



# First Aid Policy

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To be reviewed by :	<p></p>

# First Aid Policy

In this policy, "School" means both the School at Diddington Hall and the College at Birmingham Road.

## Rationale

Children and adults in our care need good quality First Aid provision. Clear and agreed systems should ensure that all children, staff, volunteers and visitors are given the same care and attention and understanding in our School. This care should extend to emergency First Aid provision. An additional policy covers the Administration of Medicines in School.

## Purpose

This policy:

1. Gives clear structures and guidelines to all staff regarding all areas of First Aid;
2. Clearly defines the responsibilities of the employer and the staff;
3. Enables staff to see where their responsibilities end;
4. Ensures good First Aid cover is available within the School and on trips and visits.

## Guidelines

All new staff to the school are expected to read this policy when they are appointed as part of the induction process. This policy is regularly reviewed and updated. This policy has safety as its priority. All staff whether First Aid trained or not must understand and adhere to the guidelines in this policy. All staff should make themselves aware of the location of the nearest First Aid Kit. We have first aid kits in each unit, in reception, and the Education Office. Travel first aid kits are also held in each unit.

## Conclusion

The administration and organisation of First Aid and medicines provision is taken very seriously at The Island Project School. There are regular procedures that check on the safety and systems that are in place in this policy. Adjustments are made immediately if necessary.

## **FIRST AID POLICY GUIDELINES**

### **Training**

All staff are offered Emergency First Aid training. At any one time there are several members of the School team who fully trained and hold a First Aid at work certificate. There should always be at least one fully trained First Aider on the school premises at any time.

### **Role of a Qualified First Aider**

A Qualified First Aider is expected to:

- Use their best endeavours at all times especially in emergencies to secure the welfare of pupils, staff and visitors to the school.
- They should give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- Ensure an ambulance or other professional medical help is called

Trained First Aiders attend retraining courses as required (usually after 3 years). Details of all staff who are first aid trained are held on the Single Central Register.

### **Role of the Appointed Person**

The Appointed Person does not have to be a Qualified First Aider. They will take charge of an emergency situation. They will contact the Emergency Services (unless delegated to another member of staff). First Aid kits are looked after by the Appointed Person who will carry out regular checks and ensure that the First Aid kits are fully stocked, and within expiry date. The Appointed Person in School is the Office Manager/Head of College.

They will inform the emergency services of the location of the School and any access arrangements prior to an emergency situation.

### **Trips and Visits**

There must be Trained First Aider on any trips or visits. Each trip will have an Appointed Person who will take charge in the event of an emergency.

### **First Aid kits**

First Aid kits are stored in the Main Office, the Education Office and in each unit. There are also first aid kits in the main college area, annexe plus workshop.

First Aid kits are all marked with a white cross on a green background. There are Travel First Aid kits available to take out on trips and visits.

### **Sick Bay**

First Aiders should consider using the Sick Bay for administering First Aid. However alternative First Aid facilities may need to be made available quickly, and this may mean that pupils remain in their own area if necessary.

## Cuts

All open cuts should be covered after they have been treated with a medicated wipe. Always check if pupils can wear plasters BEFORE one is applied. Children who are allergic to plasters will be given an alternative dressing. Details of this are in the pupils care plan. In the case of an adult ask them if they are allergic to plasters. Minor cuts need to be recorded in the Accident Report Book and the parents informed.

**ANYONE TREATING AN OPEN CUT SHOULD USE LATEX GLOVES**

All blood waste must be double bagged and disposed of in the waste bin located in the disabled toilet.

## Hygiene infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

The following precautions can be taken to reduce the risk of infection:

- Cover any cuts or grazes on their skin with a waterproof dressing
- Wear suitable disposable gloves when dealing with blood or any other body fluids
- Use a disposable plastic apron where splashing is possible
- Use devices such as face shields when you giving mouth-to-mouth resuscitation (but only if
- trained to use them)
- Wash their hands after each procedure

## Bumped Heads

Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack. Parents and guardians must be informed BY TELEPHONE. A member of the Management Team should be informed and keep a close eye on the progress of the child. ALL bumped head incidents should be recorded in the Accident File.

## Accident Report Book

The Accident Report Book is located in the School office and College Head's office. This book is a legal document and details of the accident should be recorded in clear and factual way. This should be completed by the person who witnessed the accident or administered the First Aid, or in the case of the injury being to a staff member a member of the Management Team will complete the Accident Book. Details must be provided of the circumstances surrounding the accident, the exact location of the body that was injured, the treatment given, medication given.

Records are kept for 3 years.

## Incident Book

In the case of the injury being received due to an Incident the incident book must also be completed and signed by a member of the Management Team and all involved members of staff.

## **R.I.D.D.O.R**

Under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (R.I.D.D.O.R.), the School has a legal obligation to report certain incidents and dangerous occurrences to the HSe.

Details of how to report can be found at [www.hse.gov.uk/RIDDOR/report.htm](http://www.hse.gov.uk/RIDDOR/report.htm).

### **Calling the Emergency Services**

In the case of major accidents, it is the decision of a Qualified First Aider whether the Emergency Services are to be called. Any trained or untrained staff are expected to support and assist the Qualified First Aider in their decision.

A member of staff will call the Emergency Service. First Aider must:

1. State what has happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school, directions and access arrangements
6. Retrieve the child's care plan and file

If necessary a member of staff should stand by the road in Diddington Lane to guide the emergency vehicle into the School.

If the casualty is a child, their parents should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All emergency contact numbers for children are clearly available on the notice board in the office. The emergency contact details for staff are in the personnel files.

If the casualty is taken to hospital a member of staff should accompany them until their next of kin arrive.