

# FIRST AID POLICY



Produced Date:	Version No:	Reviewed By:	Approval Date:	Review Date:
February 2018	Version 2	SLT Apr 2019	Apr 2019	Aug 2020



# First Aid Policy

## **Purpose of the First Aid policy**

To ensure adequate and efficient First Aid cover for all students and employees in Employability Solutions at all times.

To ensure a quick but calm response to all incidents.

## **Qualified First Aiders**

Appointed First Aiders are based at Employability Solutions.

Training for other members of staff is arranged as and when their first aid certificates expire. All staff will receive First aid training as soon as it possible upon them starting Employability Solutions.

## **Location of first aid kits**

### Reception

Located on the wall behind the reception door

### Canteen

Located on the wall behind the kitchen door.

### Pool Cars

First aid kits are also located in luggage compartment

### Offsite Activities/Visits

First Aid kit is available for use for offsite activities/visits.

## **Emergency Contact Details**

Employability Solutions requests that parents/carers provide emergency contact details for the student and to ensure that a member of the family or other appointed person is easily contactable at all times in the event of an emergency or a child requiring to be sent home from centre due to illness or injury. Emergency contact details will be held on the central database, accessible to staff at all times.

## **Medical History of Students**

Medical information is kept in the students file. This information is updated at periodically during the academic year. Staff must be aware of the medical history of the children they teach.

Staff must also be aware of any children suffering from any potentially life-threatening conditions such as diabetes, asthma or allergies which could give rise to anaphylactic shock and the action necessary to take in the event of such an attack.

## **Nut and food allergies**

In recent years, the number of children with nut allergies has risen. Whilst some reactions are severe, others may be less life threatening and create a rash, swelling or increase in temperature. All children with any level of nut allergy must be made known to Employability Solutions by their parents. This information is communicated to all canteen staff and also made known to the staff. Employability Solutions is not a 'nut-free' environment as it believes that through careful management by the child, parents and teaching staff, the risk can be reduced. The school believes that a sensible nut management procedure will ensure the safety of children allergic to nuts but at the same time allow other children to continue benefitting from some traditional school meals.

Children may also have allergic reactions to other food types, notably beans, shellfish and dairy products. These details are recorded on the student medical form and if a student has allergies all staff are informed accordingly



# First Aid Policy

## Minor Incidents or Illness

Any child sustaining an injury or suffering illness whilst at Employability Solutions will be treated by the first aider on site who will then inform the parent/carer by telephone of any treatment that has been given.

If a child needs to be sent home from Employability Solutions, he/she will remain in the reception area or counselling room with a member of staff until collected by a parent or carer. The child should be collected from centre as promptly as possible.

## Major Incidents

In the event of severe bleeding, serious injury to legs or back, head injury, eye injuries and severe nose bleeds, the casualty must not be moved and the first aider on duty called to the scene as soon as possible. In the event of any of these injuries an ambulance must be called. A decision will then be taken, by the ambulance crew, as to whether the child should be taken to hospital.

<https://www.wikihow.com/Attend-to-a-Stab-Wound>

## Hospitalisation

In the event a child needs to be taken to hospital, the parent/carer is to be responsible for taking him/her, unless an ambulance has been called in which case the parent/carer will be notified as soon as possible and a member of staff will accompany the child and stay with him/her until the parent/carer arrives. Details of parent contact numbers and the child's family doctor can be found on the student medical form located in the students file, a copy of this information will be taken with the accompanying member of staff to the hospital with the child. Upon return to the office this copied information will be shredded as per our GDPR guidelines.

## Recording of Incidents or Illnesses

All incidents / illnesses and any treatment given to a child are recorded in the accident record book and completed records are kept in a locked filing cabinet in the Managers Office. These records are then archived for future reference.

RIDDOR. (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.)

All major incidents and accidents should be reported to the Student Services Manager who in turn files a report to the Chief Executive. The Chief Executive is responsible for reporting to the Health and Safety Executive, if necessary. The accident book is kept in the reception with the first aid kit.

Procedures for completing accident book/incident book

1. Complete the form fully
2. Tear the form from the book and put form in a sealed envelope addressed to CEO
3. CEO to read accident form, sign to show it has been read, to report any incidents if necessary
4. Completed accident form to be filed in locked filing cabinet
5. Accidents/incidents to be reviewed at SLT meetings each half term, actions to be implemented

## Hygiene

It is essential that before treating any student that hands are thoroughly washed either with antibacterial soap, which is provided in all school dispensers, or an alcohol hand gel. When dealing with body fluids or an open wound, then disposable gloves must be worn to protect the first aider from infection. When clearing spilt body fluids from floors gloves must be worn and the correctly coloured mops and buckets used together with the appropriate anti-bacterial cleaning chemicals. Any contaminated tissues used should be put in a sealed bag and disposed of.

## Healthcare Plans

Some students may have medical needs which may require a Healthcare Plan and administering of medication, please refer to Medication Policy.



# First Aid Policy

## **Mental Health First Aid**

We have a number of staff who are trained to manage and recognise if students are experiencing a mental health distress, we are trained to refer to the HALT guidelines.

## **Hungry, Angry, Lonely and Tired**

HALT provides a way to do a quick scan of the student's personal wellness, using this tool can help to keep the student focused in the present moment, which in turn can help to avoid the combinations of emotions, thoughts and low energy levels which can leave them open to stress.