

**UTC Leeds**  
**First Aid Policy**  
**2018-2019**

**Adopted by the Governing Board: September 2018**

**To be reviewed by Governors: September 2019**

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## **First Aid Policy**

UTC Leeds recognises its responsibility to provide First Aid and will ensure that staff, students and visitors have access to adequate equipment and Business at all times during the working day.

### **1. Aim**

This Policy describes the procedures that ensure that the appropriate First Aid is administered promptly and effectively to the students, staff and visitors to UTC Leeds.

The Policy is especially important given the specialised nature of the curriculum at UTC Leeds and the potential of some of the equipment utilised to cause significant injury.

### **2. Legislation**

The Health and Safety at Work Act (1974) imposes a general duty on the UTC to ensure, as far as is practicable, the health, safety and welfare of all employees, visitors and contractors. The Health and Safety First Aid Regulations (1981) set out the basic requirements for the provision of appropriate equipment, Business and qualified personnel.

### **3. Definitions**

First Aid is defined as, '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.

## Roles and Responsibilities

### Principal

- Arrange for sufficient numbers of staff to be or to become trained First Aiders;
- Appoint a person to take charge of First Aid arrangements;
- Ensure records of training are up-to-date;
- Ensure refresher training and re-testing of competence before certificates expire;
- Ensure a suitably stocked First Aid container;
- Provide information for all staff on First Aid arrangements;
- Ensure First Aid procedures are in place in relation to off-site activities/trips;
- Ensure First Aid procedures are in place for out-of-College hours' arrangements e.g. lettings, Parents' evenings;
- Ensure adequate provision for trainee teachers working on site who have the same status as staff for the purposes of health and safety
- legislation;
- Ensure under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (1995) a record is kept of any
- reportable injury, disease or dangerous occurrence which includes: the date and method of reporting; the date, time and place of the event;
- personal details of those involved and a brief description of the nature of the event or disease;
- Ensure parents/carers are aware of the UTC Health and Safety Policy, including arrangements for First Aid;
- Ensure First Aid information is included in induction programmes for new staff and students.

### First Aider

- Assess extent of injury or condition of the casualty;
- Give immediate appropriate treatment in accordance with their training;
- Summon an ambulance or other external medical service;
- Liaise with the Leeds School Nurse Service to ensure First Aid kits are fully stocked and refilled after use;
- Keep suitable records of all treatment administered following guidelines in this Policy;
- Notify the Principal of the expiry of their qualifications, at least six months beforehand.

## All Staff

In terms of First Aid, UTC Leeds 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 Leeds accepts all legal responsibility. In the first instance an injury will be assessed as to its seriousness. This can be done by any member of staff. If there is any doubt, a First aider must be called and the medical action flow chart (below) followed.

## Organisation

- UTC Leeds will provide for a minimum of one First Aider per 125 students/staff plus one for additional coverage;
- As of July 2018, UTC Leeds has 5 First Aiders (Megan Barthorpe, George Lindley, Paul Ellis, Hannah Parmley and Helene Marchent) and the number of qualified First Aiders will rise as the student and staff population rises;
- When selecting First Aiders, the Principal has considered the individual's:
  - Reliability and communication skills;
  - Aptitude and ability to absorb new knowledge and learn new skills;
  - Ability to cope with stressful and physically demanding emergency procedures;

A First Aider must be able to leave to go immediately to an emergency. To maximise availability, First Aid trained staff will, so far as is possible, be non-teachers; All staff will be made aware of the names and usual locations of First Aiders; A rota will be co-ordinated and will take into account cover required for absence.

While First Aiders carry out their duties voluntarily, they do so in the course of their employment. The UTC fully indemnifies the staff against claims for negligence arising from the administration of First Aid to students or third parties, provided that they are acting within the scope of their employment and they hold a current, approved First Aid qualification, and are following the UTC guidelines on administration of First Aid.

## **First Aid Procedures**

### **Serious Injury**

A serious injury is defined as that which is likely to require hospital or urgent medical treatment, for example broken bones, dislocation, unconsciousness, head injury, deep tissue wound or significant loss of blood.

### **Head Injuries**

- Must be referred to a First Aider.
- The First Aider must ensure Parents/carers are informed.
- First Aiders must ensure a text/phone call is sent to parents/carers for head injuries without exception.

### **First Aid Code of Practice**

The training of a First Aider will cover:

- Resuscitation;
- Control of bleeding;
- Treatment of an unconscious casualty;
- Identification of fractures;
- Communications and contents of First Aid boxes;
- Treatment of minor cuts bruises and splinters, etc.;
- The training must be certifiable and repeated every three years.

## **4. First Aid Boxes**

First Aid Boxes are located in each laboratory, in the Engineering Area, the Kitchen, Dining Room, Reception and Medical Examination Room.

- First Aid Boxes are clearly labelled and have open access.
- Travel First Aid Packs are available and must be taken on all off-site visits.
- A 'First Aider Only Box' with more specialised equipment is available in the Medical Examination Room.

## **5. Medical Examination Room**

The Medical Examination Room contains:

- First Aid Box;

- Wash hand basin/sink providing hot and cold running water and also drinking water with paper cups;
- Couch complete with a blanket;
- Comfortable chair.

## 6. Spillage of Bodily Fluids

In the event of the spillage of bodily fluids e.g. blood, faeces, vomit, then the following procedure must be followed:

- Appropriate protective clothing must be worn;
- The affected area must be cordoned off;
- Absorbent compound e.g. sawdust or sand must be applied to the spillage;
- The treated spillage must then be thoroughly cleaned up and disposed of hygienically.

The Buildings Management Team has appropriate materials for this procedure.

## 7. Casualty Care

Treatment at UTC Leeds is provided for minor injuries e.g. 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.

Serious injuries should be placed in the care of the trained First Aider or, in the absence of a First Aider, the Ambulance Service.

UTC Leeds complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (1995). RIDDOR states that the following are all reportable incidences:

- Fractures, other than to fingers, thumbs and toes;
- Amputations;
- Any injury likely to lead to permanent loss of sight or reduction in sight;
- Any crush injury to the head or torso causing damage to the brain or internal organs;
- Serious burns (including scalding) which covers more than 10% of the body;
- Causes significant damage to the eyes, respiratory system or other vital organs;
- Any scalping requiring hospital treatment;
- Any loss of consciousness caused by head injury or asphyxia;
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness;
- Requires resuscitation or admittance to hospital for more than 24 hours.

As such, all staff giving First Aid to a student, member of staff or visitor must complete the relevant reporting documentation immediately after the incident.

A record of any reportable injury, disease or dangerous occurrence will be kept. It will include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

The RIDDOR documentation will be reviewed at weekly intervals in order to ensure that, where it is reasonably practicable, all precautions are taken to ensure there will be no repeat injuries or incidences. It is the right of any member of the College community to report an incident or injury to the Health and Safety Executive if it is believed that satisfactory measures have not been taken to ensure the hazard is removed or resolved.

Further details about reporting a dangerous or hazardous incident may be found at [www.hse.gov.uk](http://www.hse.gov.uk)

## 8. Procedures

Procedure in the event of an accident, illness or injury.

A qualified First Aider, wherever possible, will deal with all accident, injury or illness sustained by students, staff or visitors.

### Students

- If attention is required by a student during a lesson or outside of lesson time, they must be directed and accompanied, where appropriate, to Reception. If it is deemed inappropriate to move the student, then a responsible person/student should be sent to seek assistance from Reception.
- Reception will then call a First Aider to attend.
- If it is necessary to send the student home, the First Aider will liaise with 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 student should remain on site until this has been achieved.
- Parents/carers are required to collect, or arrange to have their child collected, if the student has sustained a head injury.
- The parent/carer will be notified if a student is seen by a First Aider and does not require to be collected.
- 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. A member of staff must accompany the student to hospital and stay with them until a parent/carer or arrives.

A First Aider must never be alone in the First Aid room with a student of the opposite sex, e.g. a female member of staff should be present with female students.

### 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 College requires an ambulance, all efforts must be made to contact the visitor's place of work.

## **9. Records**

### **Students**

After administering First Aid, the First Aider should ensure that the First Aid Treatment Log Book is completed and details recorded on SIMS. The person responsible for First Aid will review the forms; matters of concern will be addressed immediately and a full accident report will be prepared for the Governing Body.

### **Adults**

After administering First Aid, the First Aider will ensure that the First Aid Log Book is completed.

RIDDOR records will be completed as necessary.

## **10. First Aid Inspection**

A review of staffing, procedures and First Aid kits will be undertaken at least once a year by the person responsible for First Aid, in consultation with the Business Manager.



## Medical Room Process

### The Medical Room at UTC Leeds

- Is for the initial care of the ill or injured.
- Is for First aid is not medical treatment.  
It is important to note that:
- The treatment for injuries that occurred at home are the responsibility of Parent/Carer.
- It is not the role of the Administration Staff to manage a student's ongoing condition.

### Medical Room duty

- Only UTC Staff who hold a current First Aid Certificate are eligible to volunteer to undertake this duty within UTC hours. Staff without this certificate cannot be called upon or be expected to perform this duty.
- When sending a student to the UTC reception for any of the issues noted below students are to have a "Out of lesson" pass completed by the Teacher/member of staff who sent them with the student's full name, class and reason for being sent to Medical Room. This is a legal requirement.
- If student(s) are not able to attend reception then a student will be sent to reception with details of the location of the incident to notify reception who will call first aider to attend the student(s).
- Reception staff will contact a first aider (if they are not first aid trained themselves) who will visit the student in Medical Room.
- As this duty is done voluntarily, first aider can administer minor first aid only. They are not permitted to administer pain killers without Parent/Carer permission. They cannot diagnose an illness or be called upon to determine the extent of an injury if it is not obvious.

### Process where a student is referred to the medical room for feeling unwell

The following procedures will be followed by the Administration Staff responsible for First Aid duties under instruction from the referring member of staff:

- The member of administration staff will assess the student and record the details on the sick bay form, which is stored in the sick bay folder in the medical filing cabinet. If the member of administration staff is not first aid trained, they will need to refer to a first aider.
- \*\* The member of administration staff must check the list of students with individual health care plans (stored in the medical filing cabinet) and ensure that in the case of a student having one of these plans, that the details on the document are followed, with regard to treating the student \*\***
- Students are permitted to rest for 15 minutes then return to class.
  - If the first aider deems that there is no improvement after the 15 minutes, then the contact the Parents/Carers/emergency contact must be contacted to collect the students from school. The call will normally be the responsibility of the reception staff.
  - If the emergency parent/carer contact is not available then Principal/SLT should be notified immediately to determine safe course of action.
  - If the student has vomited, the Parent/Carer should be contacted immediately and asked them to collect their child from school.
  - If the student is not able to wait in reception for their parent/carer to collect them, it is the responsibility of the reception staff to check that the condition of the student has not changed every 10 minutes. If the member of reception staff is concerned that the condition of the student is deteriorating they should follow the steps overleaf for minor injury/critical incident (or call for a first aider if they are not first aid trained).
  - The reception staff must email "All staff" to inform them that the student has gone home and should log this on SIMS (register) and on the sick bay form.

### Process for students with minor injuries:

- The member of administration staff (who is first aid trained/seek a first aider if not) will assess the scale of the injury that the student has (if it is deemed critical, then the process for critical incidents which is shown below should be followed)
- \*\* The member of administration staff must check the list of students with individual health care plans (stored in the medical filing cabinet) and ensure that in the case of a student having one of these plans, that the details on the document are followed, with regard to treating the student \*\***
- For students with a minor injury treat, the first aider will treat accordingly (e.g. a plaster) and sent back to class or be permitted to rest for 10 minutes.
- If the injury is deemed severe enough or if no improvement occurs the Parents or Carers to be contacted by Administration Staff and logged on SIMS (register) and on the sick bay form. The first aider may decide to call 111 for further advice.
- The reception staff must email "All staff" to inform them that the student has gone home and should log this on SIMS (register).
- Student has a head injury Parents/Carers are to be notified by Administration Staff and asked to come and check the child. Especially in the case of a head injury it is the Parents/Carers responsibility to ascertain the most appropriate next course of action.
- If the emergency parent/carer contact is not available then Principal should be notified immediately to determine safe course of action.
- Eyes can only be washed out using the eye care kit.
- All injuries must be recorded in the accident book by the first aider who has treated the student (the first aider may delegate the completion of the accident book to another member of staff but they must check and sign it once completed). The slip from the accident book is to be stored in the accident folder in the filing cabinet.
- At the start of each half term, the reception team are to scan all the medical slips and upload them to CPOMS but also retain the paper copies

**\*\*In the case of minor injury it may be appropriate for a student to be transported to hospital using the UTC minibus accompanied by the driver and another member of staff. The decision to call an ambulance will be made by the first aider. The parent/carer must be informed that they should meet the student and staff member at the hospital. The staff member is to stay with the student until the parent/carer arrives.**

### Process for a Critical Incident:

In the event of a critical incident e.g. where the first aider deems that immediate medical attention is required, the first aider will organise for an ambulance to be called and the Parents/Carers will be notified immediately. This needs to be logged on SIMS (reception) and on the sick bay form by the first aider (or delegated to the reception team)

**In the event that parents/carer/emergency contact cannot be contacted a member of UTC Leeds staff (with a DBS check) will accompany students to hospital. The parent/carer must be informed that they should meet the student and staff member at the hospital. The staff member is to stay with the student until the parent/carer arrives. \*\***

- All injuries must be recorded in the accident book by the first aider who has treated the student (the first aider may delegate the completion of the accident book to another member of staff but they must check and sign it once completed). The slip from the accident book is to be stored in the accident folder in the filing cabinet.
- The reception staff must email "All staff" to inform them that the student has gone home and should log this on SIMS (register).
- At the start of each half term, the reception team are to scan all the medical slips and upload them to CPOMS but also retain the paper copies