



UNIVERSITY  
TECHNICAL COLLEGE BOLTON

## **FIRST AID POLICY**

**2016-2018**

**Approved: Bill Webster UTC Chair Governing Body**

**Date: December 2016**

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**Approved: B Webster Chair of GB**

<b>Revision History</b>			
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## **CONTENTS**

<b>Aim</b>	<b>4</b>
<b>Legislation</b>	<b>4</b>
<b>Definitions</b>	<b>4</b>
<b>First Aiders</b>	<b>4</b>
<b>Roles and Responsibilities</b>	<b>5</b>
<b>Principal</b>	<b>5</b>
<b>First Aider</b>	<b>5</b>
<b>All Staff</b>	<b>5</b>
<b>Automated External Defibrillator</b>	<b>6</b>
<b>First Aid Code of Practice</b>	<b>6</b>
<b>Procedure in the Event of an Accident, Illness or Injury</b>	<b>6</b>
<b>Serious Injuries</b>	<b>6</b>
<b>Head Injury</b>	<b>6</b>
<b>Students</b>	<b>6</b>
<b>Staff and Visitors</b>	<b>7</b>
<b>Equipment</b>	<b>7</b>
<b>Spillage of Bodily Fluids</b>	<b>7</b>
<b>Casualty Care</b>	<b>8</b>
<b>Nearest Hospital with Accident and Emergency Services</b>	<b>9</b>
<b>Records</b>	<b>9</b>
<b>First Aid Inspection</b>	<b>9</b>
<b>APPENDIX 1: First Aid Flow Chart</b>	<b>10</b>
<b>APPENDIX 2: Medication</b>	<b>11</b>
<b>APPENDIX 3: Parental Consent (1)</b>	<b>12</b>
<b>APPENDIX 4: Parental Consent (2)</b>	<b>14</b>

## **Aim**

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

## **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.

The Health and Safety First-aid Regulations (1981) set out the basic requirements for the provision of appropriate equipment, facilities and qualified personnel.

## **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.

## **First Aiders**

The UTC recognises the need for trained First Aiders in sufficient numbers and at suitable locations to enable First-Aid to be administered without delay. The Principal will ensure refresher training and re-testing of competence before the certificates of First Aid expire.

### **The UTC has the following First-Aiders:**

Ali Al Alzari

Ian Ball

James Edgington

Nasreen Issa

Erin Kirkman

Abigail Lockett

Susie Macfarlane

David Morley

Dr Karl Steele

The Health and Safety Officer is Chris Beard (Assistant Principal).

It is UTC policy to ensure an adequate number of non-teaching staff are trained First Aiders in order for a First Aider to immediately respond to an emergency.

While First Aiders carry out their duties voluntarily, they do so in the course of their employment. The UTC fully indemnifies all 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.

## **Roles and Responsibilities**

### **Principal**

The Principal will:

- 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 eg 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 Bolton 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 Bolton 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 Bolton 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.

### **Automated External Defibrillator**

An Automated External Defibrillator (AED) is located in Reception and training has been provided to staff. In the event of a trained member of staff not being available, the member of staff dealing with the incident would follow instructions from a Paramedic.

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

#### **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.

#### **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*.

#### **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. First Aid staff will make an assessment of whether

emergency services should be called based on their training. If there is any doubt, emergency services will be called.

- When a First Aider is called, a record of the incident should be made in the First Aid Medical Record stored in Reception. The details will then be entered onto the central database.
- After 5pm contact can be made with site staff on duty via Security (666).
- During an off-site visit the procedures laid down in the Educational Visits Policy apply. Any incident must be recorded on SIMS on return to the College.

**A First Aider must never be alone in the First Aid/Medical 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 UTC requires an ambulance, all efforts must be made to contact the visitor's place of work. After administering First Aid, the First Aider should ensure the First Aid Medical Record is completed.

### **Equipment**

First Aid boxes can be found in Reception, Student Services Office, Science Prep Room, Social Learning Zone, Kitchen, 3<sup>rd</sup> Floor Corridor Kitchen.

All staff should be aware of their nearest First Aid facility.

First Aid kits are available in the UTC minibuses and to take on outdoor activities or events.

Access to the First Aid/Sick Bay room is available at all times when staff or students are on the premises. It has easy access to toilets and the entrance is wide enough for wheelchair or stretcher access. 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.

### **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 Facilities Management Team has appropriate materials for this procedure.

### **Casualty Care**

Treatment at UTC Bolton 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 Bolton 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 UTC 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).



**Nearest Hospital with Accident and Emergency Services:**

The Royal Bolton Hospital  
Minerva Road  
Farnworth  
BL4 0JR  
01204 390390

**Records**

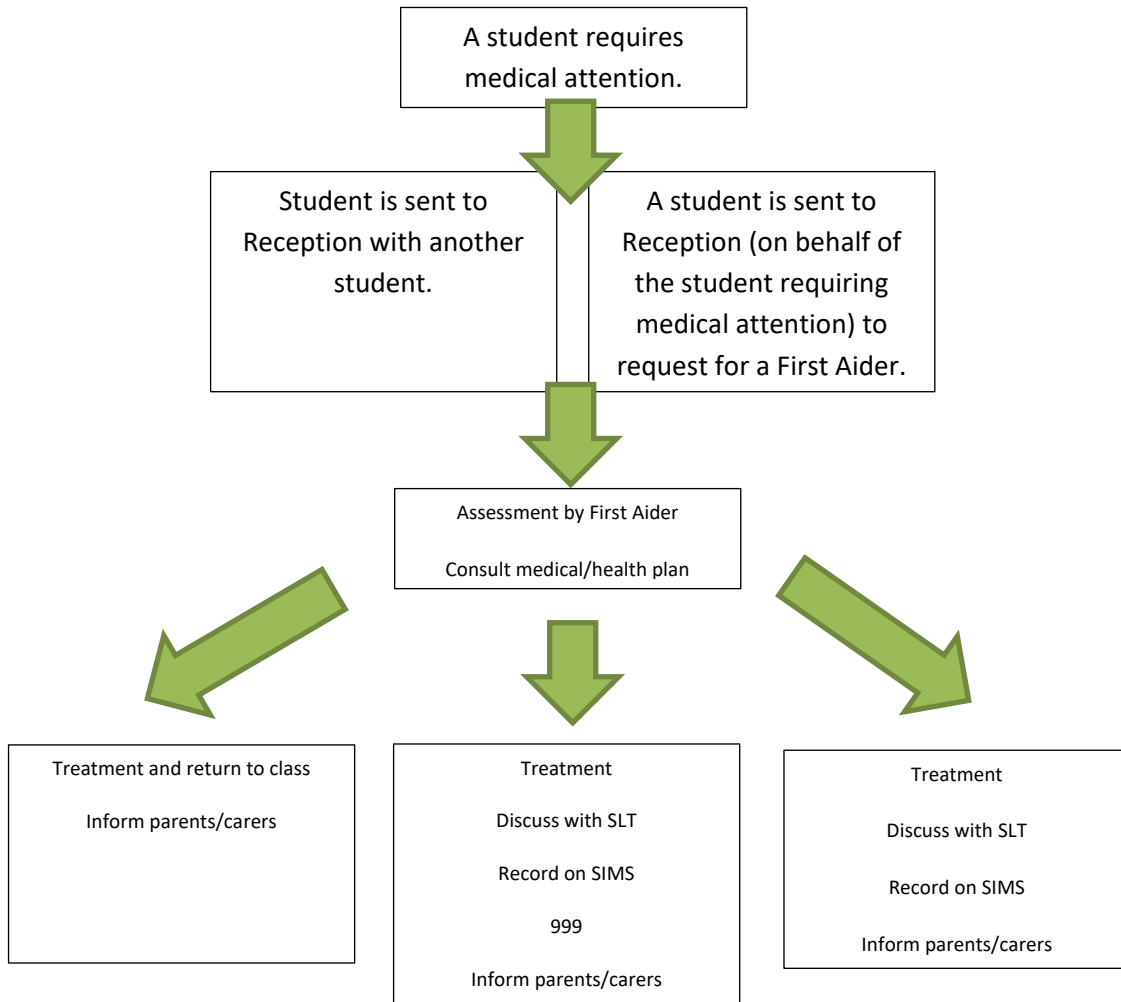
The person responsible for First Aid will review the forms and address any matters of concern. A full accident report will be prepared for the Governing Body.

**First-Aid Inspection**

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

## APPENDIX 1

### First Aid Flow Chart



This flow chart applies to staff with Next of Kin being informed.

## **APPENDIX 2**

### **Medication**

#### **Personal Medication - Students**

Medicine should not be administered to students without a direct request from parents/carers (Appendix 3). A Medical Practitioner's permission may be required if a risk is identified (Appendix 4). This must be supported with written instructions on administration and with appropriate training if necessary.

A student's personal medicine must be in the original packaging labelled with the student's name, address and dispensing instructions, and must be kept securely locked in the office. Medicine dosage will be supervised by a member of staff but the student will administer it themselves.

Injections should be administered by students in the Medical Examination Room and needles/sharps must be disposed of in the Medical Examination Room using the sharps bin provided. Any medicine found in the possession of a student without the appropriate parent/carer consent will be removed and the parent/carer will be contacted for consent.

All administered medicine should be recorded on the student's file on SIMS.

No medicine other than that supplied from home according to the above procedure will be issued under any circumstances. Any medicine found to be past its expiry date should be collected by parents/carers for disposal. Any medicines which need to be administered during the College day whilst a student is on a trip must be placed in the possession of a responsible adult to supervise the dosage. First Aiders will only administer medicine where the appropriate training has been given in line with the student's care plan. Under no circumstances will a student be permitted to take medicine brought in by another student. In an emergency, inhalers cannot be transferred from student to student, the emergency services should be called.

#### **Personal Medicine - Staff**

Staff are responsible for their own medication and must ensure that any medication brought into the UTC for their own personal use is kept securely in a place where students will not have access to it.

Staff must ensure that UTC Bolton is made aware of any medication that might need to be administered in an emergency, including allergies that may require the use of an EpiPen. Staff must notify if medication taken affects working ability.

### APPENDIX 3

#### UTC Bolton Parental Consent to Administer Medicine (without MP signature)

UTC Bolton will not give your child medicine unless it is in accordance with our Supporting Students with Medical Conditions Policy and Procedures and you complete and sign this form.

<b>Name of Child:</b>		<b>Gender:</b> MALE / FEMALE	
<b>Date of Birth:</b>		<b>Form:</b>	
<b>Date for review of medication:</b>			
<b>Medical diagnosis, condition or illness</b>			
<b>MEDICINE(S)</b>			
<b>Name/type of medicine(s)</b> (as described on the container)			
<b>Expiry date</b>			
<b>Dosage and method of administration</b>			
<b>Timing</b>			
<b>Special precautions or other instructions</b> e.g. with food etc.			
<b>Side effects that the UTC must know about</b>			
<b>Can the child self-administer?</b> YES / NO	<b>If YES is supervision required?</b>	<b>YES / NO</b>	
<b>Does any medicine need to be carried by the child on their person, what and where will they keep it?</b>		<b>YES / NO</b>	
<b>Procedures to take in an emergency</b>			

**PLEASE NOTE:** medicines must be in the original containers as dispensed by the pharmacy.

<b>CONTACT INFORMATION</b>			
<b>Name:</b>			
<b>Relationship to Child:</b>			
<b>Address:</b>	<b>Work Tel. No:</b>		
	<b>Home Tel. No:</b>		
	<b>Mobile Tel. No:</b>		
<b>I understand that I must deliver the medicine personally to: (name the agreed member(s) of staff)</b>			
<b>I understand that my child must have a working, in-date and sufficiently full inhaler, clearly labelled with their name, which they will bring with them every day.</b>			

**YES NO N/A**

**I consent to my child receiving, in an asthma emergency, salbutamol which has not been prescribed to them.  
YES NO N/A**

**The above information is, to the best of my knowledge, accurate at the time of writing and I consent to UTC Bolton administering medicine in accordance with the policy. I will inform UTC Bolton immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.**

**Signed:**

**Date:**

## APPENDIX 4

### Parental Consent to Administer Medicine (with MP signature)

UTC Bolton will not give your child medicines or medical treatments unless it is in accordance with our Supporting Students with Medical Conditions Policy and Procedures **and** you complete and sign this form. Parents/Carers can complete this entire form, but in line with recommendations from Child Protection Serious Case Reviews, **a relevant medical professional must also sign their agreement** to the administration of medicines and treatments described below. **Please PRINT information clearly and use BLACK INK where possible.**

<b>Name of Child:</b>
<b>Date of Birth:</b> <b>Gender:</b> MALE / FEMALE <b>Class/Form:</b> <b>Date for review of medication:</b>
<b>Medical diagnosis, condition or illness</b>
<b>MEDICINE(S)</b>
<b>Name/type of medicine(s)</b> (as described on container)  <b>Expiry Date</b>  <b>Dosage and Method of Administration</b>  <b>Timing</b>  <b>Special precautions or other instructions e.g. with food etc.</b>  <b>Side effects that we need to know about</b>

**PLEASE NOTE: medicines must be in the original containers as dispensed by the pharmacy.**

**Can the child self-administer?**

YES / NO

**If YES is supervision required?**

YES / NO (if YES, please detail e.g. visual only, guiding hand, measure check only etc.)

**Does any medicine need to be carried by the child on their person, what and where will they keep it?**

YES / NO (if YES, please give details):

**Procedures to follow in an emergency:**

**EMERGENCY CONTACT INFORMATION**

**Name:**

**Relationship to Child:**

**Address:**

**Work Tel. No:**

**Home Tel. No:**

**Mobile Tel. No:**

**Parental Declarations**

I understand that I must deliver the medicine personally to:  
(name the agreed member(s) of staff)

I understand that my child must have a working, in-date and sufficiently full inhaler, clearly labelled with their name, which they

will bring with them every day.

**YES NO N/A**

I consent to my child receiving, in an asthma emergency, salbutamol which has not been prescribed to them.

**YES NO N/A**

The above information is, to the best of my knowledge, accurate at the time of writing and I consent to UTC Bolton staff administering medicine in accordance with the policy. I will inform UTC Bolton immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

**Signed:**

<b>Print Name:</b>	
<b>Date:</b>	

**Medical Practitioner Declaration**

The above information is, to the best of my professional knowledge of this child, accurate. I agree that in order to adequately support this child at UTC Bolton with their medical condition(s), College staff need to administer or facilitate and/or supervise the self-administration of the medicines or treatments described above.

**Signed:**

**Print Name:**

**Date:**

<b>Professional Relationship to Child:</b>		<b>Recommended Date of Review/Review Trigger:</b>	
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