



First Aid Policy

The Franchisee is responsible for the implementation and oversight of this Policy

Approved by:	Policy Steering Group
Reviewed by:	Quality Team
Checked by:	Head of Wellbeing
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This policy should be reviewed annually.

Italia Conti

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1. Policy statement

We promote the health, safety and welfare of our students, staff and visitors through the provision of first aid trained staff and first aid equipment in accordance with the Health and Safety Regulations (First Aid) Regulations 1981 and *Guidance for First Aid for Schools (DfE)*.

The coordination of first-aid arrangements is carried out by the Franchisee (who is usually also the Principal). The Franchisee ensures that enough staff members are first aid trained in order to provide effective provision to our students.

2. Aims

The aims of this policy include is:

- to provide immediate first aid treatment to casualties with common injuries and illness;
- to save lives, and ensure that any minor injuries or illnesses do not escalate into more major ones;
- to ensure that members of staff designated as 'first aiders' receive up-to-date training on courses approved by the Health and Safety Executive (HSE), including epilepsy and mental health first aid;
- to ensure that clearly marked first-aid containers are available at all appropriate locations throughout each site, and are suitably stocked;
- to ensure that all members of staff are fully informed with regard to the first-aid arrangements;
- to ensure that all staff are aware of hygiene and infection control procedures;
- to provide a framework for responding to an incident and recording and reporting the outcomes;
- to ensure that written records are maintained of any accidents, near misses, reportable injuries, diseases or dangerous occurrences specific to the college are maintained; and
- to ensure that First Aid arrangements are reviewed regularly.

3. Legislation

This policy is based on advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel;
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees;
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training;

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept;
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records;
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of students and students.

4. Definitions:

First Aid – basic emergency medical treatment provided to somebody who is ill or injured, given before more thorough medical attention can be obtained.

First Aider (FA) – someone who has successfully completed a Health and Safety Executive (HSE) approved training course and holds a current first aid certificate and is qualified to administer first aid.

Mental Health First Aider (MFHA) - someone who has successfully completed an approved Mental Health First Aid (MHFA) course.

Wellbeing Office – some Associate Schools have a fully equipped facility for the purpose of administering first aid treatment. If this is not available, then Reception is often used.

Wellbeing Officer – staff member responsible for leading the first aid team in Italia Conti as well as maintaining first aid kits and equipment and ensuring all records are kept up to date.

5. Information and notices

- First-aid provision will be available at all times while students and staff are on the premises.
- First-aid notices giving the location of first-aid containers and the names of the members of staff who are certificated first aiders will be prominently displayed in:
 - staff rooms, reception and other common areas;
 - main corridors;
 - all locations where physical activities, or practical lessons involving machinery or similar equipment, take place;
- Italia Conti will make every effort to ensure that first-aid notices are clear and easily understood by all;
- Italia Conti Associates schools are **nut free zones**. Notices displaying this information are prominently posted in communal areas, staff rooms, reception and corridors.

6. Qualifications and Training

All Italia Conti Associates' first aiders will hold a valid certificate of competence issued by an organisation whose training and qualifications are approved by the HSE and valid for three years. Refresher training and retesting of competence will be arranged at least three months before certificates expire by the Italia Conti Associate School Franchisee/ Principal.

7. Roles and Responsibilities

Appointed person(s) and first aiders

The coordination of first aid arrangements is carried out by the Franchisee / Principal, who will ensure that sufficient staff members are first aid trained in order to provide effective provision to students, and that there is an Appointed Person to act as Lead First Aider.

Lead First Aiders are responsible for:

- taking charge when someone is injured or becomes ill;
- ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits;
- ensuring that an ambulance or other professional medical help is summoned when appropriate;
- ensuring that all accidents and injuries are appropriately recorded;
- ensuring that the school office has a secure store of e.g. epi-pens™/ inhalers for students with specific health needs;
- reviewing medication stored in office annually, dispose any out-of-date medicine, and request any new medication from parents (for those students aged under 18);
- communicating all the specific student needs and emergency recommendations to the staff in the first few weeks of term;
- ensuring that up to date first-aid information is posted around Italia Conti premises;
- reporting diseases mentioned under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) to the franchisee or the person nominated to take responsibility, (usually the principal);
- ensuring that lists of updated allergies are collated and kept up to date, and made available to the relevant teaching staff (and in accordance with Data Protection law);
- ensuring risk assessments and care plans are in place and distributed to key personnel.

First aiders are trained and qualified to carry out the role; a full list should be provided in Appendix A and is also displayed prominently around Italia Conti Associate school premises.

First Aiders are responsible for:

- acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate help to casualties with common injuries or illnesses and those arising from specific hazards on site;
- filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident;
- when necessary, ensuring that an ambulance or other professional medical help is requested;
- in conjunction with the Franchisee / Principal, sending students home to recover, where necessary.

8. Overall responsibility

The Franchisee / Principal has the ultimate responsibility for health and safety matters in the school but may delegate operational matters and day-to-day tasks to the Principal and staff members.

9. Responsibilities of the Franchisee/ Principal

The Franchisee / Principal is responsible for the implementation of this policy. This may be done in conjunction with the Principal and/ / or designated staff according to the arrangements in place). These responsibilities include:

- ensuring that an appropriate number of trained first aid personnel are present on site at all times;
- ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role;
- ensuring all staff are aware of first aid procedures;
- ensuring appropriate risk assessments are completed and appropriate measures are put in place;
- ensuring that adequate space is available for catering to the medical needs of students;
- reporting incidents to the HSE (where required).

10. First-aid materials, equipment and facilities

First Aid containers are:

- marked with a white cross on a green background and
- stocked in accordance with HSE recommendations;

Portable first-aid containers will be available for all school trips and other activities that take place over 200 metres from the Italia Conti Associates' premises.

The HSE has recommended the minimum level of stock required for portable first-aid containers, which can be found in *Guidance on First Aid for Schools (DfE)*.

Where it is known that staff or students who are to engage in an out-of-school activity have specific health needs or a disability, the teacher organising the trip will endeavour to ensure that the contents of the first-aid container include the resources necessary to meet their specific needs, e.g. a supply of insulin or an EpiPen™. This will be in addition to the staff member checking that the student / student is carrying the medication with them. No student is allowed on a school trip if they do not have their medication with them.

11. Storage of medicines in schools and colleges

Non- prescribed medicine

As much as possible, non-prescribed medicine **should not** be brought into Italia Conti Associates. Paracetamol is the only non-prescribed pain-relieving medication which may be administered by a member staff for pain management or to reduce fever, with prior consent from parents where the student is aged under 18.

Non-emergency Prescribed medicines (such as antibiotics) should only be brought and administered in college where it would be detrimental not to do so. Clear written instructions must be provided, and the medicine must be kept in a properly labelled container.

The student should bring the medication to the Associate school reception. The label must be clear and free from alterations or defacement and must show:

- the name of the medication;
- the name of the student;
- the dosage;
- specific directions for the medication (not simply "as directed" or "as required");
- precautions relating to the medication (e.g. "caution, may cause drowsiness" or "store in a refrigerator");
- the expiry date and the date of issue.

Emergency Prescribed medicines (such as asthma inhalers and EpiPens) must be readily available to students with the principal is not locked away. Students should also carry a spare inhaler/EpiPen™ with them at all times.

Italia Conti

Students (or parents/ guardians where the student is under 18) are responsible for providing Italia Conti with up-to-date supply of emergency medicine. Out-of-date medicine must be collected by students or taken to a local pharmacy for safe disposal.

Sharps boxes (obtained by students on prescription) must be kept by the Franchisee / Principal and should always be used for the disposal of needles.

12. Supporting individual students with medical needs

- Individual Health Care Plans are drawn up and agreed for every student who may need medical care during the college day. The type of plan will vary according to the medical needs of the young person, ranging from a short, written agreement with parents to a more detailed document requiring the involvement of appropriate healthcare professionals.
- Individual Health Care Plans are reviewed annually, and teachers will be made aware of the Plan, and especially of what to do in case of emergency.
- Students with long-term medical conditions who require to take non-emergency medication on a regular basis are encouraged to administer it themselves. Where a student is under 18, this may be under supervision of a member of staff. Where this is not possible, a member of staff will administer the medicine as long as the medication is labelled with the name of the student in addition to clear written instructions for administration, and only according to the Individual Health Care Plan.
- Medicines are stored safely in Reception (or some other designated secure area) until needed. Students know where their medicines are and are able to access them.

13. Recording accidents and injuries

- All accidents and injuries will be recorded in written form in the Accident Report book for the relevant site.
- An Accident Form will be completed by the first aider/relevant member of staff on the same day, or as soon as possible after an incident resulting in an injury;
- Records held in the First Aid and Accident Book will be retained by Italia Conti Associates for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

14. First Aid Procedures

Students

- In the event that a student becomes unwell/injured they should go to the Reception (or other designated area) where they will be treated accordingly.
- Students will be allocated a designated First Aider.
- Injured/sick students should either come to Principal alone or accompanied by another student. If the injury is serious, then a First Aider will be called to the location.
- The details of the accident/incident/illness will be recorded. Accidents are recorded in the Accident Book, which is normally located at Reception.
- If a student becomes seriously unwell or injured and needs first aid, then a responsible person should be sent to Reception. The Franchisee / Principal will then contact a First Aider. A staff member should stay with the casualty until help arrives.
- The First Aider attending the scene will assess the casualty, request assistance from other first aiders, if necessary, administer first aid and stay with the casualty until they have recovered or arrangements for further care have been made.
- If it is decided by the designated First Aider that the student needs to go home, then arrangements will be made for the student to leave the premises and be cared for. If a student is aged under 18, a parent or carer will be notified. Parents will need to collect the child/ make arrangements.
- All relevant staff will be informed and the registers updated accordingly. The Principal /Franchisee will be notified (as appropriate).

15. EpiPen™

- Students with allergies prescribed with an EpiPen™ will carry one with them at all times.
- An EpiPen™ will be kept in a marked lockable cupboard in reception with the student's name.
- Students suspected of suffering an acute allergic reaction will be assessed by a member of staff with appropriate training and treated accordingly.
- If an EpiPen™ is administered an ambulance will be called even if the student appears to have recovered.

16. Asthma

Students with asthma should always carry their inhalers.

17. Epilepsy

If a student has epilepsy, this should be detailed in their application form. An appropriate Individual Health Care Plan should be drawn up, with all relevant staff (including first aiders) made aware. Treatment should, wherever possible, be given in accordance with the Individual Health Care Plan. If a seizure takes place, and the student does not have an Individual Health Care Plan, first aid should be provided in accordance with normal First Aid procedures, and an Individual Health Care Plan should be drawn up if epilepsy is subsequently diagnosed by the student's health care professional.

18. Calling the Emergency Services

- If an ambulance is called then the first aider should do this directly informing the ambulance service of the emergency, status of the casualty and the location. Please ensure that Reception is notified if an ambulance is called so that that a member of staff is able to meet the ambulance crew on arrival and direct them to the casualty.
- The student's parents or carers will be notified.
- If hospital treatment is required, the parent / carer will accompany the student. In the absence of a parent / carer, unless they are over 18, a member of staff will accompany the student.

19. First Aid arrangements off site

Where trips and outside activities take place a risk assessment should be carried out to identify the first aid requirements.

If there is a risk of a delay in obtaining help from the emergency services, then it should be considered necessary for a fully qualified first aider to accompany the party.

First aid kits should be taken on all trips off site.

Vocational activities off-site

Italia Conti Associates' schools may have regular hiring arrangements with local venues to provide studio space. If so, the following procedure applies:

- the teacher in charge is made aware of students with care plans/ long-term conditions;
- the first aid responsibility lies the Italia Conti Associates' staff member who is in charge of the students;
- all accidents are recorded in the Italia Conti Associates' school Accident Book;
- under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

Outings and trips

- Before undertaking any off-site activities, the Franchisee/Principal should assess what level of first-aid provision is needed. The HSE recommend that, where there is no special risk identified, a minimum stock of first-aid items is carried by the teacher in charge of the outing;
- Where students are aged under 18, parents/guardians need to complete a permission slip which allows the college and medical authorities to provide medical treatment in case of an emergency;
- The teachers in charge of the group are made aware of students with care plans/ medical conditions and of students who carry emergency medication with them (EpiPen™, asthma pumps, epilepsy);
- All accidents are recorded in the Italia Conti Associates' School Accident Book;
- Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

20. Hygiene and infection control

All Staff have access to single use disposable gloves which are usually located in Reception and in all first aid kits around the building and are to be worn at all times when dealing with blood or any other bodily fluids.

21. Statutory requirements

In the event of a serious accident, illness or death, staff are required to report any RIDDOR occurrences to HSE, as detailed in the *Health & Safety Policy*.

All incidents can be reported online to the HSE, but a telephone service remains for reporting fatal and major injuries only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm.

22. Qualified First Aiders.

First Aid training must be provided by a suitable training provider with the training being updated every three years.

23. Location of First Aid Boxes

The locations of First Aid Boxes should be recorded and held at Reception.

24. Notifying parents / emergency contacts

The Principal/Lead First Aider will inform parents of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

25. Reporting to Child Protection agencies

The Franchisee / Principal will notify the Italia Conti Associates Designated Safeguarding Lead at Head Office of any serious accident, illness or injury to, or death of, a student or student while in the Italia Conti Associates' School's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Designated Safeguarding Lead will also notify the local Safeguarding Board and/or County Council of any serious accident or injury to, or the death of, a student or student while in Italia Conti Associates' care.

26. First Aid Kits

First Aid Kits should be made available for staff and students to use. A list of their location should be kept at Reception.

27. Notifying parents / emergency contacts

The Franchisee / Principal will inform parents / carers of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

28. Linked policies:

Fire Safety Policy

Health and Safety

Intimate and Personal Care Policy

Safeguarding and Child Protection Policy

Appendix A: List of First Aiders

Each Italia Conti Associates School should maintain a list of the currently qualified First Aiders using the template below:

Staff member's name	First Aid Certificate (expiry date)	Contact details

Appendix B: EpiPen® and Auto-injector emergency usage

Every time you use an adrenaline auto-injector:

- Call 999, ask for an ambulance and state 'anaphylaxis', even if the patient starts to feel better.
- Lie the patient flat with their legs up to keep your blood flowing.
- If possible, seek help immediately after using the auto-injector and stay with the patient while waiting for the ambulance.
- If the patient still feels unwell after the first injection, use the second injector 5 to 15 minutes after the first.
- An adrenaline auto-injector is for emergency, on the spot treatment of an anaphylactic reaction. Always ensure the patient goes to hospital after using an adrenaline auto-injector.

When should I use an auto-injector?

At the first signs of a severe allergic reaction, use an adrenaline auto-injector then call an ambulance. Signs of a severe reaction include:

- swelling in the throat or change in voice
- difficulty swallowing or breathing or wheezing
- dizziness or feeling faint
- sudden tiredness



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