

<p style="text-align: center;">WORK SKILLS LEARNING FIRST AID POLICY 2016 / 2017</p>

1. Introduction

Work Skills Learning (hereafter known as 'WSL') has a general duty under the Health and Safety at Work etc Act 1974 to provide, so far as reasonably practicable, a safe and healthy workplace.

The Health & Safety (First Aid) Regulations 1981 impose a further duty on WSL to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work.

Although the regulations outline the essential aspects of first aid that WSL must provide, no fixed levels of equipment or personnel are stated. Instead the onus is placed on employers to assess what facilities and personnel are appropriate, their decision being based on an assessment of each workplace.

The implementation of the First Aid Regulations across WSL is mandatory and this policy must be read and implemented in conjunction with other relevant policies, in particular the WSL Health and Safety Policy which provides general guidance on health and safety issues.

2. Scope of the policy

The contents and requirements of this policy are applicable to the following groups of employees:

- All paid employees of WSL
- Individuals who are not employees but who undertake duties on any premises owned, leased or managed by WSL.

3. Policy statement

WSL recognises and accepts its duties and responsibilities as an employer to provide, so far as is reasonably practicable, a safe and healthy working environment for its staff.

The overall responsibility for health and safety (and therefore first aid) rests with the Director. However, all employees are required to accept responsibility for implementation of this policy.

WSL will ensure that reasonable resources will be made available so that the requirements of this policy can be effectively implemented.

4. Definitions

4.1 First aid

People at work may injure themselves or fall ill. It doesn't matter whether the injury or illness is caused by the work they do, what is important is that they receive immediate attention. First aid is the first help given to someone to prevent injury or illness from becoming worse, it covers all the arrangements that each workplace makes to ensure that the injured person receives immediate attention.

It may cover:

- Cases where a person needs help from a medical practitioner or treatment from a nurse, where the purpose of first aid is to preserve life and minimise injury until such help is obtained.
- Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.

4.2 First Aiders

A First Aider is someone who:

- Has attended a recognised training course on first aid at work.
- Holds a current first aid at work certificate issued by an HSE approved first aid training centre. See also training provisions below.

First Aiders may take appropriate additional courses to maintain their expertise and are required to stay up to date on the latest treatments.

A First Aider may also undertake the duties of an Appointed Person (see below).

No one may be deemed a First Aider unless they have attended and passed an HSE approved first aid course, however they may be designated as an Appointed Person (see below 4.3)

4.3 Appointed Person

An Appointed Person is someone who takes charge of an incident when someone is injured or becomes ill. They may also call an ambulance if required, for example if the incident occurs outside the main hospital premises.

They are responsible for looking after any first aid equipment and restocking the first aid box.

Appointed Persons must not give first aid unless trained to do so.

An Appointed Person should be available when anyone is at work in an area for which they are responsible. This could mean that managers have to nominate more than one Appointed Person. However, it may be possible for adjacent areas to arrange mutual cover by an Appointed Person.

Manor House

Appointed Person 1: WSL	Nickie Evans
Appointed Person 2: WSL	Douglas Ingram
Appointed Person 3: WSL	Mary Moran

All trained personnel have attended the 1 day course 'Emergency 1st Aid at Work Course'.

5. Responsibilities

5.1 Director

The Director has overall responsibility for the effective implementation of the first aid policy and ensuring that the first aid policy is implemented and monitored. In particular she must ensure:

- That a competent person is available to provide first aid and is available in order to take charge of an incident where a person becomes ill or is injured whilst at work.
- That all employees are informed of the nature and location of first aid facilities, ideally at induction.
- That first aid notices are displayed in prominent positions, giving the location of equipment.
- That adequate facilities are provided for rendering first aid to employees in the event of injury or ill health.
- That records of First Aid training and qualifications awarded are maintained.
- That records of treatment given are maintained.
- Training is triggered when the number of trained first aiders falls below 80%.

5.4 Responsibilities of all WSL staff

All employees must:

- Take reasonable care for their own health and safety and the welfare of others who may be affected by their acts or omissions.

- Be familiar with and comply with instructions and training given by The Partnership.
- Co-operate with their employer and line managers to achieve a safe and healthy workplace.

For further details of the duties of employees please see WSL's Health and Safety Policy.

6. Deciding on the arrangements for first aid

6.1 Assessing the risk

The form that first aid takes in each work area will depend on various factors. Clearly different work activities involve different hazards; therefore it is important to undertake a risk assessment of all pertinent hazards, which should include the following:

- a) Any particular hazards in the workplace, i.e. heavy equipment, tripping hazards, any dangerous chemicals
- b) Any history of previous accidents or incidents, for example if there are a large number of tripping incidents in your area.
- c) Any 'lone workers' or staff in remote locations *
- d) The distance from medical services, e.g. A&E or in-house Occupational Health services.
- h) Patterns of work i.e. various teaching hours.

A first aid room is not normally required unless there are special or unusual hazards and access to the hospital is difficult.

7. First aid boxes / containers

First aid containers should be easily identifiable and readily accessible. They should be marked with a white cross on a green background, and they should be damp proof.

8. Contents of first aid boxes

There is no mandatory list of items that should be included in a first aid box. First Aiders and Appointed Persons should decide what to include in the first aid container from information gathered during their assessment of first aid needs. Where there are no special hazards, the following is a guide:

- ❑ A leaflet giving general guidance on first aid
- ❑ 20 individually wrapped sterile adhesive dressings (assorted sizes)
- ❑ two sterile eye pads
- ❑ four individually wrapped triangular bandages (preferably sterile)
- ❑ six safety pins
- ❑ six medium sized individually wrapped sterile un-medicated wound dressings approximately 18 cm x 18 cm
- ❑ one pair of disposable gloves

The First Aid kit is stored in the cupboard in the main office with the Business Manager at Manor House and in the main office upon entry at Stonebridge. The first aid kit is checked on a monthly basis to ensure its contents are complete and restocked as soon as possible after use. The accident book is kept with the Business Manager in which all accidents and emergencies are recorded. When a pupil is involved in an accident or is unwell parents will be informed.

9. Record keeping

It is good practice for First Aiders and/or Appointed Persons to keep a record of all incidents involving injuries or illness that they have attended. The following information should be included in all records:

- Date, time, and place of the incident
- Name of injured or ill person and their occupation
- Details of the injury/illness
- Details of first aid given
- What happened to the person after treatment, for example did they attend A&E or return to work
- Name and signature of the person dealing with the incident

A record should also be kept of the date on which First Aiders obtained their original qualification and when refresher training is required.

All incidents must also be reported using the WSL incident form.

10. Pupils with Asthma or other condition requiring emergency medication at Work Skills Learning

If a pupil suffering from asthma or severe allergies suffers an attack while at WSL and does not respond to medication within 5 minutes, an ambulance will be called.

When a pupil attends WSL and is known to require emergency medication such as an epipen, a letter from the pupil's GP will be sought detailing instructions on the administration of the medication. These instructions will be kept with the list of pupils with medical conditions that may require emergency treatment.

A register of pupils with asthma, diabetes and other conditions requiring emergency treatment will be kept at the front of the attendance register and accessible to all staff. This list will be compiled from the data capture form completed by parents or carers prior to admission to WSL provision. Staff will be required to initial the register to indicate they are aware of pupils who might need treatment.

11. Administration of medicines

All medicines will be kept in the safe to be opened only by a member of staff. Medication will only be administered with the written permission of the parents or carers.

Staff teaching science, art or PE will be made aware of the potential risks involved in these activities. All staff will be told about First Aid procedures as part of their induction.

12. Treating injuries

Minor injuries can be treated on site. However where the following injuries occur an ambulance should be called by dialling **999**:

- Unconsciousness
- Severe respirator difficulty where person has difficulty in speaking
- Suspected head injury
- Suspected fracture
- Excessive bleeding
- First attack of asthma
- Chest pain.

13. Hygiene Procedures

When it is necessary to deal with bleeding or other bodily fluids these should be dealt with using disposable rubber gloves. Spillages will be mopped up with paper roll and disposed of in tie handle plastic sacks. These will be taken to the outside bin for disposal.

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