



# EF ACADEMY

International  
Boarding Schools

<b>Document title:</b>	First Aid Policy
<b>Date Created:</b>	March 2011
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<b>Individuals Involved in Developing the Document:</b>	Campus Manager/Health and Safety Officer: Emma Clarke / Helen Calkin
<b>Document Purpose:</b>	Defines the School's approach to first aid and how it fulfils its responsibilities
<b>Related Documents:</b>	School Health and Safety Policy HASWA ACOPS
<b>Date of Next Review:</b>	June 2022
<b>Recent Updates:</b>	June 2021 Helen Calkin (Health and Safety Officer)

EF Academy undertakes to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and ensures best practice by extending the arrangements as far as is reasonably practicable to students and others who may also be affected by our activities.

Responsibility for first aid at EF Academy is held by the Head of School.

All staff members have a statutory obligation to follow and co-operate with the requirements of this policy.

## **Aims & Objectives**

Our first aid policy requirements are achieved by:

- Carrying out a First Aid Risk Assessment to determine the first aid provision requirements for our School

- It is our policy to ensure that the First Aid Risk Assessment will be reviewed following any significant changes that may affect first aid provision or annually as a minimum
- Ensuring that there is a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Risk Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Risk Assessment
- Ensuring the above provisions are clear and shared with all who may require them

## **Training**

At EF Academy it is our aim to where possible train all fulltime members of staff, this will include residential, support, administration and teaching staff. As a minimum, all pastoral team members, facilities and fulltime reception staff/administrators will be trained.

The following members of staff are trained to level 2 Emergency First Aid at work:

### **Emergency First Aid at work**

- Amy Webber
- Barbara Garde
- Cassandra Barragan
- Chloe Lammas
- Daniel Simpson
- David Smith
- Dona Jones
- Emma Gernez
- Grahame Hale
- Jacob Coates
- Jane Gaudi
- Jenny Gregory
- Joan Wilisoni
- John Shepherd
- Leo Bowder
- Mark Fletcher-Single
- Mark Zumbuhl
- Matthew Foster
- Michael Busby
- Michel Santana Rivero

- Nelli Williams
- Patricia Thornhill
- Richard Morgan
- Sacha Davis-Richardson
- Sam Tibbenham
- Tara Doe
- Tom Mayer
- Madeeha Pitcher
- James Messer

By law all organisations with 50 or more employees need one level 3 First Aid at Work trained person

- Thiago Zuccolotto

### **Equipment Organisation**

Our First Aid Risk Assessment has identified the following first aid kit requirements:

- 2 First aid kits in the communal areas of the premises, these first aid kits are situated in: Reception, Kitchen

There will also be first aid kits in

- Cotuit Hall - House Parents flats, the Kitchen and Maintenance Store
- Marcus Lower – All House Parents flats
- Brewer – All House Parents flats
- Cherwell – Staffroom, Science Lab and Prep Room
- The workshop

### **First Aid Equipment and Materials**

The First Aid containers will be marked with a white cross on a green background and are located in the Reception, Kitchen, Maintenance Store and in each House Parent Flat. There are also 2 kits for off-site activities. At Cherwell there is a kit in the Staffroom, Science Lab and Science Prep Room.

The following are recommended by the HSE and will be followed by the school as a minimum requirement. Their contents checked and replenished as necessary every month and a record of such checks must be recorded by the nominated first aider. Only first aid items may be held in a first aid kit. There must not be any creams, lotions, tablets etc. in the kit.

### **CONTENTS**

- 1 First Aid guidance leaflet
- 1 Contents list
- 1pr First Aid shears
- 20 Alcohol free sterile cleansing wipes
- 2 Sterile eye pads, with bandages
- 2 Triangular bandages
- 6 Safety pins
- 4 Sterile dressings with pad (medium)
- 1 Sterile dressing with pad (large)
- 40 Sterile wash proof plasters
- 6pr Disposable gloves
- 2 Eyewash bottles (if required)
- 1 Adhesive tape
- 2 Finger sterile dressing
- 1 Resuscitation face shield
- 1 Foil blanket
- 1 Burn dressing (plus 2 further larger dressings in the kitchen kit)
- 1 Conforming bandage
- 2 Burn gel sachets
- 2 Ice Packs

There are also 2 first aid kits to be used on offsite trips.

A defibrillator is housed outside the Nurses office. Training will be given to all staff during INSET with further training as part of the emergency first aid at work course.

### **Designated Rooms**

Nurses' room are designated as the first aid room for treatment, sickness and the administering of first aid.

The first aid rooms have the following facilities:

- running water within 10 meters
- first aid kit in room or nearby
- natural air and light
- space to lie down

### **First Aid – Sequence of Events including COVID-19 measures**

A full PPE kit is to be provided for each first aid kit held on site. The PPE kit must be put on before any first aid is given. Once the full PPE kit has been used it will need to be disposed of in the yellow bins provided and then replenished after the first aider has finished.

A new set of disposable gloves is to be used each time a kit is accessed for situations that just involve a plaster, icepack or alcohol wipes being given to a student or staff member or for checking stock levels. A box of gloves will be kept with the kit to aid this. Social distancing measures will need to be kept as these times.

Upon being summoned in the event of an accident, the first aider/appointed person takes charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider will always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

If an ambulance is called, the caller must speak to the emergency services operator and give the following information:

1. State what has happened
2. The staff/student's name
3. The age of the staff/student
4. Whether the casualty is breathing and/or unconscious
5. The location of the School

In the event of an accident involving a person under 18 years, where appropriate, it is our policy to notify their parents or sales office as appropriate of the student's accident if it:

- is considered to be a serious injury
- Injury to the head
- requires attendance at hospital

### **Notification of Parents/Sales Office/Host Family**

Our procedure for notifying parents/sales office/host family will be to call via all telephone numbers available to contact them and leave a message should they not be contactable. In the event that they cannot be contacted a message will be left and followed up with an email to all available email addresses. We will ensure that the qualified first aider, appointed person or another member of staff remains with the student in the case of more serious injuries. In the event that the student requires hospital treatment, the qualified first aider/appointed person/another member of staff will accompany the student to hospital and remain with them.

### **Students with Special Medical Needs**

Some students have medical conditions that, if not properly managed, could limit their access to education.

These students may be:

- Epileptic
- Asthmatic
- Have severe allergies, which may result in anaphylactic shock
- Diabetic

Such students are regarded as having medical needs. Most students with medical needs are able to attend School regularly and, with support from the School, can take part in most School activities. However, School staff may need to take extra care in supervising some activities to make sure that these students, and others, are not put at risk.

All these students have their medical condition recorded on the School's database system.

### **First Aid Off Site Activities**

In the event of student needing first aid on an activity:

- A trained first aider will accompany every off site trip.
- All staff have mobile phones with them
- The group leader will take a first aid kit with them
- For major ailments the School is informed and advice sought
- Any accident or incident is reported back at School and added to the Incidents Report book filled in accurately and as soon as possible. A note on the incident is made at the scene
- No medication may be given to a student unless prescribed by a doctor. NO other medication MUST be given by anyone
- In the event of a serious incident an ambulance is always called
- A member of staff must accompany the student in the ambulance, whilst the School contacts the Parents/Sales Office/Host Family

## **Residential Specific**

- First Aid should only be carried out by qualified First Aiders
- All First Aid incidents should be logged on the Accident / Incident forms.

## **Record Keeping**

All accidents and incidents requiring first aid treatment are recorded on the relevant forms; either on the First aid log that is kept with the First Aid Boxes or using the online form [First Aid Log](#). The form must contain the following information:

- Name of injured person
- Name of person administering the first aid
- Date the accident / incident happened
- Place where the accident happened
- Injury sustained
- Treatment given

The report will be kept securely in the Health and Safety Office for review and to keep details confidential.

First Aid is a standard item on the Health and Safety meeting agenda and Accident and Incident data is used to identify any trends and concerns.

## **First Aid Risk Assessment**

There is a statutory obligation to carry out and annually review an assessment of first aid provision in every workplace by carrying out a First Aid Risk Assessment. The School will assess the risk by considering the following points:

- a. Workplace hazards and risks
- b. Size of organisation and type of service users
- c. History of accidents and incidents
- d. Nature and distribution of workforce including remoteness from emergency services
- e. Needs of travellers, remote and lone workers
- f. Employees working on shared or multi-occupied sites
- g. Annual leave and other absences of first aid trained staff and appointed persons

A copy of the First Aid Risk Assessment is available on Globalnet.

**Signed:**

**Date:**

**Name:**

Position:

Signed:

Date:

Name:

Position: