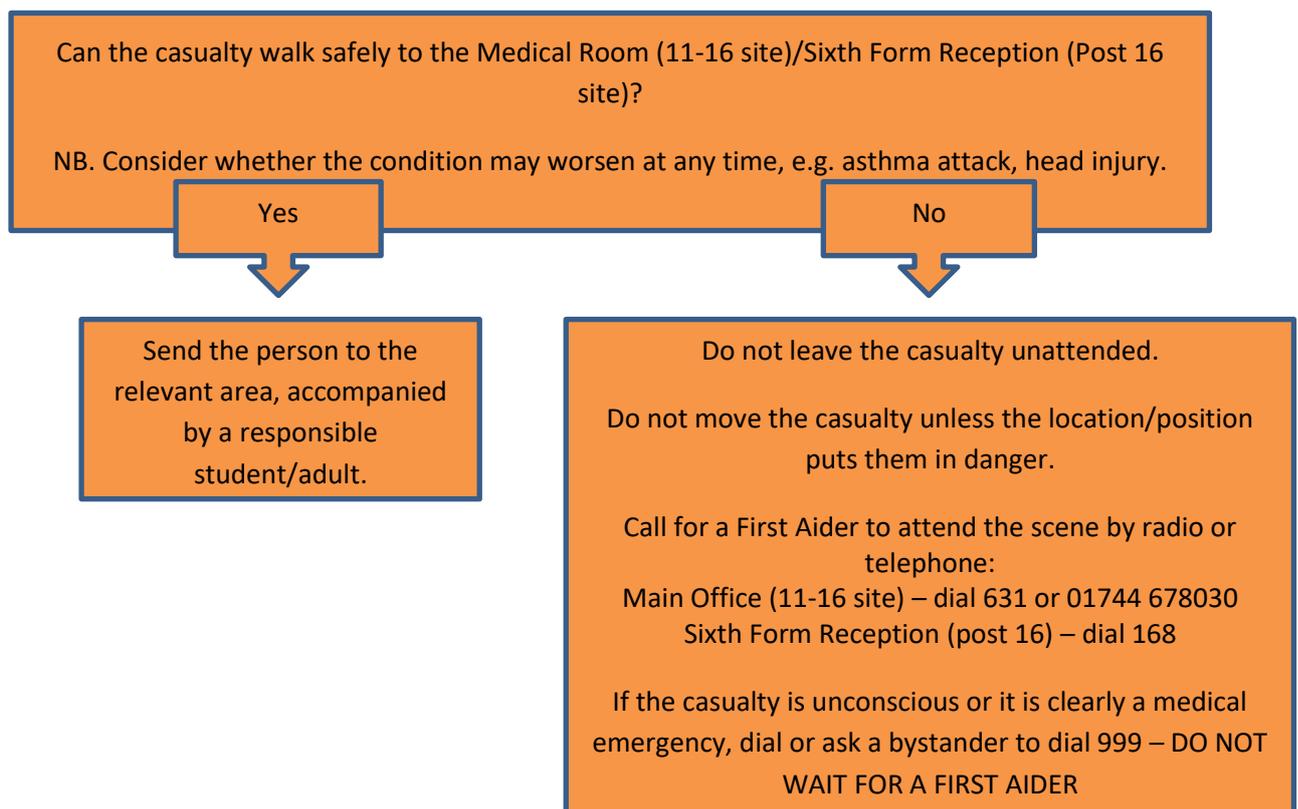
NB. The term FIRST AIDER refers to those who are in possession of a valid First Aid at Work (FAW) qualification which is approved by the HSE. The names of those qualified are listed in the Staff Handbook and in the Health and Safety Policy.

All Other Times

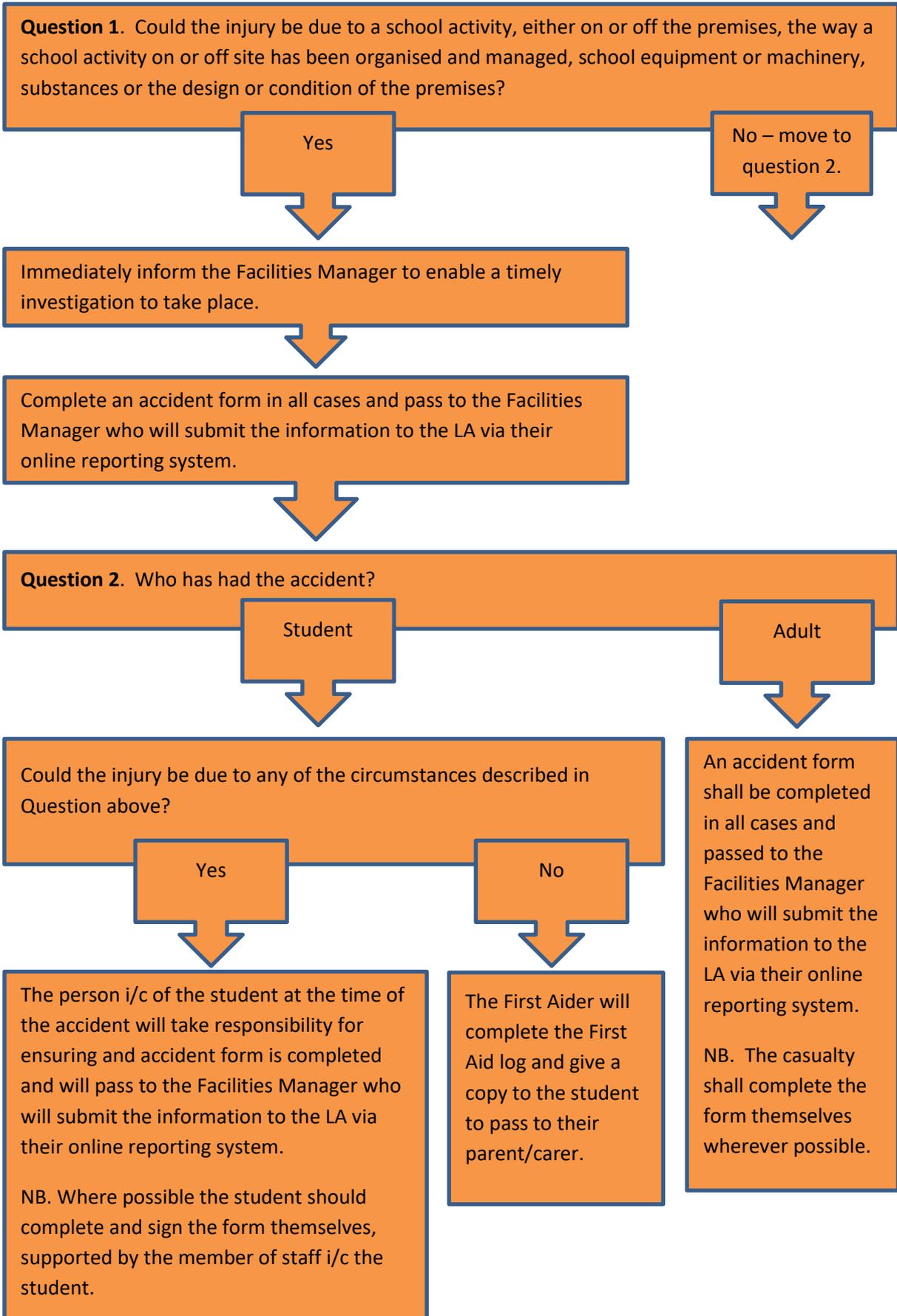
On staff only days and during holiday periods, at least one First Aider will be on site on the 11-16 site from 8.30am to 4.00pm (Monday to Thursday) and 8.30am to 3.30pm (Friday). First Aiders shall be based in the Main Office and can be accessed via telephone on extension 631 or by telephoning 01744 678030 as well as visiting the Main Office in person, where possible. At all other times when the school is open, at least one Appointed Person will be available to take charge when someone is injured or becomes ill.

NB. The term APPOINTED PERSON refers to those who have been nominated to take charge of first aid arrangements in the absence of a First Aider. These staff have attended an Emergency First Aid at Work course or First Aid Awareness workshop and will only administer First Aid treatment if they have been trained to do so. The names of those qualified are listed in the Staff Handbook and in the Health and Safety Policy. The mobile telephone numbers of these staff are circulated to all staff and hirers/users to ensure they are easily contactable in an emergency.

Assessing the condition and getting help



Communicating information/Assessing the need to complete an accident form



Assessment of risks

On-site:

The school has assessed its risks and makes appropriate First Aid arrangements to deal with these risks. First Aid provision is reassessed at least annually, however, First Aid provision is a key consideration when specific events take place which may require further control measures, e.g. changes to whom the school is responsible for or the hazards to which they are exposed to.

Additionally, the school will ensure that contractors on its premises either have suitable and sufficient First Aid provision, or if the work involves no special risks, that the contract may include their use of the school's First Aid facilities, by agreement.

Off-site:

First Aid is considered as an integral part of the risk assessment for all off-site visits, and is individually assessed on a trip by trip basis. All staff, as a minimum will carry a travel First Aid kit and a mobile phone.

The PE Technician is a First Aider and most PE staff are Appointed Persons, ensuring adequate cover for off-site PE lessons, extra-curricular activities and off-site matches etc.

The school's minibuses all have First Aid kits on board.

Specific known risks

The school collects medical and health information from students and staff and are therefore are aware of any specific needs and able to be proactive in putting in place any additional provision required based on local need. All students with a significant medical condition have an Individual Health Care Plan held in the Medical Room, are highlighted to staff and supply staff and any specific training required is undertaken, e.g. anaphylaxis, diabetes, asthma training.

Access to First Aid equipment

First Aid Boxes:

Full First Aid boxes, contents of which are in line with HSE guidelines are located in all high risk areas, i.e. Food Technology, Technology, Science as well as in the Main Office (11-16 site), the Medical Room (11-16 site), Sixth Form Reception, the Sport Building and the Sarah Cowley Building. Travel First Aid kits are kept stocked in the Medical Room for staff to collect and take on off-site visits.

Staff have been designated to ensure specific kits are replenished through supplies which are kept in the Medical Room.

Hygiene and Infection Control

All staff are aware of their responsibility to follow basic hygiene procedures through training and/or the LA's Good Hygiene Guide.

First Aiders have access to single-use disposable gloves and hand-washing facilities. Contaminated waste is kept securely in easily identifiable yellow bags until disposed of via a

registered medical waste disposal contractor. A sharps bin is available in the Medical Room (11-16 site) and Sixth Form Reception (Post 16 site).

First Aid Accommodation

The Medical Room on the 11-16 site meets The Education (School Premises) Regulations 2012 and is the main point of First Aid for the majority of students who are based on the main site.

Recording accidents, informing parents and RIDDOR

An accident report must be fully completed by the staff member, student or visitor where required. HSE's view an accident must be reported if it relates to:

- any school activity, both on or off the premises;
- the way a school activity has been organised and managed, e.g. the supervision of a field trip;
- equipment, machinery or substances;
- the design or condition of the premises.

Records of First Aid administered are included on accident report forms; the form used is the LA template provided by the Health and Safety Section. A record of all First Aid administered to students is kept through a First Aid log; this is a two part form which is completed by the First Aider. One copy is given to the student who is instructed to give the form to the parent and the other copy is retained as a central record of all First Aid administered. All records of First Aid administered and accident reports are kept until child reaches their 25th birthday.

The school is aware of its responsibilities under RIDDOR and should there be any serious accident, illness or serious injury to, or death of, any student whilst in our care or adult, the Principal will liaise with the LA's Health and Safety Section to notify the HSE.

Automatic External Defibrillator (AED) Procedures and Management Plan

Introduction

There is no legal obligation to provide AEDs, however the Governing Body of Cowley International College has approved and supports the use of AEDs in school, particularly as, at the point of decision making, a local need was identified.

In making the decision to install AEDs, the Governing Body recognises its obligations in relation to the Provision and Use of Work Equipment Regulations 1998, i.e. ensuring AEDs are maintained and not missing as well as ensuring AED locations are relevant to the size and layout of the site, relevant training is put in place and that clear procedures are in place the event of a cardiac arrest to ensure that cardiopulmonary resuscitation (CPR) is not delayed unnecessarily.

Management Plan

Maintenance

The maintenance of the AEDs has been incorporated into existing procedures to ensure they are part of the daily, weekly and termly routines and procedures. The model chosen was on the advice of North West Ambulance Service (NWAS); the AEDs test themselves daily, sounding an alarm and display a warning when a fault occurs.

The Caretaker on the morning shift, as part of their daily opening routine visually checks that AEDs inside the building are in situ and in working condition. The PE technician takes out the AED located on the 3G before school and the Caretaker brings in the AED when the 3G is locked up for the day. The PE technician also checks daily that the AED located on Hard Lane pitch is in situ and in working order.

The Caretaker checks AEDs are in situ, in working order and that consumables are in place and in date as part of a weekly site inspection. This is in the form of a written record which forms part of our Health and Safety records.

The Facilities Manager, as part of the termly site inspection, checks that all AEDs in all locations are in situ, in working order and that consumables are in place and in date. The termly site inspection is submitted to the Governors' Finance, Personnel and Premises committee.

AED locations and access

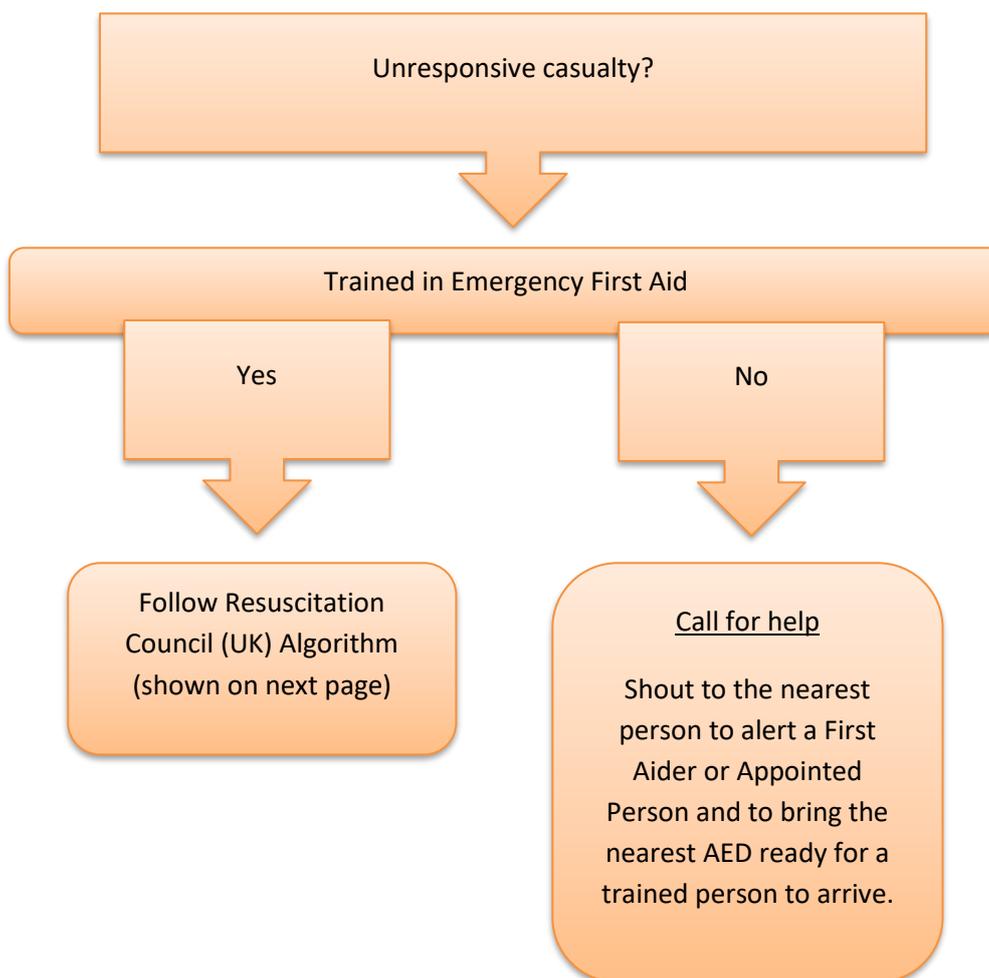
9 AEDs are in key locations in specific areas of the school as advised by the North West Ambulance Service (NWAS) through a site survey. The locations were chosen to minimise response time to the casualty. The AEDs are easily identified by consistent signage to UK standard and accessed via alarmed purpose built cabinets. AEDs are accessible to all users of the building, e.g. access to AEDs is available to hirers of facilities. The AEDs are registered with NWAS which may assist if someone suffered a cardiac arrest in the very close proximity of the site. AEDs are located at the following points:

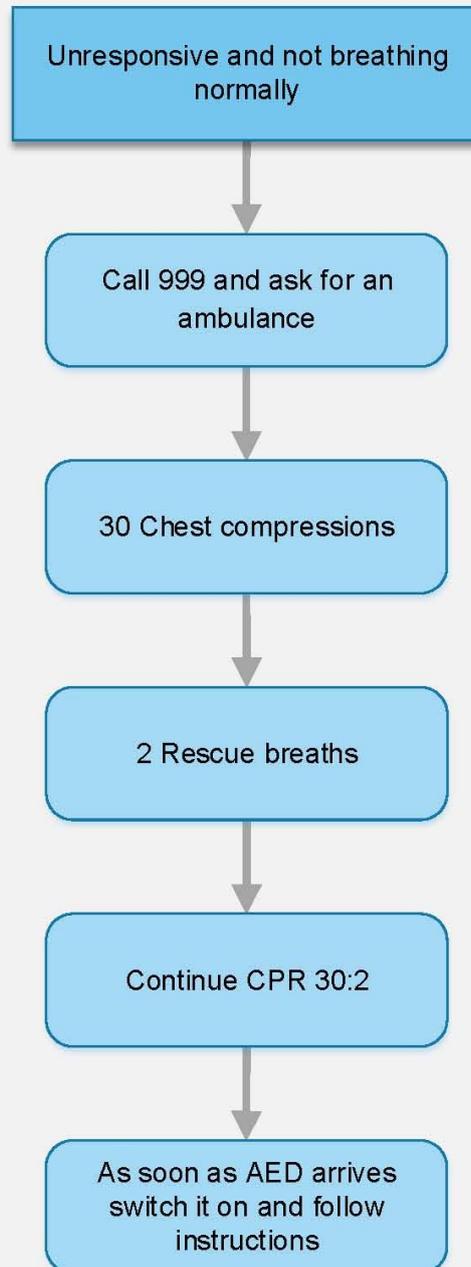
11-16 site:	Level 1 corridor (mid position), Level 2 Atrium, Level 3 corridor (mid position).
Post 16 site:	Outside Principal's Study, outside staff room
Sport:	3G pitch, PE Social Area, Hard Lane cabin
Sarah Cowley:	By stairs on main corridor

Training

Training is not essential for a member of the public to use an AED – they are designed to be simple to operate with voice prompts on what action to take. However, in school the AED is classed as workplace equipment; thus to fulfil obligations and to ensure they are used in an effective and efficient manner, all First Aiders have been trained to use AEDs as have most PE staff and the Senior Management Team. Premises staff have also been trained to ensure a trained operator is on site at all times when the school is open. One member of staff is trained to deliver training on the use of AEDs.

AED procedures





First Aid Risk Assessment Form

Name of School: Cowley International College

Address of School: Hard Lane, St Helens, Merseyside, WA10 6PN

Person(s)/Group at Risk: Staff, Pupils, Contractors, Visitors and Hirers

Area: First Aid Needs/Provision

Type of Assessment: Review Assessment

Date of Assessment: 25th February 2020

Assessor: Kerry Callaghan

Significant Hazard and possible Outcomes/injuries	Control Measures in Place	Are any additional measures or actions required? (if yes put on the Action Plan)	
		Yes	No
<p><u>Environment</u></p> <p>What is the classification of the school?</p> <p>Medium to higher risk activities undertaken i.e. science, D&T, PE etc.</p> <p>Is the workplace remote from emergency medical services?</p>	<ul style="list-style-type: none"> In general terms, the school is classed as low risk but with certain activities being undertaken and multiple buildings this classification may be raised to a medium to high risk. <ul style="list-style-type: none"> For medium/high risk activities AfPE/CLEAPPS guidance is used and risk assessments are undertaken and reviewed regularly. First Aid boxes are located in all buildings, on all floors and in all medium to high risk areas. Rubber tubing is kept by a designated tap in all Science labs/Textiles rooms. Trained personnel, either Appointed Persons or Designated First Aiders are based in each building and accessible during school hours. An Appointed Person is available at all times when the school is open. 		No
	<ul style="list-style-type: none"> The school is easily reached by emergency medical services within a reasonable timescale. 		No
<p><u>People on site</u></p> <p>How many people are present on the site? Remember to include staff, pupils, visitors and contractors.</p> <p>Do they know what the first aid arrangements are for the site?</p> <p>Have they other information available to them (how to contact emergency services)?</p> <p>Are there people with special health needs on the site? Do they have health conditions or illnesses that may require sudden, urgent or specialist attention?</p>	<ul style="list-style-type: none"> There are approximately 1750 persons on site. Made up of circa. 200 staff, 1500 pupils and 50 visitors/contractors at any one time; HSE/LA guidance is used to determine relevant first aid provision (Minimum 15 First Aiders – 1:150 students and 1:50 staff). 		No
	<ul style="list-style-type: none"> First aid arrangements are covered on induction for all staff including supply and work experience placements and students, included the staff guidance handbook and subsequent changes brought to the relevant group's attention. 		No
	<ul style="list-style-type: none"> Contact details of local external contacts (GPs, School Nurse, nearest hospital etc.) are readily available for staff to use. 		No
	<ul style="list-style-type: none"> Caretaking staff are Appointed Persons and have attended an Emergency First Aid at Work training. Caretakers will deal with an emergency outside of school hours when no designated First Aider is on site. 		No
	<ul style="list-style-type: none"> There are members of staff and students with special health needs which may require first aid provision and additional training accounts for these specific needs, e.g. anaphylaxis, asthma, diabetes, epilepsy, AEDs. IHCPs in place for students with specific health needs. 		No

Significant Hazard and possible Outcomes/injuries	Control Measures in Place	Are any additional measures or actions required? (if yes put on the Action Plan)	
		Yes	No
	<ul style="list-style-type: none"> Lists of all First Aiders and Appointed Persons are contained in the staff guidance handbook and Health and Safety Policy. 		No
<p><u>General Arrangements</u></p> <p>Do employees work remotely or work alone?</p> <p>Is there adequate provision for lunchtimes and breaks?</p> <p>Is there first-aid provision for off-site activities i.e. school trips etc.</p> <p>Are people present on site out of hours? Is there a fluctuating need for first aid at different times?</p> <p>Do you have sufficient provision to cover absences of first aiders? What kinds of activity are people using the service involved in? Are these high-risk activities if so, then first aid cover may need to be increased?</p>	<ul style="list-style-type: none"> All lone workers have access to mobile phone and understand the lone working risk assessment. First Aid provision is available at all times when the school is open through Designated First Aiders and Appointed Persons. Risks for medium/higher risk activities are considered and appropriate control measures in terms of First Aid. All of these areas either have a Designated First Aider, an Appointed Person or easily reach by a Designated First Aider within two minutes. The Medical Rooms is located in the centre of the school and is manned by a Designated First Aider during school hours. Adequate first aid provision has been identified for the out of hours activities. The cover needed for annual leave and planned absence is considered prior to annual leave or planned absence being granted. First aid needs and emergency procedure considerations are assessed when undertaking risk assessment for off-site activities and visits. Staff should ensure a travel First Aid kit is taken on all off-site activities and visits as well as a school mobile phone being carried when appropriate. 		No
<p><u>Record of Accidents and Ill-health</u></p> <p>What is your record of accidents and ill health, accounting for all groups?</p> <p>What illnesses/accidents have occurred and where and what time did they happen?</p>	<ul style="list-style-type: none"> The number and type of injuries have been adequately dealt with through the existing first aid arrangements and first aider capabilities. Accident statistics that indicate the most common injuries, times, locations and activities in a particular area (trend analysis) are part of the annual review of accidents by Governors' Finance, Personnel and Premises committee. 		No
<p><u>First Aid Arrangements</u></p>	<ul style="list-style-type: none"> All Designated First Aiders have attended an approved HSE First Aid at Work course and will be available to deal with first aid requirements. 		No

Significant Hazard and possible Outcomes/injuries	Control Measures in Place	Are any additional measures or actions required? (if yes put on the Action Plan)	
		Yes	No
Insufficient trained personnel / insufficient supplies	<ul style="list-style-type: none"> All Appointed Persons have attended an Emergency First Aid at Work course or First Aid Awareness workshop and will be available to deal with emergency in the absence of a Designated First Aider. 		
	<ul style="list-style-type: none"> First Aid boxes are marked with a white cross on a green background and are provided throughout the establishment. The Office Manager will check the boxes and ascertain that all items are still in date and replenish as necessary. 		No
	<ul style="list-style-type: none"> First Aid training for all First Aiders will be via an approved training organisation and will meet the First Aid at Work Training requirements. The person responsible for organising re-qualification training and retaining training records is the Business Manager. 		No
	<ul style="list-style-type: none"> Only First Aid supplies will be kept in the First Aid box. No medication kept in the box. Separate arrangements are in place for the administration of medication (see separate Supporting Children with Medical Needs Policy). 		No
	<ul style="list-style-type: none"> A room is available for carrying out medical inspections and for First Aid. This is located on the 11-16 site on Level 1. <ul style="list-style-type: none"> Hand washing facilities and suitable facilities and equipment maintained, including the provision of gloves, etc. 		No
	<ul style="list-style-type: none"> Suitable hygiene standards followed, including the disposal of soiled materials through medical waste contract. 		No
	<ul style="list-style-type: none"> A specific risk assessment has been carried out for infection control – bodily fluids. 		No
	<ul style="list-style-type: none"> Spill kits are available for cleaning up bodily fluids. 		No
<u>Accident Recording & Reporting</u> e.g. accidents not reported or investigated	<ul style="list-style-type: none"> All minor accidents and treatment provided to students are recorded on a two part report form completed by the First Aider. 		No
	<ul style="list-style-type: none"> All appropriate accidents are reported on-line by the Facilities Manager to the H&S Section at St Helens Council. A paper based report is completed by the person in charge of the area in which the accident occurred. 		No
	<ul style="list-style-type: none"> All accident and near misses are investigated by the relevant manager in charge of the area where the event occurred. 		No

Significant Hazard and possible Outcomes/injuries	Control Measures in Place	Are any additional measures or actions required? (if yes put on the Action Plan)	
		Yes	No
	<ul style="list-style-type: none"> All accident information is reviewed as a minimum monthly by the Business Manager in order to minimise future accidents. 		No