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1. Policy Statement

City Academy Norwich has set out clear principles and practises in relation to Health and Safety and the standards expected in relation to compliance with legal requirement, in City Academy Norwich's Health and Safety Policy.

The Health and Safety (First Aid) at Work Regulations 1981 and revised guidance issued 2013, require employers to provide adequate and appropriate equipment, facilities and personnel to enable first-aid to be given to all employees at work if they are injured or become ill. Information must also be given to all employees about the provision of first aid, and the location of first aid equipment, facilities and personnel.

Further to these requirements City Academy Norwich shall extend its first aid provision to its students and visitors whilst they are at City Academy Norwich and during organised external activities. First aid provision for others who are at work within the organisations but are not its employees (e.g. contractors or tenants) remains the responsibility of their employers, although City Academy Norwich will offer assistance wherever possible.

First aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until professional medical assistance can be obtained. In cases of minor injury or illness, first aid may be the only treatment necessary and will be administered by trained First Aiders who are located at City Academy Norwich. In more serious cases, First Aiders will treat a casualty until they are placed in the care of the Registered Nurse (when on site at CAN), Emergency services or Doctor.

The aims of first aid are threefold:

- Saving life by prompt and initial action;
- Preventing the injury or condition from deteriorating;
- Help recovery through reassurance and protection from further danger.

City Academy Norwich recognises only those staff that have obtained the First Aid at Work qualification and continue to hold a valid certificate of competency as First Aiders in the Workplace.

The ratio of trained first-aiders to employees and students is 1 First Aider for the first 100 staff/student, followed by an additional First Aider for every additional 50 staff/students. This is the minimum standard as required by the First Aid at Work Regulations 1981.

2. Policy Aims & Objectives

The aims and objectives of this policy are:

- To ensure that each organisation has adequate and effective First Aid provision in order for every member of staff, student and visitor to be cared for in the event of any injury or illness.
- To ensure that all staff and students are aware of the procedures in the event of any injury or illness.

- To ensure that First Aid provision is available at all times while staff, students and visitors are on site at City Academy Norwich and/or on organisation external activities.

3. Definitions

First Aid is the treatment of serious injuries prior to assistance from a medical practitioner, nurse or emergency service and, its purpose is the preserving of life and minimising the consequences of further injury or illness. It is also the treatment of minor injuries which do not require any further treatment by a medical practitioner or nurse.

First Aiders are those personnel who have completed an approved First Aid at Work training qualification and hold a valid certificate of competence in First Aid.

4. Scope

This procedure applies to all permanent and temporary employees of City Academy Norwich. Furthermore it applies to any students, members of the public, visitors or contractors employed to provide services on behalf of the organisations.

5. Legal requirements

- Health & Safety at Work etc. Act 1974
- The Health and Safety (First-Aid) Regulations 1981 (as amended)
- The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 2013

6. General Procedure

Each organisation will risk assess their requirement for first-aid provision; ensuring that sufficient trained staff and appropriate First Aid Kits/Equipment are readily available to all employees and students during all work activities, including off site activities.

Organisations are to document their localised First Aid arrangements and ensure these are communicated to all staff, students, visitors and contractors.

Anybody administering first aid following an accident must ensure an accident report is completed in accordance with City Academy Norwich Accident / Incident Reporting & Investigation Policy.

The treatment of minor illness falls outside the scope of the Regulations, and it will be for organisations to ensure that should a member of staff or student feel ill, suitable arrangements are made for the ill person to go home or be assessed further by Doctor or other medically trained persons. If a student is under 18 years of age a parent/next of kin/guardian must be informed of the action proposed.

6.1 Procedure for calling for an Ambulance

In a situation where an ambulance is required, the First Aider in attendance must;

- Contact/nominate somebody else to call the Emergency Services (9-999)
- Give clear details of the injured person's name and the reason for the emergency call
- Clearly state the location of the injured person, the action already taken and the physical state of the person
- Stay with the injured person
- Contact Reception staff and advice of the incident.
- Reception staff to arrange for the ambulance to be met at the organisation entrance and be directed/escorted to the injured person.
- Arrange for the injured person parents/next of Kin/Guardian to be notified immediately and advised to attend A/E
- Arrange for a member of staff to accompany the injured person to hospital if deemed necessary (Not mandatory)

6.2 Procedure for Referral to Hospital (Non - Emergency)

First Aiders are empowered to refer an individual to Hospital/Doctor/Walk-In centre for further investigation/treatment. The majority of these incidents will not require an Ambulance and the injured person can be conveyed in a taxi.

No student under the age of 18 should be referred to Hospital/Doctor/Walk-In centre without being accompanied by a member of staff (probably a First Aider). (*The exception to this being a student under the care of a Paramedic in an emergency vehicle*).

Each organisation is to ensure that First Aiders are aware of the need that they may, as part of their duties, be required to accompany students to hospital.

6.3 Procedure for Managing First Aid Kits and Contents

All organisations shall provide First-Aid kits at suitable locations throughout their premises. First-aid location signs (a pictogram of a white cross on a green background) should identify rooms where a first-aid kit is stored.

All first-aid kits must be made of suitable material to protect the contents from damp, dust and other potential contaminants, and must be identified with a white cross in a green background.

The number of first-aid kits in each department will be determined by the size and nature of the areas. Higher risk areas such as workshops and kitchens should have their own first-aid kit. For general classrooms, one centrally based first-aid kit may suffice. Departmental Heads or managers should decide, in consultation with the on-site first aiders how many kits are appropriate.

First-aid kits will be stocked as per the list below, in accordance with BS8599 and recommendations detailed within the First Aid at Work Regulations 1981:

- Cleaning wipes x 8
- Assorted plasters x 20
- Adhesive wound dressing x 2
- Sterile Gauze x 2
- Eye pad x 2
- Finger bandage x 2
- Large dressing x 2
- Medium Dressing x 2
- Triangle bandage x 2
- Eye wash pods x 3
- Disposable Gloves x 2 Pair
- Safety pins x 6
- First Aid advice leaflet x 1
- Vent Aid (CPR mask) x 1

Checking and evidencing that first-aid kits are reviewed on a monthly basis is carried out by an appointed person who will also ensure they have an adequate stock of items to replenish the First Aid kits as required.

7. Organisational Responsibilities

Headteacher

It is the responsibility of the Headteacher to ensure this policy and procedure is implemented, arrangements documented, communicated to staff and, to ensure sufficient trained First Aiders have been appointed.

First Aiders

It is the responsibility of all First Aiders to:

- Respond promptly when requested.
- Operate within their level of competence.
- Know how to contact additional medical help when needed.
- Report incidents and actions taken.
- Comply with requirements for re – qualification.

8. References to related Policies

9. Contact

For any further guidance contact;

NES Registered Nurse

Tel: 01603 773232

Location City College Norwich, Norwich Building, Room A40

10. Equal Opportunities Statement

This policy and procedure has been assessed against the nine protected characteristics outlined in the Equality Act 2010 and no apparent disadvantage to equal opportunities has been determined.

If you have any comments or suggestions in relation to equal opportunities of this policy or procedure please contact the policy holder.