First Aid Policy

Approved by: Samantha Coxon-Smith – Director
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Review Date: September 2027

Policy Statement

The Managing Director accepts their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for employees, pupils and visitors within the provision.

Introduction

'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill' (The Joint First Aid Manual 8th Edition). Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life-threatening condition and where necessary obtain medical assistance or refer the casualty to the emergency services or hospital as quickly as possible.

Definitions

First Aid - The treatment necessary for the preservation of life or minimise the consequences of illness or injury. The treatment of minor injuries.

First Aid Coordinator - Person appointed to coordinate the day to day operation of the first aid procedures. As the main first aider at NLTE, the coordinator will respond when available to all incidents requiring the administration of First Aid.

First Aider - First aiders are members of staff who have been trained in accordance with the standards set by the HSE and hold current and valid certification.

Appointed persons - A person, or persons appointed to take charge of the first aid arrangements where first aiders are not available, or not considered a requirement.

Statement of First Aid Provision

The Provisions arrangements for providing First Aid will:

• Place a duty on the Managing Director to approve, implement and review the First Aid policy in conjunction with Managers.
• Place individual duties on all employees;
• Report and record accidents;
• Record all occasions when First Aid is administered to employees, students and visitors;
• Provide equipment and materials to provide First Aid treatment;
• Establish a procedure for managing accidents within the provision which require First Aid treatment;
• Provide information to employees on the arrangements for First Aid;
• Undertake a risk assessment of the First Aid requirements of the provision and review on a regular basis;
• Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (e.g. specialised training for children with particular medical needs);
• Where appropriate notify parent/guardian that first aid treatment was given to the student.

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Information on Medication Sharing.

Each item of medication must be delivered to the Authorised Person, in normal circumstances by the parent, in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:

• Pupil's Name. Name of medication.
• Dosage.
Frequency of administration.
Date of dispensing.
Storage requirements (if important). Expiry date.

The provision will not accept items of medication in unlabelled containers.

Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered at NLTE will be kept in a locked medicine cabinet.

The provision will keep records of all medication administered.

If students refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

• There is also a full policy on Administration of medication.

Information on First Aid Arrangements

The provision managers will inform all employees at the provision of the following:-

• The arrangements for recording and reporting of accidents
• The arrangements for First Aid
• Those employees who are qualified First Aiders
• The location of the First Aid Kits.

In addition, the Provision managers will ensure that signs are displayed throughout the premises providing the following information:

• Location of the First Aid Room.
• Location of the First Aid Kits.
• Employees who are trained First Aiders

All members of staff will be made aware of the Provision's First Aid policy.

No member of staff should attempt to give First Aid unless they have been trained.

Accidents involving bumps to a Pupil's head

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time.

Where emergency treatment is not required a 'Head Bump' letter will be sent home to the parent/guardian or a phone call home will be made and logged.

Transport to hospital or home

The manager will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention, an ambulance will be called and the injured person's emergency contact/pupil's parent or guardian will be notified. If hospital treatment is required, then the injured person's emergency contact or the pupil's parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts then the manager may decide to transport the injured person / pupil to the hospital.

Where the manager makes arrangements for transporting a child then the following points will be adhered to:

- Transportation will be in accordance with the school Transport Policy
- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the pupil in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil.

Managing Blood and Bodily Fluids

1 Introduction

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 minimise the risk of transmission of infection both staff and pupils should practise good personal hygiene and be aware of the procedure for dealing with body fluid spillages. Spills of Blood and other Body fluids should be cleaned up immediately taking the following precautions.

2 Universal Precautions

- A trained member of staff should handle all body fluids.
- The immediate area should be cleared of people using hazard signs as necessary.

Appropriate protective garments should be worn. These include disposable gloves and apron.

- Organic matter should be removed using disposable absorbent paper towels.
- The area should then be cleaned using hot water and detergent followed by the appropriate disinfectant taking into account the surface where the incident happened. The area should be dried thoroughly.
- Disposal and cleaning precautions:

o All spillages of body fluids and material used during clearing up should be treated as "clinical waste" and be disposed of appropriately.

o Clinical waste should be disposed of in a securely sealed YELLOW bag. This is to distinguish them from other refuse. o All Clinical Waste (yellow bag) should be disposed of appropriately.

o Non-disposable cleaning equipment, such as mops and buckets should be disinfected and dried after use.

3 Contamination

Contaminated clothing should be laundered separately on a hot wash. Carpets, soft furnishing and upholstery should be steam cleaned when possible.

4 Procedure for staff

• During the working day, all blood and body fluid spills should be notified to the provision office.
• The immediate area should be cleared of all people and hazard signs used if necessary.
• The appropriate casualty should be escorted if safe, to the A&E. • Anybody handling the casualty should wear protective clothing, i.e. gloves and apron.
• During accidents and injuries, disposable gloves should be worn and can be found in all first aid kits. It is recommended that these should be latex free in order to reduce the risk of latex allergies.
• All bleeding wounds should be covered with a sterile dressing found in each first aid kit.
• Any surface upon which a body fluid has spilled should be cleaned and disinfected and dried thoroughly using the guidelines below.
• Designated cleaning equipment should be held in the Storage area

5 Cleaning up bodily fluids

• Use the appropriate body fluids disposal kit supplied in the above areas.
• Open the bag and put on the protective clothing (gloves, apron).
• Sprinkle the powder supplied over the spillage. This should turn into a gel like substance.
• Using the scraper supplied, scoop up the gel and place in the yellow bag provided.
• In case of small areas of spillage (e.g. spots of blood) soak up the spillage using absorbent paper towels and place these in the Yellow bag provided.
• Wash the area using hot water and detergent with the identified equipment.
• If appropriate for the surface wash thoroughly with bleach using the manufacturer's guidelines for correct concentration. For porous areas use the appropriate disinfectant suggested by the manufacturer.
• Ensure the area is dry.
• Place all disposable items into the yellow bag provided.
• All non-disposable equipment should be washed thoroughly and disinfected using bleach.
• The yellow bag should be sealed tightly for appropriate disposal.
• Wash hands thoroughly following the attached guidelines.

6 Managing accidental exposure to blood

Accidental exposure to blood and other body fluids can occur by:
• Percutaneous injury (e.g. from needles, instruments, bone fragments, significant bites that break the skin)
• Exposure of broken skin (e.g. abrasions, cuts and grazes)
• Exposure of mucous membranes, including the eyes and mouth.

The following action should be taken immediately following accidental exposure:
• Immediately stop what you are doing.
• In case of a wound, encourage bleeding of the wound by applying gentle pressure-do not suck.
• Wash thoroughly under running water.
• Dry and apply a waterproof dressing.
• If blood and body fluids splash into eyes, irrigate with cold water. If blood and body fluids splash into your mouth, do not swallow. Rinse out several times with water.
• Report the incident to the school First Aider (if this is not you) and A & E.
• Complete an accident form
• The Health and Safety officer should carry out a risk assessment in order to reduce further occurrences.

• The provision has an obligation to ensure that appropriate cleaning equipment is provided at all sites. It should also ensure this policy is accessible to all staff and guidelines are stored with cleaning equipment.
• Key members of staff should be trained in disposal of body fluid spills and identified to all staff.

Hygiene/Infection Control

• If you are a first aider in the workplace, the risk of being infected with a blood borne virus (BBV) while carrying out your duties is small. There have been no recorded cases of HIV, or Hepatitis, being passed on during mouth-to-mouth resuscitation.
• It is not normally necessary for first aiders in the workplace to be immunised against Hepatitis, unless the faculty/departmental COSHH assessment indicates it is appropriate.
• As a first aider it is important to remember that you should not withhold treatment for fear of being infected with a BBV.

Infectious diseases
https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources

We will endeavour to follow guidance published by public health and exclusions to indicate the time period an individual should not attend our setting to reduce the risk of transmission during infectious stages of illness. This is different to 'exclusion' as used in an educational sense.

Reporting of injuries, diseases and dangerous occurrences

https://www.hse.gov.uk/riddor/

If someone has died or has been injured because of a work-related accident, this may have to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Not all accidents need to be reported – a RIDDOR report is only required when:
• the accident is work related, and
• it results in a reportable injury

Only 'responsible persons' including employers, the self-employed and people in control of work premises should submit reports under RIDDOR. The responsible person, should complete the appropriate online form. The form will be submitted to the RIDDOR database.

We will endeavour to follow RIDDOR guidelines in cases of reportable accidents.

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