

FIRST AID POLICY

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Policy Document OP-05

RISE LEARNING ZONE

FIRST AID POLICY

Trained First Aiders are **HOLLY FRETWELL**
 JOLA SMITH
 KAT GILLEN

1. Statement of Intent

This organisation is conscious of its obligations under the Health and Safety (First Aid) Regulations, 1981 and guidance from the Department for Education and Skills, the Education Service Advisory Committee and the Local Authority to provide adequate and appropriate first aid facilities and personnel for members of staff, learners and visitors. As a result, this Statement has been drawn up to give details of the first aid arrangements which have been made by the charity.

2. Principles and Practice of First Aid

First Aid is the skilled application of accepted principles of treatment on the occurrence of any injury or sudden illness, using facilities or materials available at the time. It is the approved method of treating a casualty until placed, if necessary, in the care of a doctor or removed to hospital. First Aid treatment is given to a casualty to preserve life, to prevent the condition worsening and to promote recovery.

3. First Aid Arrangements

3.1 Trained and Qualified First Aiders

a) Trained and qualified First aiders are those members of staff who have attended a course of training on first aid (ie First Aid at Work or Refresher Course) and have a valid current first aid certificate issued by an organisation approved by the Health and Safety Executive under the Health and Safety (First Aid) regulations 1981.

b) The First Aid certificate is valid for three years and has to be updated by means of a refresher course.

c) The duties of the trained and qualified first aiders are:

i) to assess the situation where there is an injured or ill person

ii) to give immediate, appropriate treatment bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention.

iii) to arrange, without delay, for the casualty to be transported to a doctor, hospital or home, according to the seriousness of the condition. The first aiders responsibility ends when the casualty is handed to the care of the doctor, a nurse or other appropriate person. The first aider should not leave the incident scene until they have reported to whoever takes charge and have ascertained whether they could be of any further help.

iv) ensuring that there is an adequate supply of all the prescribed materials in the first aid boxes and kits, that the contents of first aid boxes and kits are replenished after use and the items are not used after the expiry date which is shown on the packets.

v) completing the Accident Report Book (Form ACC4)

d) The treatment of minor illnesses such as the administration of tablets and/or medicines falls outside the definition of first aid. This is covered under a separate policy.

e) The names, locations and telephone extension numbers of the trained and qualified first aiders are as follows:

3.3 First Aid Boxes, Travelling First Aid Kits and other Supplementary Equipment

The location of first aid boxes, are as follows:

Medical room, kitchen, outdoor bag including burns kit in Forest Schools lock-up

3.4 Off-site Visits

The first aid requirements and procedures for calling for help or skilled assistance in the event of an accident or other emergency will be laid down when school visits are being planned including educational visits abroad.

First Aid provision must be available at all times while people are on school premises and also off the premises whilst on school visits.

Any trip involving a child who carries an Epi-pen must be accompanied by a member of staff trained in administering an Epi-pen.

3.6 Medical Emergencies,

The Ambulance Service.

If an ambulance is required:

Dial 999

Tell the operator that you want the Ambulance Service

Give the telephone number shown on the phone

Wait for the Ambulance Service to answer

Give the address where help is needed

Give any other necessary information.

The nearest hospital

The nearest hospital with an A&E department is The Queen's Medical Centre, Derby Road Nottingham NG7 2UH , Telephone 0115 924 9924

4. Headlice

Transmission of lice within the classroom is relatively rare. When it does occur, it is usually from a 'best friend' as lice are only transmitted by direct, prolonged, head-to-head contact.

On seeing a living, moving louse, inform parents. Advise parents that treatments are available on prescription after a consultation with the school nurse.

If school is aware of any welfare issues concerning the student, ask parents if we may refer them to the school nurse.

Students with headlice must not be excluded from school nor must letters be sent

informing parents of an outbreak of headlice.

5. Review of the Policy Statement

This Policy Statement will be reviewed on a regular basis and where it is necessary the Policy Statement will be amended and, the amendments will be notified to all persons.

CODE OF PRACTICE - FIRST AID

1. All sick and injured learners to be referred to a First Aider
2. Parents/Guardians of sick and injured students to be notified by First Aider before the student is sent off site.
3. Office staff to be notified of all learners to be sent off school site. Record to be kept in the Office.
4. All treatments of accidents to be recorded in accident books.
5. Each First Aider is responsible for reporting any accidents that they deal with.
6. Staff/learner accidents not requiring immediate treatment should be recorded in the accident book in the team office
7. Materials stored in first aid boxes are for the sole use of First Aiders.
8. First Aiders are responsible for keeping First Aid boxes replenished.
9. Tablets, medicines, creams and sprays are not to be administered by any member of staff unless there is written parental authority.