



---

## **First Aid Policy**

---

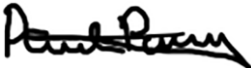
## Sporting Chance Newport CIC **First Aid Policy**

### Contents

- |  |  |
|--|--|
| 1. Summary                             | 5.4 Assessing training                           |
| 2. Who is the policy for?              | 5.5 Employee information                         |
| 3. Policy statement                    | 5.6 First Aid Kits                               |
| 4. Definitions                         | 5.7 First aid records                            |
| 5. Policy requirements                 | 5.8 Prescription and Non-Prescription Medication |
| 5.1 Needs assessment                   |  |
| 5.2 First aiders and appointed persons | 5.9 Monitoring and Evaluation                    |
| 5.3 Specialist First Aid competence    |  |

### Appendixes

- Equality Impact Assessment

<b>Policy Owner:</b>	Directors
<b>Queries to be directed to:</b>	Directors & Health & Safety Team
<b>Signed:</b>	
<b>Dated:</b>	21/01/2022

This policy will be reviewed on an annual basis. Sporting Chance Newport CIC reserves the right to amend this policy, following consultation, where appropriate.

<b>Date created:</b>	September 2020
<b>Date of last review:</b>	20/01/2022
<b>Date of next review:</b>	January 2023

# Sporting Chance Newport CIC **First Aid Policy**

## 1. Summary

This First Aid policy sets out how Sporting Chance Newport CIC complies with the requirements of relevant health and safety legislation and guidance. The key elements are the need for specific first aid needs assessments to determine the level of first aid provision required; the nomination of suitably qualified first aiders; provision of first aid equipment; and incident reporting.

## 2. Who is the policy for?

This policy covers all staff and volunteers. While the Health and Safety (First Aid) Regulations 1981 do not require employers to provide first aid for members of the public, the Health and Safety Executive strongly recommends that employers include the public in their first-aid needs assessment and make provision for them. This policy, therefore, extends to the people we work with and any other affected by our activities and undertakings.

## 3. Policy Statement

Sporting Chance Newport CIC recognises its responsibility for ensuring, so far as is reasonably practicable, the health, safety and welfare of our employees, volunteers and all others who may be affected by our work. In accordance with the Health & Safety (First Aid) Regulations 1981, Sporting Chance Newport CIC will provide adequate and appropriate equipment, facilities and personnel to ensure that if anyone is injured or taken ill during the course of our work they will receive immediate attention.

## 4. Definitions

<b>Manager</b>	Manager with responsibility for the staff working within it
<b>User</b>	Any person receiving a service from Sporting Chance Newport CIC

## 5. Policy requirements

An assessment of the first aid needs at Sporting Chance Newport CIC must be undertaken.

The assessment must consider:

- Workplace hazards and risks;
- Number of staff, volunteers and service users
- The history of accidents;
- The needs of travelling and lone workers;
- The remoteness of Sporting Chance Newport CIC from emergency medical services;
- Employees working on shared or multi-occupied sites
- Annual leave and other absences of first aid and appointed persons;
- First aid provision for non-employees

## Sporting Chance Newport CIC **First Aid Policy**

Where first aid provision is provided by a host organisation or a venue, this may be considered sufficient to cover Sporting Chance Newport CIC staff and volunteers, but these arrangements must be agreed and not assumed. First aid needs for work away from these venues must also be considered i.e. Travel to and from venues, lone working and activities taking place away from usual base.

Further advice on carrying out a First Aid Needs Assessment can be provided by contacting the Sporting Chance Newport CIC Health & Safety Team.

### **5.2 First aiders and appointed persons**

The first aid needs assessment will identify the level of first aid provision likely to be required. Sufficient trained staff must be available to cover absences such as annual leave. In low risk, office environments, it would be sufficient for first aiders to hold the one-day Emergency First Aid at Work (EFAW). Where the needs assessment identifies more significant risks of injury, a First Aid at Work qualification (FAW) would be required. Before taking up first aid duties, a first aider must hold a valid certificate of competence.

The role of our Designated First Aid Co-ordinator is to look after the first aid kit and call the emergency services when required and when a first aider is not available.

They are not to be used to cover foreseeable absences of first aiders, such as annual leave.

There are no specific ratios of qualified first aiders to staff and users.

The needs assessment must be used to identify the requirements.

Our Designated First Aid Co-ordinator is Paul Parry.

### **5.3 Specialist First Aid competence**

Sporting Chance Newport CIC deliver sporting activities and the level of competence required for first aiders must be considered. An accredited Sports First Aid or Activity First Aid course may be most relevant.

First Aiders who would be required to provide first aid to children under 5 must undertake a Paediatric First Aid, unless there is sufficient specialist first aid available on site by agreement with another organisation.

### **5.4 Accessing training**

The directors are responsible for arranging and meeting the costs for training through budgets. All first aiders will attend a suitable training course at least every 3 years which will be appropriate for the setting as well as being appropriate to the pupils age range.

### **5.5 Employee Information**

All employees, volunteers and visitors (including service users), must be provided with information on;

- The names and locations of first aiders
- The location of first aid equipment and facilities
- How to report an accident and/or injury

## Sporting Chance Newport CIC **First Aid Policy**

- The location of first aid equipment and facilities
- How to report an accident and/or injury

Information must be provided during induction and on displayed notices.

### Key Personnel

Designated First aid co-ordinator (appointed person – responsible for looking after first aid equipment and facilities, as well as calling the emergency services as required)	Paul Parry
Responsible for maintaining First Aid Training /Log	Paul Parry
The following staff have completed a recognised training course FAW	Nicola Walker, Marc Ingles
The following staff have completed a recognised training course in EFAW	
The following staff have completed a recognised training course in EPFA	Paul Parry, Samantha Parry

### 5.6 First Aid Kits

Sporting Chance Newport CIC must determine the level of first aid provision required through the needs assessment and refer to the British Standard First Aid kit contents as a guide to the necessary contents for kits held. Lone workers must carry personal first aid kits in their cars. These do not need to be ready-made kits and can be made up of the recommended contents purchased as individual items kept in a suitable container such as a plastic box or food bag with a label. Suitable first aid kits must be available when travelling with users

The contents of first aid kits should be examined frequently and restocked soon after use. Care should be taken to dispose of items safely once they reach their expiry date

First aid at work does not include giving tablets or medicines to treat illness. The only exception to this is where aspirin is used when giving first aid to a casualty with a suspected heart attack in accordance with currently accepted first aid practice. Tablets and medicines must not be kept in the first aid container.

Sporting Chance Newport CIC has 4 First Aid Locations where access to First Aid Kits can be found. The Locations are: -

- Front Reception
- Sports Pitch
- Sports Café
- Classroom

---

## Sporting Chance Newport CIC **First Aid Policy**

---

We take great care to prevent the spread of infection in school, particularly in the event of spillages of bodily fluids which we manage effectively by washing off skin with soap and running water, out of eyes with tap water and or an eye wash bottle, wash splashes out of nose with tap water, record details of any contamination, and seek medical advice where appropriate.

First aiders take careful precautions to avoid the risk of infection by covering cuts and grazes with a waterproof dressing, wearing suitable powder free vinyl or nitrile gloves, using suitable eye protection and aprons where splashing may occur, use devices such as face shields when giving mouth to mouth resuscitation and wash hands before and after every procedure.

They also ensure that any waste products are disposed of in a yellow clinical waste bag or box in line with procedures.

We ensure that any third-party lettings or providers, including transport, have adequate first aid provision which complies with our standards. For example, visiting sports clubs or schools.

We ensure that any third-party contractors, including catering and cleaning, working with us are aware of our policy and procedures

### **5.7 First aid records**

All incidents resulting in injury requiring first aid must be reported in accordance with the Sporting Chance Newport CIC Incident & Near Miss Reporting Policy.

Directors will review incident reports at least once a year as part of the review of the First Aid needs assessment. These records must be used to identify any trends and appropriate action taken e.g. amend contents of first aid box to reflect provision used, increase numbers of first aiders or levels of training.

Some commissioners require other records of injuries and first aid are kept and supplied. Advice must be sought from the H&S Team on reporting where duplicate records are requested to ensure sufficient information is held by Sporting Chance Newport CIC to effectively meet legal and policy requirements and assess risk.

All accidents and other medical emergencies must be recorded in the Sporting Chance Newport CIC Accident/Incident Register. A copy of this report will also be required to be provided to parents/guardians following the occurrence.

Records of reporting Near Miss incidents also form part of our First Aid procedures. These help us to identify potential hazards or incidents that has not resulted in any personal injury and will help us prevent future hazards or incidents from happening. These must be recorded promptly in the Near Miss Report Logbook.

---

## Sporting Chance Newport CIC **First Aid Policy**

---

We follow the guidelines on the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR, 2013) for the reporting of serious and dangerous accidents and incidents in school. These include work-related and reportable injuries to visitors as well as certain accidents, diseases and dangerous occurrence arising out of or in connection with work. Where accidents result in the incapacitation of a worker for more than seven days, a RIDDOR report is required, including three days for recording purposes.

Our examples of a minor injury, of which we always keep a record, as follows:

- Sprains, strains and bruising.
- Cuts and grazes.
- Wound infections.
- Minor burns and scalds.
- Minor head injuries.
- Insect and animal bites.
- Minor eye injuries; and
- Minor injuries to the back, shoulder and chest.

Our examples of a regard to serious injury, as follows:

- Broken bones or a fracture
- Loss of consciousness
- Pain that is not relieved by simple pain killers.
- Acute confused state.
- Persistent, severe chest pain or breathing difficulties.
- Amputation.
- Dislocation of any major joint including the shoulder, hip, knee, elbow or spine.
- Loss of sight (temporary or permanent).
- Chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent.
- Medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin; and
- Medical treatment where there is reason to believe that this resulted from exposure to a biological agent, or its toxins, or infected material.



### **5.8 Prescription and Non-Prescription Medication**

Staff will only administer prescribed medication (from a doctor, dentist, qualified nurse or pharmacist) brought in by the parent/carer, for the pupil named on the medication in line with the stated dose.

Staff may administer non-prescription medication such as paracetamol and allergy medication where parents have provided written consent for this to happen. The School will supply this non-prescription medication. Where medication is administered, parents should be informed.

Medicine containing aspirin or ibuprofen will not be administered to any pupil unless prescribed by a doctor for that particular pupil.

We encourage pupils to manage their own asthma inhalers from a very young age. Asthma medication is always kept in or near children's classrooms until children can use it independently and it must always be taken on school trips/events.

If pupils are to self-medicate in school on a regular basis, then a self medicator's risk assessment form will be carried out.

For pupils that are on Individual Healthcare Plans, parental consent will be sought regarding details of what medication, they need in school and who will administer it to them on a regular/daily basis. Refer to Supporting Pupils with Medical Conditions Policy for further guidance.

Most antibiotics do not need to be administered during the school day and parents should be encouraged to ask their GP to prescribe an antibiotic which can be given outside of school hours, where possible. If, however this is not possible, then please refer to Storage of Medicine paragraph.

This school keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, date and time are recorded as well as details of the medication given. If a pupil refuses to have medication administered, this is also recorded, and parents are informed as soon as possible. Parents/carers are notified when the pupil has been administered medicine on the same day or as soon as is reasonably practical.

All school staff who volunteer or who are contracted to administer medication are provided with training. The school keeps a register of staff who have had the relevant training. The school keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

For members of staff only not pupils, Aspirin tablets will be held at the school in line with the 10th Revised Edition of the First Aid Manual, whereby should a member of staff have a suspected heart attack, the emergency services may recommend the casualty take 1 full dose of aspirin tablet (300mg). This will be kept in a locked cupboard in the Medical room.



### 5.9 Monitoring and Evaluation

Our school’s senior leadership team monitors the quality of our first aid provision, including training for staff, and accident reporting on a termly basis. Our policy will be reviewed annually. Compliance will be reported formally to the school’s termly H&S Committee. Minutes of these meetings are submitted in a timely fashion to the Health and Safety. The Health and Safety Manager will report to the H&S Committee meeting acting in the role as the Proprietor.

Reports are provided to our Safeguarding committee which includes an overview of first aid treatment to children including the identification of any recurring patterns or risks and lessons learned with the management actions to be taken accordingly including the provision of adequate training for staff.

### Appendix 1: Schools Assessment of First Aid Needs

<b>School</b>		<b>Date of Assessment</b>	
<b>Conducted by</b>		<b>Review Date</b>	

<b>When was the last review of your first aid provision and training records of first aiders?</b>	
---	--

*Please answer the questions in the boxes:*

<b>1.</b>	<b>What is the current number and age range of pupils?</b>	
<b>2.</b>	<b>What is the current number of staff?</b>	
<b>3.</b>	<b>Does the school occupy more than one site or building? Or on split levels? Consider need for provision in each building and/or on each floor</b>	

### Location of the School

<b>4.</b>	<b>How remote from emergency services is the school? Consider special arrangements with emergency services, and emergency transport arrangements for remote schools</b>	
<b>5.</b>	<b>How do the emergency services access the school? Is there more than one entrance?</b>	

## Sporting Chance Newport CIC **First Aid Policy**

### Hazards and Risks

6.	<p>Are there any hazardous substances in the school? Consider providing additional training for first aiders to deal with injuries resulting from special hazards. Consider informing emergency services of specific hazards in advance.</p>	
7.	<p>Is there any dangerous equipment or machinery in the school? Consider providing additional training for first aiders to deal with injuries from special hazards.</p>	
8.	<p>Is there adequate provision for practical departments such as science, DT, Food Technology, PE? Consider providing these areas with a suitable stocked first aid box and equipment.</p>	
9.	<p>Is there adequate provision for off site activities i.e. school trips. If the first aider accompanies pupils off-site, is there adequate provision left in school?</p>	

### Specific Needs

10.	<p>Are there staff with specific health needs or disabilities? Consider providing additional training for first aiders and equipment.</p>	
11.	<p>Are there pupils with specific health needs or disabilities? Consider providing additional training for first aiders and equipment.</p>	
12.	<p>Are there employees who travel a lot, work remotely or work alone? Consider issuing personal first aid kits &amp; personal communicators/mobile phones to staff.</p>	

### Schools Accident Statistics

13.	Can you determine the most common injuries, times, locations and activities at each school site?	
14.	Does the first aid training adequately cover the identified injuries?	

### Contacting First Aiders

15.	Does all staff know how to contact a first aid trainer?	
16.	Do all pupils understand the school's first aid procedures?	
17.	Is there appropriate first aid notices displayed throughout the school?	
18.	Is there adequate provision available for out of hour's activities such as clubs hosting school sports events?	
19.	Is there written agreement with third party providers (catering and cleaning) on joint provision for first aid for their employees?	
20.	Is there adequate provision for lunchtimes and breaks?	
21.	Is there adequate provision for leave and in case of absences?	
22.	Is there an agreed procedure if an incident occurs in an isolated area?	
23.	Is there a designated member of staff who is responsible for checking and maintaining the contents of the first aid boxes and kits?	

**How many first aid personnel are required?**

<p>24.</p>	<p><b>Are you meeting your statutory minimum requirements?</b></p> <ul style="list-style-type: none"> <li>• <b>Designated Appointed Person (AP) to take charge of first aid arrangements – First Aid Co-ordinator</b></li> <li>• <b>Schools can fall in either low or medium risk categories (depending on the activities at the school):</b>   <b>Low – for 25-50 employees – 1 Emergency First Aider (EFAW) and</b>  <b>Medium – for more than 50 employees – 1 First Aid at Work (FAW_ - <u>note this FA training only covers adults unless a tailor made course</u></b></li> <li>• <b>If you have pupils who haven't yet reached puberty, you'll need to ensure you have a sufficient number of staff trained in Paediatric First Aid (EPFA)</b></li> <li>• <b>There should be enough people to provide cover for absence and for trips and visits. First aid must be available at all times that children are cared for on or off the premises, on outgoings. First aid must cover visitors, volunteers and work experience placements.</b></li> </ul>	
------------	---	--

## Appendix 2: Equality Impact Assessment

Sporting Chance Newport CIC is committed to always: avoiding the potential for unlawful discrimination, harassment and victimisation; advancing equality of opportunity between people who share a protected characteristic and those who do not; and, foster good relations between people who share a protected characteristic and those who do not.

An Equality Impact Assessment (EIA) is a tool for identifying whether or not strategies, projects, services, guidance, practices or policies have an adverse or positive impact on a particular group of people or equality group. While currently only public bodies are legally required to complete EIA's, Sporting Chance Newport CIC has adopted the process in line with its commitment to continually improve equality performance.

### 1. Summary

<b>This EIA is for:</b>	First Aid Policy
<b>This EIA is for:</b>	Samantha Parry – Head of Health & Safety
<b>Date of assessment:</b>	14/09/2020
<b>Assessment approved by:</b>	N/A

#### Objectives and intended outcomes

This EIA has been completed in order to ensure that the implications and potential impact, positive and negative, of the Sporting Chance Newport CIC Complaints Policy for all staff have been fully considered and addressed, whether or not staff members share a protected characteristic.

### 2. Potential Impacts, positive and negative

Equality Area	Positive	Neutral	Negative	Summary
Age		X		The policy applies equally to all members of staff regardless of age. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their age.
Disability		X		The policy applies equally to all members of staff regardless of health/disability. It is not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their disability.

## Sporting Chance Newport CIC **First Aid Policy**

Equality Area	Positive	Neutral	Negative	Summary
Pregnancy & Maternity/Paternity		X		It is not considered that the policy positively or negatively impacts on pregnant women or on staff on maternity or paternity leave.
Race (incl. origin, colour and nationality)		X		The policy applies to all members of staff regardless of their race, origin, colour or nationality. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively in these respects.
Gender and Gender Re-assignment		X		This policy applies equally to all members of staff regardless of their gender at any given time. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of gender.
Sexual Orientation		X		This policy applies equally to all members of staff regardless of their sexual orientation. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their sexual orientation.

### 3. Negative impacts and mitigations

Negative Impact	Mitigation	Owner
None		

[www.asportingchance.org.uk](http://www.asportingchance.org.uk)

