



## First Aid Policy

Reviewed date: December 25

First aid can save lives and prevent minor injuries from becoming major ones.

The Health and Safety (First-Aid) Regulations 1981 set out what employers have to do

### Responsibilities

This policy should be read in conjunction with the Health and Safety Policy.

The Director is responsible for maintaining emergency contact details for staff and students in a safe but accessible place. The Director should ensure that all staff are informed of medical conditions on a need-to-know basis.

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

A First Aider is any person who holds a current First Aid certificate. All members of staff will be trained in First Aid as soon as possible after their appointment. This will be updated at least every three years. A senior member of full time staff (Director) plus ANO will be trained as the Appointed Person in charge of First Aid in the Workplace.

The Appointed Person shall be responsible those for reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995(RIDDOR) to the HSE. The following accidents must be reported to HSE if they injure either the centre's employees during an activity connected with work, or self-employed people while working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence);
- accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).

HSE must be notified of **fatal and major injuries and dangerous occurrences without delay**(e.g. by telephone). This must be followed up within ten days with a written report on Form 2508. Other reportable accidents do not need immediate notification, but they must be reported to HSE within ten days on Form 2508.



The employer must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records

Trained staff will be responsible for initial assessment. They will administer first aid and will summon further help if required. This may be through NHS Direct, a local General Practitioner or paramedic as appropriate. Where it is deemed necessary to obtain outside assistance the student's parent or carer will be contacted by telephone. Permission is sought on the Student Information Form for a student to be transferred to hospital if necessary.

Parents/carers and staff are required to keep the centre updated about all health matters.

The centre needs to be informed as immediately as possible of any contagious illness and appropriate quarantine periods observed.

Staff are responsible for making themselves aware of the medical needs of others.

### **First Aid equipment**

A first aid kit, stocked in accordance with the latest Health and Safety Executive recommendations (see Appendix), is kept in the centre. It is clearly marked with a white cross on a green background.

A portable first aid kit is always taken on outings from the centre. This is kept in the centre office. Health details of each pupil and member of staff, together with emergency contacts, should also be taken on all off site visits.

The contents of these kits are regularly monitored by the Director and restocked as soon as possible after use and items that are out of date disposed of safely.

It is the responsibility of all staff using items from the First Aid box to inform the Director of which items may need restocking.

### **Accommodation**

The centre provides a suitable and sufficient accommodation for first aid according to the assessment of first-aid needs identified. The Education (Centre Premises) Regulations 1996 require every centre to have a suitable room that can be used for medical or dental treatment when required, and for the care of pupils during centre hours.

### **Accidents**

*All* accidents (to whomsoever they occur) are recorded in the centre's Accident Book which is kept in the main office. Details of the accident and treatment are recorded by date by the



person who saw the injury first or whoever was first on the scene after the accident. If the person involved is a student the parents/carers are informed via phone.

Near miss accidents should be noted in the Near Miss Log alongside the Accident Book to enable the Director to identify potential hazards.

The Director is responsible for overseeing regular risk assessments within the centre premises. In addition, the Director should assess what level of first-aid provision is needed before any off-site activities are undertaken.

### **Light Injuries**

Learning to cope with minor cuts and bruises is an important life skill. Tender loving care will always be administered but each accident will be treated in proportion to the injury. All accidents will be treated by a trained member of staff and entered into the accident book (parents informed via the home/centre book).

### **Serious injuries**

Where a person sustains a serious injury, it is the responsibility of the member of staff witnessing the accident, or first on the scene, to summon appropriate assistance. Where this involves calling an ambulance the next of kin and the Director must be informed with urgency (although an ambulance can be called by the staff directly involved if they deem it necessary and the Director informed as soon after that as possible). Reference must also be made to a pupil's Personal Information sheet.

In the case of a serious accident, the following procedure should be followed:

1. Call for help
2. Send for an ambulance (if possible use Pupil Information form for details)
3. Inform the Director or, if they are off site, Supervisor
4. Inform the next of kin or person in loco parentis as given as the student's emergency contact.

The injured person should be kept warm and moved as little as possible. An unconscious casualty should be placed in the recovery position and CPR effected if necessary. Where a back or neck injury is suspected, the casualty should not be moved at all.

If it is deemed necessary to take a pupil to casualty he or she should travel by ambulance. Where this cannot be the case, two adults must accompany the child.

The procedure, should the accident be very severe or fatal, is as follows: The Director will:

1. Telephone the Health & Safety Executive straight away
2. Complete form F2508 within 7 days



Following any accident, a review should take place to consider the cause of the accident. Ways of minimising the risk should be put into place.

**Staff are responsible for checking equipment on a regular basis and reporting any potential health hazards to the Director.**

### **Head Injury**

ALL HEAD INJURIES WILL BE TREATED AS POTENTIALLY SERIOUS INCIDENTS

It is understood that some students might injure themselves as a result of self- injurious behaviour (SIB). In these cases, everything possible should be done to ensure the student's safety. Reference should be made to the pupil's positive behaviour plan (if appropriate).

A careful watch must be maintained on all persons suffering bumps or knocks to the head and the parents/emergency contacts should be informed, initially by telephone, in writing by the end of the day. The onus is on the next of kin to decide what course of action they wish to take; collecting the person immediately or waiting until the end of the day. If the latter decision is reached it is essential that all staff working with the student are informed in order that the condition can be monitored. Any change in the child's condition should be immediately reported to the parents/emergency contacts and they will be asked to come and collect their child. Where severe the procedures outlined above should be followed.

### **Sickness at centre**

Should a pupil be sick or vomit or have diarrhoea during the centre day , his or her parents/emergency contacts should be informed immediately. The pupil should be isolated and allowed to rest quietly and should be taken home at the earliest opportunity. A member of staff will remain with the pupil.

### **Sickness at home**

Parents should not send a pupil to centre if they have been sick at home, or have diarrhoea whatever the reason. A pupil should not return to centre until 48 hrs have elapsed since the last episode.

It is essential that the centre is kept informed about a pupil's absence. If we do not hear from a parent when a pupil is absent we will call the parent/carer to identify the reason for absence. The centre will then decide whether to authorise the absence or not.

Medical guidance should be sought where a person comes into contact with an infectious disease and appropriate quarantine periods observed. Parents should inform the centre if their child has worms or head lice as these can affect other students.



## **HIV**

It is important that the centre is told about any diagnosis of HIV Aids. This information will be handled sensitively, the intimate nature of our work with some students necessitates this for everyone's health and safety.

When dealing with any accident involving bodily fluids, disposable gloves must be worn. Any materials used to clean wounds of surfaces must be disposed of safely in a yellow sack. Soiled clothing will be sent home for washing in a sealed/tied plastic bag.

## **Medicines in centre**

Our staff know and work with the children in close proximity and always aware of symptoms displayed by pupils, especially those who are non-verbal. Staff inform the Director if they have any concern about a pupil. Information about medicines will be kept in individual pupil's profiles. Written permission from the parents must be given before any medication can be administered.

Wherever possible, parents are encouraged to time the doses so that they do not coincide with the centre day.

All medicines coming into centre must be locked in the medical cabinet kept in the medical room. They will be administered by any member of staff who has received first aid training and will be overseen and signed off by a second member of staff.

## **Inhalers**

Parents are asked to complete a medication form to provide the centre with guidelines as to how and when inhalers should be used. It is essential that the centre is aware of symptoms and doses. All inhalers should be clearly labelled with the child's name and should be stored in the First Aid Cupboard in the Medical room.

## **Allergies**

Where a person suffers from an allergy, all reasonable care will be taken to ensure that he/she does not come into contact with the irritant provided that the centre has been made aware of the condition.

## **Staff**

Staff are expected to take responsibility for their own health. They are strongly advised to receive immunisation against Hepatitis A and B and to keep their tetanus up to date.

For further advice on First Aid see *Guidance on First Aid in Centres* available from DfES Publications centre



## **APPENDIX: Contents of First Aid kits**

### **Central First Aid box**

There is no mandatory list of items for a first-aid container. However, the HSE recommend that, where there is no special risk identified, a **minimum** provision of first-aid items would be:

- a leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- 2 sterile eye pads;
- 4 individually wrapped triangular bandages (preferably sterile);
- 6 safety pins;
- 6 medium sized (approximately 12cm x 12cm)
- individually wrapped sterile unmedicated wound dressings;
- 2 large (approximately 18cm x 18cm) sterile
- individually wrapped unmedicated wound dressings;
- 1 pair of disposable gloves.

Equivalent or additional items are acceptable.

### **Travelling First Aid kits**

The HSE recommend that, where there is no special risk identified, a **minimum** stock of first-aid items for traveling first-aid containers is:

- a leaflet giving general advice on first aid.
- 6 individually wrapped sterile adhesive dressings;
- 1 large sterile unmedicated wound dressing - approximately 18cm x 18cm;
- 2 triangular bandages;
- 2 safety pins;
- individually wrapped moist cleansing wipes;
- 1 pair of disposable gloves.

Additional items may be necessary for specialized activities.