



Craig Y Parc  
First Aid Policy

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Target Audience	All staff and stakeholders – website
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## Our Vision, Mission and Values



### Vision

*To give children and young people with additional learning needs every opportunity to pursue their fullest potential, by providing a specialised service through a holistic integrated approach.'*



### Mission

*'To provide a safe, caring and stimulating environment for all pupils, challenging them to achieve their maximum potential through equal access to an appropriate and relevant curriculum.'*



### Values

#### Belonging

We are a community with a shared purpose, everyone is accepted, everyone matters.

#### Commitment

every day we strive to make a positive difference for the children, young people and their families.

#### Ambition

we have high expectations; we will never settle for 'OK'

## **Introduction**

The Health and Safety (First-Aid) Regulations 1981 set out the essential aspects of first aid that employers have to address for employees and our learners. This policy must be read in conjunction with Saludem's group wide First Aid at Work policy – appendix 1.

When people who work for, or who receive services from Saludem suffer injuries or fall ill it is important

that they receive immediate attention and that an ambulance is called in serious cases. First aid can save lives and prevent minor injuries becoming major ones. This procedure covers the arrangements that need to be made to ensure this happens, that is, the initial management of any injury or illness suffered at work. It does not include giving of tablets or medicines to treat illness.

First aid is defined as a case where a person will need:

- help from a medical practitioner or nurse
- treatment for the purpose of preserving life and minimising the consequences of injury and illness
- until such help is obtained
- treatment of minor injuries which would otherwise receive no treatment or which do not need
- treatment by a medical practitioner or nurse.

Anyone who requires assistance having become injured or unwell should be assisted by the nearest available appointed person or trained first aider.

## **First Aiders**

The school ensures that all staff have undertaken basic life support training, especially those staff who have direct contact with pupils. This is delivered on the induction training and refreshed every three years, during school hours.

This organisation is committed to safeguarding and promoting the welfare of children and young people.

Designated first aiders and have undertaken an enhanced 3 day first aid course and will be designated as the

qualified first aiders for the school. First aid posters in a child friendly format will be placed around the school, identifying the first aiders and who can help.

### **First Aid Container**

All employees have access to a First Aid Box whilst at work. There is a box located in the reception office, in the corridor next to the hall entrance, the mini buses, swimming pool corridor, pool plant room, kitchen and in the nurses station.

#### **The box will contain the following:**

- An HSE leaflet giving general guidance on First Aid.
- 20 individually wrapped sterile adhesive dressings (assorted sizes).
- 2 sterile eye pads.
- 4 individually wrapped triangular bandages (preferably sterile).
- 6 safety pins.
- 6 medium sized (approximately 12 cm x 12 cm) individually wrapped sterile non-medicated wound dressings.
- 2 large (approximately 18 cm x 18 cm) sterile individually wrapped non-medicated wound dressings.
- 1 pair of disposable gloves
- Antiseptic wipes.

Tablets or medicines will never be kept in the First Aid Box, and items that are out of date will be replaced and disposed of immediately.

First aid boxes are also located in the cars and conform to British Standards required. It is the staff responsibility to report any equipment used so it can be replaced. Weekly car checks include checking first aid equipment.

A first aid audit is carried out monthly, checking the contents of the first aid boxes, that they are fit for use and staff are up to date with relevant training to deliver first aid. The school nurse is responsible for the audit and will report findings to the Headteacher, this will be carried out on Nourish. The school nurse will announce in briefing the outcome of the audit for all staff's information.

### **First Aid Information**

All staff must familiarise themselves with the First Aid arrangements and with the names and locations of

qualified first aiders and first aid boxes, posters are strategically located around the school with pictures of the schools first aiders. Agency staff and visitors have access to this information, and it can be seen on the poster in reception.

### **Reporting**

All accidents to pupils, staff and visitors, no matter how small, will be reported to a member of staff, a member of the senior leadership team and parents/carers as soon as possible after the accident took place. The staff member will also report an accident / incident via a form on Nourish.

### **Medical Information**

The Pupil File in the classroom will have details of specific medical complaints of which the school has been informed regarding any allergen information, in addition to the health care plan held in the nurses station, this information is also circulated to all teachers, agency, supply and support staff. Details of how to manage the conditions are included in the pupil risk assessment and all staff are expected to familiarise themselves with this and be aware of any problems that pupils they teach may have.

### **When to call an Ambulance**

In a life-threatening emergency ALWAYS call 999 if someone is seriously ill or injured, and their life is at risk.

Certain symptoms are so alarming that the need for emergency care or even an ambulance is obvious.

Examples of medical emergencies include:

- Difficulty breathing
- Chest or upper abdominal pain
- Unconsciousness
- Sudden dizziness, weaknesses or change in vision
- Change in mental status (unusual behaviour, confusion, difficulty arousing)
- Severe burns or scalds
- Sudden severe pain anywhere in the body
- Bleeding that won't stop
- Severe loss of blood
- Choking
- Severe allergic reactions

**When should you call an ambulance:**

- Is the patient's condition life threatening?
- Could the condition worsen and become life threatening?
- Could moving the patient cause further injury?
- Does the patient need the skills and equipment of paramedics or emergency technicians?

**How to deal with blood and body fluid spillages**

- Spillages should be dealt with as soon as possible.
- Ventilate area if possible.

- Keep anyone not involved with dealing the spillage away from the area.
- Wear appropriate protective apparel when dealing with a spillage (gloves, apron)
- Use granules to cover spillage.
- Soak up as much spillage using paper towels.
- Remove towels and debris and treat as clinical waste.
- Wash area with hot water and detergent
- Dry area.
- Dispose of paper towels and protective clothing.
- Wash hands.

### **Record Keeping**

In all situations where staff or pupils are injured at work and requiring first aid the accidents procedure will be followed and the appropriate accident forms will be filled in and witnessed. An incident record will also be made on Nourish.

The accident reporting system is on an online system as part of the Salutem wide reporting system. All staff have training on their induction on how to use this system. All visitors to the school will report accidents with a member of school staff.

Injuries at work are also covered by RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences

Regulations 1995) and may require a report to be made to the Health & Safety Executive (see Accident Reporting Policy).

### **Training**

Any staff member who wishes to become a Qualified First Aider will contact their line manager or supervisor and register their interest. The organisation will support and sponsor training for qualified first aider and refresher courses. A Qualified First Aider must hold a valid certificate of Competence in First Aid at Work, issued by an organisation whose training and qualifications are recognised by

the HSE. Such certificates are valid for three years and refresher training and re-testing must take place before the qualification expires.