



## **Birtenshaw Education Services**

### **First Aid Policy**

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**A number of learners supported at Birtenshaw have complex and long term medical conditions. This Policy statement should be read in conjunction with the organisation's Administration and Storage of Medication Policy. CP39 and School Policy Supporting Pupils with Medical Conditions.**

### **Policy Statement**

This policy outlines Birtenshaw Education Services' responsibility to provide adequate and appropriate first aid to all pupils, staff, parents and visitors and the procedures in place to meet that responsibility. First Aid Training is provided to all staff as part of their basic training on a rolling programme.

At Birtenshaw Education Services' we recognise the importance of preparing our learners for life in modern Britain, therefore our policies reflect this ethos and incorporate fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

### **Aims**

Birtenshaw Education Services

September 2018

Reviewed September 2022 – KC HOS

Reviewed September 2023 – RM HoS

To ensure that Birtenshaw Education Services' provides First Aid Provision which is compliant with the requirements of The Health and Safety (First Aid) Regulations 1981 which requires employers to provide trained persons, equipment etc, to deal with First Aid emergencies and ill health occurring at work and Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. This includes having at least one paediatric trained staff member on the premises and on off site visits with any children falling within the criteria of paediatric.

### **Procedures**

All staff are trained in the general emergency and First Aid Procedures. As required, staff also receive additional training to support specific pupil's needs such as epilepsy rescue procedures, gastrostomy feeding and use of other rescue medications. Within EYFS settings Birtenshaw Education Services' adheres to the EYFS minimum of one person on the premises has a paediatric first aid certificate and a minimum of one person with paediatric training will accompany EYFS on outings. First Aiders must complete a training course approved by the Health and Safety Executive (HSE).

Emergency First Aid Boxes are located in or close to each classroom base and staff are aware of these locations. In addition, First Aid Boxes are located in each company vehicle. A named member of staff in the reception office is responsible for ensuring that First Aid Boxes are restocked as necessary, although class staff should inform the office in the event that they are aware that items require re-stocking due to routine usage.

A written summary is produced for each learner and these are accessible in each classroom and taken out on all off-site activities detailing any health conditions, medication, known allergies and emergency contacts. In the event of an emergency situation necessitating an ambulance being called the required information is to hand. These plans are reviewed on a termly basis.

Regular Health and Safety checks of the building are carried out and staff are required to report any concerns. Environmental and Activity risk assessments are in place and regularly reviewed.

Full health and safety risk assessments are carried out on all activities before they are approved, taking into account the potential risks of injury and the needs of learners with medical conditions.

Following any accident or medical emergency, a report is completed and reviewed by a senior leader. All accident reports are then reviewed again by the Head of service. Consideration is given to how the injury could potentially have been avoided and appropriate changes to plans and risk assessments are made.

Where necessary the Head of service will ensure that any notifiable incident is reported to the HSE under the RIDDOR arrangements.

Any accident or injury is reported on to appropriate third parties – parents, carers, social workers, health professionals.

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## **Precautions for dealing with spillages of bodily fluids and Control of Infection**

The following recommended precautions should be taken when dealing with a bleeding casualty or clearing up spillages of body fluids and products to minimise the potential for blood borne infection.

- In the event of an injury or illness involving loss of bodily fluid, those supporting the injured person must ensure that:
- hands are washed with soap and water before commencing treatment.
- Disposable gloves must be worn when dealing with blood or when mopping up body fluids.
- Disposable aprons must be worn
- All spillages of body fluids must be cleaned and disinfected appropriately and the cloths/mops disposed of
- Any clinical waste should be disposed of safely using clinical waste bags and bins.

## **Defibrillator**

A defibrillator is available and is located in the following rooms:

- Medical room at Campus A
- Main reception at Campus B
- Downstairs photocopier room at College
- Therapies room at Merseyside School

Staff have received awareness training and instructions on the device clearly outline instructions for use in the event of sudden cardiac arrest.

## **Roles and Responsibilities**

The Head of service is responsible for:

- ensuring that appropriate measures are in place to ensure the health and safety of employees, learners and visitors.
- ensuring that risk assessments are in place and that the appropriate training and resources for first aid arrangements are provided
- ensuring that policy and procedures are understood and adhered to by all staff so that they can do all they can to secure the welfare and safety of the learners at all times
- ensuring that a Paediatric First Aid Trained staff member is both on the premises and accompany any off site visits where required.

Teachers and Support Staff who have been trained in First Aid are responsible for:

- providing immediate emergency First Aid as required
- Recording any incident and reporting it on appropriately

## **Administration of Medicines (See Policy CP1)**

- Consent from parents/carers must be received before administering any medication.

- Only staff trained in the administering of medication will administer medication
- Medicines will only be accepted for administration if they are:
  - Prescribed
  - In-date
  - Labelled with the pupils details
  - Provided in the original container, as dispensed by a pharmacist and include instructions for administration, dosage and storage, **unless they are over the counter medications and in this case they must be accompanied by a consent form signed by GP, parents / Carer / PR**
  - All medication will be stored in a secure place, cabinet or medicines cupboard. Learners and education staff should know where their medicines are stored.
  - Rescue Medication should be carried with the learner at all times with a named member of staff responsible for its safe-keeping
  - Written records will be kept detailing all medication administered

### **Action in Emergencies**

- Request an ambulance – dial 999 and be ready with the information below. Speak slowly and clearly and be ready to repeat information if asked. If required, a member of staff should stay on the line providing updated information as requested for the triage system:
- **The school/college telephone number/mobile**
- **Your name**
- **Your location**
- **The person who requires assistance's name and date of birth and diagnosis**
- **Provide the exact location of the person who requires assistance**
- **Provide a brief description of their symptoms and level of responsiveness**
- **Provide information regarding any known health conditions/medication as requested**
- **Inform ambulance control to enter the site using the main entrance and give clear directions about which is the closest entrance to the incident.**
- **Ensure staff are ready to meet the ambulance crew on arrival and give additional direction**
- The most senior member of staff should contact the parents / carers immediately to inform them of the situation
- A member of staff should stay with the learner until the parent / carer arrives. If a parent / carer does not arrive before the learner is transported to the hospital, a member of staff should accompany them in the ambulance.
- Senior Management must be informed
- A full incident / accident report must be completed and investigated by Head of Service
- If necessary the head of Service may need to report any injuries to RIDDOR