

U island CIC – First Aid Policy

1.0 INTRODUCTION

1.1 The purpose of this First Aid Policy is to enable the company to effectively meet the requirements of the Health and Safety (First Aid) Regulations 1981 and in doing so to:

- Provide for the immediate needs and requirements of staff and students who have sustained either a serious or a minor injury
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise
- Ensure lines of communication with parents/guardians are in place if required
- Activate a known plan of action with which all staff are familiar

1.2 The Company shall inform employees of the first-aid provisions made for staff, including the position of equipment, facilities and names of designated first aiders.

1.3 The treatment of minor illness by the administration of medicines and tablets falls outside of the definition of first aid in the Regulations and the Company will not permit the presence of any such medication in designated first-aid boxes.

2.0 DEFINITIONS

2.1 'First aid' means medical treatment for an injured person for the purpose of preserving and stabilising life and minimising the consequences of injury or illness until further medical treatment can be administered.

2.2 'First aider' means: a person who holds a valid First Aid at Work Certificate or equivalent qualification.

3.0 ROLES AND RESPONSIBILITIES

- The overall responsibility for the day-to-day management of services provided by the company rests with the company directors.
- The class teacher / mentor is responsible for classroom supervision and all staff on break duty are directly responsible for the supervision of pupils at break time.
- The company's Health and Safety Officers are the company's directors.
- Directors are responsible for ensuring training is up to date.

4.0 ASSESSMENT OF FIRST-AID NEEDS

4.1 Directors shall make an assessment of first-aid needs appropriate to the circumstances of the school. Directors will need to assess what facilities and personnel are appropriate, and to justify the level of first aid provision. Where necessary and relevant, staff will be trained on how to administer aspects of first aid e.g. epi-pens.

4.2 Where the first-aid assessment identifies a need for employees to be trained as first aiders, directors shall ensure they are provided in sufficient numbers at appropriate locations to enable first aid to be administered without delay should the occasion arise.

All designated first aiders must re-qualify every 3 years. This means re-qualifying before the end

of the third year when the certificate is no longer valid. It is the responsibility of the directors to ensure they are booked onto the course before cancellation of the certificate.

4.3 All staff will ensure that they have read company's First Aid Policy, and sign the training record to say they have done this.

5.0 MANAGEMENT OF FIRST-AID EQUIPMENT

5.1 It shall be the responsibility of directors to ensure the provision of materials, equipment and facilities needed for the level of cover required. This will include ensuring that first-aid equipment, suitably marked and easily accessible, is available in the agreed designated areas listed in item 6.2 below. Where additional or replacement material or equipment is required, staff should speak to the directors about ordering more items immediately. Directors will also ensure that all out of date items are discarded and replaced. These need to be checked on a regular basis i.e termly (see rota appendix).

5.2 Although directors are responsible for maintaining and checking the first aid equipment, it is also expected that before going on duty/ on a trip etc, first aiders shall take responsibility for ensuring their first-aid box and first-aid bag contents are sufficient.

6.0 FIXED AND PORTABLE FIRST-AID BOXES

6.1 All Company's first-aid boxes and first-aid bag are coloured green and are identified by a white cross on a green background. This conforms to the Safety Signs and Safety Signals Regulations.

6.2 Each fixed box should be placed where it can be clearly identified and readily accessible. Portable First Aid Boxes are located:

- in the main cupboard, which shall stay unlocked during the service operating hours
- Portable First Aid kits are taken on educational visits and are available from the HUB building.

6.3 The boxes should contain a sufficient quantity of suitable first-aid materials. First Aid Boxes should contain: micropore tape, scissors, triangular bandage, wound dressing, plasters, instant ice pack and gloves.

No medicinal substance or materials are permitted within a first-aid box. This includes items such as antiseptic sprays, lotions, suntan oil, etc.

6.4 Individually wrapped sterile moist wipes, not impregnated with alcohol or antiseptic, may be used.

6.5 Blunt ended stainless steel scissors should be kept in the boxes in case there is the possibility that clothing may have to be cut away prior to first aid treatment.

6.6 Where tap water is not available for use as an eye wash only sterile water, sterile normal saline or sterile normal saline eye irrigation should be provided near the first-aid box.

Eye baths/cups/refillable containers should not be used for eye irrigation.

6.7 Where medicines have to be held by a staff in charge for safety/security reasons, a separate container must be used. This is in the HUB lockable cupboard. A register of contents must be kept up to date. Care plan for each affected pupil shall also be up to date.

Any person may dispense medicines if they have permission from the staff in charge to do so.

7.0 FIRST-AID ROOMS AND TREATMENT AREAS

7.1 Where first-aid needs to be administered, it should be administered in the HUB main room which will:

- be large enough to hold necessary equipment and first-aid materials;
- have washable surfaces and adequate heating, ventilation and lighting;
- be kept clean, tidy at all times;
- be positioned as near as possible to a point of access for transport to hospital;
- display a notice on the door advising of the names, locations and telephone numbers of first aiders
- have a sink (with hot and cold water if possible);
- have drinking water and disposable cups;
- have soap and paper towels;
- have a suitable container lined with disposable waste bags
- a telephone or other communication equipment; and
- disposable gloves should be provided near the first-aid box. These will be used to protect the first aider from contact with body fluids.
- a First-Aid Record Book for recording incidents where first aid has been given.

All children sent for First Aid to be treated inside the HUB. This means that, if needed, First Aid can also be administered in a classroom.

At all times the dignity and feelings of the patient must be respected. If necessary, other pupils shall be moved away to another classroom.

8.0 FIRST-AID TRAINING

8.1 The directors will arrange training for the qualification and re-qualification of first aiders.

8.2 Before being nominated the designated first aider by directors, a first aider must hold a valid First Aid Certificate of competence or an equivalent qualification. In the event of an unqualified person being nominated to be responsible for first-aid duties, they will be required to undergo a suitable course of training.

9.0 PROVISION OF FIRST AIDERS

9.1 There shall normally be a minimum of 1 first aider or appointed person within the service operating hours between 10:00 am and 18:00 pm (Saturdays) or during events organised by the company. At least one first aider will be on duty at playtimes and there will always be a first aider in the lesson time. In addition to this, there will be another trained first aider to cover absences and busy periods.

9.2 Consideration must also be made to ensure first-aid cover during absences, such as annual leave and sickness. This is the responsibility of the directors.

10.0 CATEGORIES OF INCIDENTS AND PROCEDURES

Any pupil complaining of illness or who has been injured is sent to the qualified First Aider(s) to inspect and, where appropriate, treat. Constant supervision will be provided. Should the child be too ill to stay at the kids club, parents should be contacted as soon as possible so that the child can

be collected and taken home.

10.1 Minor Accidents and Injuries

The adult in charge initially looks after the injured party. If deemed necessary, a person other than the teacher / mentor will take the child to the 'First Aid Station' in the main room. No medicines are administered but cuts are cleaned with sterile un-medicated wipes and bandages are applied if deemed appropriate. The use of disposable plastic gloves is mandatory at all times.

Minor Cuts and Bruises

Method: In all cases of injury it is understood that there is at least one adult present:

- A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may clean the wound.
- Class teacher / mentor is informed by the first aider.
- Teacher / mentor observation is maintained

Sprains/Bruises

- A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may implement the process of rest, ice, compress and elevate
- If in doubt, parent/s are contacted
- Teacher / mentor observation is maintained

10.2 More Serious Accidents and Injuries

If considered safe to do so, the injured party is taken to the First Aid Station. Parents are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries. The child is kept under close observation until parents arrive, with the emphasis on making the child as comfortable and as settled as possible.

Stings/Bites

- If case is serious/ parent/s are contacted – no stings should be removed.

Faints and Shocks

- A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may implement the process of:
 - Lie the casualty down
 - Raise the legs above the level of the heart
 - Loosen any tight clothing
 - Ensure there is fresh air
 - Keep crowds away
 - Reassure casualty when they recover
 - Contact parents – the pupil should go home

10.3 Very Serious Injuries

In the event of a very serious injury, parents/guardians are immediately contacted. If the considered opinion of the staff is that immediate professional help is required, an ambulance is called. A senior member of staff should then be informed.

Parents are kept informed of developing situations. Very serious injuries are considered to be:

Severe Bleeding Burns/Scalds Unconsciousness

The event is subsequently recorded in the Accident Report Book by the appointed First Aider who deals with the incident.

All staff automatically assist the first-aider in the case of a serious injury.

11.0 FIRST-AID RECORD KEEPING

11.1 It shall be the responsibility of the nominated officer, to ensure that procedures are in place for the immediate recording of any injury as required by the Social Security Act 1975 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Details on the forms to be completed, time scales for completion and distribution and who is to be notified, are shown on the health & safety policy.

11.2 After administering treatment, first aiders will ensure they adhere to the company's arrangements for record keeping and accident reporting, as detailed below. Each first aider must receive appropriate instruction to enable them to carry out this responsibility during first-aid training.

11.3 All head injuries and treatment are reported on a pink slip, kept with the First Aid box.

The information recorded will include:

- date, time and place of incident;
- name and, where relevant, job title of the injured or ill person;
- details of the injury/illness and what first aid was given;
- what happened to the person immediately afterwards e.g. went home, went back to lessons, went to hospital, etc; and
- name and signature of the first aider or person dealing with the incident.

11.4 Parents are informed of a head injury via the incident and illness report slip. The slip outlines the injury and symptoms to look out for.

11.5 Admin team contact parents by phone if they have concerns about the injury.

11.6 Staff should complete the accident book if they sustain an injury at work.

An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

12.0 DUTY TO INFORM STAFF OF FIRST-AID ARRANGEMENTS

12.2 All staff must be informed of appointed first aiders, equipment and facilities.

12.2 The directors must ensure that a notice giving the names of first aiders, their telephone number and the location of first-aid boxes, is posted at The HUB main room.

Notices will be inspected and kept up-to-date by directors as part of the regular health and safety inspections.

Appendix One

Body Fluid Spillage Policy

Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself and others from the risk of cross infection. In order to minimize the risk of transmission of infection both staff and pupils should practice good personal hygiene and be aware of the procedure for dealing with body spillages.

References

This document is to be used in conjunction with:

- Health and Safety policy
- First Aid Policy

Staff Contact

- Staff in charge to be contacted initially so that he can arrange for a member of his team to clean the area appropriately.
- The initial clean up of the situation should be carried out by the person(s) who is at the scene of the incident and follow the 'Initial Clean Up Procedure'.

Initial Clean Up Procedure

- Get some disposable gloves from the First Aid kit.
- Place absorbent towels over the affected area and allow the spill to absorb. Wipe up the spill using these and then place in a yellow bag
- Put more absorbent towels over the affected area and then contact the Staff in charge for further help.
- The bag that has had the soiled paper towels put in, then needs to be tied up and ideally placed in the yellow bin or double bagged and put in an outside bin.
- Any article of clothing that has been contaminated by the spill should be wiped cleaned and then put in a plastic bag and tied up for the parents to take home.
- The area then needs to be cordoned off until cleaned.
- If a cleaner is not immediately available then a disposable cleaning kit will need to be used.
- If the spillage has been quite extensive then the area may need to be closed off until the area can be cleaned correctly.

Procedure for Blood and Other Body fluid Spillage

- Gloves to be worn at all times
- Any soiled wipes, tissues, plasters, dressings etc must ideally be disposed of in the clinical waste bin (Yellow bag). If not available then the glove being used needs to be taken off inside out so that the soiled item is contained within and placed in a bin which is regularly emptied.
- When dealing with a spillage, absorbent paper hand towels need to be placed on the affected area so absorbing the spill.
- If a disposable spillage kit is available then the instructions for use should be followed.
- If not then contaminated paper towels need to be placed in a bin with a bin liner, tied up and ideally put in a yellow bin or put in another bin liner and put in an outside bin.

- The area must be cleaned with disinfectant following the manufacturer's instructions.
- A 'Wet Floor Hazard' sign then needs to be put by the affected area.
- The area should then be ventilated well and left to dry.
- All reusable cleaning up equipment then needs to be appropriately disinfected according to the manufacturers instructions.
- Wash hands.
- All yellow bags to be disposed of in Yellow bins as the company could potentially be fined if not adhered to.

Management of Accidental Exposure to Blood

Accidental exposure to blood and other body fluids can occur by:

- Percutaneous injury e.g. from needles, significant bites that break the skin.
- Exposure to broken skin e.g. abrasions and grazes.
- Exposure of mucous membranes, including the eyes and mouth.

Action To Take

- If broken skin encourage bleeding of the wound by applying pressure – do not suck.
- Wash thoroughly under running water.
- Dry and apply a waterproof dressing.
- If blood and body fluids splash into your mouth – do not swallow.
- Rinse out mouth several times.
- Report the incident to a member of the Senior Leadership Team.
- If necessary take further advice from NHS Direct.
- An accident form will need to be completed and stored securely.
- An accident form cannot be stored in the accident book.



Appendix Two

Management of first aid equipment / first aid kit top up / replace out of date items

Termly rota

Term 1: Sep – Dec	Term 2: Jan – Apr	Term 3: May - Aug
Olena Yanchuk	Irina Oshenye	Julia Zerihun

Reviewed and approved by:

Company representative 1

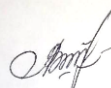
Name: Irina Oshenye

Signature: 

Date: 07/11/2019

Company representative 2


Name: Olena Yanchuk

Signature: 

Date: 07/11/2019

Company representative 3

Name: Julia Zerihun

Signature: 

Date: 07/11/2019