



L.E.A.D. Academy Trust

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First Aid Policy

LEAD Academy Trust	HEALTH and SAFETY OPERATING PROCEDURES Approved: Joe Galiszewski	SECTION: ISSUE: PAGE: DATE: ARCHIVED:	One 1 of 1 March '17
TITLE: Accidents and First Aid			

1. Changes from Last Issue

None (Issue 1)

2. Objective

To provide appropriate first aid support for employees, pupils, visitors and contractors.

3. Reference Documents

INTERNAL

- Accident Report Form
- Incident Report Form
- Health & Safety Checklist
- RIDDOR Form
- Accident Investigation

EXTERNAL

- DFEE First Aid Guidelines for Schools.
- Health & Safety (First Aid) Regs 1981
- Health & Safety (Safety Signs and Signals) Regulations 1996
- Form F2508
- RIDDOR 1992

4. Procedure Detail

4.1 The Health and Safety (First-Aid) Regulations 1981

4.1.1 The regulations require all sites to provide such equipment and facilities as are adequate and appropriate in the circumstances for enabling first-aid to be rendered to employees and others if they are injured or become ill at work.

4.1.2 Different facilities will need different provision and the organisation prepares for reasonably foreseeable accidents and incidents that could happen on site.

4.2 First Aid Provision

4.2.1 We have a duty of care to pupils and visitors in addition to the statutory first aid provision for staff.

4.2.2 When open the number of qualified first aiders (FAW with Paediatric add on) will never fall below one person on duty.

4.2.3 When no pupils or visitors are present and there are more than 2 staff members working a qualified first aider is to be provided.

4.2.4 Guidance on specific numbers of first aid trained personnel are provided in [*appendix 1*].

4.2.5 The first aiders must be suitably trained and hold a First Aid at Work with Paediatric add on and defib where applicable as a minimum qualification.

4.2.6 Specific approved qualifications for customer and staff treatment are recognised e.g. HCP registered qualifications, EFAW and National Rescue Test.

4.2.7 First aid equipment includes first aid boxes and general equipment (see 4.8).

4.2.8 First aid rooms, where provided, should be clearly identified with procedures in place for adequate maintenance and checking of stock and equipment [*Appendix 2*].

4.2.9 Contents of first aid boxes are determined based on risk assessment of site requirements. For Guidelines and minimum standards see [*Appendix 3*].

4.3 Epi Pens

4.3.1 If an individual is known to require the use of an epi pen the following must be in place:-

- Training must be undertaken by a qualified person
- Identification of the epi pen **MUST** include a container with full name and picture
- A Suitable treatment plan must be put in place for the individual.

4.3.2 LEAD's current approach will be reactive and therefore pupils with epi pens should not be restricted from activities where a member of staff trained to administer epi pens is not immediately available. However this should be logged as an incident, and further training in the use of epi pens should be provided at the earliest opportunity by a qualified trainer.

4.4 First Aid Procedures

4.4.1 Staff must deal with any accidents promptly and effectively. Consideration should be given to the urgency of the situation, the nature of the injury and condition of the casualty in deciding where to treat them.

4.4.2 All accidents and details of any treatment must be recorded on a *standard LEAD accident form* to enable easy analysis.

4.4.3 The Accident Forms should be filled in appropriately and in full. *Section A is to be completed by the person who treated the casualty, Section B by the Office and Section C by LEAD Head Office.*

4.4.4 Precautions should be taken where possible to protect staff from the risk of infection, e.g. the use of gloves to prevent contact with the casualty's blood.

4.4.5 If a serious injury has occurred, A member of the LEAD health and safety team should contact the individual, or in the case of a student, the family within 48 hours to check on their condition. The LEAD health and safety team will determine when this is necessary.

4.4.6 A copy of the report form is sent to LEAD Head Office and a copy is kept on site for analysis.

4.5 RIDDOR Reporting

4.5.1 Reportable injuries, diseases and dangerous occurrences shall be reported promptly by the *Head of Operations at LEAD Office* to the enforcing authority, using the F2508 form which should be sent to the HSE incident contact centre.

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- 4.5.2 Telephone contact with RIDDOR shall be made at the earliest opportunity by the *Head of Operations*.

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- 4.5.3 F2508 form should be completed before the telephone contact is made, so that details can be checked and verified

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- 4.6 Accident Investigation and Reporting**

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- 4.6.1 The [*Appointed Person*] shall review all Accident Report Forms and appropriate action taken.

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- 4.6.2 All accidents and known near misses shall be recorded. Where appropriate the cause of the accident should be investigated to identify any remedial action, to reduce a chance of a similar outcome.

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- 4.6.3 *LEAD undertakes two types of accident analysis, Accident Maps and RIDDOR Analysis. Trend analysis of accidents is important as it can identify clusters.*

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- 4.6.4 An accident map is used to present a visual trend analysis of accidents occurring on site.

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- 4.6.5 Accident investigations should be conducted when the following occurs:

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- A RIDDOR reportable incident has occurred
- A cluster of accidents has taken place in the same place or activity
- A Pupil or member of staff has been injured, but not immediately taken off site.

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4.6.6 Accident investigations are conducted by the LEAD H&S Co-ordinator using *Accident Investigation Form*. and should be thorough and may include, interviewing witnesses, the injured party, visiting the accident location and determining the underlying cause.



4.7 Incidents

4.7.1 Incidents and near misses within the organisation shall be recorded on the incident report form.

4.7.2 Incident report forms are reviewed by the LEAD Health & Safety co-ordinator and any appropriate action will be advised and undertaken by the site in question.

4.7.3 RIDDOR reportable incidents are reported as per 4.4 and investigated as per 4.5.6

4.8 First Aid Boxes

4.8.1 First aid boxes should be made of suitable material and so designed to protect the contents. All boxes should be clearly marked with a white cross on a green background (Health and Safety (Safety Signs and Signals) Regulations 1996).

4.8.2 First aid boxes and travelling first aid kits should contain sufficient quantities of suitable first aid materials and nothing else. Minimum quantities for low-risk establishments may be considered as:

- A general guidance leaflet on first aid (see below).
- 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate for the work environment (detectable dressings should be available for the catering areas).
- 2 sterile eye pads.
- 4 individually wrapped triangular bandages.
- 6 safety pins.
- 6 medium-sized individually wrapped sterile un-medicated wound dressings
- 1 pair of disposable gloves.
- Face Mask

Further advice regarding suggested contents can be found in [*appendix 3*].

4.8.3 In situations where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline solution (0.9%) in sealed disposable containers should be provided. Once opened they must not be re-used. The use of eye baths/cups or re-fillable containers is not permitted.

- 4.8.4 The contents of the first aid boxes should be replenished as soon as possible after use to ensure a continued sufficient supply of materials. The contents of first aid boxes **MUST** be listed and checked as per the site policy as part of the Health & Safety checks.
- 4.8.5 Supplementary equipment may include suitable means for the transportation of casualties; scissors, blankets; aprons and other suitable protective equipment. Where such equipment is considered necessary it should be stored in the vicinity of the first aid boxes.
- 4.8.6 A comprehensive guide to the contents of on and off site first aid kits is provided in appendix 3.
- 4.8.7 A method of disposal of soiled dressings must be available in the site first aid room in the form of suitable biohazard containers which can be disposed of by a suitable authority.
- 4.8.8 A method of disposing sharp items such as needles should be available in the site first aid room sharps box. Used / full container must be disposed of by NHS, by dropping used container off at local health centre.

4.9 First Aid Rooms (Site Specific)

- 4.9.1 LEAD considers the provision of a first aid room where the site assessment identifies this as being necessary, although the number of employees on the site may be a factor considered.
- 4.9.2 The room and its contents is managed by the [*appointed person*] at all times. The room itself should be positioned in such a way as to be the best point of access for transport to hospital and be convenient for access, toilets etc within the establishment itself. Ideally, first aid rooms should be used solely for the purpose of providing first aid treatment.
- 4.9.3 The room should be large enough to hold a couch and the door to the room wide enough to accommodate stretchers, wheelchairs, etc. All surfaces should be easy to clean and the room cleaned daily, and after use. It should be effectively ventilated, heated, lighted and maintained. A notice giving details of first aiders and contact procedures should be displayed.
- 4.9.4 The facilities and equipment which should be provided as a minimum in first aid rooms is as follows:-
- Sink with running hot and cold water.
 - Drinking water (if not available on mains tap) and disposable cups.
 - Paper towels.
 - Smooth topped working surfaces.

- A range of first aid equipment (at least to the min. required in first aid boxes) & proper storage.
- Chair.
- A couch (with waterproof cover), pillow and blankets.
- Soap.
- Clean protective garments for first aiders.
- Suitable refuse container (foot operated) lined with appropriate disposable yellow plastic bags i.e. for clinical waste.
- An appropriate record keeping facility.
- A means of communication eg telephone.

4.9.5 The room should be clearly marked as a first aid room by means of a sign complying with the Health and Safety (Safety Signs and Signals) Regulations 1996.

4.9.6 As with first aid boxes and travelling first aid kits a nominated first aider or appointed person must maintain the first aid room stock to the required levels.

4.9.7 The first aid room must always be ready for immediate use.

4.9.8 Where a dedicated first aid room is not deemed necessary, another suitably equipped room should be on hand to be used in the event of an incident.

5. Distribution Table

No.	Group	Address / Contact details	Date issued	Staff Sign
1.	LEAD Head Office	<i>LEAD Head Office</i>		
2.	Office Managers	As per site details		
3.	LEAD I.T.	Pride Park Office		
4.	Site Staff	<i>As per site details</i>		

6. Training Table

No.	Group	Current Post Holder	Responsible for Training
1.	Lead Safeguarding Director		<i>Lead HO Staff</i> <i>Office Managers</i>
2.	Office Managers		<i>Site Senior Leadership Teams</i>
3.	Site SLT Nominated Person		<i>Other Site Staff</i>