

## Policy Review

This policy will be reviewed in full annually

The policy was last reviewed and agreed by Adam Russell, Head of Quality on 19<sup>th</sup> July 2018.

It is due for review in August 2019

## Aim of Policy

### Organisation and responsibilities

It is the Academy's policy to provide first aid support to someone if they are injured or become unwell in the Academy, and to ensure that the Academy complies with the Health and Safety (First Aid) Regulations 1981. It is our policy to have at least 2 trained first aiders in each of our buildings who will provide first aid support as and when necessary. In total we have 13 trained first aiders in the Academy.

### The management team will:

- Devise any amendments to the Academy First Aid Policy as may be necessary, and enforce the requirements of this policy
- Allocate employees, funds and materials within the approved Academy budget to meet the needs of the First Aid requirements of the Academy.
- Appoint employees to be responsible for First Aid and an employee to maintain effective policies within the Academy
- Ensure there are adequate First Aid materials

**NB: First Aiders are not legally permitted to give any medication to students**

### First aiders

- **Morley House:** Amir Shaikh, Vicky T. Morris, Sofie Boons, Rebecca Cheeseman, Kate Rieppel, Rosina Arena
- **Langdales:** Nicholas Yiannarakis
- **Assay Office Birmingham:** Miranda Sharpe, Sarah Arnold

Qualified First Aiders are able to recognise and manage any immediately life-threatening conditions. If the First Aider feels that further medical assistance is required, they will arrange for an ambulance to be called. All first aiders have attended an approved course in first aid.

### Equipment

#### First Aid Boxes

There are first aid boxes in all locations and in each workshop. Designated qualified First Aiders are responsible for replenishing the First Aid boxes and ensuring that it contains all necessary equipment and that the equipment is in date. The boxes are checked at least once a term prior to the health and safety meeting.

**Information**

All new staff are provided with information at induction on how to obtain first aid assistance and who the qualified first aiders are.

First aid notices naming the qualified first aiders are on display in all locations.

**Updating**

All first aid notices are regularly checked for accuracy and updated. Notices will need to be altered if a listed first aider leaves, moves location or does not renew their certificate. In these instances, a new first aider will be appointed.

**Training**

All first aiders have to attend an assessed training course in Emergency First Aid at Work to be recognised as a first aider. We recommend that first aiders attend a refresher course every other year.

**Giving First Aid**

If someone is injured, becomes unwell and needs help, the nearest first aider should be contacted, and asked to attend. The first aider will assess the situation, provide help, request assistance from other first aiders if necessary, and stay with the casualty until they are recovered or make arrangements for further medical assistance if they deem this necessary.

When giving first aid to under 18s which involves physical contact, the first aider should first explain what they need to do and then ask the child's permission to go ahead before starting.

**Medical support**

When a first aider thinks that a casualty needs urgent medical treatment, the first aider will arrange for the casualty to be taken to the nearest hospital accident & emergency department – if the first aider thinks it necessary, an ambulance will be called. If the situation isn't an emergency but the casualty does need to go to the hospital then we will call a taxi.

When appropriate or if asked to by the casualty, we will contact their next of kin. Emergency contacts for students are recorded on the Academy's database and for staff are kept in HR online in all Academy's buildings.

**Records**

An accident form should be completed every time a first aider provides assistance to a casualty, including when the problem was illness rather than an accident. As well as the usual details of the accident (if appropriate) the name of the person giving first aid and summary details of the treatment given should be recorded. The accident books are kept locked away in the office on-site. When necessary, the accident will be reported to RIDDOR.

**Medical Care of Under 18s**

In the event of illness or accident or the need for emergency dental treatment, Under 18s are accompanied to the local Doctor's surgery, hospital or dental hospital if it is deemed by the member of the Safeguarding team dealing with the case to be necessary and practical.

The Academy requires to be fully informed of any medical condition/disability of a prospective student in order to be able to provide appropriate care for the student. In the case of such information not being provided we may have to refuse acceptance of the student.

The Academy's staff and host families cannot be responsible for administering or safeguarding medicines.

Students who are prescribed medication are asked to bring a letter from the doctor or prescriber with the name of the medicine, the dosage and frequency of taking it and the name of the condition for which it has been prescribed, clearly described in English. This is in case the student needs medical attention whilst in our care. In the event that a student is taking regular medication, the student must be responsible for the care and administration of her/his own medication. The Academy requires written confirmation from the student or parent/legal guardian to that effect prior to accepting the student. The Academy retains the right to make decisions regarding the appropriateness of students participating in certain activities if there is a medical condition and possible risks attached.