

## FIRST AID POLICY

CATEGORY	<b>Finance &amp; Estates</b>
POLICY OWNER	<b>Director of Operations &amp; Sustainability</b>
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APPROVED BY	<b>Finance &amp; Estates Committee</b>
REVIEW FREQUENCY	<b>Annual</b>

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## 1. Policy Purpose

UWC Atlantic (the College) lists its First Aid Policy objectives as follows:

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.

1. Carrying out an assessment of First Aid needs to identify the college's requirements across the broad spectrum of activities undertaken both on and off site.
2. Making available suitably trained personnel to act as First Aiders or Emergency First Aiders at all times when people are on the college premises and also off the premises whilst on college visits. (See **Appendix 2**)
3. Maintaining a dedicated Health and wellbeing Centre at UWC Atlantic.
4. Keeping detailed records of illnesses, accidents and injuries together with an account of any first aid treatment, non-prescription medication or treatment given to a student, employee or visitor. The college has procedures in place for ensuring that these records are reviewed regularly to minimise the likelihood of recurrence wherever possible.
5. Providing an up to date list of all First Aiders and Emergency First Aiders for all staff and arranging training and refresher training as recommended by the HSE Guidance on First Aid for Schools, including the use of Automated External Defibrillators (AEDs).
6. Providing suitably equipped first aid boxes, AEDs and bags in designated areas, minibuses and for trips off-site. UWC Atlantic staff check and record all first aid equipment quarterly.
7. Reporting to the Health and Safety Executive any incidents that fall within the scope of the Reporting Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

## 2. Policy Statement

This is to be read in conjunction with the Health and Safety Policy. Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt staff should dial 999 from a telephone for the

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emergency services in the event of a medical emergency and make clear arrangements for liaison with the ambulance service on arrival.

First Aid is 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 need treatment by a medical practitioner.

### 3. Policy Implementation

Implementation of the first aid policy covers the following:

- Arrangements
- Staff Training
- Information
- Emergencies and External Medical Assistance
- Off-site Trips
- Hygiene Procedures
- Students/Service Users with significant medical conditions: e.g. Anaphylaxis, Diabetes, Epilepsy, Asthma, Nocturnal Enuresis
- Assessment of First Aid Needs and Provision

Further information can be found in **Appendix 1**.

### 4. Related Information

#### 4.1 Related Legislation

Reporting Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

#### 4.2 Relevant Policies

Health and Safety Policy

### 5. Policy Measurement and Reporting

The First Aid Policy is reviewed annually by the Finance & Estates Committee of the Board, the Director of Operations & Sustainability and the Head of Atlantic Experience, as part of the Health & Safety review cycle and as part of the whole College development plan. Part of this review process will consider to what extent the policy is being used as an active working document.

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The policy is communicated to the school community electronically on **Every** and is available on the UWCA website.

## Appendix 1

### 1. Policy Implementation

#### 1.1 Arrangements

##### The Health and Wellbeing Centre

UWC Atlantic Health and Wellbeing Centre is staffed by nursing staff and is available for students, staff and visitors. During term time it is usually open from 0700-1900 Monday to Friday and from 0900-1700 Saturday and Sunday.

#### 1.2 Staff Training

- It is the intention of the College to train and assess staff in house. If this is not possible external providers may be contracted to deliver mandatory training.
- The employer has a duty to provide training for their staff if it is deemed to be a requirement of their role and will provide the employee with the appropriate level of First Aid training for them to fulfill that role. (See **Appendix 2**).
- A First Aider is someone who has undertaken training appropriate to the circumstances. They must hold a valid certificate of competence in either first aid at work, emergency first aid at work or any other level of training or qualification that is appropriate to the circumstances.
- Emergency first aid at work (EFAW 8 hours/1 days training) training enables a First Aider to give emergency first aid to someone who is injured or becomes ill at work and is provided for staff as appropriate to the activities undertaken and identified by the assessment of first aid needs.
- First aid at work (FAW 24 hours/3 days training) training includes the EFAW syllabus and also equips the First Aider to apply first aid to a range of specific injuries and illnesses. It is arranged for key staff and for those staff who supervise students in risk areas and activities or places remote from help.
- Other equivalent qualifications are also recognised depending on the individual's role and responsibilities. If unsure this must be checked and clarified with the college's First Aid training coordinator.

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- Students and Staff may also undergo in house training as part of the Co-Curricular programme, it is the responsibility of the trainer and assessor to ensure that the individual is aware of the remit and limitations of their award.
- Retraining and recertification takes place at least every three years.

### 1.3 Information

- A list of First Aiders (See **Appendix 4**) is held in reception. (To be coordinated by the Welcome team)
- All accidents involving students, staff and visitors to the site should be reported appropriately in line with the Accident, Incident and Near Miss Reporting and Recording Policy and Procedures. Where a student has suffered an injury, illness or received first aid treatment then the health and wellbeing centre must be informed at the earliest convenience.
- Where parents and/or carers need to be contacted this will be coordinated in line with the college escalation procedures.
- Students and Persons with significant medical conditions such as asthma, anaphylaxis, and diabetes are identified and regularly updated on the college database / relevant medical consent forms so that staff are aware of this information and may seek advice from the Health and Wellbeing Centre / Health Care Professional if required.

### 1.4 Emergencies and External Medical Assistance

If a Nurse or First Aider judges that further emergency treatment is required, an ambulance will be called without undue delay. When necessary, a member of staff will accompany the person to hospital and remain with him / her until family or alternative support is available. A seriously injured person should never be left unattended.

### 1.5 Off-site Trips

For low risk, non-residential educational trips, the organiser must ensure that an appropriate first aid kit is taken or available nearby at all times.

All residential and activity based off-site trips must be accompanied by at least one appropriately trained first aider, the visit risk assessment will identify the number of First Aiders required and any additional equipment required.

### 1.6 Hygiene Procedures

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Staff and all First Aiders should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

#### **1.7 Students/Service Users with significant medical conditions: e.g. Anaphylaxis, Diabetes, Epilepsy, Asthma, Nocturnal Enuresis**

- All relevant staff are made aware of students/service users with significant medical conditions.
- Staff must ensure that they are aware of any students/service user with significant medical conditions in their care. When required, any person who requires an epipen must carry an 'in-date' epipen at all times. Spare epipens are held at the Health and Wellbeing Centre and Reception.
- Anyone who suffers from asthma must have access to inhalers at all times. Spare inhalers are held at the Health and Wellbeing Centre.
- Anyone requiring insulin must carry their own supply. Spare supplies are held at the Health Centre.
- The Health and Wellbeing Staff will provide staff with advice and additional training relating to pupils with significant medical conditions on request.
- Staff are responsible for undertaking a risk assessment when taking the pupil/service users on an off-site visit or trip, and ensure that at least one accompanying member of staff has appropriate first aid training.

#### **1.8 Assessment of First Aid Needs and Provision**

- The Assessment of first aid Needs will be reviewed annually.
- Where the assessment identifies a low risk of injuries a first aid trained member of staff and a suitable first aid kit is considered sufficient.
- Where activities pose a higher risk of injury, for example work with dangerous tools or machinery or expeditions across rough terrain in remote locations an enhanced level of first aid competence will be required by supervising staff supported by additional safety measures to ensure adequate medical assistance.
- There are five automated external defibrillators located around the campus.

## **APPENDIX 2**

**List of recommended minimum First Aid cover and levels of staff training where holding a FA qualification is considered mandatory for fulfillment of their primary role.**

### **First Aid at Work (FAW)**

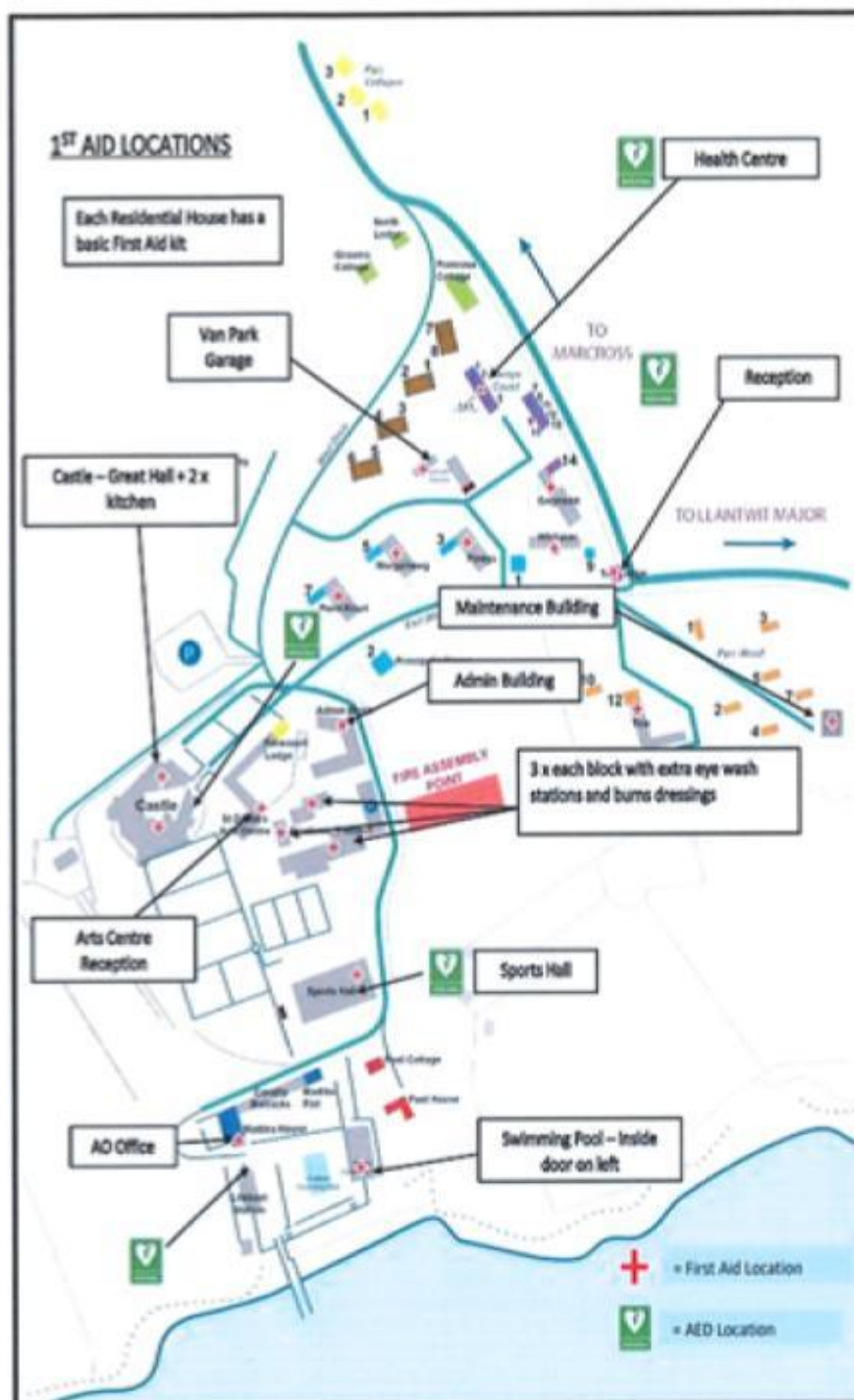
1. Any member of staff that has direct pastoral responsibility for students (e.g. House Parents, Night Staff, Health and Wellbeing Centre Staff)
2. Staff involved in supervising high risk estates activities (e.g. Head of Estates)
3. Outdoor Activity Staff (Or as required by activity NGB's)
4. Events Staff
5. Domestic/Cleaning Supervisor
6. Reception and contracted security staff

### **Emergency First Aid at Work (EFAW)**

1. Any member of staff that leads or delivers activities (e.g. CAS supervisors)
2. Faculty Heads
3. Housekeeping Team
4. Estates Team



## APPENDIX 3 - First Aid Locations



**APPENDIX 4 - UWC Atlantic First Aid Qualified Staff**

NOTE: All staff records are maintained on the Papertrail System. List is current as of date of approval.

Staff name	College Department	Type of First Aid
Sarah Littlewood	Welcome Team	First Aid at work
Ana del Valle	Welcome Team	First Aid at work
Julia Nash	Welcome Team	First Aid at work
Helen Cook	Welcome Team	First Aid at work
Angharad Llinos James	Nights	First Aid at work
Andy Leitch	Nights	First Aid at work
Rhosyn Yardley	ALN Coordinator (temporary)	First Aid at work
Megan Newman	Operations	First Aid at work
Suzanne Watkins	Welcome Team	First Aid at work
Venon Dladla	Nights	First Aid at work
Brian Campbell	Nights	First Aid at work
Diogo Fernandes	Nights	First Aid at work
Rafael Crisobal	Welcome Team	First Aid at work
Tony Karoly	Nights/AX	QNUK Level 3 Outdoor first aid
Martin Groves	Academic	Emergency first aid at work
Nick Janvier	Academic	Emergency first aid at work
Sov Atkinson	Academic/ House Mentor	Emergency first aid at work
Christine Mak	Academic	Emergency first aid at work
Yordan Demirov	Academic	Emergency first aid at work

Ryan Denne	House Mentor/Academic	Emergency first aid at work
Phil Harrington	Academic	Emergency first aid at work
Chris Vaudin	Technician	Emergency first aid at work
Hedd Wood	Academic	Emergency first aid at work
Almudena Blanco	House Mentor/Academic	Emergency first aid at work
Phil Harrington	Academic	Emergency first aid at work
Rob Scott	Academic	Emergency first aid at work
Isminuir Smith	Academic	Emergency first aid at work
Catrin Anthony	Academic	Emergency first aid at work
Beki Poddar	Academic	Emergency first aid at work
Nidal Alcade	Academic	Emergency first aid at work
Graeme Smith	Academic/ House Mentor	First Aid at work
Mich Creber	Academic/ House Mentor	Cas Care (Atlantic Pacific)
Matthew Hand	Academic	Emergency first aid at work
Elvis Karume	Academic	Emergency first aid at work
Adrian Disney	Academic	Emergency first aid at work
Emma Pilling	Academic	Emergency first aid at work
Tom Partridge	Atlantic Experience	CAS care and Beach Lifeguard
Sabrina Crossley	Atlantic Experience	First Aid at work
Jessica Moon Bowen	Atlantic Experience	CAS care and Beach Lifeguard
Katie Lloyd	Atlantic Experience	Outdoor first aid Level 3 and REC Level 5
Les Rees	Atlantic Experience	First Aid at work
Mark James	Atlantic Experience	First Aid at work
Robyn Ashford	Atlantic Experience	First Aid at work

Jess Rees	Health care / Wellbeing	Emergency first aid at work
Claudia Valarino	Student Life/ House Mentor	First Aid at work
Sam Willis	House mentor	First Aid at work
James Earwood	Academic	First Aid at work
Alyha Fountain	House mentor/ Librarian	First Aid at work
Sara Creber	House mentor / academic	First Aid at work
Emma Gaze	House mentor / academic	First Aid at work
Samuel Mazzarella	Academic	Emergency first aid at work
James Williams	House mentor / academic	Emergency first aid at work
Victoria Bailey	House Mentor	Yes
Richard Castle	Estates	First aid at work
Helen McFall	Housekeeping team leader	First aid at work
Richard Williams	Estates	Emergency first aid at Work
Jak Beynon	Estates	Emergency first aid at Work
Sam Jones	Estates	Emergency first aid at Work