



**Policy**

**First Aid and Medical Treatment**

Author

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## 1. Introduction

- 1.1 This document provides the Policy and further guidance to Academies within the Trust on the assessment and provision for First Aid needs in order to ensure that the requirements of the First aid Regulations (Health and Safety [First Aid] Regulations 1981) are met.
- 1.2 This legislation relates to the provision of first aid for employees if they are injured or become ill at work, however, when assessment overall risk and number of first aiders required pupil needs must also be taken into consideration.
- 1.3 In addition, The Early Years Foundation Stage Statutory Framework (EYFS) mandates some first aid requirements and is mandatory for all schools and early years providers in Ofsted registered settings attended by young children (ie children up to the end of the academic year in which the child has their 5<sup>th</sup> birthday).
- 1.4 Each Academy will determine and publicise their local arrangements in relation to first aid and medical issues. This will form part of induction of new staff and will be displayed around the Academy.
- 1.5 Information about first aid will also include Mental Health First Aiders who are trained to support these issues for pupils and staff.

## 2. Provision of First Aiders

- 2.1 Academies should determine the required number of first aiders by using the Health and Safety Executive (HSE) – First aid at work assessment tool. This assessment should be reviewed annually or when circumstances change markedly.
- 2.2 Suggested minimum numbers based on the HSE guidance are given below.

Category of Risk	Numbers employed at any one location	Suggested minimum number of First Aid personnel within the school
Lower Hazard	Fewer than 25	One EFAW (appointed) person
	25-50	At least one EFAW trained first aider – preferably two for cover
	More than 50	At least one full FAW trained person for every 100 employed or part thereof (minimum two for cover)
Higher Hazard	5-50	At least one FAW trained member of staff
	More than 50	At least one additional FAW trained person for every 50 employed or part thereof (minimum two for cover)
School setting with EYFS	n/a	At least one person who has a current paediatric first aid certificate (12 hours) must be on the premises at all times when children are present, and must accompany children on outings (minimum two required for cover)

2.3 To ensure adequate coverage and quick access to a first aider for staff and pupils the following should also be considered:

- Adequate provision to cover absence, leave, offsite activities
- Previous accident rates/illness
- The layout of the premises eg split sites, number of buildings and activities in each
- Any specific hazards eg DT machinery, science labs, kitchens
- Numbers of pupils on site
- Extended/extracurricular activities
- Shift work and extended working hours

2.4 Where the premises are let, it is the responsibility of the persons letting the premises to provide first aid cover.

2.5 Where there are outsourced activities taking place on the premises eg cleaning or catering, the outsourced company should provide sufficient cover for their staff.

2.6 Higher risk areas such as DT, PE, Science etc staff must have quick access to a first aider and all staff must be aware of the immediate remedial measures needed to manage the injury and enable an effective hand over (particularly with chemical incidents).

2.7 First aid cover unless part of the job role is voluntary.

### **3. Specific Medical Needs**

- 3.1 This document does not replace the need to gain and document specific advice for individual with disabilities or long standing medical conditions or allergies which may require special treatment or medical support in the case of accidents or illness.
- 3.2 It is the parents of a pupil with specific medical needs who must ensure that the academy is aware of those needs and that there are arrangements for the storage and accessibility of medicines. Staff should not administer any medication without specific training but be responsible for accessing medication and recording dosage given to a pupil to self-administer in line with a specific plan. Any changes to the regime must be communicated in advance by parents to the Academy. This should be done in line with the government document on Supporting Pupils with Medical Needs -

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

- 3.3 Staff with medical needs, should be able to self-medicate. The role of first aiders or other staff is to support the member of staff to take the medication and contacting the emergency services as appropriate.
- 3.4 The Academy must have available a locked cabinet or fridge to store the medication and have records to show dosages and when it is required. Staff must ensure they record accurately what is used, when and their details in line with the plans given.
- 3.5 Where pupils or staff have specific medical needs, this information should be available to first aiders on a when needed basis to ensure they take appropriate action should it be necessary.

### **4. First Aid Training**

- 4.1 All first aiders should have the appropriate qualification depending on the assessment of the Academy's needs
- First Aid at Work (FAW) – full 3 day course
  - Paediatric First aid – 2 day course to meet the requirements of the EYFS framework
  - Emergency First aid work (EFAW) – 1 day course
- 4.2 Training valid for three years after which a refresher course is required. FAW refresher is two days. If any qualification lapses it must be taken again in full. These qualifications must be delivered by reputable providers.
- 4.3 Other training is available if required for specific circumstances eg diabetes, epilepsy, epipens and general administration of medication.
- 4.4 Staff who administer first aid according to their training and in the course of their employment would be covered by employer liability insurance.

- 4.5 Automated External Defibrillators (AEDs) are more likely to be used very infrequently in a school environment and potentially more on adults than pupils. The AEDs do not need specific training. Anyone using them should follow the instructions carefully. Not all Academies have defibrillators and local procedures will make clear if they do.

## **5. First Aid Equipment**

- 5.1 All Academies should have a minimum of one first aid kit, clearly marked, readily accessible and its location known by all staff and pupils.
- 5.2 Additional kits may be needed depending on the site eg separate buildings, split sites, high needs areas and for offsite visits.
- 5.3 Travel first aid kits should be kept ready for trips and off site activities such as sports fixtures.
- 5.4 First aid kits should contain a sufficient quantity of suitable first aid materials and nothing else. The designated person in each Academy should check boxes regularly and ensure they are stocked up. The Annex contains a list of suggested minimum contents.
- 5.5 First aid does not include the administration of medicines and therefore should not have any drugs of any kind including paracetamol or antiseptic creams etc.
- 5.6 First aid arrangements must be in place when used outside of normal hours or when let. First aid boxes should be available at that time and access to a telephone.
- 5.7 Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300 ml and should not be re-used once the seal is broken. At least 900 ml in total should be provided.

## **6. First Aid room**

- 6.1 The School Premises (England) Regulations 2012 require that every school has a suitable room that can be used for medical treatment/short term care of sick and injured pupils when required. This area should have a sink and be reasonably near a WC. The room can be used for other purposes but must be available when required.
- 6.2 Where a school caters for pupil with complex needs, additional medical accommodation must be provided which caters for those needs.

## **7. Emergency Procedures**

- 7.1 In the case of serious or potentially serious injuries or illnesses, professional medical assistance should be sought immediately. This should not wait for a first aider but be called by the person initially dealing with the issue. Staff should still follow the procedure to call for a first aider and assistance from senior leadership and record the incident but no delays in seeking medical support should occur.

7.2 Staff should not take pupils to hospital in their own car in serious instances, but should await an ambulance. A member of staff should accompany the pupil to the hospital until the parents/carers arrive.

7.3 Health professionals are responsible for decisions on medical treatment where a pupil's parents or guardian is unavailable.

## **8. Record keeping**

8.1 First aiders will log all incidents requiring first aid attention. This is whether it is a visit to a first aider for being unwell or an accident or incident where injuries occur. This is the case even if this takes place on a trip or as part of a sporting fixture.

8.2 If the pupils is brought to the office by staff as they are unwell this will also be recorded and logged against the pupil's records. The office will contact parents for the pupil to be collected where appropriate.

8.3 Parents will be contacted to advise them of all accidents and incidents regardless of whether they need to be collected. If there is an injury the parents should be advised to collect their child if they normally do not.

8.4 In addition, locally the Academy will hold copies of training certificates for all first aiders and refreshers.

8.5 Records should include

- date time and place of incident
- name/age of the injured or ill person
- home address of person
- location of incident and details of environment
- details of the incident/occurrence itself
- full details of the injury/illness and what first aid was given
- what happened to the person immediately afterwards particularly if they were sent home or an ambulance was called
- action needed/required if there is an obvious cause
- any RIDDOR requirements
- name and signature of the person dealing with the incident

8.6 Reporting under RIDDOR will be undertaken by the local Academy but they can seek support from the Trust. Any serious or reportable accident or incident must be reported to the Trust.

## **9. First Aid and blood born viruses**

9.1 First aiders will be aware from their training of the importance of preventing cross-infection and preventative measures required to reduce the risk of transmitting blood borne infections such as hepatitis and HIV.

- 9.2 This approach must be taken with all bodily fluids which should be treated as potentially infectious and the following precautions should be taken
- Always cover open wounds on your own hands with waterproof adhesive dressings
  - Use disposable gloves (preferably not latex due to allergies) when dealing with bleeding / bodily fluids
- 9.3 Dispose of contaminated waste carefully – small amounts can be safely disposed of in normal refuse but in a sealed bag. If sharps are used there should be safe sharps disposal arrangements made with a sharps bin.

## **10. Head Injuries**

- 10.1 Injuries to the head need to be treated with particular care. The injury may not be evident and the effects noticeable until time has elapsed.
- 10.2 For any head injury to pupils, parents should be called as a matter of course. Minor injuries should be monitored carefully in case the effects become more noticeable. If that is the case immediate medical advice/care should be sought and parents informed accordingly. For major head injuries, an ambulance should be called and a referral to hospital made. Immediate contact should be made with parents to advise.

## **ANNEX - TEMPLATE FOR LOCAL FIRST AID PROCEDURES**

**These procedures for First Aid and Medical treatment at Emneth Primary form part of the Eastern Multi-Academy Trust First Aid and Medical Policy**

### **1. First Aid Procedure**

- 1.1 This procedure forms part of, and should be read in conjunction with, the First Aid Policy. It is designed to confirm how the Trust will address the responsibilities regarding the administration of first aid to staff, pupils and visitors.
- 1.2 All organisations, including educational establishments, should ensure their procedures and arrangements reflect an assessment of the need. The procedures should cover first aid personnel, equipment and practices and be designed in accord with the legal standards and good practice.
- 1.3 The First Aid Coordinator in conjunction with the Principal is responsible for determining the actual provision required at their respective establishments, with the appropriate manager responsible where additional needs relevant to their specific operation exist.
- 1.4 The Trust has determined that each Academy will have at least one trained Mental Health First Aider to support students. The name of the Mental Health First Aider will be added to the list of first aiders.

### **2. Assessment of Need**

- 2.1 The First Aid Coordinator in conjunction with the Principal has undertaken an assessment of the first aid need to determine a provision which is suitable and sufficient in line with the Policy.
- 2.2 Following the assessment, it has been determined that the Academy needs a minimum of 1 full first aid qualified staff and additionally a number of appointed persons.
- 2.3 Departmental managers should determine any additional personnel, equipment and facilities required using the same approach, for example, specific first aid provision should form part of the arrangements for offsite work and educational visits.

### **3. First Aid Provision**

- 3.1 The First Aid Co-ordinator is Tracy Hall and is located in the front office. A First Aid treatment room – Thrive Room - is sited at the bottom of KS1 corridor and is available for persons who require such a facility.

### **4 First Aid Rooms**

- 4.1 The site has a room available for first aid, which will;

- be adequately stocked with first aid equipment
- be accessible to stretchers
- be clearly sign-posted
- be provided with a couch, a desk, a chair and any necessary additional equipment
- a telephone
- have washable surfaces and adequate heating, ventilation and lighting
- be kept clean, tidy, accessible and available for use at all times when staff and students are on site
- be positioned as near as possible to the point of access for transport to hospital
- display a notice in the room advising of the names, locations, and, if appropriate telephone extensions of first aiders and how to contact them

**The designated person must check all first aid equipment is in date and stocks replenished.**

4.2 The first aid room will be provided with or have ready access to the following;

- a sink with hot and cold running water
- toilet facilities
- drinking water and disposable cups
- soap and paper towels
- foot operated refuse containers lined with disposable yellow clinical waste bags, or a container suitable for the safe disposal of clinical waste - found in the front disabled toilet.
- blankets.

## 5 Equipment

5.1 Suitable and sufficient equipment will be provided, based on an assessment of the need, the minimum stock of first aid items at each location will be:

- A leaflet giving general guidance on first aid (for example HSE leaflet Basic Advice on First Aid at Work)
- 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the type of work (dressings may be of a detectable type for food handlers)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium sized individually wrapped sterile unmedicated wound dressings, approximately 12cm x 18cm
- One pair of disposable gloves

5.2 These additional materials are also available:

- Aprons
- Gloves
- Resuscitate
- Wipes



- Sterile water/saline (where mains water is not available)
  - Clinical waste bins/bags
  - Bio hazard disposal pack.
  - Eye wash stations (where assessed as needed)
- 5.3 Tablets and medication of any description will not be kept as part of the first aid provision. If medication is needed for pupils it will be kept in a locked cupboard or fridge as appropriate and accessed only by designated staff.
- 5.4 Current Locations:
- First Aid Room
  - Each classroom
  - Front office
  - KS2 staff toilet
- 5.5 A centralised stock is also available to enable the first aiders to restock the first aid boxes, as and when necessary. The stock will be held by the First Aid Coordinator to whom requests for additional supplies should be made. The Departmental Technicians will check and refill their First Aid boxes on a regular basis and must request supplies from the First Aid Coordinator.
- 5.6 The First Aid Coordinator also holds a grab bag containing an appropriate selection of first aid equipment for use by educational visits leaders.
- 5.7 The location of the first aid boxes, rooms and the boxes themselves will be clearly marked by a white cross on a green background.
- 5.8 Managers who identify a need for specific additional equipment should seek approval from the First Aid Coordinator prior to purchase to ensure it is in accord with the standards and appropriate for use at the site.
- 6 Travelling first aid kits**
- 6.1 Where departmental activities necessitate the need for travelling, staff should to be provided with first aid equipment. The following items are considered suitable provisions;
- A leaflet giving general guidance on first aid (for example, HSE leaflet Basic Advice on First Aid at Work)
  - Six individually wrapped sterile adhesive dressings
  - One large sterile unmedicated dressing – approximately 18cm x 18cm
  - Two triangular bandages
  - Two safety pins
  - Individually wrapped moist cleansing wipes
  - One pair of disposable gloves
- 6.2 A properly stocked first aid kit will always be carried in the mini buses.

6.3 First Aid supplies will be provided for staff in charge of trips and visits by the First Aid Co-ordinator, who needs to be advised in advance of the trip.

6.4 **The trip leader must ensure that the medical notes for all children together with any required medication is taken on the trip**

7 **Defibrillator** - 1 located in the Nursery School and 1 located in the village shop.

7.1 The academy has access to an automated external defibrillator (AED). Located as above.

7.2 No specific training is needed to use a defibrillator – the instructions are clear and must be followed carefully.

## 8 **Illness and Minor Injury**

8.1 Parents become responsible for their child if the pupil is unwell or injured. In order to contact parents quickly, it is essential that changes of address or phone number are passed to the office staff as soon as these are known.

8.2 Students must not leave lessons or their Tutor Group for first aid treatment other than in cases of emergency. Any member of staff who becomes aware that a student is injured, or needs immediate treatment, must send the student to Reception who will alert First Aid for assessment and care. If the injury is serious and the student cannot walk, the teacher must contact either First Aid or the First Aid Co-ordinator for assistance. In the First Aid Co-ordinator's absence, another First Aider will be responsible for calls. Reception staff may contact other available First Aiders.

8.3 All injuries will be attended to in the First Aid treatment room. If necessary, having first informed a member of the Senior Management/Leadership Team, the First Aiders will arrange for the parents to take the student home or to hospital. No-one else should send an ill student home.

## 9 **Emergency and Serious Injury**

9.1 Normally only the First Aiders will have the responsibility to call an ambulance after being called to an accident or illness, however, a member of the senior leadership team or any member of staff attending a serious injury may call an ambulance if required. The First Aid Co-ordinator or a member of the administrative or pastoral team will contact the parents to tell them of their child's injury and whereabouts so that the parents can go to the hospital. The hospital staff will decide whether to treat the child before the parents arrive.

9.2 In the case of a very serious accident or injury, the Emergency Policy's procedures will be carried out. The Trust must also be informed in these circumstances.

## 10 **Head Injuries**

10.1 Accidents involving a pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

10.2 If the injury is minor, all head injuries should be monitored closely and a head injury form should be completed and given to parents. Serious head injuries should always be referred for hospital treatment (please follow the section for Emergency Arrangements).

## 11 **Record keeping**

11.1 The First Aiders will log all visits to First Aid by students on the First Aid log sheet and this information will also be transferred as an "event" entry on the student's individual data file on Pupil Asset. For accidents/injuries, the First Aider on duty will also make an entry in the Accident Book. The Accident book containing blank forms is held in the staff room and may be accessed by any member of staff at any time of day or night. The First Aid log sheets and completed Accident Book sheets for the current academic year are held in files in the front office. Records from previous years' files will be filed appropriately.

11.2 Staff must make an official record of any injury, minor or major, in the Accident Book which is kept in the First Aid treatment room. Any serious injuries such as broken limbs, dislocations and lacerations by contaminated material, must be reported to Tracy Hall. Any such injuries must be reported on a RIDDOR form by Tracy Hall and will be followed by an in-depth Health and Safety investigative report.

## 12 **Reporting an Accident**

12.1 Any first aid treatment given on the Academy's premises or as part of a school related activity should be reported to and recorded on an incident report form.

12.2 First Aid treatment given by first aiders should be recorded in line with the Policy.

12.3 Any accident occurring on the Academy premises or as part of a school related activity must be reported by the member of staff attending the accident and an Incident report form filled in.

12.4 Incident Report forms are available from the front office and should be filled in with precise detail containing all the required information.

12.5 Accidents involving pupils should also be recorded on the pupil's MIS record.

## 13 **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**

13.1 Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the HSE. Please refer to the Accidents and Incident Reporting Policy for more detail.

13.2 RIDDOR reports must be carried out by the Business Manager/Principal with the member of staff concerned. The Principal is responsible for reporting serious accidents to the Trust's governing body. Accidents are discussed at Health and Safety Committee and Academy Council meetings.

13.3 The First Aid Co-ordinator will provide the Principal with an analysis of the term's incidents to see if there are any problem areas. This information will also be given to the relevant Head(s) of Department.

13.4 Any report under RIDDOR must be communicated to the Trust as a matter of urgency.

#### **14 Information about Students' Medical Conditions**

14.1 It is the responsibility of the parents to inform the Academy about their child's medical conditions. Each year, during the first half of the Autumn term, all parents will be issued with a Data Check Sheet showing what information is currently held on the database. They will be asked to check this, update it and return it to the Academy.

14.2 Information from parents may be received by the Academy in a number of ways, such as via the admission form, via letters from parents, via conversations subsequently recorded in writing with tutors. This information should be passed immediately to the main office to add to the database. A medical register will be produced at the start of every term by the main office in the form of a completed medical data sheet for each student (it is the responsibility of parents to ensure that the office has a completed sheet for their child).

14.3 The DSL must be informed if a pupil becomes pregnant. Individual teachers will then be told in confidence.

14.4 The office staff will issue detailed information on medical conditions and emergency contacts to leaders of residential visits. Parents will be required to complete a declaration agreeing to emergency treatment and confirming that information held by the Academy is up to date. Leaders can obtain copies of the declarations from the main office.

#### **15 Students with Medical Needs**

15.1 Many students will at some time have a short-term medical condition that may affect their participation in activities. Other students have medical conditions that, if not properly managed, could limit their access to education. These medical conditions include diabetes, asthma, epilepsy and anaphylaxis (extreme allergic reaction). Such students are regarded as having medical needs and will be more at risk than their classmates. In a few cases, individual health care plans may be needed.

15.2 It is the parents' responsibility to inform the Academy about the child's medical condition and requirements. If information is withheld from staff they should not generally be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith. The SENCO must alert the First Aid Co-ordinator when a student is discovered to have medical needs. The First Aid Co-ordinator will liaise specifically with the parent to obtain

as much information as possible and ensure the admin team has the information for the MIS database.

- 15.3 With particularly serious medical conditions, each case must be treated individually, in relation to the illness and its requirements, to the parents' possible wish for confidentiality and to the child's knowledge of their own condition. The Pastoral Team will talk in confidence to each of the child's regular teachers at the start of each academic year about serious medical conditions and requirements, alerting them to the child's knowledge of their own condition.
- 15.4 When the student goes out of the Academy, for example on work experience, the placement must be informed.
- 15.5 Information on students' medical conditions must be made available to first aiders in the event of an incident and to emergency medical practitioners if called.
- 15.6 Records will be kept on file of student medical needs, parental permissions, individual health care plans and medication given as required.

## 16 **Emergency Procedure for Major Incidents**

- 16.1 In the event of an emergency or if an at risk student/person falls ill then member of staff at the incident must;
- Call 999.
  - Summon a First Aider/Pastoral Support.
  - Emergency treatment should be delivered.
- 16.2 If 999 is called the following information must be given;
- The Academy's telephone number 01945 583885.
  - The Academy's address .
  - Give your name.
  - Name of casualty and symptoms/any known medical condition.
  - Inform ambulance control of the best entrance e.g. main reception entrance.
  - If an ambulance is called to the main reception, a Senior Leader should be informed and a member of staff should go to the entrance to give directions to the ambulance crew.
  - If the emergency services are called the parent of the casualty will be telephoned by Pastoral Support or a member of Senior Leadership as soon as is practicable.

## 17 **Hygiene**

- 17.1 All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should use disposable gloves (non latex) when administering first aid,

these can be found in every first aid box. Any spillages must be notified to a site maintenance assistant who will follow the correct procedure.

- 17.2 Hands must always be washed before and after giving first aid.
- 17.3 Single-use disposable gloves must be worn if treatment involves blood or other body fluids. Any soiled dressings must be put in a yellow clinical waste bag and disposed of in a clinical waste box.
- 17.4 Any body fluids on the floor should have absorbent granules sprinkled on to them, then swept up with the designated dustpan and brush (in medical room). This should also go in a yellow bag and disposed of in a clinical waste box. If possible areas should be cleaned up with absorbent powder specifically for body fluids.
- 17.5 Body fluid spillages on hard surfaces should be cleaned up with absorbent powder specifically for body fluids.
- 17.6 Exposed cuts or abrasions should always be covered.
- 17.7 In the event of wide spread viral/bacterial infections across the Academy the following actions will be taken:
  - The Academy will report the situation to parents via the website, newsletters and text messages with guidance regarding avoidance, recognition, treatment and guidance on attendance.
  - The guidance materials will also be used to communicate the information to students, as well as displaying posters around the Academy site.

## ANNEX 1 TO Emneth Academy LOCAL FIRST AID PROCEDURES

### First Aid at Work qualified staff

Barnes, Mrs K	28/10/2019
Bothamley, Mr S	25/07/2019
Brenchley, Miss J	25/07/2019
Clarke, Miss J	25/07/2019
Cox, Miss P	25/07/2019
Didwell, Mrs L	25/07/2019
Eglen, Miss L	25/07/2019
Fordham, Mrs K	25/07/2019
Hall, Mrs. T L	02/03/2020
Hill, Mrs J	25/07/2019
Meredith, Miss P	25/07/2019
Mills, Mrs S	21/07/2016
Morgan Mrs L	25/07/2019
Orviss, Miss L	25/07/2019
Parrish, Mr Jonathan	25/07/2019
Robinson, Mrs. C.	25/07/2019
Rimmer, Barney	30/09/2020
Norman, Amanda	30/09/2020
Skate, Mrs L	28/10/2019
Shanks, Mrs L	25/07/2019
Templeton, Mrs B	21/07/2016
Wood, Mrs D	25/07/2019
Kerrison, Mrs Ruth	25/07/2019

Paediatric trained	
S Mills	11/11/2019
J Beadle	03/02/2020
P Meredith	03/02/2020

### Mental Health First Aider (specify for pupils or adults)

Lindzi Morgan	Pupils & adults	

- 1 *Training for First Aiders/Appointed persons should be provided by a HSE accredited provider.*
- 2 *A register of First Aiders/Appointed persons and their training history should be maintained by Line Managers and refresher training should be offered before certification expires.*
- 3 *Training for Paediatric First Aid is not approved by the HSE but may be included if first aid assessment identifies this and/or this meets OFSTED requirements.*
- 4 *Mental Health First Aiders should be appropriately trained and certificated and attend refreshers as necessary. Records of certificates should also be maintained at the academy.*