



# **HARMONIZE ACADEMY**

## **FIRST AID POLICY**

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### Introduction

Harmonize Academy has a duty to provide suitable first aid arrangements for its employees, visitors, students, volunteers and agency staff, if they become ill or are injured at the Academy or under the jurisdiction of the Academy, on or off site.

The arrangements in this Policy Document comply with the Health and Safety (First Aid) Regulations 1981.

First Aid should be provided where a person will need further medical treatment until such help arrives, and for the treatment of minor injuries. It should be noted that the treatment of minor illnesses, by the administration of tablets or medicines, falls outside the definition of First Aid.

Nominated First Aiders are responsible for administering limited first aid treatment, maintaining first aid kits and facilities, and summoning medical assistance when required. An up to date list of nominated first aid representatives is displayed on the Academy Notice Board.

### Definitions

A First Aider is a person who has attended, successfully completed and has a valid certificate for the 'First Aid at Work' training course.

First Aid means the following:

- cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and
- treatment of minor injuries which would otherwise receive no treatment or do not need treatment by a medical practitioner or nurse

### Responsibilities of the Employer

The responsibility of the Employer is to:

- establish the First Aid need by risk assessment
- identify suitable employees who are willing to undertake First Aid training and annual refresher training
- provide adequate First Aid equipment and facilities.  
inform employees and site facilities managers of the location of the First Aid personnel and equipment available to them in their working environment. This will be in the form of a standard notice which will be displayed on the Health and Safety notice board and on the Academy web site as minimum and
- ensure the First Aiders maintain their First Aider or Appointed Person status by attending annual refresher training.

In Harmonize Academy the responsibilities listed above have been delegated to the School Business Manager to discharge them in the appropriate manner.

## **Role and Responsibilities of First Aiders**

The First Aider's role includes:

- the administration of First Aid, up to but not exceeding the level of their training
- ensuring that any accident needing more than minor attention when on site is immediately referred to the nearest hospital and that Harmonize Academy's Business Manager is informed immediately. In the event of the Business Manager not being available, the Deputy Principal or the Principal should be informed.
- ensuring that any incident and treatment given is recorded in The Academy Accident Book and that any necessary documentation to comply with RIDDOR legislation (Reporting of Injuries Diseases and Dangerous Occurrences Regulations) is completed
- ensuring that all spillages of body fluids are cleared up promptly
- maintaining stocks in the First Aid kit/box
- ensuring their own recommended immunisations/injections are up to date and
- reporting any illness or injuries which would preclude their abilities to administer First Aid, to the Business Manager to arrange alternative cover.
- attending refresher training.

### **Responsibilities of Employees**

It is important that any injury that occurs whilst at work is recorded. Any employee who is injured should therefore follow the steps below:

Minor Injuries

- Seek attention from the First-Aider.
- Record incident in the Accident Book

If no further medical treatment is required:

- When the injury has been dealt with, the First-Aider should be informed of the circumstances in which the injury occurred.
- These should be recorded in the Accident Book.

If further medical treatment is required:

- This should be sought as soon as possible.
- At the earliest convenience, the first-aider should be informed of the circumstances in which the injury occurred.
- These should be recorded in the Accident Book
- Other members of staff who witness such an injury should also report their observations to the first-aider;
- Witnesses may be asked to make a statement of their observations.

If, however the injured party is in hospital for more than 24 hours or if the injured party is off work for more than three days the Health and Safety for the Environment need to be notified.

### **Monitoring and Review**

Accident Book records will be monitored by the First-Aider and any recurrent problem will be brought to the attention of the Harmonize Academy Business Manager