

FIRST AID POLICY

1. Authority and circulation

1.1 This policy has been authorised by the Head of Education at Carshalton Athletic Football Club Academy. It is available to parents and students and to all members of Academy Staff.

1.2 The arrangements within this policy (for example the number of First Aiders, Appointed Persons and first aid boxes and contents of first aid boxes) are based on the results of a suitable and sufficient risk assessment carried out by the Academy with regard to all staff, students and visitors.

1.3 This policy complies with paragraph 3(6) of the schedule to the Education (Independent School Standards) (England) Regulations 2003 (SI 2003/1910), the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917) and the First aid at work: Health and Safety (First Aid) Regulations 1981 approved code of practice and guidance.

2. Definitions and Terminology

2.1 **First Aid** means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness. For the avoidance of doubt, First Aid does not include giving any tablets or medicines, the only exception being giving aspirin in accordance with accepted first aid practice to treat a suspected heart attack.

2.2 **First Aiders** are members of staff who have completed a Health and Safety Executive (**HSE**) approved First Aid course and hold a valid certificate of competence in First Aid at Work (**FAW**), Emergency First Aid at Work (**EFAW**) or Paediatric First Aid (**PFA**).

2.3 **First Aid Guidance** is the First aid at work: Health and Safety (First Aid) Regulations 1981: approved code of practice and guidance.

2.4 Appointed Persons are members of staff who are not qualified First Aiders who are responsible for looking after the first aid equipment and facilities and calling the emergency services if required. Appointed persons should not administer first aid.

2.5 Staff means any person employed by the Academy, volunteers at the Academy and self-employed people working on the premises.

3. Aims of this policy

- 3.1 To ensure that the Academy has adequate, safe and effective First Aid provision in order for every student, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- 3.2 To ensure that all staff and students are aware of the procedures in the event of any illness, accident or injury.
- 3.3 Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy whilst making clear arrangements for liaison with ambulance services on the Academy site.

4. Responsibility

- 4.1 The Chairman of Carshalton Athletic FC Academy, as the employer, has overall responsibility for ensuring that the Academy has adequate and appropriate First Aid equipment, facilities and First-Aid personnel and for ensuring that the correct First Aid procedures are followed.
- 4.2 The Chairman delegates to the First Aid Officer (FAO) the day-to-day responsibility for ensuring that there are adequate and appropriate First Aid equipment, facilities and appropriately qualified First Aid personnel available to the Academy. The First Aid officer will carry out an annual First Aid risk assessment and review the Academy's First Aid needs to ensure that the Academy's First Aid provision is adequate.

4.3 The First Aid Officer is responsible for the following:

- **Information** – The FAO is responsible for ensuring that all staff and students are aware of, and have access to, this policy.
- **First aid rooms and first aid equipment** – Ensure that there is adequate provision of first aid boxes throughout the premises and that these are properly maintained and stocked. They should be checked at least once per term. Defibrillators should be checked annually.
- **Training**
 - **First aid officers** – should receive advanced training and which should be renewed on an annual basis.
 - **All other staff** – Upon taking up their position at the Academy, all staff should be inducted into the provision of first aid.
 - **First aid officers on-site** – Ensure that there is at least one ‘First Aider’ on each site during the Academy day.
- **Newly registered students**
 - **Declaration of pre-existing medical conditions** – All newly registered students must complete a form disclosing any medical conditions such as: diabetes, epilepsy or asthma. Together with the Designated Safeguarding Lead the First Aid Officer must determine whether the Academy can properly and safely accommodate the student, allowing for any ‘reasonable adjustments’.
 - **Registration with doctors** – The FAO must ensure that all students register with a GP.

- **Trips, outings and other off-site activities** – The First Aid Officer must ensure that the Head of Education ensures that all staff who accompany students on trips and outings are equipped with a properly stocked first aid kit, a Academy mobile telephone together with emergency contacts. Proper risk assessments should be undertaken for each trip which would include the location of the nearest hospital and any issues arising from the access of emergency vehicles to the site.
- **International students** – The FAO must ensure that international students are provided with training to help them cope with emergency situations, including telephone number to contact in case of emergencies.
- **Reporting and recording** – The FAO must ensure that all accidents are recorded and followed up for analysis and future risk avoidance guidance. Any critical accidents are reported under RIDDOR guidance and regulation.

4.4 The First Aid Officer delegates to the Head of Education responsibility for collating medical consent forms and important medical information for each student and ensuring the forms and information are accessible to staff as necessary.

4.5 **First Aiders:** The Chairman is responsible for ensuring that the Academy has the minimum number of First Aid personnel (First Aiders and/or Appointed Persons). The main duties of First Aiders are to give immediate first aid to students, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with the Chairman. The First Aiders will undergo update training at least every three years.

4.7 All staff should read and be aware of this Policy, know who to contact in the event of any illness, accident or injury and ensure this Policy is followed in relation to the administration of First Aid. All staff will use their best endeavours, at all times, to secure the welfare of the students.

4.8 **Anyone on Academy premises:** Anyone on the Academy premises is expected to take reasonable care for their own and others' safety.

5. First aid equipment

5.1 First aid boxes are marked with a white cross on a green background and are stocked in accordance with the suggested guidelines in paragraph 36 of the First Aid Guidance. For more information please see <http://www.hse.gov.uk/firstaid/legislation.htm>.

5.2 First aid boxes are located at Carshalton Athletic and at these positions around the Academy site are as near to hand washing facilities as is practicable:

- Club Office
- Academy Classroom
- Clubhouse
- First aid Room

If first aid boxes are used, they should be taken to the First Aid Officer who will ensure that the first aid box is properly re-stocked.

All requirements for the first aid kits are supplied by the First Aid Officer and are regularly stocked at request of individual departments.

5.3 Defibrillators – The Academy's premises is equipped with a defibrillator which is kept in the First aid room and serviced annually.

5.4 Academy minibuses: The Academy may from time to time hire transport. In such circumstances, the member of staff in charge is responsible for ensuring that there is adequate first aid provision (which may require the member of staff to contact a first aider). The First Aid box should be stocked in accordance with part 2 of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078).

5.5 Off-site activities: First aid boxes for any off-site activities are kept in the First aid Room.

6. Information on students

6.1 The Designated Safeguarding Lead (DSL) will be responsible for reviewing students' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a student's functioning at the Academy to the Chairman, Head of Education, teachers, coaches and First Aiders on a 'need to know' basis. Together with the DSL the First Aid Officer must determine whether the Academy can properly and safely accommodate the student, allowing for any 'reasonable adjustments'.

This information should be kept confidential but may be disclosed to the relevant professionals if it is necessary to safeguard or promote the welfare of a student or other members of the Academy community.

7. Procedures for students with medical conditions such as asthma, epilepsy, diabetes

7.1 The information held by the Head of Education will include a record of students who need to have access to asthma inhalers, epipens, injections or similar and this information should be circulated to teachers and First

Aiders. Individual students usually have responsibility for keeping such equipment with them. In other cases, the equipment will be kept, suitably labelled, by the education team.

7.2 Administration of medicines

The Academy does not have medically trained personnel and must reach an agreement with parents to administer any medicines on their behalf. It is the parent's responsibility to ensure that the Head of Education at the academy is notified in writing of any such requirement

8. Procedure in the event of illness

If a student is unwell during lessons they should report to a member of Academy staff, who will assess the situation and decide on the next course of action. If necessary, the staff may organise for the student to be taken to one of the medical rooms.

9. Procedure in the event of an accident or injury

9.1 If an accident occurs, then the member of staff in charge should be consulted. That person will assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance. Appointed Persons or First Aiders can also be called for if necessary.

9.2 In the event that the First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid, then they should arrange for the injured person to access appropriate medical treatment without delay.

9.3 Ambulances: If an ambulance is called then the First Aider in charge should make arrangements for the ambulance to have access to the accident site. Arrangements should be made to ensure that any student is accompanied in the ambulance if necessary, or followed to hospital, by a member of staff if it is not possible to contact the parents in time.

10. Procedure in the event of contact with blood or other bodily fluids

10.1 The First Aider should take the following precautions to avoid risk of infection:

- 10.1.1 cover any cuts and grazes on their own skin with a waterproof dressing;
- 10.1.2 wear suitable disposable gloves when dealing with blood or other bodily fluids;
- 10.1.3 use suitable eye protection and a disposable apron where splashing may occur;
- 10.1.4 use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- 10.1.5 wash hands after every procedure.

10.2 If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:

- 10.2.1 wash splashes off skin with soap and running water;
- 10.2.2 wash splashes out of eyes with tap water or an eye wash bottle;

- 10.2.3 wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- 10.2.4 record details of the contamination;
- 10.2.5 report the incident to the First Aid Officer and take medical advice if appropriate.

11. First aid in the football department

11.1 **Offsite:** When students travel offsite for Football, they will be accompanied by a member of staff and will take first aid equipment. Any incident of first aid treatment must be reported and entered into the Accident book on return to Academy.

12. Reporting

12.1 The First Aider should complete a record of first aid provision into the Accident book.

12.2 All injuries, accidents and illnesses, however minor, must be reported to reception and they are responsible for ensuring that the accident report book is filled in correctly and that parents and HSE are kept informed as necessary.

12.3 **Accident Report Book:** All injuries, accidents, illnesses and dangerous occurrences on or off the Academy site if in connection with the Academy must be recorded in the accident report book; this will be kept locked in Old Court Place reception. The date, time and place of the event or illness must be noted with the personal details of those involved with a brief description of the nature of the event or illness. Records will be stored for at least three years or if the person injured is a minor (under 18), until they are 21.

12.4 Reporting to parents: In the event of accident or injury parents must be informed as soon as practicable. The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the First Aid Officer if necessary.

12.5 Reporting to HSE: The Academy is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (**RIDDOR**) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23):

12.5.1 Accidents involving staff

- work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs);
- work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days;
- cases of work related diseases that a doctor notifies the Academy of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer);
- certain dangerous occurrences (near misses – reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

12.5.2 Accidents involving students or visitors

Accidents where the person is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:

- any Academy activity (on or off the premises);
- The way a Academy activity has been organised or managed (e.g. the supervision of a field trip);
- Equipment, machinery or substances;
- The design or condition of the premises.

For more information on how and what to report to the HSE, please see <http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link.

13. Monitoring

13.1 There will be an annual review of reported incidents, which is organised by the First Aid Officer in order to take note of trends and areas of improvement to avoid accidents and deal with illnesses. This will form part of the annual First Aid risk assessment. The information may help identify training or other needs and be useful for investigative or insurance purposes. In addition, the First Aid Officer will undertake a review of all procedures following any major incident to check whether the procedures were sufficiently robust to deal with the major occurrence or whether improvements should be made.

14. Educational visits, outings and off-site activities

For these activities and events at least one member of staff must have up to date first aid training and be supplied with a first aid kit, Carshalton Athletic mobile telephone together with emergency contact numbers.