**First Aid Procedure**

**Aims**

This document outlines the setting’s responsibility to provide adequate and appropriate first aid to employees, parents, visitors and contractors and the procedures in place to meet that responsibility. Reviewed annually.

* To identify the first aid needs of the School in accordance with The Management of Health and Safety at Work Regulations 1999. To ensure that first aid provision is available at all times while people are on the School premises and on school visits in accordance with the Health and Safety First Aid legislation 1981
* To appoint the appropriate number of suitably trained people as First Aiders to meet the needs of the school
* To provide relevant training and ensure monitoring of training needs is reviewed yearly
* To provide sufficient and appropriate resources and facilities
* To keep accident records and to report to the HSE as required under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995
* To give clear structures and guidelines to all employees regarding first aid
* To undertake a risk assessment of the first aid requirements of the school

**Emergency First Aid at Work – 1 day course (6 hours) -** Ofqual accredited and valid for 3 years. making it suitable for all industries and enabling you to meet HSE requirements.

The IQL Level 3 Emergency First Aid at Work (EFAW) qualification enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work. This one-day course covers a range of CPR and first aid skills, providing you with the skills to ensure a safe working environment.

The Emergency First Aid at Work course is six hours and can be delivered in one day or split into smaller sessions over a four week period from the start of the course. The course comprises of practical work and theoretical classroom work, including practical assessment on CPR and first aid.

**Emergency Paediatric First Aid – 1 day course (6 hours)** - Ofqual accredited and valid for 3 years.

The IQL Level 3 Emergency Paediatric First Aid covers a wide range of CPR and first aid skills, equipping the first- aider to administer first aid to children and infants. This one-day course covers a range of CPR and first aid skills related to children, providing you with the skills to ensure a safe environment for children infants.

Emergency Paediatric First Aid is six hours and can be delivered in one day or split into smaller sessions over a four week period from the start of the course. The course comprises of practical work and theoretical classroom work, as well as a practical assessment on CPR and first aid.

**Staff**

The owner and Head Teacher is responsible for the health and safety of their employees and anyone else on the HLH premises. They must ensure that risk assessments of the setting are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.

The Head teacher is responsible for putting the policy into practice. The Headteacher should ensure that the policy for first aid is available to all employees, volunteers, contractors and parents**. Zoe Rose** is the named person to over-see first aid.

Hereford Learning Hub’s First Aid Trainer/Assessor, **Gravitas Medical Solutions**, provides on-going training to all First Aid at Work employees to ensure their knowledge is retained and practiced. They should attend a minimum of 3 hours per year.

Teachers/Tutors should retain their knowledge by attending workshops. All attendance and training is recorded with the activities being taught throughout the session. Bespoke Training Sessions (inset days) are devised for specific training needs. From basic first aid, to CPR. School Nurses/external bodies provide the following specific training to employees:

* Epi-pens and Anaphylaxis Shock
* Asthma Treatment and Inhalers
* Epilepsy
* Suction Training
* Diabetes

**Main duties**

* To give immediate assistance to casualties with common injuries or illnesses and those arising from specific hazards at school complying with their training
* When necessary, ensure that an ambulance or other professional medical help is called
* To attend training sessions throughout the year to ensure they retain their knowledge
* First Aiders are required to follow the procedures outlined in this policy
* To ensure first aid supplies in their boxes are maintained, correctly in date and checks recorded

**Equipment and facilities**

* The First Aid Co-ordinator will ensure that each First Aider is provided with a correctly stocked first aid box following the HSE recommendations, annual checks are completed with items replenished throughout the year when necessary. (Record of checks are filed)
* Every class has a small first aid pack. Teachers are responsible for these packs and should take them on offsite visits where there are not first aid facilities
* Every minibus (including the school car) has a first aid box – these are checked annually with records filed
* Basic hygiene procedures must be followed by employees administering first aid treatment
* Single-use disposable gloves must be worn when treatment involves blood or other body fluids
* The medical room may be used to treat a casualty

**First aid arrangements**

* The Head teacher/First Aid Co-ordinator will inform all employees at the school of the following:
  + The arrangements for recording and reporting accidents
  + The arrangements for first aid
  + Those employees with qualifications in first Aid
* The First Aid Co-ordinator will ensure that posters are displayed throughout the school providing employees with the first aiders names and qualifications
* All employees are reminded to read all policies (this first aid policy) on the school website
* Reception has a list of all current first aiders and contact numbers of their normal location

**Spitting**

Staff should seek further advice from their GP or 111 upon any fluids entering their eye or mouth

**Record keeping and reporting**

First Aiders record all injuries and first aid treatments in their Forms File, once completed the page is removed from the file and given to Zoe Rose to monitor and file securely in a locked office.

Employees are taught to report and record incidents/accidents via a file in the Heads office depending on the incident.

HLH is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees. For each instance where the Head teacher considers an accident to a visitor or learner is reportable under RIDDOR the advice of the authority will be sought. The Head Teacher is responsible for this area.

**First aid off site**

* First Aid provision must be available at all times including off site on setting visits. The level of first aid provision for an off-site visit or activity will be based on the risk assessment
* A trained CPR appointed person or first aider will accompany all off site visits and activities
* All adults present on the visit should be made aware of the arrangements for First Aid
* If any First Aid treatment is given the ‘Group Leader’ will inform the HLH office, by mobile telephone if urgent, or on return so that the learner’s parents can be informed
* All employees have a moral and legal duty to administrate first aid if required
* Millie’s Law requires a qualified paediatric first aider (PFA or EPFA) to attend an offsite visit (including a local walk) for any child in the group that is in Early Years Foundation.

*“Teachers and other staff in charge of learners are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the learners at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious”*

Government Teacher Site.

**Serious Injury**

A second first aider should be called upon to assist/support should a serious incident or emergency occur e.g. unconsciousness/severe bleeding/breathing difficulties/suspected heart attack or anything else requiring the attendance of a second first aider. A school Nurse may also called as support if not assisting a learner.

**PPE**

First aider’s personal safety is paramount. Gloves must be worn when providing treatment to a casualty who may be bleeding so other open wounds. All waste must be disposed of securely. HLH may be required to ensure the area is cleaned appropriately and waste disposed of.

**Pediatric First Aider**

To relieve and support the school nurses by acting as a ‘Triage’ qualified Paediatric first aider treat learner’s minor first aid needs. This will enable the nurses to carry out day-day duties and emergencies more efficiently.

Paediatric first aiders will:

* Hold a list of learner’s known allergies e.g. plasters. This information will remain confidential.
* Call a nurse to take over a situation upon it being beyond their confidence or training.
* Called for all learners regardless to severity upon a nurse being off site.
* Teachers/tutors will notify parents of treatment received. Bumped head notes located in the nurses room.
* Bruises are always referred to the DSP team.

**Paediatric first aider should treat:**

* Minor cuts/wounds which require an antiseptic wipe or plaster
* Scrapes/Grazes
* Minor burns and scalds
* Nosebleeds
* Splinters
* Insect bites/sting (not allergy related i.e. requiring an epi pen).
* Human bite (learner-learner bite, SLT to be informed & parent contacted)
* Sprains
* Minor head injuries

**Phone parents/GP/111/ A and E for:**

* Serious head injuries
* Eye injuries
* Major cuts/grazes
* Major burns/scalds
* Asthma attacks
* Anaphylaxis
* Seizures that require medication whilst on school premises
* Choking
* Any situation requiring basic life support

**Human Bites**

Human bites can cause deep puncture wounds that can damage tissues and introduce germs. Bites can also crush the tissue. Any bites that break the skin need urgent first aid because there is a high risk of infection.

* **A first aider MUST be seen immediately** (Paediatric first aider for learners, First Aid at Work / Emergency First Aid at Work for adults). There are posters in every class and throughout school identifying who the first aiders are.
* Learner to learner bite – Zoe Rose must informed upon a learner to learner bite – as they will phone home. Zoe Rose should ensure they are aware if it has broken the skin. Zoe Rose to advise:
  + **Broken skin**: to contact the GP, 111 or got to A&E the same day.
  + **Unbroken skin**: monitor for changes (unless any symptoms in the bottom section) and seek further advise accordingly.

**Treatment**

1. Assess the wound
2. Wash the wound thoroughly with **warm** tap water for a couple of minutes to minimise risk of infection (**even if the skin appears to be unbroken**). Antiseptic wipe can be used if it is difficult or impossible to wash the area under a tap.
3. Apply pressure & control any bleeding (a gauze / bandage can be used) as required.
4. Cold compress can be used when cleaned and any bleeding is controlled.

Parents to: Contact GP, 111, A and E if:

* + **The skin is broken** regardless to recent vaccinations or it going through the clothes, as they will usually provide antibiotics and / or a tetanus jab.
  + The wound is swelling
  + Instant/excessive bruising
  + Internal symptoms e.g. tingling or numbness

If the casualty has a minor wound without the above symptoms, they should monitor it for any changes and seek further medical advice upon any change or new developments.