



UTC Cambridge First Aid Policy

UTCC Health and Safety Officer: Director of STEM (Alistair Easterfield)
UTCC Designated Governor: Char of Governors

Associated documentation

Crisis Management and Business Continuity Policy
Educational Trips and Visits Policy
Fire Policy and Procedure
Induction Policy
Health, Safety and Welfare Policy
Supporting Students with Medical Conditions Policy

UTC Cambridge Vision

UTC Cambridge: Delivering Future Scientists

UTC Cambridge Mission

Through an innovative curriculum, developed with leading scientists from industry and academia, UTC Cambridge builds bespoke learning solutions delivered in a state of the art science and technology environment that empowers students to manage their academic and career development.

UTC Cambridge Values

We set ourselves challenging goals, are agile and resilient, to achieve our personal best.
By respecting one another we enhance our experience and benefit from different perspectives.
We take individual responsibility, ensuring team delivery.
By respecting our environment, our world, we make a difference.
We celebrate positive contribution and aspire to excellence.
We are morally and ethically responsible in scientific and environmental innovation.

Review date: Sept 2017

1. Introduction

- 1.0 First aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner.

The object of first aid is to offer assistance to anyone injured or suddenly taken ill before expert help from a doctor or nurse is available, or before an ambulance arrives.

The aims of first aid are threefold:

- i. Preserve life by prompt and initial action;
- ii. Prevent the condition/situation from deteriorating;
- iii. Promote recovery through reassurance and seeking professional medical advice.

2. Aims and Objectives

- 2.0 This policy aims to identify effective systems for ensuring the provision of adequate and appropriate first aid equipment, facilities and personnel at individual workplaces and during off-site activities.

3. Application

- 3.0 This policy applies to **all** staff in the UTC Cambridge

4. First Aid Provision

- 4.0 At UTC Cambridge there is adequate and appropriate provision of first aid equipment, facilities and appropriately trained staff to enable first aid to be administered to students, employees and non-employees if they become injured or ill. The level of first aid provision has been decided based on an assessment of need, and is adequate and appropriate during all working hours.

5. First Aiders and Appointed Persons

- 5.0 A First Aider (FAW) is someone who has undergone approved training in First Aid at Work and who holds a current First Aid at Work Certificate. Their role involves:
- i. undertaking first aid treatment in accordance with their training;
 - ii. summoning an ambulance or other external medical services;
 - iii. liaising with the premises and transport manager to ensure first aid kits are fully stocked and refilled after use
 - iv. keeping suitable records of all treatment administered.
 - v. HR and reception will be responsible for holding known medical conditions, compliant with Data Protection, this will be done using 'Medical Tracker'.

6. An Appointed Person

- 6.0 An Appointed person is someone who has undergone approved training in Emergency First Aid and who holds a current Emergency First Aid Certificate. Their role involves:
- i. undertaking emergency treatment in accordance with their training;
 - ii. summoning an ambulance or other external medical services;



- iii. liaising with the premises and transport manager to ensure first aid kits are fully stocked and refilled after use;
- iv. keeping suitable records of all treatment administered.

7. A Nominated Person

- 7.0 Is someone who is nominated to take charge of a situation in the absence of a qualified first aider or emergency aider, their role includes:
- i. taking charge when someone is injured or falls ill;
 - ii. calling an ambulance (where required);
 - iii. being responsible for first aid equipment e.g. re-stocking the first aid box.

First Aiders, Appointed or Nominated persons should not attempt to give first aid for which they have not been trained. They may give emergency first aid where trained to do so.

- 7.1 UTC Cambridge will have 1 first aider (FAW) for every 50 students. A full list will be held at reception, and those staff can be contacted through reception.

8. Procedures

- 8.0 The appendices contain the following procedures:
- i. Procedure in the event of an accident, illness or injury, (see appendix 1)
 - ii. Procedures for Personal Medication, (see appendix 2)
 - iii. Procedures for Emergency Hospital Attendance, (see appendix 3)
 - iv. Procedures for infection control, (see appendix 4)

9. Recording accidents, injuries and illness

- 9.0 All accidents, injuries and illnesses will be recorded on 'Medical Tracker' by the first aider attending the accident, injured party or seriously ill person. The senior member of staff on duty at the time of the accident should also be informed if an ambulance is called, a student sent to hospital, or sent home.

10. Investigating accidents, injuries and illness

- 10.0 The Human Resources Manager and Safety Officer will monitor and investigate all cases of accidents, injuries and illnesses according to the Health & Safety Policy and report as required to the Principal and Governing Body.

11. Known Medical Conditions

- 11.0 Director of Student Progress and reception will hold a list of students with known medical conditions, symptoms and treatments (compliant with Data Protection) and will react accordingly to the information provided by parents. This information will be recorded on 'Medical Tracker'
- 11.1 Staff will be made aware of any colleagues known conditions as appropriate.



12. First-aid materials and equipment

12.0 First Aid boxes and body spill kits, will be stocked in accordance with Health & Safety guidelines, be suitably marked, easily accessible and kept in the following locations:

- i. Medical room
- ii. Prerooms
- iii. Minibus
- iv. Kitchen

Eye wash equipment is kept in the following locations:

- i. Laboratories
- ii. Prep room
- iii. Medical Room

The equipment and materials in the above areas are intended for minor injuries, i.e. cuts and abrasions.

12.1 An Appointed Person must regularly inspect the contents of first-aid containers and the contents must be restocked as soon as possible after use. Sufficient supplies will be held on site. Care should be taken to discard items safely after the expiry date has passed.

13. First Aid Arrangement Monitoring

13.0 The Human Resources Manager and the Principal are responsible for undertaking an annual first aid assessment, ensuring adequate first aid arrangements are made for the UTC. HRM will also liaise with lead staff in assessing the first aid requirements for off-site activities where there may be an increased risk of injury.

Arrangements include ensuring that:

- i. there are sufficient numbers of first aid trained personnel to meet the needs identified in the assessment throughout the times that the premises are in use/the trip is in progress;
- ii. there is adequate provision of first aid equipment which is stored in suitable containers;
- iii. sufficient notices are displayed at appropriate places indicating the location of first aid equipment and trained first aiders so that assistance can be quickly summoned;
- iv. adequate access to a telephone is always available to call emergency services when required;
- v. employees are informed of the local first aid arrangements at induction and whenever changes are made;
- vi. staff are made aware of the location of first aid equipment/facilities and personnel;
- vii. a suitable medical room is available when the need is identified;
- viii. contractors are provided with information regarding first aid procedures and how to access first aid provision prior to commencing work, if this will be available to them whilst working on-site.
- ix. There will be a robust communication system in place to notify the injured or ill person's parents of a serious accident, injury or serious illness.

14. Liability

14.0 The UTC's employer's liability insurance policy will provide indemnity for staff acting as first aiders or emergency aiders as defined above. First aiders must ensure that any treatment they give is administered in accordance with the training they have received. So long as treatment is administered with good intent and in accordance with current good practice, the UTC's insurers will support the actions of its employees in the event of a legal case relating to first aid treatment.

15. Monitoring and evaluation

15.0 All accidents, injuries and illnesses will be recorded on 'Medical Tracker'. This data will be used to.

- i. monitor and evaluate the effectiveness of the Health & Safety Policy and procedure.
- ii. monitor and evaluate the risk assessment process.
- iii. demonstrate defensible decision making in the event of complaints being made.
- iv. engage and inform the work of the site and premises staff.
- v. report to governors in order for them to evaluate the Health & Safety work of the UTC.
- vi. inform the evidence presented in the UTC's chosen form of self-evaluation.

15.1 The UTC will review this policy annually and assess its implementation and effectiveness.

Appendix 1 - Procedure in the event of an accident, illness or injury

A First Aider or a Nominated First Aider will deal with all accidents, injuries or illnesses sustained by students, staff or visitors.

Students

If attention is required by a student during a lesson, they must be directed and accompanied to reception provided it is safe for them to do so to seek assistance. If it is deemed inappropriate to move the student then a responsible person/student should be sent to seek assistance either from the nearest first aid station or from reception.

If it is necessary to send students home, the First Aider will liaise with the Director of Student Progress and parents/carers to make the necessary arrangements. Students should not be allowed to make their own way home and if home contact is not possible the students will remain on site until this has been achieved.

Transport for a student may be required for non-emergency hospital treatment, parents/carers will be contacted to request transport in the first instance. However, if parents/carers are not available, a taxi will be called to transport the student to hospital, accompanied by an appropriate member of staff or First Aider, whilst UTC Cambridge continues to secure home contact.

Emergency hospital attention must be sought at any point that the First Aider believes it is necessary. This must be done through reception as soon as possible and according to the



guidelines in appendix three. A member of staff must accompany the injured student to hospital and stay with them until a parent or guardian arrives.

During non-lesson time, reception must be contacted for all incidents. These will then be reported to a nominated First Aider who will deal with the situation and then record as necessary all accidents, injuries and dangerous occurrences.

Staff and Visitors

Anyone requiring medical attention should report to reception. If an ambulance is required for a member of staff, the person identified on staff records as the emergency contact should be informed unless the member of staff requests otherwise. If a visitor to the UTC Cambridge requires an ambulance all efforts must be made to contact a member of the family or work colleague unless requested otherwise by the person.

Appendix 2 - Personal medication

Students

- i. Medication should not be administered to students without a direct request from parents. This must be supported with written instructions on administration and with appropriate training if necessary.
- ii. Students' personal medication must be in the original packaging labelled with the students name, address and dispensing instructions, and must be kept securely locked in the medical cabinet in the medical room.
- iii. Medicine dosage will be supervised by a member of staff but the student will administer it themselves. Injections should be administered by students in the medical room and needles/sharps must be disposed of in the medical room using the sharps bin provided.
- iv. Any medication found in the possession of a student without the appropriate parental consent will be removed and the parent will be contacted for consent.
- v. Administered medication should be recorded on 'Medical Tracker'.
- vi. Epi-pens must be kept in box labeled with the students name and details in the medical room during UTC Cambridge hours, but must be locked away in the medicine cabinet outside UTC Cambridge hours.
- vii. No medication other than that supplied from home according to the above procedure will be issued under any circumstances.
- viii. Any medication found to be past its expiry date should be collected by parents/carers for disposal.
- ix. Any medicines which need to be administered during the college day whilst a student is on a trip must be placed in the possession of a responsible adult to supervise the dosage.
- x. First aiders will only administer medication where the appropriate training has been given in line with the students care plan.
- xi. Under no circumstances will a child be permitted to take medication brought in by another student.
- xii. In an emergency, inhalers **MUST NOT** be transferred from student to student, the emergency services should be called.



Staff

- i. Staff are responsible for their own medication and must ensure that any medication brought into college for their own personal use is kept securely in a place where students will not have access to it.
- ii. Staff must ensure that the UTC is made aware of any medication that might need to be administered in an emergency including allergies that may require the use of an Epi-pen.

Appendix 3 - Procedure for emergency hospital attendance

Actions to take in a situation where an ambulance is required.

The First Aider

- i. contact reception immediately
- ii. give clear details of the student's name and the reason for the emergency call
- iii. clearly state the location of the student and the action already taken and the physical state of the student
- iv. stay with the student
- v. attend hospital with the student unless the parents are available on site

Reception staff

- i. ring the emergency services using 999 immediately;
- ii. give clear instructions about the student's name and condition;
- iii. contact the parents /carers/emergency contact to request attendance at the UTC Cambridge;
- iv. confirm using SIMS.net any medical conditions relating to the student;
- v. arrange for the ambulance/first responder to be met at the UTC Cambridge entrance to give directions to the student and accompany them;
- vi. inform the Director of Student Progress and Principal.

If reception is unavailable the First Aider should summon assistance from the Director of Student Progress, Health and Safety Officer/Director of STEM, Deputy Principal or Principal.

During an offsite visit first aid procedures become the responsibility of the teacher in charge.

Appendix 4 Procedures for Infection Control

To minimise risk of infection whilst administering first aid (for example, from hepatitis B and HIV), first-aid personnel should wear gloves at all times and 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 should 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 should be worn whenever blood or other body fluids are handled and disposable materials such as paper towels and disinfectant should be used to mop up any substances. These are available from the medical room. All disposable items should be disposed of in plastic bags. Contaminated work areas should be suitably disinfected and soiled clothing should be washed on a hot cycle or advice given to this effect if washing is sent home.

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