



First Aid Policy

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FIRST AID POLICY

The Fowler Education Football Academy (FEFA) is committed to adhering to the following first aid guidelines as set out by the Health and Safety Executive (HSE).

The Principal, or authorised representative thereof, are responsible for ensuring suitable first aid provision is in place at the college. The Board, through health and safety reports received from the designated Health and Safety Officer will monitor that the first aid obligations of the College are adhered to and any issues addressed.

INTRODUCTION

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

Accidents and illness can happen at any time, therefore, provision for first aid needs to be available at all times people are at work.

What is 'adequate and appropriate' depends on the circumstances in the workplace. This includes whether trained first-aiders are needed, what should be included in a first-aid box and if a first aid room is required. However, the minimum first aid provision at any work site is: a suitably stocked first aid kit, an appointed person to take charge of first-aid arrangements and information for employees about first-aid arrangements.

The Regulations do not place a legal duty on employers to make first aid provision for non-employees such as the public or students in colleges. However, the Health and Safety Executive (HSE) strongly recommends that non-employees are included in an assessment of first aid needs and that provision is made for them.

Definition

First Aid is the immediate treatment or care of a person who is injured or taken ill at work before an ambulance is called for serious cases. First aid treatment prevents minor injuries becoming major injuries.

Roles and Responsibilities

First Aider

A First Aider is a person trained to the appropriate standard, recognised by FEFA, and holding a valid qualification certificate that meets the standards in line with HSE requirements.

Employees selected to be First Aiders are suitable for the role i.e., reliable, calm, confident and able to communicate effectively in a crisis, physically able and preferably willing to undertake the role. The main duties of the College's First Aiders include:

- Responding promptly to an incident/accident when requested, within the limits of HSE approved first aid training while safeguarding their own health and safety and that of others.

- Know how to secure additional first aid assistance as and when necessary, and if necessary, arrange, without delay, professional medical assistance if the nature and degree of the injury is beyond the limits of their training.
- To act at all times in a manner to respect the interest and dignity of all patients and to protect their confidential information.
- To be aware of the location of the nearest first aid box, its contents and report to Keri Hannigan if any item(s) need to be replenished. Additional supplies of first aid materials can be found in the first aid stock cupboard in the main office.
- Report incidents and actions taken. That is to say:
 - Any treatment given to a student is recorded in the Student First Aid Log (green folder behind Main Reception).
 - Accident report forms are to be completed if a member of staff has been injured, or a student has been injured by college equipment and/or requires hospital treatment (green folder behind Main Reception).
 - Head Injuries - for a student who has sustained a head injury, the head injury log must be completed and the student given a letter to take home informing their parents of what to do if their condition deteriorates.
 - If casualty is removed to hospital, ensure that emergency contacts have been notified, and all relevant paperwork completed.

The provision of first aid treatment is a duty as a recognised First Aider and, as such, any treatment given may be deemed to be under the instruction of the College. Provided that a First Aider acts in good faith, and within the scope of any training given, then the First Aider is covered by the College's indemnity insurance.

Medicines are kept in a locked cabinet behind FEFA Main Reception.

Keri Hannigan ensures medicines are checked on a monthly basis and that all care plans are in date and valid.

First Aid Training

The First Aider should undertake either a one-day Emergency First Aid at Work (EFAW) or a three-day First Aid at Work (FAW) training course, which is valid for three years.

EFAW training enables a first aider to give basic emergency first aid to someone who is injured or becomes ill at work. Courses should involve at least 6 hours of training and be run over a minimum of 1 day.

FAW training includes Emergency First Aid at Work (EFAW) and equips the first aider to recognise and treat a wider range of specific injuries and illnesses. Courses should involve at least 18 hours of training and be run over a minimum of 3 days.

The College has a number of first aiders, who work on a rota basis, to ensure that first aid provision is constant and proportionate to the number of students and employees in the college.

All First Aiders have undergone the Emergency First Aid at Work training within the past 3 years with 3 x staff currently being First Aid at Work qualified and therefore act as Senior First Aiders.

A list of current first aiders can be viewed in Main Reception and the Medical Room.

A full record of first aider training is available from the College's Health and Safety Officer.

First Aid Needs Assessment

Keri Hannigan, or another authorised person, shall undertake an assessment of first aid needs on an annual basis to determine what provision is required.

The assessment will consider the circumstances of the workplace, workforce and the hazards and risks that may be present, including:

- the nature of the work undertaken the layout of the premises
- workplace/service hazards and risks (including specific hazards requiring special arrangements)
- the nature and size of the workforce the work patterns of employees
- holidays and other absences of those who will be first aiders and appointed person the history of accidents within the workplace/service
- the needs of travelling, remote and lone workers (i.e., personal first aid kit and means of communication)
- the distribution of the workforce
- the remoteness of site(s)/workforce from emergency medical services whether employees work on shared or multi-occupancy sites
- first aid provision for non-employees (e.g., students/service users/members of the public).

The Department for Education (DfE) recommend that colleges have suitable first aid facilities and a sufficient number of trained persons, **normally 1 First Aider for every 50 employees.**

In estimating additional provision sufficient to cover student numbers, **1 First Aider for every 150 students is normally held to be a reasonable ratio.**

First Aid Equipment and Facilities

First Aid Kits

First aid kits are a legal requirement for every workplace. It must be clearly marked in a green box with a white cross on it. All employees should be made aware of where their nearest first aid box is located. It should be easily accessible for people, ideally close to hand washing facilities and the contents should be checked regularly by the First Aider to make sure all items are in stock and in date.

The College's first aid kits will contain, as a minimum:

- a leaflet giving general advice on first aid
- 20 individually wrapped sterile plasters in assorted sizes. (Hypoallergenic can be provided, if necessary, i.e., where there is a known allergy)
- two sterile eye pads
- four individually wrapped triangular bandages, preferably sterile six safety pins
- two large, sterile, individually wrapped un-medicated wound dressings
- six medium size, individually wrapped un-medicated wound dressings
- A pair of non-latex, non-powdered, disposable gloves.

It is not recommended for tablets and medicines to be kept in the first-aid box.

First Aid Room

A suitable first aid room, that is easily accessible and clearly signposted, should be provided where the first aid needs assessment identifies this as necessary. If possible, the room should be reserved specifically for providing first aid and a designated person given responsibility for supervising it.

For colleges, The School Premises (England) Regulations 2012, require that suitable accommodation must be provided in order to cater for the medical and therapy needs of students.

Facilities and equipment that may be required include:

- a sink with hot and cold running water is near to a toilet facility
- drinking water and disposable cups soap and paper towels
- a store for first aid materials
- foot operated refuse containers lined with a yellow disposable clinical waste bag or a container suitable for the safe disposal of clinical waste
- an examination/medical couch with waterproof protection and clean pillows and blankets
- a chair

Accident Reporting Procedures

Colleges have a duty to record (using the online reporting system):

- (i) any accident to any person occurring on college premises;
any accident to a member of staff at any location whilst on college business;
any accident to a student off-site whilst under the supervision of a member of staff
e.g. college trips.

Completed accident report forms must be passed to the Health and Safety Officer.

Detailed Accident Reporting and Dangerous Occurrences Reporting Procedures are contained in the Health & Safety Policy and Procedures Manual located in the Health & Safety Officers office, a summary of the procedures is cited below:-

Procedure for Employees, Members of Public

- (i) All personal injuries should be recorded in the Accident Book and on the College's online reporting system (the College's Health and Safety Officer will record details on the online system)
- (ii) Personal injuries to employees resulting in over 7 days absence should be reported to the Health and Safety Executive (HSE) via the online reporting system within **15 days of the occurrence**.
- (iii) Fatalities, major injury accidents and dangerous occurrences must be notified immediately as follows :-

FEFA Health and Safety Officer
FEFA Principal
LFC Health and Safety Officer for Melwood
HSE

Procedure for Students

- (i) Minor injuries will be recorded on the internal accident form and filed in the green folder behind Main Reception
- (ii) Fatalities, major injury accidents must be notified immediately (normally by telephone) as follows:-

FEFA Health and Safety Officer
FEFA Principal
LFC Health and Safety Officer for Melwood
HSE

Students with Medical Needs

Please refer to the 'Medical Conditions Policy'

Automatic External Defibrillator (AED)

AEDs are installed on site. They are located in FEFA Main Reception, LFC Main Reception and on the wall facing the playing pitches at the rear of the building.

All Emergency First Aiders and First Aiders have been trained in the use of an AED, however in an emergency - any staff member or student may use the AED's as they are fully instructional and automated.