



First Aid Policy

2011

1. Policy Summary

1.1 It is Academy policy to provide first aid support if someone is injured or becomes unwell in the Academy, or when involved in Academy-sponsored activities, and to ensure that Academy complies with the Health and Safety (First Aid) Regulations 1991. A prime objective of the Academy Policy is that someone trained in basic first aid skills should be able to attend an incident within 3 minutes of help being requested during normal hours and within 10 minutes at other times.

At Bisham Abbey a facilities management directive must be complied with. In that, It is mandatory that all incidents are immediately reported to the Duty Manager. This is done by contacting the main reception on 01628 476911 or by sending a messenger physically. The Duty Manager of the site will attend every incident. He/she is a fully qualified person in First Aid at Work, Paediatric First Aid and will always carry a defibrillator on which he/she is fully trained. He/she will also be responsible for recording the incident in the site incident record book.

1.2 In addition to 1.1 within the academy all departments are responsible for organising their internal first aid provision for their students and staff. All staff should be capable of an initial first aid response

1.3 The Academy Operations Manager should provide advice to all personnel on first aid arrangements, organise training and is responsible for auditing the effectiveness of first aid arrangements across the Academy.

2. Provision

2.1 Effective first aid provision relies on a number of factors. As well as:

- an adequate number of trained first aiders
- first aid equipment

there has to be:

local risk assessment to determine needs & resources

- organisation of first aiders
- a display of information on how to obtain help
- a periodic review of arrangements

2.3 A risk assessment should be carried out or commissioned by the Operations Manager. If another person is commissioned, the person commissioned should be willing to take on the role, able to carry out risk assessments and should be a first aider.

2.4 The Operations Manager will be responsible for:

- undertaking & reviewing the academy's assessment of first aid needs
- inducting new first aiders
- distributing information notices to first aiders
- organising stocking and replenishment of first aid supplies
- display and updating of first aid notices

Assessments should take in to account:

- number of occupants
- workplace & task hazards
- building layout
- other occupants
- hours of work
- availability of back up support on the site
- foreseeable absences of first aiders

2.5 First Aiders. First Aiders must be allowed time to attend incidents and to attend training. They should have easy access to a first aid kit and disposable gloves. All first aiders should be contactable via e-mail for distribution of information on first aid issues. However, in addition, arrangements should be made to pass on mailings to first aiders who do not have access to email.

3. First Aiders

3.1 There are two types of first aider in the Academy:

- Fully Qualified First Aiders (FA's) can provide first aid assistance in almost all situations likely to occur in Academy (Persons who have completed and passed the government's 3-day First Aid at Work Qualification
- Emergency First Aiders (EFA's) are able to make an initial response deal with immediately life-threatening conditions and look after someone if unconscious.

In any guidance the term 'first aider' refers to both fully qualified FA's & EFA's.

3.2 Both FA's & EFA's are able to recognise and manage any immediately life-threatening condition.

3.3 All first aiders must have attended an approved course in first aid. Fully qualified First Aiders must have gained a nationally-accepted First Aid at Work certificate. EFA's should have gained a certificate of attendance in emergency first aid techniques. All first aiders have to undertake refresher training every three years.

Personal Qualities:

- To be an effective first aider, a person needs to be reliable, able to stay calm in an emergency, have a good standard of personal hygiene & be fit enough to rapidly attend an incident.
- All tutors, coaches & admin staff should have a minimum standard of first aid knowledge and practice. The requirement is a minimum of the Emergency First Aid course (Minimum of 6 hours instruction and practice).
- New members of staff should be allowed 4 weeks grace before the requirement is met.

Foreseeable absences of first aiders:

Holidays, sick leave, work commitments away from the person's usual location have to be taken into account when calculating levels of risk

Review:

Periodic review of the adequacy and effectiveness of first aid arrangements is an integral part of an effective health & safety management process. Review should be part of an annual health & safety inspection or conducted separately.

First aid equipment

1. Recommended contents for a standard first aid box.

Item	Number of persons to cover			
	1-10	11-20	21-50	51-100
Guidance leaflet	1	1	1	1
Sterile plasters	20	40	60	100
Sterile eye pads	2	4	6	8
Triangular bandages	4	6	8	10
Safety pins	6	12	12	12
Medium wound dressing	6	9	12	14
Large Wound dressing	2	3	4	6
Cleansing wipes	10	10	20	40
Disposable gloves	1	2	3	5

These are recommended contents only. An assessment may conclude some additional materials or equipment would be useful, e.g. scissors, adhesive tape etc. These could be stored in the first-aid box, or alternatively in a separate box kept by the first-aider if this is more convenient.

Basic equipment must always be available for use when required.

Most commercially available boxes will have contents similar to those listed in the table.