



VTC First Aid and Medical Treatment Policy

Approved by:

Paul Thompson &
The Advisory Board

Date: September 2023

Last reviewed on:

September 2023

Next review due by:

September 2025

Principals and Ethos

The Health and Safety (First Aid) Regulations 1981 require employers to provide trained persons, equipment etc., to deal with first aid emergencies and ill health occurring at work.

Aims and Objectives

The aims and objectives of this policy are to cover both the Vocational Training Centre Independent School (VTC) approach to first aid and the medical treatment of learners. It does not, however, remove any duty of care obligations placed on individuals who find themselves in emergency situations related to first aid.

Roles and Responsibilities

The Headteacher is responsible for:

- Ensuring that the VTC's policy is being followed.
- Making periodic reports to the VTC as required.
- Identifying arrangements that inform and facilitate any medical treatment of learners whilst at the VTC.
- Establishing the first aid need by risk assessment.
- Identifying suitable employees who are willing to undertake first aid training and annual refresher training.
- Providing adequate first aid equipment and facilities.
- Informing employees and site facilities managers of the location of the first aid personnel and equipment available to them in their working environment.

The responsibilities above have been delegated to the first aid team to discharge them in the appropriate manner. But with oversight by the headteacher.

The VTC First Aider is Responsible for:

- All medical information received by VTC will be passed to the VTC First Aider who will treat it confidentially.
- Medical information will not be generally visible, but staff must have ready access to relevant information for the protection of the learner and staff.
- Informing members of staff of any medication brought into the VTC and any information regarding any prescribed medication made available to the staff.

Parents and Guardians are Responsible for:

- Providing the VTC with any information to care for individual learners and complete a Medical Statement form to identify any medical needs. This may require endorsement from the learner's General Practitioner.
- The VTC has a strict procedure that no medication will be administered unless consent has been given by the parent/carer. Parents/carers will be contacted depending upon the nature of the medical problem.
- Where emergency first aid is required, it shall be accepted that consent is given as a condition of placement at VTC. Should this contravene religious or other beliefs/viewpoints then this must be provided to VTC prior to placement of the young person.

Methods of Implementation

First Aid

If a learner becomes ill and a member of staff feels that medical treatment is required, the learner should be sent to the appropriate First Aider or To the Medical Room accompanied by another learner if necessary.

If the teacher feels that the learner is too ill or injured to be moved, then a designated First Aider will be called. If it is thought that follow-up treatment is required, the parent/carer will be contacted, or a letter sent home with the learner. In more serious cases, where hospital attention is deemed necessary, the VTC will contact parents, who will be expected to take their child to hospital. In an emergency, an ambulance must be called, and the parent/carer contacted by the VTC. In the absence of a parent/carer, an appropriate member of staff will accompany the learner to the hospital either in the ambulance or by car and remain there until the parent/carer arrives. A taxi will return the member of staff to the VTC if appropriate. If a parent/carer cannot be contacted, the VTC will act in loco parentis and give permission for any emergency treatment.

The VTC will provide general advice to assist staff in their response to the practical aspects of management of asthma attacks, diabetes, epilepsy, and anaphylactic reactions. The VTC will keep a record of learners who may require such treatment. The VTC expects all parents/carers whose children may require such treatment to ensure that appropriate medication has been logged with the VTC together with clear guidance on the usage of the medication.

Accidents involving a learner's head may not be evident (e.g., internal) and the effects only become noticeable after a period of time. If the injury is minor, all head injuries should be monitored closely, and a head injury form should be completed and given to the parents. Any serious head injuries should always be referred for Hospital treatment.

First Aiders

A number of staff will be trained as First Aiders. The VTC Senior First Aider will ensure that the candidates for First Aid training are physically and educationally suited and are willing to undergo training and act as a qualified First Aider. Guidance from the Occupational Health and Welfare Service will be used to inform the VTC Senior First Aider how to identify suitable candidates.

The VTC Senior First Aider will ensure that candidates are fully briefed on the role and requirements of being a First Aider. The First Aider role includes:

- The administration of first aid, up to but not exceeding the level of their training.
- Ensuring that any incident and treatment given is recorded in suitable local register.
- Reporting immediately to the Health Advisor (and if necessary, the Director) by telephone, all incidents requiring the attendance of a learner, member of staff or any person to hospital.
- Ensuring that all spillages of body fluids are cleared up promptly, maintaining stocks of first aid kit/box; and
- Ensuring, in liaison with management, that appropriate documentation is completed and that reportable accidents are reported to the line manager as soon as possible after dealing with the immediate effects.

The First Aider should also ensure that their own recommended immunisations/injections are up to date and that they report any illness or injuries which would preclude their abilities to administer first aid, to local management to arrange alternative cover.

Training and Equipment

Any first aid training must be carried out in line with Health and Safety Executive (HSE) requirements, and by registered and approved providers. Full training will be made available in accordance HSE and legislative requirements. First Aiders have a responsibility to attend refresher training.

Details on the training available (statutory and non-statutory) are provided at appendix A. A register in the form of a training matrix database to provide an up-to-date record of personnel trained in first aid which informs the VTC Health Advisor when staff require refresher/re-qualification training will be maintained.

Details on the equipment to be retained by the First Aider are provided at appendix B.

Indemnities and Insurance

Where an employee acting in the course of their employment administers first aid assistance to another employee or other person in the charge of the VTC, such as a learner, they will be indemnified by the liability insurance for a claim of negligence relating to injury or loss caused by their actions, provided that:

- They are an officially designated First Aider with a current valid First Aid at Work Certificate and have attended relevant refresher training.
- They have a current valid Appointed Persons Training Certificate and have attended relevant refresher training.
- The relevant protective equipment (PPE) is used.
- The First Aider is adhering to protocols and acting within the limitations of their training; and the First Aider is acting in good faith.

Additional Information

The management of first aid provision and the relevant arrangements will be part of health and safety audits conducted.

Monitoring and Evaluation

The Headteacher and staff involved with medical and first aid, will monitor the policy.

Appendices to this Policy

Appendix A: First Aid Training

Appendix B: First Aid Equipment and Facilities

APPENDIX A

FIRST AID TRAINING

STATUTORY TRAINING

FIRST AID AT WORK

This is the principal First Aid course, which covers a wide range of situations from low to high risk. On successfully undertaking training and passing a written and practical assessment, the person will be issued with a First Aid at Work Certificate valid for three years. This qualification is renewable within the valid time of the certificate. Once the certificate date has expired the person will need to attend the full First Aid at Work course.

FIRST AID AT WORK REFRESHER

This training re-qualifies holders of a First Aid at Work Certificate providing they pass their written and practical assessment. Those who wish to renew their certificate must do so before the three-year expiry date, ideally 2 years 10 months.

FIRST AIDERS

The minimum requirement on an employer is to appoint a person to take charge of First Aid arrangements and any emergency First Aid situation. An Appointed Person can provide temporary cover for First Aiders, ensuring that someone is always available to give First Aid immediately following an incident. The certificate is valid for three years.

NON-STATUTORY TRAINING

REFRESHER TRAINING (UPDATE IN FIRST AID SKILLS)

This is additional training to ensure that practical skills are maintained and is not an alternative to statutory training. This training should be carried out annually by all designated First Aiders and Appointed Persons.

This course takes place over 3 hours.

APPENDIX B

FIRST AID EQUIPMENT AND FACILITIES

An appropriate environment to render First Aid or allow a person to rest (minor illness) must be provided. This environment should be private, allow access to hand washing facilities, drinking water and toilet facilities and should enable the casualty to sit or lie down as needed.

A minimum of one First Aid box of appropriate size should be provided for each establishment and/or building and any VTC vehicle. Each First Aider should have their own First Aid kit for rapid access in an emergency situation.

All First Aid kits/boxes should be identified by a white cross on a green background and contain the following minimum items:

- 1 guidance card
- Sterile dressings, small, medium, and large
- Individually wrapped sterile adhesive dressings (blue detectable in food preparation areas)
- Sterile eye pads
- Triangular bandages
- Safety pins
- Disposable gloves
- 1 bottle of sterile water or normal saline should be supplied where tap water is not available.
- Individually wrapped moist wipes could be supplied where tap water is not available.
- 1 resuscitate mouthpiece and
- Pencil and paper

Quantities should be decided upon in the light of risk assessment, taking into account the number of staff and learners.

There must be no medication within the First Aid kit/box, and administration of medication in a First Aid situation is not part of the First Aider's role.

Bleach (Sodium Hypochlorite), or one of the available proprietary combined soak and disinfectant products, should be available in the workplace for cleaning up spillages of body fluids, but should not be located with, or in, the First Aid box. Clinical disposal bags should also be provided.

Arrangements will be established to ensure that the Head of Centre obtains appropriate supplies.

HYGIENE / INFECTION CONTROL

- Hands must be washed before and after giving First Aid.
Single-use disposable gloves must be worn when treatment involves blood or other body fluids.
- Waste from the Medical Room is not classed as clinical waste since the source population is essentially healthy, and risk of infection is no greater than that from a domestic waste. Soiled waste will need to be bagged in a separate bag away from other domestic waste.

INCIDENT REPORTING

- All incidents/injuries/head injuries/ailments and treatment are recorded on the Administration of First Aid sheet in the medical rooms on each site. Parents will be informed by letter of any head injury.
- The First Aider dealing with the learner will contact the parents/guardians if they have any concerns about the injury or needs to send a child home through illness.

- Any significant injury also needs to be filled out in the Accident Book. This needs to be completed by the person administering First Aid and by the person who has had the accident. These records will be kept for seven years.
- If the nature of the accident involves contacting – Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 (RIDDOR) then this will be the responsibility of the Health Advisor.

This policy will be reviewed by the Board of Advisors as per the Review Cycle
