



First Aid / Accident Reporting Policy

February 2024
Review February 2025

General principles

First Aid is emergency care given to an injured person in order to minimize further injury and future disability. It is given before any professional medical care is available if this is required. All Exceptional Ideas Ltd staff are expected to prevent injury wherever possible through safe caring and careful risk assessment. In emergencies it is crucial to secure the welfare of students in the same way as parents might be expected to act towards their own children. In general, the consequences of taking no action are likely to be more serious than trying to assist in emergency, however, we believe that all staff should receive some training in first aid, especially if they are to take students off site at any time.

What constitutes a medical emergency?

Emergency First Aid is exactly that – the first response to life threatening (or limb threatening) medical emergency, either illness or injury. More advanced medical care will happen after first aid in this case.

Emergency First Aid includes the following events, and you must call **999 and request an ambulance**:

CPR (Cardiopulmonary Resuscitation)

Poisoning

Burns

Concussion

Blocked airway or obstruction

Loss of consciousness

Epileptic seizure

Anaphylactic shock

A broken bone

Severe bleeding

Call 999

Non-emergency First Aid is the treatment we initiate ourselves for minor medical needs. We may not seek more advanced medical care after the initial response; this includes taking over the counter medications (with agreement from parent) for minor pain or allergies, cleaning and bandaging cuts or abrasion or minor bleeding control.

Links to other policies

Cleaning Up and Dealing with Bodily Fluids Policy

Health & Safety Policy

Medication Administration Policy

Managing risks

Any staff member attempting First Aid intervention should take stock of the situation to ensure that:

- They are the most qualified person present to intervene. If this is not the case then another, more qualified person should be called immediately.

- If professional medical care is likely to be needed, they call for this (or ask another member of staff or student to make a call) before they intervene or whilst intervention is taking place.
- They are clear about the intervention that needs to take place; if not, they should call for help.
- That other staff and students are made aware of the situation, so they may be taken to a place of safety and ensure that other students are not affected in any way by the injury or procedure, and that they themselves are not at risk of injury.
- That all interventions are carried out in a careful and caring way.
- That they are aware of any conditions or allergies the student (or staff member) has before commencing work with that student (or staff member).
- That they have identified specific hazards prior to carrying out an activity and are aware of the action should an incident or injury occur (e.g. if cooking, staff should be aware of treating burns or any allergies the student and staff body may have).
- That they have the means to call for help (never alone in school and always carry a mobile telephone if they are outside of the school boundaries).

After carrying out an intervention it is essential that the correct documentation is completed and a copy sent to parents /carers and that they receive a telephone call to let them know what happened, how and what action was taken. GDPR principles apply here. Taxi drivers should be made aware of any injury a student may have received if it is possible that it could cause more problems during the journey home.

Responsibilities

The responsibility for all Health and Safety rests with the Director Brett Runchman. This includes First Aid. All staff must make themselves aware of this policy and this is available for training. No member of staff can take a student off-site without completing a basic, in-house, course on First Aid. Training records are maintained by the admin team.

All staff should be aware of First Aid procedures, recording for events and incidents and the whereabouts of first aid equipment. They should all be aware of the most qualified First Aider on site or on a visit to an off-site location.

First Aid equipment must be always available to staff and students and should never be locked away. All students will be offered some basic training in First Aid during their time at school.

Appointed first aiders that have passed an external Appointed First Aider Course has additional responsibilities. There is an Appointed Person first aider in each of the three schools. They are responsible for:

- Termly audit of first aid supplies in school.
- Monthly checking of first aid supplies for vehicles.
- Completion of monthly digital audit stored on the cloud system.
- Ordering of replacement items to be sent to the operational senior.

Appointed Person First Aiders will complete a course run by the British Red Cross organisation and will share their knowledge during simple in-house training.

Refresher in-house courses for all other staff will be undertaken annually.

It is the responsibility of the Directors to ensure that good first aid practice is being carried out within the school and at outside events.

First aid boxes are situated in all school cars, and where staff cars are to be used, they too should carry first aid boxes. The first aid equipment in school is in the kitchen. The contents of these boxes are checked regularly by the Appointed Person first aider, and anything used should be replaced immediately. This is the responsibility of the member of staff using the equipment and the Directors.

First Aiding staff are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school. The First Aider will then assess for any need for further medical attention. Any injury beyond that of superficial injury must be followed up by the seeking of medical advice from the emergency services / NHS direct and parents must be informed.

When deemed necessary, ensure that an **ambulance** or other professional medical help is called, **the Directors of Exceptional Ideas Ltd must be informed of the situation as soon as it is practically possible to do so.**

If in any doubt as to whether to summon additional medical assistance either at hospital or from ambulance/ paramedic staff, then the staff member is expected to call 999 for further advice then immediately relay to a Company Director.

Where bodily fluids are involved then protective equipment in the form of gloves and apron must be used from the First Aid box.

It is the responsibility of the Appointed First Aid staff member to report all usage of First Aid materials to a director to ensure replenishment of supplies for future use.

For information regarding COVID-19 and First Aid, please consult the Health and Safety Policy.

Medicines

First Aid does not include the use of medicines, although there is no legal bar from doing so if this should be needed. Medication of any type (including the use of adhesive plasters) will only be administered after confirmation with parents/carers. Those dispensing medication should have a reasonable knowledge of what is involved and should abide by the medications policy. First Aiders can use EpiPen's if trained to do so.

Toxic Shock Syndrome

If you think you might have toxic shock syndrome and you have any of these symptoms:

- A high temperature.
- Feeling shivery, with muscle aches.
- Vomiting and diarrhoea.
- Severe pain in your arms or legs, or all over your body.

- A rash that feels rough like sandpaper – the rash may look red, which can be harder to see on brown or black skin.
- The palms of your hands, soles of your feet, tongue and the whites of your eyes turn bright red.
- Swollen or peeling skin.
- Feeling sick, dizzy, or confused.

Call 111 or [check symptoms on 111 online](#).

If you're using a tampon or menstrual cup, remove it. Tell 111 that you were using one.

What causes toxic shock syndrome?

Toxic shock syndrome (TSS) is a rare infection. It's possible to get TSS:

- From using tampons or menstrual cups.
- From a contraceptive diaphragm or cap.
- After a vaginal birth or caesarean section.
- From a cut, wound, boil or burn that has become infected.

Your chances of getting TSS are higher if you've had it before.

Treatments for toxic shock syndrome

You'll need urgent hospital treatment for toxic shock syndrome (TSS). Treatment can include:

- Antibiotics to treat the infection.
- Fluids to rehydrate you, usually through a drip in your arm.
- Medicine to help control your blood pressure.
- Oxygen.
- Surgery to remove infection from cuts or wounds.

How to prevent toxic shock syndrome

Toxic shock syndrome (TSS) is rare, but there are things you can do to reduce your chance of catching or spreading a bacterial infection.

Do wash your hands and follow the instructions when using tampons, menstrual cups, contraceptive caps, and diaphragms, and do not leave them in longer than needed or recommended.

Keep cuts and burns clean, and look out for signs of infection, such as a rash, swelling or pain.

If you've had TSS before, your doctor may advise you not to use tampons, contraceptive caps, or diaphragms.

Reporting and recording of incidents and accidents.

We recognise that we have a duty to report incidents that involve:

- The Health and Safety at Work Act (1974)
- Social Security Regulations (1979)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995)

All specific work-related incidents and accidents should be recorded immediately on the digital accident report forms on Level 3a of the Cloud. It is the responsibility of the Operational Senior to get the record to Brett's upload on the same day of the accident. These are then signed off by Brett and passed to Paula Stacey who then takes responsibility for completing the relevant logs. Completed forms will be stored on the relevant personnel file (staff) or case file (students).

Judgements should be made as to whether further intervention is needed to address negligence or reduce the risk of further accident of the same nature. These records will be archived and stored for 10 years. The Directors will ensure that reportable accidents are reported to the HSE.

Contents of First Aid Kits Kept in School

- Leaflet with First Aid advice.
- Accident / injury record forms.
- 20 assorted plasters.
- 2 sterile eye pads.
- 4 triangular bandages.
- 6 safety pins.
- 6 medium wound dressings.
- 2 large wound dressings.
- 3 pairs of disposable gloves.
- 1 packet of antiseptic cleansing wipes.

Contents of First Aid Kits Kept in Cars

- Leaflet with First Aid advice.
- Telephone numbers for school or other help.
- 6 assorted plasters.
- 2 triangular bandages.
- 2 safety pins.
- 1 large wound dressing.
- 1 pair of disposable gloves.
- 1 packet of antiseptic cleansing wipes.
- Accident / injury record forms.

First Aid Room / Sick Room Facilities

- Washbasin, drinking water, cups.
- First Aid manual.
- Telephone.

- Accident / injury record forms.
- Bed, pillow and blanket.
- Yellow clinical bag.

RIDDOR- Incidents to be Reported to HSE

- Accidents resulting in death or major injury.
- Accidents which prevent normal duties for more than 3 days.
- Loss of consciousness due to asphyxia or absorption of harmful substances.
- Fractures / dislocations.
- Amputation.
- Loss of sight – temporary or permanent.
- Chemicals or hot metal burn to eye.
- Penetrating eye injury.
- Electric shock.
- Injury leading to hypothermia.
- Unconsciousness needing resuscitation / hospital admission for over 24 hours.

Policy Review

This policy will be reviewed on an annual basis.