



## First Aid Policy

### Legislative requirements

Legislative requirements for first aid in the workplace are: -

- (a) The Health and Safety (First Aid) Regulations require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to all employees, if they are injured or become ill at work.
- (b) The management of Health and Safety at Work Regulations state that every employer shall make a suitable assessment of the risks to health and safety of his/her employees to which they are exposed whilst being at work.

**The centre includes in the term 'employees', students, volunteers and visitors to the site.**

The Health and Safety Officer has overall responsibility for ensuring arrangements are in place for First Aid. Arrangements include:

- Ensuring a list of who the first aiders are is displayed on the health and safety notice board
- Ensuring employees are kept up to date with training
- Maintaining awareness of first aid legislation
- Informing employees when their first aid qualification is due to expire (every 3 years) and managing certification.
- Advising first aiders regarding Hepatitis B vaccination courses and recalls

### First Aiders

First aiders are responsible for ensuring that they:

- Take control of incidents and summoning help.
- Maintain up to date first aid skills and attend first aid refresher sessions.
- Carry out first aid when requested in accordance to what they have been taught seeking medical advice should they deem this necessary.
- Only act within their training and competence.
- Maintain an up to date stock of first aid supplies, ensuring that the first aid box for their area is correctly stocked with supplies that are all in date.
- Ensure the reporting of any incident which they respond to and assist with.

### Employees

Employees are responsible for:

- Being familiar with who the appointed first aiders are.
- Being familiar with where the first aid boxes are.
- Knowing how to summon emergency assistance (Appendix 3)

### **Location of First Aid Boxes**

A list of the location of all First Aid boxes to be maintained and displayed on the health and safety notice board.

All buildings have at least access to one First Aid box

Staff who take pupils off site on school visits are responsible for taking First Aid boxes with them.

### **Contents of First Aid Boxes**

Contents of the boxes to be checked September and March.

As supplies are used, first aiders should notify the key person in charge of stocking if supplies are low.

### **Hygiene Procedures**

Staff must wear gloves when dealing with accidents involving spillage of bodily fluids. (Refer to Appendix 1 Body Fluid Spillages).

### **Medical Emergencies**

This is when an injury/illness requires immediate medical help or further assessment by doctor.

When a pupil requires further hospital treatment but it is not an emergency. The parents will be contacted and asked to their child to take to hospital. If the parents are not available then two members of staff will escort the pupil to hospital, one to drive and one to look after the child. Senior management need to be informed.

### **When an ambulance has to be called**

Ideally the person who is at the scene of the accident should contact 999 /112 so clear accurate information can be given. See Ambulance Information Sheet (Appendix 3).

- Parents to be alerted.
- Senior management to be alerted.
- Main office/Receptionist to be alerted.

The accidents/incidences warranting emergency care are situations such as:

- Head injuries where there is a loss of or suspected loss of consciousness.
- Sudden collapse.
- Major wounds needing medical attention.
- Suspected fractures.
- Spinal injuries.
- Use of an Epipen
- Major Asthma, Diabetic, Seizure event.

The above list is not exhaustive.

In the event of the emergency services being contacted the following must be considered:

- Parents must be contacted to ascertain when they can join their child and their wishes with regard to treatment should they be delayed.
- Legally pupils must be sixteen to be given medical treatment without medical consent.
- As per the school's terms and conditions, the Directors, Programmes Manager or Business Manager may agree to emergency medical treatment if the parent/guardians cannot be contacted.
- A member of staff must accompany and stay with the pupil until the parent(s)/guardian arrives.
- Contact details must be taken to the hospital.
- Once at the hospital, and the pupil is registered it is then the hospital responsibility for further medical contact with the parents.

### **Reporting of Incidents and Accidents**

A school accident form completed for the following events:

- When a pupil has a significant injury that requires further medical/dental intervention.
- When a pupil has sustained a head injury.
- When a pupil has been injured by an item of equipment, machinery or substances.
- When a pupil has been injured by the design or condition of the premises.
- When an accident occurs doing a school activity when off site.
- When a visiting pupil sustains an injury at the school.
- When a behavioural incident has happened and another pupil has been injured.

**Reporting To RIDDOR** (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) Refer to: H.S.E. Incident-Reporting In Schools – RIDDOR guidance.

For guidance and how to report see on-line at [www.hse.gov.uk/riddor/report/htm](http://www.hse.gov.uk/riddor/report/htm)

### **General**

#### **Guidance**

- General guidance is that any pupil who goes directly from School to hospital and receives medical treatment for an injury is reported to RIDDOR.
- Director/H&S Officer need to be aware that the accident is being reported.
- If the accident/incident is not clear whether to report - it is better to register a report with RIDDOR.
- Copies of this documentation to be kept with the accident form as well as given to the Director/H&S Officer
- Parents should also be aware that the accident/incident is being reported as their child's details and home address has to be given.

#### **Minor Injuries**

Often pupils will have bumps and minor injuries in the school environment. The key points to consider in the management of these injuries are:

- To give the pupil plenty of reassurance.
- To clean and get a cut covered as quickly as possible.
- To fill in an accident form



## Body Fluid Spillage Policy

Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself and others from the risk of cross infection. In order to minimize the risk of transmission of infection both staff and pupils should practice good personal hygiene and be aware of the procedure for dealing with body spillages.

The initial clean up of the situation should be carried out by the person(s) who is at the scene of the incident and follow the 'Initial Clean Up Procedure'.

### Initial Clean Up Procedure

- Get some disposable gloves from the nearest First Aid kit.
- Place absorbent towels over the affected area and allow the spill to absorb. Wipe up the spill using these and then place in a bin (which has a bin liner).
- Put more absorbent towels over the affected area.
- The bin that has had the soiled paper towels put in, then needs to be tied up and ideally placed in the green outside bin
- Any article of clothing that has got contaminated with the spill should be wiped cleaned and then put in a plastic bag and tied up for the parents to take home.
- The area then needs to be cordoned off and cleaned.
- A 'Wet Floor Hazard' sign then needs to be put by the affected area.

### Procedure for Blood and Other Body fluid Spillage

- Gloves to be worn at all times
- Any soiled wipes, tissues, plasters, dressings etc must ideally be disposed of in the outside green bin.
- When dealing with a spillage, absorbent paper hand towels need to be place on the affected area so absorbing the spill.
- The area must be cleaned with disinfectant following the manufacturer's instructions.
- A 'Wet Floor Hazard' sign then needs to be put by the affected area.
- The area should then be ventilated well and left to dry.
- All reusable cleaning up equipment then needs to be disinfected
- Wash hands.
- All bags to be disposed of in the outside green bin.

### Management of Accidental Exposure to Blood

Accidental exposure to blood and other body fluids can occur by:

- Percutaneous injury e.g. from sharps, significant bites that break the skin.
- Exposure to broken skin e.g. abrasions and grazes.
- Exposure of mucous membranes, including the eyes and mouth.

**Action to Take**

- If skin is broken wash thoroughly under running water.
- Dry and apply a waterproof dressing.

If blood and body fluids splash into your mouth – do not swallow.

- Rinse out mouth several times.
- Report the incident to Senior Management.
- If necessary take further advice from NHS Direct.
- An accident form will need to be completed and it may need to be reported to RIDDOR.



## **Head Injury Letter**

Date:

Dear Parent/Carer

I would like to inform you that \_\_\_\_\_ banged their head at approximately \_\_\_\_\_ am/pm today. He/she was checked and treated, and has been under supervision since. If any of the following symptoms appear within the next 48 hours it is advised that you seek immediate medical advice.

- Drowsiness
- Vomiting
- Severe Headache
- Slurred Speech
- Dilated Pupils and/or Blurred Vision

Yours sincerely



## **How to call an ambulance**

Dial 999, or 112 (Mobile Phones) ask for an ambulance and be ready with the following information:

1. Telephone number: 01684 311632
2. Give your location as follows: Bridge Training & Development, Unit 2 Hanley Workshops, Hanley Road, Worcs WR4 0DX
4. Give exact location in the school where the incident has occurred, explain where the ambulance is to come to and that a member of staff will be there to meet them
5. Give your name
6. Give name of pupil and a brief description of the pupil's symptoms.

**If ANAPHYLACTIC SHOCK state this immediately, as this will be given priority.**

7. Give any medical history and known medications that you know this pupil may take. Refer to the Medical Alert list
8. If you are unsure of how to manage the casualty you can keep the Ambulance Operator on the telephone and get them to talk you through what you should be doing.

OR

you can ring them back at anytime.

Remember to speak clearly and slowly and be ready to repeat information if asked