



## First Aid Policy

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## First Aid Policy

Level 3 First Aiders are the designated persons in charge of ensuring first aid box is maintained.

Additional Level 1 First Aider's details are detailed on posters throughout the school.

A first aid kit is provided for all school outings and further Kits are taken in each of the School vehicles

This policy describes the protocols for the supply, storage, administration, recording, staff responsibilities with respect to the administration of policies.

### First Aid in school

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring First Aid.

Only qualified First Aiders may administer first aid.

### Students away from School Site on School Visits

Every school trip will include at least one First Aider.

### Safety/HIV Protection

Always wear disposable gloves when treating any accidents/incidents that involve body fluids. Make sure any waste (wipes, pads, paper towels etc.) are placed in a disposable bag and fastened securely. Any student's clothes should be placed in a plastic bag and fastened securely ready to be returned to the Home.

### Code of Practice for Hygiene and Infection Control

All adults working within Broadlands Hall School will ensure that normal hygiene precautions are taken to prevent and control the spread of ANY illness whether it originates from an infestation (e.g. worms), a bacterial or a viral source. These infections include the usual childhood illnesses, as well as Hepatitis B, Meningitis and food poisoning such as Salmonella and Listeria, or AIDS and HIV.

The aim of this code is to eliminate opportunities for disease to develop or spread within the group and to ensure, as far as possible, a safe environment for students and adults with allergies. All students attending Broadlands Hall will be taught the importance of basic hygiene and good habits especially with regard to washing hands before eating food and after going to the toilet, being in the garden or handling animals.

The following precautions should be carried out at all times:

- Wash up thoroughly in HOT water and detergent, using gloves routinely. (If you can put bare hands in the water then it is not hot enough)
- Air-drying is available in all toilet areas

- Use different cleaning cloths for kitchen, toilet areas and tables. Wash and disinfect or renew these regularly
- Wash hands before and after handling food
- Wash hands after using the toilet
- Fruit should be washed before eating
- Cover cuts, whether on adults or students, with appropriate dressing
- Wipe up spills of blood, vomit or excrement and flush away down the toilet. Always use disposable gloves when cleaning up spills of body fluids. Floors and other affected surfaces should be disinfected using bleach diluted according to the manufacturer's instructions
- Students with pierced ears should not be allowed to try on or share each other's earrings
- A large box of tissues should always be available in classrooms and students should be encouraged to blow and wipe their noses when necessary. Soiled tissues must be disposed of hygienically
- Students should be encouraged to shield their mouths when coughing
- An adequately stocked First Aid Box will be kept on the premises – including disposable gloves
- All accidents and incidents will be recorded
- The students' toilets will be regularly checked and cleaned during the School day as necessary
- The toilets, including floors, will be cleaned as necessary during the sessions and at the end of each day using a separate cloth/mop and appropriate cleaning agent.
- The kitchen surfaces will be wiped daily and given a thorough clean each week
- Physical resources will be cleaned regularly
- All rubbish bins will be emptied daily and disinfected each week
- Staff will regularly update themselves with regard to good hygiene practice: all staff are required to complete the on-line Food Safety course.
- Staff will be encouraged to attend appropriate training courses

### Alcohol/Staff and visitors

The bringing of alcohol onto the premises, without the prior permission of the Head Teacher is strictly forbidden. We would ask that if you have purchased alcohol on the way to the school, it is left in a car or given to someone for safe keeping prior to entering the premises. If this is not possible, please inform the office staff in the main house that you have alcohol and they will make arrangements for its safe keeping until you depart.

The consumption of alcohol outside of working hours is a personal and private matter. However, anyone who is working in the school – staff and students, should be aware of the length of time it takes for alcohol to be processed by the body and ensure they are in a fit state to care for students during working hours.

## Drugs

All prescribed medication for students and Homely remedies is kept in the school's dedicated medical safe and administered by personnel who have completed medicines handling training. Records are kept of all medicines administered.

Staff must inform the Head Teacher, of any prescribed drugs carried. A joint agreement regarding any precautionary measures that need to be taken to ensure the safety of the students will be made. This to include keeping staffs prescribed drugs in the secure medical cabinet for use in school. The Head Teacher must be informed about any medication staff or visitors are taking that could have an adverse effect on physical ability of performance. Staff who need to take medication during the session, e.g. for asthma, diabetes, etc. must inform the Head Teacher who will ensure it is stored in safety, out of the reach of students, preferably in the secure medical cabinet in school.

It is **strictly** forbidden to bring any non-proprietary drugs onto the premises and would be deemed as gross misconduct.

## Recording Accidents

All accidents must be as an official Accident Report Form, a copy of this is kept in the School office. All details need to be filled in, including any treatment given.

## First Aid Boxes

Locations: School office, Resources Room and School Vehicles

### *Contents*

- Scissors
- Dressings (assorted sizes)
- Sterile water for irrigation
- Space blanket
- Guidance Leaflet
- Face wash
- Safety pins
- Plasters
- Alcohol free wipes
- Sterile gauze
- Disposable gloves

## First Aid Supplies

Extra and additional more specialised equipment for first aid boxes is kept in the Home

Supplies are also kept of:

- Lint
- Antihistamines
- Calpol

## Person Responsible for Supplies

First Aiders are responsible for checking the contents of the first aid boxes on a regular basis and for placing orders to replenish stock. All staff are responsible for notifying First Aiders if the supplies in any of the first aid boxes are running low.

## Allergies/Long Term Illness

A record is kept in the School of any child's allergy to any form of medication (if notified by the parent) any long-term illness, for example asthma, and details on any child whose health might give cause for concern.

## Courses

A record of qualified first aiders will be kept and a note of when each person's certification expires. A course will be booked in plenty of time for anyone to renew their qualification.

## Accidents

Accidents fall into four categories:

1. Fatal
2. Major injury
3. Anything resulting in more than seven days' consecutive absence (member of staff)
4. Other accidents

Accidents in the first three categories should be reported as soon as possible to:

The Health and Safety Executive, Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG

Tel: 0345 300 9923      Fax: 0345 300 9924

Web:<http://www.riddor.gov.uk>      Email:[riddor@natbrit.com](mailto:riddor@natbrit.com)

If the accident is more than a minor one for student or adult, please report it immediately to the Head Teacher who will send for an ambulance if needed and contact parents, guardians and social workers.

## Other Accidents

These are the accidents, which more commonly occur in school.

Procedure to follow:

- Always fill in the accident book for minor injuries (including all bumps on the head, but not minor cuts and grazes). This is found in the school office.
- If a child has a bump on the head you must inform the care staff in the home.

If applicable, contact RIDDOR

Copies will then be taken for the School file

### Major Injuries

- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm other than a bone in the wrist or hand
- Fracture of any bone in the leg other than a bone in the ankle or foot
- Amputation of a hand or foot
- The loss of sight of an eye
- Any other injury which results in the person injured being admitted to hospital as an inpatient for more than 24 hours, unless that person is detained only for observation

It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury.

## Reporting School Accidents

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive under the requirements of the Diseases and Dangerous Occurrences Regulations 1985. Reporting of Injuries, The following gives practical advice to schools on compliance with this duty.

### Employee Accidents

(This applies to all Education employees and self-employed persons on school premises).

Any accident to an employee resulting in a fatal or major injury must be reported to RIDDOR within 7 days.

If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than seven days (excluding the day of the accident) there is no need to telephone.

### Student Accidents

(Including accidents to any visitors not at work)

Fatal and major injuries to students on School premises during School hours must be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls are not reportable unless they are attributable to:

- The condition of the premises (for example, potholes, ice, damaged or worn steps etc.
- Plant or equipment on the School premises
- The lack of proper supervision

Fatal and major injuries to school students occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arose out of or in connection with these activities.