

**Red Rose School Cardiff Limited**

**First Aid Policy**

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| Policy Details |
| Author: Rachel Ponsford |
| Date effective from: June 221 |
| Next review date: June 2022 |
| Persons responsible for review: Rachel Ponsford & Mathew Jones  |

To comply with relevant health and safety legislation, the school will:

* Provide adequate and appropriate first aid equipment and facilities
* Provide appropriate first aid training to staff (as of November 2019, all staff are first aid trained)
* Ensure that one male and one female staff member have undergone the more advanced three day training course, to fulfil the “first aider at work” role during school hours. These posts are currently held by Rachel Ponsford and Matthew Jones.
* Ensure that all buildings will have a minimum of one first aid container clearly marked and suitably stocked, which is accessible at all times
* Ensure that all buildings display a notice giving locations of where the first aid boxes are located and the names of the first aiders at work
* Ensure that all new staff undergo first aid training by a registered provider as soon as possible during or after induction

**FIRST AID BOXES / MATERIALS**

First aid kits should be made of suitable material and designed to protect the contents. All kits must be clearly marked with a white cross, and stocked in accordance with the minimum quantities listed below.

Every first aider must have access to and be responsible for the maintenance and contents of their first aid box.

In addition there are two First Aid/Eye-wash stations in school. One in the Kitchen and one in the Lodge.

**INFORMATION**

Information on first aid must be included in the induction programme for any new employees and existing employees are to be informed of any changes to the current policy.

**FIRST AID BOX GUIDANCE LIST**

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| **Number** | **Item** |
| 1 | Card giving general first aid guidance |
| 5 | Medium sterile first aid dressing  |
| 2 | Eye pad dressings |
| 2 | Conforming bandages  |
| 10 | Alcohol free cleansing wipes  |
| 1 | Foil Blanket  |
| 2 | Triangular bandage |
| 2 | 7.5 x 7.5 cm sterile gauze swabs  |
| 2 | 10 x 10 cm sterile gauze swabs  |
| 1 | Roll sticky tape  |
| 2 | Small disposable gloves |
| 2 | Large disposable gloves  |
| 1 | Face shield  |
| 20 | Plasters  |

**Precautions to be taken by First Aiders**

First aiders must always take the basic hygiene precautions which are part of standard first aid procedures to reduce the risk of contracting or transmitting infections and condition such as AIDS, Hepatitis B, and Typhoid etc.

Whenever blood or other bodily fluids / solids have to be cleaned, disposable gloves and aprons must be worn, and paper towels used. Such items must be placed in plastic bags and disposed of safely after use.

Soiled clothing should be washed or cleaned in the normal way.

Any area where blood or other bodily fluids / solids have been spilt should be disinfected using approved disinfecting solution and the correct dilution, taking care to protect exposed skin.

Any off-site activity must include the use of a first aid kit, as per the Risk Assessments prepared by the Educational Visits Co-ordinator.

Staff involved with food preparation and service must use blue waterproof plasters.

**Recording and Reporting**

All accidents should be recorded on the ‘Accident form’, These can be found on the N-Drive. There are two accident books if the N-Drive is inaccessible, one in the Lodge First Aid Station and one in the kitchen Station. Any First Aid administered to a pupil, is recorded in the accident book and a copy is sent home with the pupil to inform parents / carers. Accident forms completed on the N-Drive should be saved in the ‘Completed First Aid form ‘ folder and a copy sent home to parents/carers.

In the event of an injury where the first aider has cause for concern (e.g. a head injury), parents will be contacted immediately. Consideration will be given at this point to medical conditions related to individual pupils; a light injury for one pupil may represent a significant injury for another, particularly pupils with a disability.

In the case of an emergency, professional services will be called. The responding first aider will make the decision regarding whether to call for emergency services based upon the knowledge from their training. Red Rose School advise that two qualified first aiders should respond to incidents. If there is any doubt regarding whether professional services should be called, the advice from the school to its staff is to phone professional services.

**Pupils with medical conditions**

Pupils with medical conditions such as epilepsy, asthma or allergies should be identified. All staff should be aware of their conditions and of any action that might need to be taken. Regular training will be arranged from a qualified provider such as the epilepsy nurse.

As of February 2021 most staff have been trained in use of the Epipen and administration of epilepsy medication.