



First Aid Policy

October 2020

Review October 2022

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 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.

This type of first aid includes the following 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 advance 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 Senior for Training, Chris Sadler.

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 available at all times 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.

Trained first aiders will complete a distinguished course run by a recognised body and will share their knowledge during simple in- house training. Staff that have completed the in-house first aid training must be in the building. Refresher courses 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 monthly by Health and Safety

nominated person 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 first aiding staff 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.

Reporting and recording of incidents and accidents

We recognize 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 in the accident book located in the school. It is the responsibility of the Operational Senior to get the record to the admin office at Teaseldown within 3 days. Paula Stacey then takes the responsibility of reviewing the content with director Brett Runchman.

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 will be recorded in the accident book by the Director responsible. 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

1. Leaflet with first aid advice
2. Accident / injury record forms
3. 20 assorted plasters
4. 2 sterile eye pads
5. 4 triangular bandages
6. 6 safety pins
7. 6 medium wound dressings
8. 2 large wound dressings
9. 3 pairs of disposable gloves
10. 1 packet of antiseptic cleansing wipes

Contents of first aid kits kept in cars

1. Leaflet with first aid advice
2. Telephone numbers for school or other help
3. 6 assorted plasters
4. 2 triangular bandages
5. 2 safety pins
6. 1 large wound dressing
7. 1 pair of disposable gloves
8. 1 packet of antiseptic cleansing wipes
9. Accident / injury record forms

First aid room / sick room facilities

1. Washbasin, drinking water, cups
2. First aid manual
3. Telephone
4. Accident / injury record forms
5. Bed, pillow and blanket
6. Yellow clinical bag

RIDDOR- incidents to be reported to HSE

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