



## **First Aid Policy**

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## Introduction

*The Health and Safety (First Aid) Regulations 1981 and Code of Practice 1997.* Although the Regulations apply to employees, schools have a duty of care for pupils.

This policy reflects the requirements for the provision of First Aid as set out in the Independent School Standards, *Pod81's Health and Safety Policy*, and takes account of requirements set out in the DfEE document 'Guidance on First Aid in Schools'.

It provides the unique local procedures for the Centre named in Annex B, as identified by the risk assessment. Additional advice on administering medicines is available in the Medicines Policy.

## Risk Assessment(s)

Annex A contains a risk assessment template the Manager of the Centre should complete and review annually. This should be used in conjunction with Appendix 3 of First Aid at Work, The Health and Safety (First Aid) Regulations 1981, to determine the minimum level of first aid provision required at Pod81.

Pod81 must have the following:

- A 'sufficient' number of suitably stocked first aid boxes
- A suitable first-aid room
- An 'appointed person' whose duties are:
  - To maintain first-aid boxes
  - To take charge when someone is injured, becomes ill, or in an emergency
  - To administer emergency first aid, but only if trained to do so.
- A system for recording accidents (see Reporting Accidents) Efficient mechanisms to inform all staff of first aid arrangements, i.e. first aid notices displayed in prominent places/staff induction.

## First Aiders

A 'sufficient' number of first aiders at appropriate locations must:

- Have received HSE-approved training and updated every three years,
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- Be available whenever the need arises and may call an ambulance or professional assistance.

The Risk Assessment identified pupils with medical conditions, such as epilepsy, asthma or severe allergies.

All staff should be made aware of their conditions and alert to the need for prompt action. There is no set number of first aiders, but the appropriate number should be determined based on the risk assessment. Careful thought should be given to first aid provision for school visits and staff working out of hours – first aid provision must be available at all times while people are on school premises and also off the premises whilst on school visits.

## First Aid Containers

These must be marked with a white cross on a green background and made easily accessible. Additional First Aid Containers will be needed for offsite activities. It is recommended that each container is checked, and re-stocked monthly is maintained in good condition, and includes as a minimum:

- A leaflet giving general advice on first Aid
- 20 individually wrapped sterile adhesive dressings, assorted sizes (or 6 in the offsite kit)
- two sterile eye pads (not required in the offsite kit)
- Three medium sterile unmedicated wound dressings – approx. 12cm x 12cm (not required in the offsite kit)
- Two large sterile unmedicated wound dressings – approx. 18cm x 18cm
- Two individually wrapped triangular bandages
- safety pins
- Individually wrapped moist cleansing wipes (offsite kit only)
- One pair of disposable gloves

## Recovery/First Aid room

To comply with Independent School Standards, Pod81 must provide a First Aid/Recovery room for pupils who are ill or require medical attention. This room can be used for another purpose when it is not required as a First Aid/Recovery Room as long as it is made available and comfortable when required for medical purposes.

The room must be located close to the toilets. It must contain a sink with hot and cold running water, a suitable medical bed (can be temporary) with pillows and blankets, and a First Aid Container.

## Reporting Accidents

### First Aid Records

All incidents resulting in injury or near misses should be recorded in the First Aid Incidents book. Records must include the following:

- The date, time and place of the incident  
Personal details of those involved  
A brief description of the nature of the event  
What happened immediately after treatment ( e.g. young person went home)  
Name and signature of the first aider/appointed person  
Record of when parents were informed if applicable.

### Reporting Serious Incidents

It is the policy of Pod81 to comply with RIDDOR 953 and to report serious incidents to the HSE.

Reportable incidents include:

- Work-related deaths  
Serious injuries
- Over-seven-day injuries
- Work-related diseases
- Dangerous occurrences (near-miss accidents)

Reporting to the HSE is the responsibility of the Centre's Health and Safety Coordinator. (Shafia Maqsood) See *Pod81 Health and Safety Policy* for further details.

## First Aider/Appointed Person

The first aiders/appointed persons must be consulted in all first-aid cases. First Aiders/Appointed Persons must maintain First Aid containers and ensure adequate materials and PPE are available for clearing up body fluid spillages or dealing with pupils displaying symptoms of infectious diseases (e.g. Covid-19). Names of First Aiders and Appointed Persons, together with details of their training, can be found in Annex B.

It is the responsibility of the Centre Manager to ensure that the first aiders/appointed persons have received appropriate training and refresher training within the required timescales.

First, Aiders/Appointed Persons will be given guidance during training on what levels of injury are to be treated on-site and what levels automatically trigger an emergency ambulance call or visit to the hospital.

## Parental/Carer Contact

In all cases of the administration of First Aid, parents/carers should be informed at the end of the day. In more severe cases, parents/carers should be contacted immediately and advised of the need to take the young person to a doctor. An ambulance should be called in emergency cases, and the Parent/carers should be informed immediately. A staff member cannot permit any treatment at casualty (blood transfusions etc).

**Safe disposal of Blood and other Bodily Fluids and cleaning after infections (such as Covid-19) have been present.** The First Aider/Appointed Person should be responsible for dealing with body fluid spillages. Blood may be contaminated and therefore carry the risk of exposure to infectious diseases.

There is also a minimal risk of contamination in other bodily fluids if blood is present. Therefore, when cleaning blood (and other bodily fluids) or when cleaning an area that a person with a suspected infectious disease (e.g. Covid-19) has been used, these guidelines are followed.

Contaminated areas should be secured and sealed off as soon as possible to prevent the risk of secondary contamination.

Items required:

- Personal protective equipment (PPE) – Disposable gloves, aprons, face masks
- Disposable towels
- Safezone disinfectant spray (fluid body spills) or bleach (Covid-19 cleaning)
- Heavy-duty plastic bags

## Instructions

Wear PPE at all times while removing blood and cleaning floors and countertops. Don't use torn gloves. Watch out for sharp objects that could cut your gloves, such as broken glass or jagged metal. Avoid picking up broken glass, metal or other sharp objects by hand if a blood spill is involved. Use a dustpan and brush.

Mop or wipe up the blood spill or contaminated area with disposable towels. Clean and disinfect the area with a disposable towel using safe zone disinfectant spray (kills a range of pathogenic microorganisms, including the viruses which cause HEPATITIS B, AIDS and MRSA bacteria) or bleach (for Covid-19).

Double-bag all the soiled towels and gloves and dispose of them in an outside bin. For possible Covid-19 waste, label bags and wait at least 72 hours before disposing them with regular waste.

Thoroughly rinse and disinfect with a solution of bleach & water any cleaning equipment (mops, brushes, bucket, dustpan & brush) that came into contact with the spill. Wash your hands thoroughly with soap and water.

Personal hygiene must be meticulous. Breaks for food and drinks should be delayed until the task is complete. Toilet breaks should also be avoided if possible. If this is necessary, the first aider will need to undertake personal decontamination (removing contaminated protective clothing, washing hands) before leaving the area and re-apply new protective clothing on re-entering the area.

N.B. When staff suspect they may have become infected, they must seek immediate medical attention from their G.P., NHS 111 or emergency hospital services.

Where possible, faeces, vomit and urine should be collected and flushed down the nearest toilet. The area should then be thoroughly cleaned and disinfected. Employee safety is paramount. Employees in doubt about how the situation should be handled must seek advice from their line manager.

### **Arrangements for offsite activities and trips**

There must be an appointed person present on all offsite activities and trips. First Aid should be administered by a qualified first aider only. During an offsite activity, a first aider may not be present, so the appointed person should refer any accident requiring first Aid to a doctor. Emergency services should be called where doubt exists regarding how to deal with an incident.

Emergency telephone numbers for all staff and young people involved in the activity will be held by the Manager/activity leader.

Details of incidents will be referred as soon as possible to the first aider for inclusion, as appropriate, within the records book.

Before undertaking any offsite activities, a risk assessment is carried out and will identify the level of first aid provision needed. A standard offsite First Aid Container must be taken where no particular risk is identified.

Additional items may be necessary for specialised activities. Transport Regulations require that all minibuses and public service vehicles have a first aid container with a specific list of items on board.

### **Arrangements for after-school and out-of-hours activities on our premises**

An appointed person must be present during after-school and out-of-hours activities on our premises. First Aid should be administered by a qualified first aider only. During an after-school or out-of-hours activity, a first aider may not be present, in which case the appointed person should refer any accident requiring first Aid to a doctor.

Emergency services should be called where doubt exists about how to deal with an incident. Staff managing the activity will have access to emergency contact details for all involved. Details of incidents will be referred as soon as possible to the first aider for inclusion, as appropriate, within the records book.

### **Information to Parents/carers**

The Centre Manager will be expected to provide parents with information about the Centre's Health and Safety Policy, including the arrangement for First Aid. This information is available on the Centre's website, referred to in the Information for Parents and Carers leaflet.

### **Provision of 'First Aid' information**

Pod81 will display prominently, notifying all building users of the arrangements for First Aid (including the location of First Aid Containers and names and methods of contacting the Appointed Person and First Aiders).

### **Review and reassessment of risk**

The Centre manager should review Pod81's First Aid needs at least annually, particularly after any changes, to ensure adequate provision. The First Aid Policy will be reviewed annually by Pod81.

***[See First Aid Risk Assessment for further details]***