



## FIRST AID POLICY

This policy outlines the Centre's responsibility to provide adequate and appropriate equipment, facilities and qualified first aid personnel for members of staff, pupils, parents, visitors and contractors and the procedures in place to meet that responsibility.

This policy should be read in conjunction with the DfEE Guidance on First Aid for Schools (which can be found here <https://www.gov.uk/government/publications/first-aid-in-schools>), the centre's Health and Safety and Sick Child policies.

### Aim

- To identify the first aid needs of the centre in line with the Management of Health and Safety at Work Regulations 1992 & 1999;
- To ensure that first aid provision is available at all times while people are on the centre premises, and also of the premises whilst on centre visits in accordance with the Health and Safety First Aid legislation 1981.

### Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the Centre and to maintain a record of that training and review annually;
- To undertake a risk assessment of the first aid requirements of the centre;
- To provide relevant training and ensure monitoring of training needs;
- To provide sufficient and appropriate resources and facilities;
- To provide awareness of Health and Safety issues within the Centre and on Centre trips, to prevent, where possible, potential dangers or accidents;
- To inform staff and parents of the centre's First Aid arrangements;
- To give clear structures and guidelines to all staff regarding first aid and medicines;
- To ensure the safe use, administration and storage of medicines in Centre and on educational visits;
- To report, record and where appropriate investigate all accidents;
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences' Regulation 1995 (RIDDOR).

### Roles and Responsibilities

The Centre Manager is responsible for the health and safety of staff, pupils, parents and anyone else on the premises. They ensure that appropriate risk assessments of the Centre are undertaken and that training and resources for first aid arrangements are appropriate and in place. The Directors are responsible for ensuring that insurance arrangements are in place, providing full cover for any claims arising.

The Centre Manager is responsible for putting the policy into practice and is made available to all staff and parents. In the event of a medical emergency and the Centre being unable to contact the parents/carers the Manager will act in 'Locum Parentis'.

Tutors & staff in charge of pupils are expected to use their best endeavours to always, particularly in emergencies, to secure the welfare of the pupils at the centre in the same way that parents might be

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expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

### ***Duties of an Appointed Person (Guidance on First Aid for schools - DfEE)***

- Takes charge when someone is injured or becomes ill;
- Looks after the first-aid equipment e.g. restocking the first aid container, ordering equipment;
- Ensures that an ambulance or other professional medical help is summoned when appropriate.

### ***Main Duties of a First Aider (Guidance on First Aid for schools - DfEE)***

- To give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the centre;
- When necessary, ensure that an ambulance or other professional medical help is called.

In addition to the above, First Aiders are required to follow the procedures outlined in this policy.

### **First Aid Provision**

First Aid kits are available at the following destinations: -

- The medical room where first aid is administered;
- The kitchen;
- The staff room;
- 1 portable kit for sports and other outing use (kept in the Centre office);

### **First Aid Equipment and Facilities**

- The names of First Aiders are displayed in all classrooms, passages, and the office;
- A staff member responsible for the maintenance of the contents of the first aid boxes and other supplies has been appointed. They undertake a check of the contents every two weeks and restock as necessary;
- Ice packs are kept in the freezer which is located in the kitchen area and staffroom;
- The cleaners' closet is where the designated dustpan, brush and bleach is located;
- All staff are trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epipen;
- Basic hygiene procedures are followed by staff administering first aid treatment;
- Single-use disposable gloves are worn when treatment involves blood or other body fluids;
- All staff are responsible for ensuring that they have read the school's First Aid Policy.

### **First Aid Training**

The Centre Manager is responsible for ensuring that there are an adequate number of qualified First Aiders/Appointed Persons. They ensure relevant staff are trained in the use and administration of Epipens. The Centre maintains an up-to-date list of those employees who have undergone



emergency first aid training.

All staff are informed of First Aid arrangements including reporting and recording and are made aware of this policy as part of their induction.

The Manager is responsible for ensuring that there is an adequate number of qualified First Aiders.

### **Dealing with Head Injuries**

- Accidents involving a pupil's head can be complicated as the injury may not be evident (e.g. internal) and the effects only become noticeable after a period;
- If the head injury is minor, and emergency treatment is not required, it should still be monitored closely, and a head injury slip should be completed and given to the parents which will outline the injury sustained and symptoms to look out for;
- The Centre will contact parents by phone if they have concerns about the injury.

### **Procedures in the Event of an Emergency**

Examples of emergencies which will require calling the Emergency services are listed below:

- Serious injuries;
- Significant head injuries;
- Severe allergic reactions;
- Asthma attacks;
- Epileptic fits;
- Difficulty in breathing;
- Fainting or period of unconsciousness;
- Hypoglycemia in diabetics;
- Bleeding;
- Fractures or sprains;
- Concussion.

### **Dealing with Accidents**

- If an accident is witnessed and the injured person can walk, staff shall take them to the medical room and contact a First Aider. Do not leave them unattended;
- If an incident is witnessed and the injured person does not seem able to move, or if an injury is sustained in the region of the head, neck or spine movement should be avoided except if the situation is life threatening in which case it is necessary to make sure that the airway is clear. The injured person shall not be left unattended;
- Talk to the person to relax and to reassure them of the action being taken;
- A message shall be sent to the office to ask them to contact a First Aider;
- If a First Aider is not available, or the situation requires urgent medical assistance then an ambulance shall be called without hesitation.



## Dealing with an Emergency

- Where the injury is an emergency, an ambulance MUST be called following which parents shall be contacted;
- Where hospital treatment is required but it is not an emergency, then Manager/Admin shall contact the parents for them to take over the responsibility of the child;
- If the parents cannot be contacted, the Manager or tutor shall accompany the child to hospital and remain with them until the parents can be contacted.

## Administration of Medicines

- Parents give written consent to authorise First Aiders to administer prescribed medication;
- A First Aider shall administer prescribed medicine providing that a 'Parental Agreement' form, kept in the Centre office, is completed and signed;
- Parents are responsible for ensuring the medicine is brought to Centre and taken home from Centre every day that it is required;
- Records are kept in the office of all prescribed medicines administered;
- Non-prescribed medicines are not allowed in the centre;
- Our trained First Aiders administer medicines for chronic or long-term conditions;
- Medicines are stored in a locked cupboard. Staff shall record the time medication is given and sign the record sheet;
- Asthma treatments are taken on Educational Visits and 'off site' sporting activities;
- Parents are responsible for checking that the inhalers are still within their 'Use by dates' and for replacing them;
- Epipens for anaphylaxis sufferers, are kept out of reach in the medical room;
- Epipens are only administered by members of staff who have received Epipen training
- Epipens and the appropriate trained member of staff are taken on Educational Visits and offsite sporting activities.

## Hygiene/Infection Control

- Hands must be washed before and after giving First Aid;
- Single-use disposable gloves must be worn when treatment involves blood or other body fluids;
- Any soiled dressings etc. must be disposed of in the yellow clinical waste bin;
- Any body fluids on the floor should have absorbent granules sprinkled on to them, then swept up with the designated dustpan and brush. This should also go in a yellow bag and be disposed of yellow waste bin. If possible, area should be bleached (dilute 1:10);
- Body fluid spillages on hard surfaces should be cleaned up then bleached;
- Exposed cuts and abrasions should always be covered by hypo-allergic plasters.



## Staff Procedure

- For injuries that require closer attention children shall be sent to the Centre office;
- An adult witness shall be present if tending to areas of the body between the waist and the knees;
- If an injury is to the groin area, then reasonable efforts shall be taken to seek permission from the parents before attending to the child or request made to the parents to come into the centre and witness any first aid administered;

## Accidents and Injury Reporting

- Any child complaining of illness or who has been injured is sent to the medical room for the qualified First Aider to inspect and, where appropriate, treat or seek expert medical help if required;
- Accidents involving blood loss or blows to the head shall always be reported to First Aid Personnel;
- All accidents/injuries/head injuries/ailments and treatment shall be recorded immediately on the Administration of First Aid book kept in the main office;
- Parents shall be notified by a note if any First Aid has been administered. A copy of the note sent home shall be kept in the office;
- Parents shall be informed by a note of any head injury sustained;
- Parents shall be contacted by telephone if a child has received a bump to the head, or for significant incidents;
- If a tutor is concerned about the welfare of a pupil, they shall contact the office immediately. If an injury has been sustained, the child shall not be moved;
- Parents shall be contacted if there are any doubts over the health or welfare of a child;
- shall contact the parents if there are any concerns about the injury, or need to send a child home through illness;
- More serious accidents or incidents of violence are recorded on 'Record of concern' forms obtainable from the office;
- Any significant injury also needs to be filled out in the Accident Book or Pupil Accident Book. This needs to be completed by the person administering First Aid and by the person who witnessed the accident. These records are normally kept for 7 years.
- In the event of a serious incident an ambulance shall be called, and a member of staff shall accompany the pupil to hospital. Parents shall be asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This is done on a voluntary basis. In such cases staff shall ensure they have specific cover from their insurance company;
- Staff shall complete the accident book for employees if they sustain an injury at work. The book can be obtained from the centre office. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned shall seek medical advice without delay;
- If the nature of the accident involves contacting Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 (RIDDOR), the Manager will contact them.



### **Administering First Aid off site**

- First Aid provision is available always during educational and sporting visits;
- A trained appointed person or First Aider shall accompany all off-site visits and activities along with a suitably stocked First Aid box;
- The First Aider shall ensure that they are aware of the contents of the First Aid box and its location always throughout the visit;
- All adults present on the visit shall be made aware of the arrangements for First Aid;
- In the event of an accident or other incident on a trip, the trip leader is responsible for ensuring the health and safety of the injured child and the rest of the party;
- A member of staff is designated to contact the Centre with details;
- Details to include:
  - Where the group is;
  - What has happened;
  - Any details of emergency services involved;
  - The Centre shall will contact parents and advise on any further action.
- A copy of the Parental Agreement form is taken along with the relevant medication on the visit. The medication shall be kept in the First Aid box, and shall be administered by the First Aider at the necessary time and recorded.