



First Aid Policy

Reviewed By:

Name:

Signature:

Date:

Policy Statement

The UTC recognises that its specialist learning environment, together with a range of adventurous activities that form part of our PE and enrichment programmes places additional demands up on the UTC in terms of potential risks to which students, staff and visitors may be subject. Learning in such an environment, when well managed can be supportive in the development of strong independent skills in risk assessment. All teachers have a duty of care towards their students and in an emergency situation; this may include an expectation to administer first aid.

Preventative strategies

The UTC recognises the importance of adopting best practice across in health & safety in order to reduce the likelihood of an injury, or accident. This includes regular monitoring and review of relevant policies and practice. This includes:

- Health and Safety
- Code of Conduct/BfL strategies that make accidents less likely (walking inside, use of staircases)
- First Aid Training

Responsibility for the management of First Aid provision

The Principal delegates the responsibility for the implementation our First Aid Policy to a designated non-teaching member of staff. This person will:

- Maintain and update a register of qualified First Aiders
- Maintain a list of staff & students with specific medical conditions using the data within SIMS
- Formally request that parents check and update the medical information held on their son/daughter each year and advise us of changes in the intervening period.
- Ensure that first aid kits are regularly checked (once a month) and re-stocked, as necessary. Replace items used immediately after a known accident.
- Maintain two first aid kits for use on trips/visits
- Check the accident log routinely (every day) and initiate a review in any case where there appears to be a cause for concern. In these cases the Principal will be informed and the person responsible for Health & Safety at the UTC will be involved in the review, together with any other appropriate staff.
- Provide basic advice to staff (in accordance with prevailing practice) about the dispensing medicines to students (paracetamol , prescription drugs etc)
- Liaise with health service professionals in relation to visits to the UTC to provide inoculations (staff flu-jab, tetanus etc.)

First Aid Training

- All new staff are asked whether they hold any first aid qualifications on appointment, and current staff are formally asked annually if they currently hold a first aid qualification.
- All staff are encouraged to obtain and update relevant first aid qualifications. We have on-site first aid training at times for students to enhance their employability, particularly in the engineering sector and as part of the Duke of Edinburgh's Award Scheme. Staff are able to participate in this training.
- EpiPen training is arranged annually for staff on a voluntary basis, if needed.

Accidents

The UTC does not have a school nurse, or other paid employee with formal medical training, so in the event of an accident, a first response will be provided by a member of staff with first aid training.

Accidents on-site

- There is a first aid Kit on each floor of the main UTC building (Marine Workshop), together with a first aid kit in reception.
- Any First Aiders are identified in a register of first aiders held in reception. This shows the name of the staff, the qualification that they hold and when it was obtained, together with any information available on when the qualification would need to be renewed. Staff are informed of the register of first aiders at the start each term. First Aiders will provide assistance in the event of an accident in line with the extent of their training.
- Staff should seek support from UTC registered first aiders in the case of minor injuries, but **must seek professional medical assistance if there is any doubt about the nature of the injury**. Parents will be informed if professional medical help is needed, or if a student is unwell in a lesson where this is a cause for concern.
- All accidents that take place on-site must be recorded in the accident log (in reception) and reported to the designated person with responsibility for the management of the First Aid Policy immediately. This will include a description of what happened, the actions taken in support of any injured person and the outcome.

Accidents on-site: Trips and Visits

- Day/evening trips/visits – a summary of medical details will be obtained from our MIS system. The trip leader is responsible for sharing specific medical conditions with all staff on the trip. This is done via a UTC Medical Exceptions Form.
- Residential/overseas trips - All parents are required to complete a medical form as part of our Off-site Educational Activities Policy. Parents are responsible for updating any information in writing, prior to the start of the trip. These form (signed by parents) are taken on the trip. The trip leader is responsible for sharing this medical information with all staff on the trip.
- A first Aid Kit (supplied by the UTC) must be taken on all trips/visits. All staff should know where this is located and be familiar with its contents.
- Any First Aiders on the trip/visit are identified (as part of the Travel Pack). First Aiders will provide assistance in the event of an accident in line with the extent of their training.

- **Staff must seek medical assistance if there is any doubt about the nature of the injury, or when a student is unwell.** Parents will be informed if professional medical help is needed.
- All accidents must be recorded in the accident log (part of the Trip Pack). On return to the UTC this section must be passed to the designated person with responsibility for the management of the First Aid Policy to be recorded in the accident log at the UTC.

Accidents off-site: Work Experience

- The Education Business Partnership (EBP), or similar organisation checks all potential work placements for suitability. This includes evidence of their compliance with Health & Safety in the workplace legislation.
- Details of students' medical conditions, or needs are shared with the employer/company prior to the start of the placement.
- All **accidents that take place on a work placement** (i.e. where students are not supervised by UTC staff) will be **managed by the employer through the application of appropriate Health & Safety Policies at work.**
- All employers are expected to report any accidents that they are required to 'log' at work back to the UTC. In cases where first aid is provided, this must be included in the report to the UTC. If the accident requires emergency services to be called, this should be reported to the UTC immediately. The UTC will inform parents, unless for any reason the UTC is not contactable, then the employer will inform parents directly.

Review

- This policy will be reviewed biennially