



Unit 19, Avenue B, Nottingham, NG1 1DU

## **First Aid Policy / Fast Forward** **General Statement of Policy**

FAST FORWARD is an DJ & Music Studies provision who caters for up to 70 students aged 11-18 years who attend on a different ratio of days a week. We cover NCC and Nottinghamshire schools/partnerships. The students exhibit a variety of complex educational, social, emotional and mental health difficulties, which have impeded personal developmental and educational success.

Some of the students have stated diagnoses. Some of our learners have visited a variety of Alternative Provisions or Schools prior to attending FAST FORWARD. They can arrive at FAST FORWARD very disengaged with education and home life.

### **First Aid Policy/Procedures**

It is FAST FORWARD's policy to provide first aid support to someone if they are injured or become unwell in school, and to ensure that the school complies with the Health and Safety (First Aid) Regulations 1981. (Further guidance from HSE 2014/7, Appendix a/b). In line with new procedures under covid-19 incorporated. Referred to in the Risk and Needs Policy and Safeguarding and Child Protection.

It is our policy to have Tutors/Directors at FAST FORWARD who are trained as a first aider to a Level Three standard, support and administration staff all complete a Basic First Aid at Work or Emergency First Aid at Work, this maybe online and within practical staff training sessions; as part of staff's professional development. In total we have 3 trained First Aiders within FAST FORWARD, There is a First Aider who will be resident within the main building during the day.

**NB:** First Aiders are not legally permitted to give any medication to students apart from one 300 mg tablet of aspirin in the event of a heart attack – unless the student is allergic to it. Staff at FAST FORWARD work with a number of students who require medication in line with support and medication plans; to which Staff will support during the day to ensure students take tablets at the appropriate times. (See FAST FORWARD Medication Admission Policy).

### **Numbers of qualified First Aiders**

Legally there is no set limit for the number of first aiders.

All training completed has been run through the Nottinghamshire County Council. Including, Emergency First Aid at Work and has appropriate Anaphylactic and Allergy training.

If the First Aider feels that further medical assistance is required, they will arrange for an ambulance to be called.

This policy is reviewed on an annual basis or as when necessary, for example if a First Aider leaves FAST FORWARD or a new recruitment completes new training. All staff and as part of staff induction a basic first aid online course will be completed.



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### **First Aid Box locations/requirements**

In case of accidents the First Aid boxes are situated as follows:

- Studio/Office – Kitchen
- 2nd Classroom

### **First aid boxes to contain**

- Antiseptic wipes (BZK-based wipes preferred; alcohol-based OK)
- Antibacterial ointment (e.g., bacitracin)
- Compound tincture of benzoin (bandage adhesive)
- Assorted adhesive bandages (fabric preferred)
- Butterfly bandages / adhesive wound-closure strips
- Gauze pads (various sizes)
- Non-stick sterile pads
- Medical adhesive tape (10 yd. roll, min. 1" width)
- Blister treatment
- Insect sting relief treatment
- Antihistamine to treat allergic reactions with consent
- Splinter (fine-point) tweezers
- Safety pins
- First-aid manual or information cards
- No Epi-pen is allowed within a First Aid Kit unless registered as a school and used by the individual, consent can be gained over a phone call in the event of any emergency.

### **THOSE STUDENTS THAT HOLD ANY ALLERGIES, ALTERNATIVE EQUIPMENT IS AVAILABLE, E.G. PLASTERS.**

- All qualified First Aiders are responsible for replenishing the First Aid boxes and ensuring that it contains all necessary equipment and that the equipment is in date. On the inside of the First Aid boxes is a recommended contents sheet.
- The boxes are checked at least once every half term by one of the first-aiders (Chris Goss).
- Policies and Procedures//First Aid Policy Information is reviewed and updated by the QA Consultant and Director annually or as and when needed.
- All new staff are provided with information at Induction on how to obtain first aid assistance/location of accident book/protocols and who the qualified first aiders are.
- Updating all first aid notices are regularly checked for accuracy and updated in accordance to staff training completed. Notices will need to be altered if a listed first aider leaves or does not renew their certificate. In these instances, a new first aider will be appointed.
- All staff will be aware of their own students' needs through Risk Assessments and Referral Forms. In line with any EHCP.



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### **Training**

- All first aiders have to attend an assessed training course in Emergency First Aid at Work to be recognised as a first aider and/or basic online training until practical staff training is implemented within the year. We recommend that first aiders attend a refresher course everyone/two years depending on the length and level of the course taken.

### **In the event of any serious emergency situation**

- When a first aider thinks that a casualty needs urgent medical treatment, the first aider will arrange for the casualty to be taken to the nearest hospital accident & emergency department – if the first aider thinks it necessary, an ambulance will be called.
- If the situation isn't an emergency but the casualty does need to go to the hospital; then we will support the student to the hospital and transport only if necessary and if advised/able to. Either the first aider will remain with the casualty and accompany them to the hospital, or they will ask a friend or other appropriate member of staff to stay with them. When/where appropriate or if asked to by the casualty, we will contact their next of kin.
- Emergency contacts for students are recorded on FAST FORWARD's database and for Staff are kept in the Health and Safety Files in the Main Office.

### **Spillages of body fluids**

- These must be dealt with by a qualified first aider. Spillages of blood, vomit, urine and excrement should be cleaned up promptly. The area should immediately be cleared and cordoned off and the first aider should use the spillage kit found in the first aid box to clean up. These will be disposed of within an appropriate waste bin. The first aider should wear protective gloves and the waste be cleared into the bag provided in the spillage kit. A sharps box is available if and when needed.
- Spillage kits are also available on the mini buses used for offsite learning within the community.

### **Recording any accident/Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)**

- All accidents to employees, volunteers or visitors to FAST FORWARD premises must be reported to the appropriate person and recorded in the accident book. (Kept at Cornerstone House within the Main Office)
- Please also report all accidents to the Project Directors/Safeguarding Officer for further investigation.
- In cases of death or serious injury or illness, details will be recorded and reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences) 2013. For further guidance FAST FORWARD will refer to the HSE website.  
<https://www.hse.gov.uk/riddor>
- Reporting any Covid-19 issues under the guidelines given by the Government, FAST FORWARD will use this website address for advice.  
<https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm>



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### **An accident**

- The incident/accident should be reported in the accident book. In house staff training is completed for and within the Induction. Student inductions will allow them to know where the first aid boxes are.
- A form should be completed every time a first aider provides assistance to a casualty, including when the problem was illness rather than accident. As well as the usual details of the accident (if appropriate) the name of the person giving first aid and summary details of the treatment given should be recorded.
- When necessary, the accident will be reported to RIDDOR.
- In the event of illness or accident or the need for emergency dental treatment, U18s are accompanied to the local Doctor's surgery, hospital or dental hospital if it is deemed by the member of the Safeguarding team dealing with the case to be necessary and practical. If there is a Group Leader with the student, they accompany them, with a member of staff on call in case of translation difficulties.
- If an under 18 is ill and unable to attend school, a member of staff will inform the school and take guidance from them in relation to the student.
- If an under 18 is sick at the weekend, they should ask their family for help and then either go to the pharmacy, call 111 to speak to a trained medical practitioner or visit their local Medical Centre.
- If it is an emergency, they should go to the Accident and Emergency department of their nearest hospital and remember to inform the school and FAST FORWARD as soon as possible. They can also phone the main FAST FORWARD number for assistance.
- Students who are prescribed medication are asked to complete FAST FORWARD Referral and Medication forms, with labels of their named medication and frequency/quantity/dose. Completed by parental/carers signature or doctors' letters. (See FAST FORWARD Medication Admission Policy).

### **Responsibilities**

Overall and final responsibility for Health and Safety in the organisation is that of the Director. Steve C Lee.

Day to day responsibility for ensuring this policy is put into practice for FAST FORWARD through a staff team working with students.

Jason George will be responsible as the Deputy.

All employees and volunteers have a Duty of Care to:

1. Cooperate with other staff, volunteers, and managers on healthy and safe matters.
2. Not interfere with anything provided to safeguard their health and safety.
3. Take reasonable care of their own, service users and others health and safety.
4. Report all health and safety concerns to the HR Manager.

Written by Adele Meek (QA Consultant)

Approved by Director Steve Lee

19<sup>th</sup> September 2024 / Review 31<sup>st</sup> August 2025.

Policy reviewed in line with Government Changes and FAST FORWARD will be updated via QA reviews, internal inspections and advisories.