



## First Aid Policy

### 1. Introduction

Youth Works Northamptonshire is committed to providing first aid provision in order to deal with accidents, incidents and illness affecting staff (including volunteers), young people and visitors.

The charity will take every reasonable precaution to ensure the safety and wellbeing of all staff and service users. Details of such precautions can be found in the following policies:

- Health and safety policy
- Behaviour policy
- Safeguarding policy
- Lone working policy
- Risk assessment policy

The Board of Trustees have overall responsibility for ensuring the charity has adequate first aid equipment, facilities and first aid personnel and for ensuring the correct first aid procedures are followed.

This policy aims to comply with Part Three of the Education (Independent School Standards) (England) Regulations 2014, the Health and Safety at Work 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.

All staff and trustees should 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 always use their best endeavours to secure the welfare of young people.

Anyone on Youth Works Northamptonshire's premises is expected to take reasonable care for their own and other's safety.

### 2. Aim

The aim of this policy is to:

- Clearly set out the emergency first aid provision for staff, volunteers, trustees, young people, parents and all visitors to Youth Works Northamptonshire.
- Ensure the charity has adequate, safe and effective first aid provisions in order for every member of staff, young person and visitor to be well looked after in the event of any illness, accident or injury no matter how minor or major.

- Ensure that all staff, young people and visitors are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered to young people when express permission has been granted to do so.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control

**Nothing in this policy affects 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 and make clear arrangement for liaison with the emergency services on site.**

To achieve the aims above, Youth Works Northamptonshire will:

- Have suitably stocked first aid boxes.
- Carry out risk assessments of activities to minimize the risks of people suffering an accident or injury.
- Appoint sufficient First Aiders (holding Emergency First Aid at Work (EFAW) certificates as minimum) to take charge of first aid. A record of all employees holding valid First Aid certificates will be held by the Business Manager.
- Provide information to employees, young people and parents on the arrangements for first aid.
- Have a procedure for managing accidents, including liaison with the emergency services, medical staff and parents.
- Ensure that an accident record file is maintained at the charity's registered office and that every incident that requires first aid is filed and includes any treatment given. The Business Manager will analyse the forms for patterns regularly and take remedial action where required.
- Ensure that a holder of a current First Aid certificate accompanies young people attending activities that take place off the charity's premises. A portable first aid kit will be taken on all such trips.
- Ensure notices are clearly visible throughout the premises, indicating the location of first aid boxes and the names of first aid trained staff.
- Ensure that appropriate hygiene is observed at all times and rubber surgical gloves will be provided and used in any instance involving blood.
- Review and monitor arrangements for first aid on a regular basis, annually as a minimum.

### **3. First aid boxes and first aid travel kits**

The first aid boxes are located in the following locations:

Keystone	First floor office
	Ground floor kitchen
	Ground floor bike workshop

William Knibb Centre      First floor office  
   Ground floor kitchen  
   Ground floor reception

Portable first aid kits are located in the offices of both Centres.

### **First Aiders**

The main duties of First Aiders are to administer immediate first aid to young people, staff or visitors when needed and 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 Business Manager.

The Business Manager has a responsibility for ensuring all first aid kits are properly stocked and maintained.

### **Emergency procedure in the event of an accident, illness or injury**

If an accident, illness or injury occurs, the nearest member of staff will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance or calling for a First Aider.

If summoned, a First Aider will assess the situation and take charge of first aid administration. In the event that the First Aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the designated First Aider indicates a moderate to serious injury has been sustained then one or more of the following actions will be taken:

1. Administer emergency help and first aid to all injured persons.
2. Call an ambulance or a doctor, or (after receiving the parent's clear instruction, if appropriate) take the accident victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.
3. Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or by removing people from the scene.
4. See to any individuals who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable young people may need parental support.

5. When the above action has been taken, the incident must be reported to:
  - a) the Business Manager
  - b) the parents (or other closest relatives) of the victim(s), and
  - c) the police, if a criminal offence may have occurred.
6. Request all witnesses, where able, to write down in their own words exactly what they saw and/or heard. This evidence is invaluable if legal action follows the accident.
7. Complete an Accident Report form.
8. If the accident is serious, the Business Manager or, in the Business Manager's absence, the CEO, will report the matter to the charity Trustees and the charity's insurers.
9. If the accident is very serious, or fatal, the Business Manager or, in the Business Manager's absence, the CEO, will report the matter to the Health and Safety Executive.
10. The management team will begin to consider ways of preventing such an accident from happening again, implementing preventative measures identified.
11. Where appropriate, the CEO will make arrangements for the accident victim to return to work/school/re-engage with services.

If the initial assessment indicates that a minor injury has taken place, then one or more of the following actions will be taken:

- First Aid administered as necessary by designated First Aider.
- Complete an Accident Report Form.
- If it is a young person that has been injured, parents will be informed (generally at the end of the day).

## **Ambulances**

The designated First Aider is to always call an ambulance on the following occasions:

- In the event of a serious injury;
- In the event of any significant head injury;
- In the event of a period of unconsciousness;
- Whenever there is the possibility of a fracture or where this is suspected;
- Whenever the first aider is unsure of the severity of the injuries;
- Whenever the first aider is unsure of the correct treatment.

If an ambulance is called, the First Aider in charge should arrange for the ambulance to have access to the injured person. If the injured person is a young person, arrangements should be made to ensure that they are accompanied in the

ambulance, or followed to hospital, by a member of staff who will remain with them until one of their parents, guardians or other identified carer is present.

### **Procedure in the event of contact with blood or other bodily fluids**

First Aiders should take the following precautions to avoid risk of infection:

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

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

- wash splashes off skin with soap and running water;
- wash splashes out of eyes with tap water and/or an eye wash bottle;
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- record details of the contamination;
- take medical advice (if appropriate).

### **Reporting to parents**

In the event of accident or injury to a young person, at least one of their parents/carers must be informed as soon as practicable. Parents must be informed in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop. In the event of serious injury or an incident requiring emergency medical treatment, a staff member, in consultation with the CEO or Deputy Head, will telephone the young person's parents as soon as possible.

### **Visits and events off site**

Before undertaking any off-site events, the staff member organising the trip or event will assess level of first aid provision required at the location and during journeys to the location, as part of the risk assessment process undertaken for all activities. This will be reviewed by the Business Manager before the event takes place.

### **Administering medication to young people**

Ideally, the administration of medication should be administered by parents/carers. Where possible it is Youth Works Northamptonshire's policy to comply with requests from parents to help in administering medicines to young people when these are of an essential nature (e.g. epilepsy, diabetes, asthma, anaphylaxis).

The CEO will accept responsibility in principle for members of the organisation's staff giving or supervising young people taking prescribed medication where those members of staff have volunteered to do so.

**Please note parents/carers should keep their children at home if acutely unwell or infectious.**

Parents/carers are responsible for providing the CEO with comprehensive information regarding the young person's condition and medication.

Prescribed medication will not be accepted on Youth Works Northamptonshire's premises without parental completion of the DfE's 'Parental agreement for setting to administer medication' form.

Staff will not give a non-prescribed medicine to a young person unless there is specific prior written permission from the parents.

The school will keep records of all medication administered on the DfE's 'Record of medicine administered to children' form.

If a young person refuses to take their medicine, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, Youth Works emergency first aid procedures will be followed.

It is the responsibility of parents to:

- Notify the organisation in writing if the young person's need for medication has ceased.
- Renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

Please note that Youth Works Northamptonshire staff will not make changes to dosages on parental instructions.

### **Storage of medication**

Medicines are always securely stored in accordance with individual product instructions, save where individuals have responsibility for keeping such equipment with them. All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine. Where medicines belong to young people, they will be returned to the parent when they are no longer required to arrange for safe disposal.

An emergency supply of medication should be available for Youth Works Community College pupils who have medical conditions that require regular medication. Parents should advise the Head Teacher or Deputy Head Teacher when a pupil has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this would be epilepsy and diabetes. A disclaimer will be signed by the parents in this regard.

## **Illness**

A quiet area will be set aside for young people to rest while they wait for their parents/carers to arrive to pick them up (this is located between the café and bike workshop in the Keystone Centre. This room has easy access to a toilet and hand washing facilities. Young people will be monitored whilst they are in this room. When a young person becomes ill during the day the parents/carers will be contacted and asked to collect the young person as soon as possible. Where delivery is from a satellite base, an area will be identified as part of the risk assessment.

Parents will be asked to complete and sign a Medical Consent Form when a child is admitted to Youth Works Community College or registers for one of the holiday clubs or activities. This consent form includes emergency numbers and consent for the administration of emergency first aid as well as details of allergies and chronic conditions. These forms will be updated periodically.

*Staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the young person in mind. Guidelines are issued to staff in this regard.*

Ratified by the Board of Trustees: 6 September 2019

Review due: 5 September 2020