



First Aid Policy

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By: Headteacher & Deputy Headteacher

Review Cycle: Annual

STATUTORY POLICY

WEBSITE POLICY

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1. Purpose

- To preserve life
- To limit worsening of the condition
- To promote recovery
- To provide first aid as necessary from trained adults
- To promote health and safety awareness in children and adults
- To encourage students & staff to take responsibility for their health needs

2. First Aid Provision

The Headteacher, in conjunction with the Principal Manager, are responsible for ensuring that there are adequate qualified First Aid trained staff, who have completed the Emergency First Aid course.

3. First Aid kits are available in the following locations

Staffroom

DT room

WRL workshop

Main dining hall (responsibility of the care home)

Allocated TA (Kerry Moore) will ensure the maintenance and the contents of the first aid boxes by carrying out six monthly inspections, or sooner if deemed necessary.

All staff will be trained in medical conditions deemed necessary, e.g., asthma, epilepsy, anaphylaxis. (The use of an EpiPen)

All staff will ensure that they have read the First Aid Policy as part of their induction.

4. Procedures

In the event of injury or medical emergency all staff are responsible for dealing with the incident as appropriate to their training.

Any administration of first aid must be reported to **Kerry** to ensure follow-up and refurbishment of first aid kits.

If the situation is serious or life threatening, then an ambulance should be called at the earliest opportunity. Contacting Emergency Services instructions are kept in the Headteacher's office and staff room and at the end of this document.

For their own protection and the protection of the patient, staff that administer first aid should take the following precautions.

- Hands should be washed before and after administering first aid.
- Disposable gloves should be worn.
- Exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing.

When taking students on out of school activities, staff must inform Headteacher and relevant House Manager and collect any prescribed medication required. A risk assessment must be completed for all off site activities to include all students and staff attending.

5. Action at an Emergency

Assess the situation (are there dangers to First Aider or the casualty?)

Make the area safe.

Assess the casualty for responsiveness.

If there is no response (check breathing & airway): Follow resuscitation procedures and call 999.

Shout for help

If breathing, place in recovery position.

Contact Emergency Services if required.

6. Incident/Accident Reporting

All incidents/accidents are reported to the Headteacher and an accident form completed.

House Managers are informed of any incident/accident.

Accident Book is kept in the Headteacher's office.

7. Administration of Medicines

Any student who requires regular medication has details kept in his file in his house. Full procedures for administering any medication are detailed in the Health & Safety Policy.

8. Body Spillages/HIV

No person is to treat a casualty who is bleeding without protective gloves. Protective gloves are kept in all first aid boxes. All body fluid spillage (vomit, faeces, urine and blood) must be cleaned immediately. This is vital if spread of infection is to be reduced. Absorbent granules should be dispersed over site of spillage and left to absorb before being cleaned up. All materials used to clean up a spillage must be placed in a plastic bag, sealed and disposed of in external bins.

9. Sharps Injury Policy for Safe Management and Disposal of Sharps

If you pierce or puncture your skin with a used needle, follow this first aid advice immediately:

- encourage the wound to bleed, ideally by holding it under running water.
- wash the wound using running water and plenty of soap.
- don't scrub the wound while you're washing it.
- don't suck the wound.
- dry the wound and cover it with a waterproof plaster or dressing.

You should also seek urgent medical advice:

- go to the nearest accident and emergency (A&E) department

Needlestick injuries

Injuries from needles used in medical procedures are sometimes called needlestick or sharps injuries. Sharps can include other medical supplies, such as syringes, scalpels and lancets and glass from broken equipment. Once someone has used a needle, viruses in their blood such as hepatitis B, hepatitis C, HIV, may contaminate it. This includes needles used to inject illegal drugs. Blood can also contaminate sharps.

Assessing your injury

The healthcare professional treating you will assess the risks to your health and ask about your injury, for example, how and when it happened or who had used the needle. Samples of your blood may need to be tested for hepatitis B and C or HIV. Although rare, there is also a small risk of other infections being transmitted via contaminated blood such as cytomegalovirus (CMV) and Epstein-Barr virus (EBV). Your healthcare professional may also arrange to test samples of the other person's blood, if they give their consent.

Will I need any treatment?

If your healthcare professional thinks you're at low risk of infection, you may not need any treatment. If there's a higher risk of infection, you may need:

Antibiotic treatment, for example if you have cellulitis (infection of the skin)

Vaccination against hepatitis B

Treatment to prevent HIV

If there's a high risk of infection with HIV, your healthcare professional may consider treatment called post-exposure prophylaxis (PEP).

For more information, see [Can PEP stop me getting HIV?](#)

Getting support

Your healthcare professional may recommend that you get support from your employer's occupational health service - they can also advise about sick leave.

Psychological support, such as counselling, to help with any stress the injury has caused

If you injure yourself with a used needle at work, report the incident immediately to the Headteacher.



Guidance for Contacting Emergency Services

Use 999 for emergency

Use 111 for non-emergency

Address:

Apple Orchard School, Five Oaks Road, Slinfold, West Sussex, RH13 0RQ

Telephone:

01403 783416

What3words address:

When contacting emergency services, state the following three words to give a the precise address. The address of any location can be found using the What3words app.

School address:



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Contacting emergency services when off site:

Dial 999, state your precise need and the precise address. This address will be on the trip Risk Assessment, if a static visit, or if you are unsure (for example, on a walk) use the exact What3words address on your mobile phone app.