



**Title of Policy: First Aid at Work**

Member of leadership team with lead responsibility for oversight and update of policy	DIL
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This policy lies under the Health & Safety Policy approved by Governors. It is approved at SLT level and a copy passed to Governors for information.



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## First Aid at Work Policy

### 1 Policy Statement

This policy has been produced in accordance with The Polesworth School's Health & Safety Policy to ensure that all health and safety issues relating to the provision of First Aid at Work are adequately managed and controlled, as first aid can save lives and prevent minor injuries becoming major ones.

The School is committed to protecting the health, safety, welfare and well-being of its employees and students and others affected by the school's undertakings. It is essential therefore that everyone who works for or undertakes work on behalf of the school adheres to the requirements in this policy.

It is The Polesworth School's First Aid at Work Policy to ensure:

- a) The effects of injury or illness suffered at work, whether caused by the work itself or not, are reduced as far as possible;
- b) The Provision of adequate and appropriate first aid equipment, facilities and competent people:
  - i. To give immediate assistance to employees, pupils or others with injuries or illness;
  - ii. To summon an ambulance when required
- c) Non-employees (such as pupils, visitors and contractors) are considered as part of our first aid needs assessment and provision, whereby we offer a service to them and thus meet our duty of care;
- d) Compliance with Health & Safety (First Aid) regulations and the management of Health & Safety at Work regulations; and
- e) All relevant statutory requirements and, where reasonably practicable, best practise guidance is adhered to.

### 2 Scope

The information, guidance and instruction within this policy provides the basis for the identification and implementation of first aid provision within The Polesworth School. The policy is applicable in all areas of the school. It is essential that everyone involved in The Polesworth School activities assesses and provide the required first aid provision, as identified in the first aid needs assessment. The policy provides a standardised approach for all persons who are responsible for managing the school premises, facilities and work activities, ensuring consistency across the school.

Although the Health & Safety (First Aid) regulations do not require employers to provide first aid for anyone other than employees, it is The Polesworth School policy to consider non-employees on our premises, or those people affected by our work activities, in the assessment of first aid needs and make provision for them. For this reason, paediatric first aid and community first aid requirements are also included within this policy.

### 3 Definitions

The following specifies the key terms used within the Policy.

**First Aid at Work** - is the application of treatment for the purpose of preserving life and minimising the consequences of injury and illness, until medical help / treatment is obtained, where necessary.

People at work suffer injuries or can be taken ill. It does not matter whether the injury or illness is caused by work they do or not, it is important to give immediate attention and call an ambulance in serious cases. First aid at work covers the arrangements we need to make to ensure this happens. It can save lives and prevent minor injuries becoming major ones.

It is important to remember that accidents and illness can happen at any time. First aid provision needs to be available at all times people are at work, as far possible, unless other assessments cover the fact that no first aid provision is in place (for example lone working arrangements).

First aid at work does not include giving tablets or medicines to treat illness. A separate policy document covers Administration of Medicines within the school.

**Emergency First Aider** - A person holding a valid certificate in emergency first aid at work (EFAW) issued by an organisation whose training and qualifications are approved by the Health & Safety Executive (HSE). A certificate will be issued with details of level of competence and be valid for 3 years. Subject to risk assessment, in low level risk environments or where service delivery needs to be better supported. This will involve attendance on a 1 day (6 hour) emergency first aid at work training course, which includes ongoing assessment throughout the day, but no practical assessment.

**First Aider** - A person holding a valid certificate in first aid at work (FAW) issued by an organisation whose training and qualifications are approved by the HSE. This will involve attendance on a 3 day (18 hour) training course which includes practical assessment. A certificate will be issued with details of level of competence and be valid for 3 years. A 2 day (12 hour) requalification course including a practical assessment must be taken before the certificate expiry date to demonstrate continuing competence.

The FAW training includes EFAW and also equips the first aider to apply first aid to range of specific injuries and illness.

**Paediatric First Aider** - is required under the Early Years Framework for employees working with children who are aged 5 and under. In order to be deemed competent employees must attend and pass the full 12 hours course. The number of paediatric first aiders is based on an assessment of first aid needs.

**Community First Aid** - there are courses available of 2-4 hours duration for which a certificate is issued, Valid for 3 years. This training is not approved by HSE but can be delivered by an organisation that is approved by HSE to deliver first aid at work or emergency first aid at work training. This may be appropriate for employees who care/ support visitors in the community.

### 4 Role and Responsibilities

The following specific roles and responsibilities apply to this policy and are in addition to the general roles and responsibilities placed on all managers and employees within the school Health & Safety policy.

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students at the school in the same way that parents might be expected to act towards their children (in loco parentis). In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Staff responsible for curriculum areas are responsible for the preparation of risk assessments in their areas (see Health & Safety Policy). Specifically, this applies where a higher than normal risk is perceived in school such as PE, Art, Science, DT and Drama. Department Heads in non-teaching areas where a higher than normal risk is perceived are similarly responsible for their own risk assessments, for example catering and Facilities.

Staff who agree to receive first aid training and for their names subsequently to be published as first aiders available in school are expected to:

- Adhere to protocols set out in this policy and act based on their training;
- Act in good faith;
- Seek the advice of other first aid trained staff, when necessary; and
- Summon the emergency services when appropriate.

In so doing, the school will endeavour to support staff in their duties, in accordance with the roles outlined. In the event of a claim alleging negligence by a member of school staff, action is likely to be taken against the employer rather than the employee. Our insurance arrangements through the Academy Risk Protection Arrangement provide full cover for claims arising from actions of staff acting within the scope of their responsibilities. The school therefore provides explicit reassurance to staff who volunteer to assist with any form of first aid that are acting within the scope of their training and the terms of this policy that they are indemnified, provided that:

- they are an officially designated First Aider with a current valid First Aid at Work Certificate and have attended relevant refresher training;
- the relevant personal 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.

#### 4.1 Facilities Manager

The Facilities Manager will complete a needs assessment of the school site and review on an annual basis taking into consideration:

- The number of buildings and their location on site
- The Number of Employees, Pupils, Visitors, Contractors
- The needs of the people who may require treatment
- First aid arrangements are adequate and appropriate
- First aiders and emergency first aiders have received appropriate training to carry out their duties.
- Ensure there are adequate first aid notices indicating the names and locations of first aider's emergency first aiders and first aid boxes
- Ensure contractors and others working temporarily on site are familiar with first aid arrangements
- Report all accident/incidents and illness reportable under RIDDOR to the HSE

#### 4.2 First Aiders Must

- Attend 3 day HSE approved training first aid at work training (FAW) and 2 day requalification training prior to 3 year expiry date.
- In accordance with training treat any minor injuries preserve life in an emergency and prevent an injury from becoming worse.
- Call the emergency services to summon an ambulance or other professional help when necessary.
- Be responsible for any restock the first aid box within area as required.
- Ensure that a record of first aid treatment is recorded on the Polesworth accident report sheet and logs
- Only provide first aid in accordance with training received.

#### 4.3 Emergency First Aider Must

- Attend the 1 day HSE emergency first aid at work (EFAW) training that is delivered by HSE approved training provider.
- Be responsible for any restock for the first aid box within area of responsibility
- Call emergency services to summon an ambulance or other professional help when necessary.
- Provide emergency first aid

#### 4.4 SLT - School Business Manager (SBM)

- Has overall responsibility for policies on behalf of Head of School and Governors.
- Policies are written and overseen by the Facilities Manager on behalf of the SBM
- SBM (who is not first aid trained) is the SLT link on a day-to-day operational basis - First Aiders can refer to the SBM for management decisions, but not for first aid advice.
- SBM acts as liaison with Parents/Carers and Governors.

#### 4.5 Governors

- Have overall responsibility and accountability for Health & Safety in school.
- A link Governor has oversight of Health & Safety (including first aid) on behalf of the Local Governing Body.

## 5 First Aid Box

The minimum level of first aid equipment is suitably stocked and properly identified in a first aid box. The locations of permanent first aid boxes are noted on the map in the appendix to this policy - in addition emergency first aiders are allocated a travelling first aid box.

All first aid boxes must be checked weekly and re-stocked as soon as possible after use. This is the responsibility of the Facilities team.

The following stock should be included in a standard first aid box

A leaflet giving general guidance on first aid

20 individually wrapped sterile plasters assorted sizes appropriate to the type of work (for example food handlers will need ones easily seen and hypoallergenic plasters can be provided).

2 sterile eye pads

4 individually wrapped triangular bandages preferably sterile

6 safety pins

Mouth guard

2 large sterile individually wrapped unmedicated wound dressing

6 medium sized individually wrapped unmedicated wound dressing

A pair of disposable gloves.

Pen torch (for checking pupil dilation

Copies of Concussion checklist

A travelling first aid box will include

A leaflet giving general advice on first aid

6 individually wrapped sterile plasters

2 triangular bandages

2 safety pins

Mouth guard

1 large sterile unmedicated dressing

Individually wrapped moist cleanings wipes

A pair of disposable gloves.

## **6 Tablets and Medication**

The schools Administration of Medicines Policy should be followed at all times

## **7 First Aid Room**

The first aid room is located in the main school reception area.

The first aid room contains a washbasin, its own WC and is used solely for medical reasons.

## **8 First Aid Procedures**

Please refer to First Aid Needs Assessment Document.

The First Aid Needs Assessment gives details of the number of First Aid at Work (FAW) qualified first aiders available on site and specific areas of responsibility for departments at higher risk. It also has details of availability and how to contact a first aider when needed and location of first aid boxes. The first aid procedure is to be displayed next to all first aid boxes.

## **9 Monitoring and Review**

To ensure the effective application of this policy, Governors are required to have in place arrangements for monitoring and reviewing its implementation at regular intervals.

The Policy review needs to promote a cycle of continuous improvement - therefore any actions identified to ensure this should be considered and implemented where reasonably practicable. There is a link Governor for Health & Safety and they will complete an annual review along with the Facilities Manager, with oversight from a management viewpoint by the SBM.

## **10 Emergency Response**

If emergency first aid is required reception should be the first point of contact, unless it is being dealt with within the Department. Details of location of the incident and as much detail as possible of the accident / incident should be provided. If an ambulance is required before the first aider arrives at the incident, inform reception that a call has been made.

Reception will contact emergency response first aiders via radio phone numbers if available.

All First Aiders should report to reception if they are not available to respond to emergency call for any reason during shift.

## **11 Attending a Response Call**

First Aider on arrival at the scene should first assess the area is safe for them and others. The SBM should be informed as soon as possible if an incident is deemed to be unsafe for first aiders to approach. The SBM should also be informed if an ambulance has or needs to be called, but this is secondary to summoning the ambulance.

First Aiders should treat casualties by following the training they have received. If a first aider needs assistance or feels they need support for their decision making they should call for further (FAW) trained assistance. If for any reason you are unsure how to treat the casualty make them as comfortable as possible as training dictates and call an ambulance.

For head and neck injuries, follow the guidance below:

The SBM should be called if the first aider considers the incident requires SLT guidance and support. All First Aid treatment decisions should only be made from the FAW attending the incident - assistance from another first aider should be sought when deemed necessary.

Once the emergency services have arrived follow instructions given by them.

## **12 Emergency First Aid Response**

Contact Reception on Extension 200 Phone 01827 702205

Radios channel 5 First Aiders allocated channel and 4 for Michael Hollyoak and Allan Ravenscroft (Facilities channel).

## **13 Walking Patients / Pupils Reception Medical Room**

The medical room is equipped to manage all first aid needs and it is to this location that pupils are directed for cuts, sickness and other conditions that are fluid based. Central First Aid point for school and communication centre for first aid response.

## **14 Walking Patients / Pupils Attendance Office**

Pupils with none fluid based conditions, for example headaches, should report to the Attendance Office/Student Reception (Deb Mullins), on radio channel 5 not on emergency response will attend emergencies if no other (FAW) assistance available.



## **15 Staff, Visitors, Contractors**

Should report to Reception medical room information on First aid will be included on the information issued to Contractors and Visitors on arrival.

## **16 Design And Technology**

Darren Meads (DM) - All pupils and staff working in D&T block requiring first aid should report to (DM), if unavailable to Reception or Attendance office depending on condition.

## **17 PE Department including dance**

No first aider in department. First aid cover report to Reception or Attendance Office dependant on condition or by contacting Reception for emergency response.

## **18 Kitchen & Hall at Breaks**

Julie Gauntlett (JG) and Laura Taylor (LT) - All pupils and staff working in Goodere block requiring first aid should report to (JG/LT), if unavailable to Reception or Attendance office depending on condition.

## **19 Science**

No first aider in department. First aid cover report to Reception or Attendance office dependant on condition or by contacting Reception for emergency response.

## **20 Break time and Lunch Period**

Covered by Emergency Response.

## **21 Facilities Office**

Allan Ravenscroft (AR) on radio channel 4. AR not always on site.

## **22 Art**

No first aider in department. First aid cover report to Reception or Attendance office dependant on condition or by contacting Reception for emergency response.

## **23 Drama/Theatre Studies**

No first aider in department yet. First aid cover report to Reception or Attendance office dependant on condition or by contacting Reception for emergency response.

## **24 Site Team / Contractors**

Micahel Hollyoak (MH). First aid cover for site team and contractors available on channel 4 for emergency response.

## **25 Information Points for Staff / Pupils / Visitors / Contractors/**

The following information will be displayed

How to contact a first aider  
Where to go for first aid

Map showing locations of first aid boxes  
How to call for a first aider in an emergency  
Names and picture board of first aid team and work locations

## **26 First Aiders Medical Information Access**

Pupils who have medical conditions information available on SIMS / Inclusion Office.  
Confidential information authorisation to be obtained from SBM. Who has Epipens - details displayed outside of staffroom, all first aiders to be issued with names and details sheet.  
Refer to Supporting Pupils with Medical Conditions Policy

Information will be displayed in all blocks on site next to the permanent first aid boxes see location of first aid boxes chart

Visitors Health & Safety Information sheet issued on arrival at Reception

## **27 Recording First Aid, Accident & Incidents**

First aid forms are kept at the following locations - Reception and the Attendance office (Student Services). All first aid calls or treatments should be recorded on the first aid form in the folder and it is the responsibility of the first aider administering treatment to do this.

As there are two points for recording, this places us in a position of being potentially exposed, should different first aiders deal with incidents for the same student.

The school is investigating a single, electronic recording mechanism, easily accessible, that might mitigate this risk. SIMS should provide this mechanism, so we are investigating adding fields to the existing availability to ensure that all relevant data is recorded. Training will be given to all first aiders in advance of the recording system being deployed.

The accident and dangerous incident form should be completed and passed to the Facilities Manager to investigate and to report if required any reportable under RIDDOR the HSE documentation will be completed and submitted by the Facilities Manager a list of reportable accidents and incidents is available in the Facilities Managers office.

The SBM will oversee recording in general.

## **28 Communication with Parents**

Parents will be contacted if an ambulance is called or the pupil needs to be taken home or taken to their Doctors Surgery for treatment or further investigation.  
The SBM will act as SLT link when injuries are severe, or the first aider needs SLT support.

## **29 School Events, Trips/ Visits.& Mini Buses**

The risk assessment completed for Events, Trips/Visits should include provision of first aid and it is the responsibility of the EVC to ensure that this has happened. The trip co-ordinator should ensure a travel first aid kit is taken on the trip/visit. The school mini buses are supplied with a travel first aid kit.

## **30 Supporting Pupils with Medical Needs**

First Aiders will be provided with information to support pupils with medical needs as required in the school policy (Supporting Pupils with Medical Conditions).

### 31 Head Injuries and Spinal Injuries First Aid Procedures

The Procedures that follow is available in all first aid boxes for first aiders to use for support and guidance when dealing with Head and Spinal Injuries. The Concussion Recognition Checklist should be used for all cases involving a Head Injury.

#### What to look for - Head injuries

If you think someone has a head injury, there are six key things you should look for:

1. Brief loss of consciousness
2. Scalp wound
3. Dizziness or nausea
4. Loss of memory of events before or during the injury
5. Headache
6. Confusion

For a severe head injury, you also need to look for:

- reduced level of response
- loss of consciousness
- leakage of blood or watery fluid from the ear or nose
- unequal pupil size

#### What you need to do - Head injuries

1. Sit them down and give them something cold to hold against the injury. You can use a cold compress, or a bag of ice or frozen peas wrapped in a cloth.
2. Treat any scalp wounds like a bleed, by applying direct pressure to the wound.
3. Check their level of consciousness, using the **AVPU** scale below. Make a note of their reactions, especially any changes to their level of response, to pass on to the ambulance, in case you have to call one.

#### The AVPU scale - alert, voice, pain, unresponsive

**A - Alert:** Are they alert? Are their eyes open and do they respond to questions?

**V - Voice:** Do they respond to voice? Can they answer simple questions and respond to instructions?

**P - Pain:** If they're not alert or they're not responding to your voice - do they respond to pain? Try pinching them - do they move or open their eyes?

**U - Unresponsive:** Do they respond to questions or a gentle shake?

If they are alert or responsive then they're conscious and their head injury is probably mild, but you should wait with them until they recover.

If they're not alert or responsive then they may be partially or fully unconscious and their head injury could be severe. Call 999/112 for an ambulance and explain their response to the AVPU test.

If they lose consciousness at any point, open their airway, check their breathing and prepare to treat someone who's become unconscious.

While you're waiting for an ambulance, keep checking their breathing, pulse and any changes in their level of response.

### Other factors to look for

If they:

- are over 65
- have been drinking or taking drugs
- have been unconscious for even a few seconds, or
- if you think they're getting worse

Encourage them to get medical help.

### What to look for - Spinal injury

If you think someone may have injured their spine, these are the seven key things to look for:

**If the vertebrae (bones protecting the spinal cord) are damaged:**

- 1) pain in the neck or back
- 2) unusual shape or twist in the normal curve of the spine
- 3) soreness and/or bruising in the skin over the spine

**If the spinal cord is damaged:**

- 4) loss of control over limbs - may not be able to move arms or legs
- 5) loss of sensation, or abnormal sensations, e.g. burning or tingling
- 6) loss of bladder and/or bowel control
- 7) breathing difficulties

### What you need to do - Spinal injury

**If they're conscious:**

- Reassure them and tell them not to move
- Call 999/112 for an ambulance or ask someone else to call one for you
- You need to stop their head or neck from moving to prevent further damage
- To do this, kneel or lie behind their head. Rest your elbows on the ground or on your knees to keep your arms steady. Grip each side of their head, without covering the ears, to support their head in this position so that the head, neck and spine are in a straight line



- You need to support the head until emergency services can take over, no matter how long it takes for them to come. If there is someone who can help you, ask them to put rolled-up blankets, towels or clothes on either side of the head to help support it.

#### **If they're unconscious:**

- Open their airway using the jaw-thrust technique. To do this, put your fingertips at the angles of the jaw and gently lift to open the airway, avoiding tilting the neck
- Then check if they're breathing
- If they're breathing, continue to support their head and call 999/112 for an ambulance. If you can't maintain an open airway then carefully follow the instructions of how to put someone with a spinal injury in the recovery position.

If they're not breathing, you'll need to start CPR (cardiopulmonary resuscitation)

While waiting for help to arrive, keep checking their breathing, pulse and level of response.

### **31 Infection control**

To minimise risk of infection whilst administering first aid (for example, from hepatitis B and HIV), first-aid personnel must cover all exposed cuts/abrasions on their own bodies with a waterproof dressing before administering treatment. They must also wash their hands before and after applying dressings. If the casualty is bleeding from the mouth the blood must be wiped away using a clean cloth or handkerchief.

Although mouthpieces are available for administering mouth-to-mouth resuscitation, they should only be used by trained personnel as incorrect use may cause bleeding.

Disposable nitrile/vinyl gloves and aprons must be worn whenever blood, or other body fluids are handled, and disposable materials, such as paper towels and sanitising powder, must be used to mop up any substances. All disposable items must be disposed of in plastic bags in line with the Infection Control Policy. Contaminated work areas must be suitably disinfected and soiled clothing should be washed on a hot cycle or advice given to this effect if washing sent home.

If contact is made with any other person's body fluids the area should be washed immediately and medical advice sought.

Further advice on infection control is available in the HR 53 Infection Control Policy and Strategic Health and Safety Service.

### **32 The emergency services**

First aid trained staff are expected to act within the scope of their training and in good

faith. They will exercise their judgement about individual situations, following the terms of this policy, summoning the assistance of the emergency services, when necessary.

On behalf of the school, first aid staff have a moral responsibility not to summon the assistance of the emergency services unnecessarily, as this may prevent their deployment to genuine emergency cases.

It is the case that the position of an injured party can deteriorate after they have left the care of school first aid staff, either to their parents/carers or professional medical staff. Provided correct procedures have been followed, with advice sought when appropriate, the school will seek to support staff should circumstances have changed after the event or alternative judgements be made with the benefit of hindsight.

The SBM will act as the link between parents/carers and medical professionals in receiving feedback, on a case by case basis, which might help to inform future conduct of school staff.

### **33 Disposal of Clinical Waste Procedure**

To ensure good hygiene and control of cross contamination, the following actions must be adhered to when dealing with bodily fluids.

1. Only use yellow bin bags for clinical waste
2. Put all items used during treatment and clearing up spills in to the yellow bag including the gloves used during treatment.
3. Seal the yellow bin bags and place them in the yellow clinical waste bin located in the medical room
4. Do not put yellow bin bags in to general waste skip or bins
5. Yellow Bin bags are located at every first aid box location or call facilities team and they will provide one for you.

### **34 Cleaning Procedure Bodily Fluid Spills (normally undertaken by cleaning and/or Facilities staff)**

1. Always ensure you have put on disposable gloves before starting to clean area
2. Use paper towel/ blue roll to wipe up as much of the spill as possible placing waste in to a yellow bin bag.
3. Using a red cloth, wipe down surface areas affected including tables, chairs, walls using the red sanitizer pre-diluted spray.
4. Only use yellow mops and buckets for bodily waste
5. After use dispose of cloth and all waste in to a yellow bin bag
6. The yellow bin bag should then be placed in the yellow bin located in the medical room. Do not put yellow bin bags in to the skip or other general waste bins.
7. Ensure your yellow mop and bucket are washout and sprayed with sanitizer after use

## Appendix 1 - Concussion Recognition Checklist

Name : ..... Tutor Group (if applicable) : .....

Date : ..... Time of incident : ..... First Aider Attending: .....

Give a brief description of the cause of injury (how, where, what)						
	Time: As soon as possible after your arrival with the student		Time: Approx. 15 minutes after first assessment		Time: Approx. 30 mins after first assessment if student is still with you	
	Yes	No	Yes	No	Yes	No
Recent blow to head?						
Headache?						
Impaired / loss of consciousness?						
Dizziness?						
Memory loss?						
Confusion?						
Do the pupils constrict (grow smaller) when introduced to light source? Look out for irregular eye movements / unequal pupil size						
Poor responses?						
Slow, noisy breathing?						
Change in emotional state?						
Weakness on one side?						
Drowsiness?						
Vomiting?						
Wound / bruise to head?						
Soft area / dip in scalp?						
Nose / ear fluid leak?						
Distortion of head / face?						
Finger-nose-finger test?						
<b>Signature of first aider</b>						

## Appendix 2 - Rota

### FIRST CALL - First Aiders Available in Departments

Time (hours of work)	First Aider	Department / Building	Contact via Radio Channel Number
8.00 to 16.00	Deb Mullins	Student Services/ Nethersole	5
8.00 to 16.00	Darren Meads	DT / Goodere	5
8.00 to 16.00	Charlotte Rollings	HR, Admin Assistant/ Tomlinson	5
7.30 to 2.30	Julie Gauntlett	Kitchen/Goodere	5
10.15 to 14.30	Laura Taylor	Kitchen/Goodere	5
9.30 to 14.30	Rachel Hutchings	Inclusion, Admin Assistant Editha	5
8.00 to 16.00	Ben Holland	Nethersole	5
To be trained	Laura Kiteley	6 <sup>th</sup> Form Support Manager	
To be trained	Julie Ward	Senior Cleaner	
8.00 to 16.00	Jo Owen	Youth Worker / Nethersole	5
8.00 to 16.00	Abi Panesar	Cover Supervisor/Editha	5
8.00 to 16.00	Catrina Hughes	Cover Supervisor/Editha	5
To be trained	Kate Wilkinson	Inclusion Manager	5
To be trained	Jake Hayward	Events Technician	
To be trained	Linda Cater	Teaching Assistant	
To be trained	Lauren Goddard	Teaching Assistant	
To be trained	Claire Cornock	Teaching Assistant	
Not currently available	Andrea Reynolds	Cover Officer	

### SECOND CALL - Emergency Response if Department first aider not available or for call to medical room

Time	First Aider on Call	Contact via Radio Channel Number
06.00 to 08.00	Shirley King	5
08.00 to 9.00	Charlotte Rollings	5
9.00 to 10.00	Julie Gauntlett	5
10.00 to 11.00	Rachel Hutchings	5
11.00 to 12.00	Laura Taylor	5
12.00 to 13.00	Mike Hollyoak	5
13.00 to 14.00	Shirley King	5
14.00 to 15.00	Jo Owen	5
15.00 to 16.00	Darren Meads	5
16.00 to 19.00	Mike Hollyoak	4

All first aiders are expected to have their radios on when they are at work, acknowledging that there will be times when staff in student facing roles will be unavailable. If someone on the emergency response rota is unavailable, it is expected that any first aid trained staff will respond.



## **Appendix 3**

### **Principles to be applied to rota**

The rota will operate until the next batch of trainees have completed training, at which time, the rota will be updated and any revisions, from operating experiences, will be included at that time.

### **Procedure**

Where departments have a first aider (for example DT) students should be treated by that department's first aider. This will be communicated to all staff working in the department so the pressure on Student Services can be reduced and we do not have people trained who never do first aid. A simple information guide will be made available to staff.

Students with minor injuries or conditions to be sent to Student Services, as is our normal procedure (example need a plaster or headaches etc). This is because records for permissions and contacting parents need to be done from here.

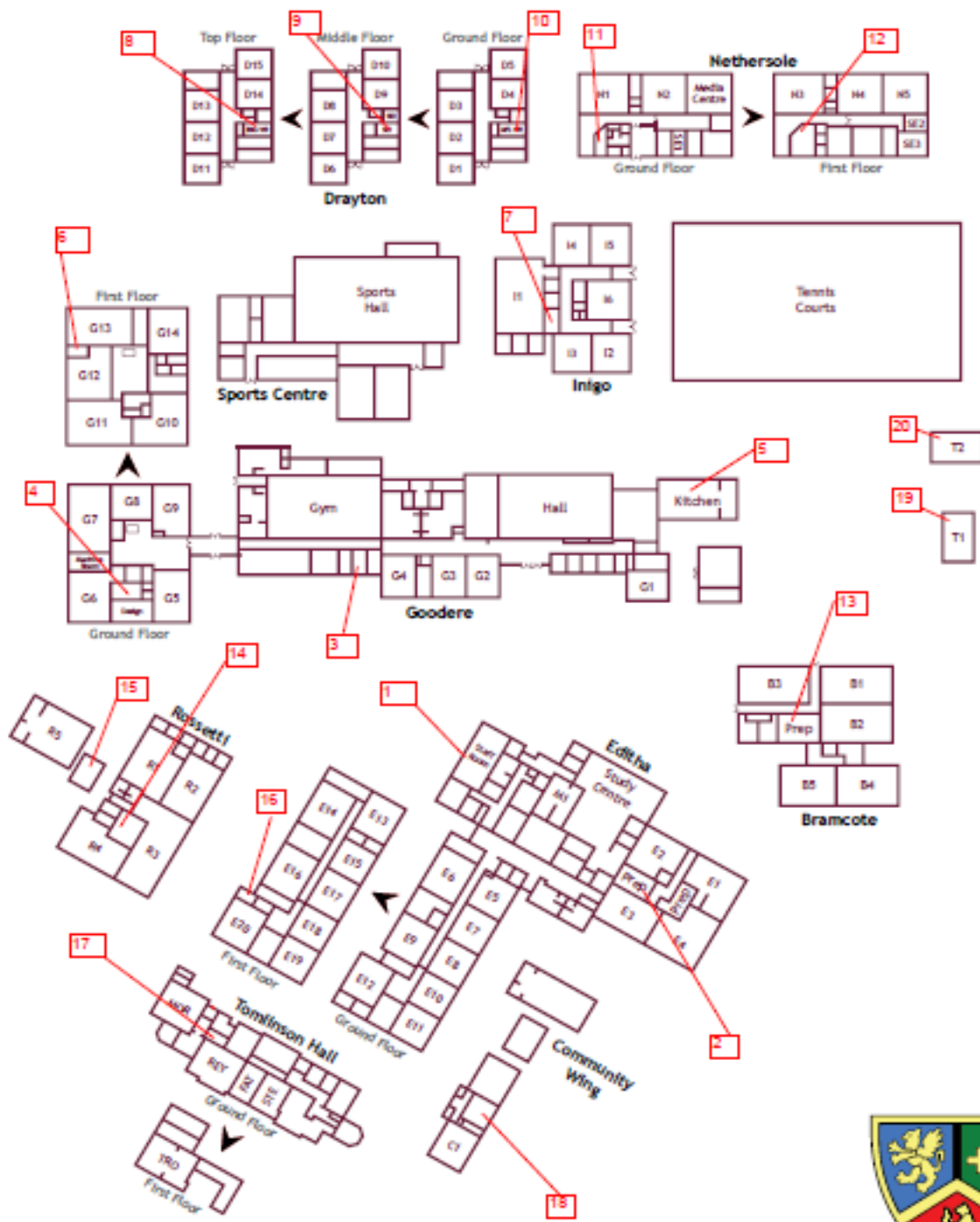
The Emergency Response First Aider on duty should be just that, for emergencies when Departments do not have a first aider or the department first aider needs assistance and when Reception are in contact with a person needing assistance.

All First Aiders issued with Radios set on channel 5, the exception is Facilities who will be on channel 4 as it is not practicable for them to carry 2 radios.

A new First Aid poster to be produced, with photos and locations of first aiders during the day and displayed at first aid box locations. This will be updated when further training is completed. Reprographics will assist Allan Ravenscroft in producing the poster. The whole rota will be reviewed at the end of the calendar year, once new training is complete. Instructions on how to call for an emergency response first aider to be included on the poster.

These instructions will be added to visitor and contractor information sheet issued on arrival by reception.

# The Polesworth School Classroom Identification



Issue 1 18/12/2012



## Appendix 5 - First aid box location list

1. Staffroom Editha
2. Science Prep Room Editha
3. Facilities Office Goodere
4. DT Block Ground Floor Office
5. Main Kitchen Goodere
6. DT Block Second Floor Office
7. Drama Office Inigo
8. Top Floor Office Drayton
9. Middle Floor Office Drayton
10. Ground Floor Office Drayton
11. Kitchen Ground Floor Nethersole
12. First Floor Work Area Nethersole
13. Science Prep Room Bramcote
14. Work Area Rossetti
15. Facilities Workshop adjacent to Rossetti
16. Office First Floor Editha
17. Office Tomlinson Hall
18. Office Community Wing
19. T1 Classroom
20. T2 Classroom

Appendix 6

The Polesworth School First Aid Treatment Form

<b>Name of Injured person.</b>	<b>Date/Time &amp; Location of Incident</b>	<b>Details of injury/illness and treatment given</b>	<b>What happened to injured person afterwards</b> 1. Went Home 2 Went to Hospital 3 Went Back to Class/ Work	<b>Name &amp; Signature of First Aider dealing with incident</b>