

## First Aid Policy

### POLICY STATEMENT

At Weybridge International School of English (WISE), it is a mandatory requirement that all staff members are fully conversant with this First Aid Policy and any failure to observe this policy may result in disciplinary action. If anyone has any concerns regarding any health and safety issues on the premises they have a legal obligation to report these concerns to the designated First Aid Lead: Liz Denham immediately in person or by e-mail.

WISE recognises the importance of First Aid in saving lives and preventing minor injuries becoming major ones. In line with its responsibilities under health and safety legislation to provide adequate and appropriate equipment and facilities to provide first aid in the workplace, WISE has developed the following First Aid Policy:

- To provide a suitably stocked first-aid container in two school locations where staff and students are located. See Appendix A for locations and contents.
- To appoint a person to take charge of first aid arrangements. See Appendix A.
- To provide information for employees on first-aid arrangements. See appendix A for where this information is kept.
- To appoint and train 2 (two) First-Aiders who will:
  1. complete an (HSE) approved training course.
  2. be responsible for giving immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
  3. Where necessary, ensure that an ambulance or other professional medical help is called.

The last First Aid course carried out at WISE was on the 30<sup>th</sup> January 2020.

See Appendix A (below) for details & duties of the First-Aiders.

- To maintain readily accessible accident records for 3 years, as required by law. These will include the date, time and place of the incident; what first aid was given; what happened to the person immediately after the incident and, the name and signature of the First-Aider or person dealing with the incident. **See Appendix A for the location of the Accident/Injury/Illness Record File.** Accident records will include “Reportable” accidents i.e. details of accidents, injuries and diseases which must be reported to the HSE. See Appendix B for details of reportable incidents.
  - To provide First Aid accommodation for medical treatment. See Appendix A for details.
  - To isolate and clear up spillages of blood, vomit and excreta safely see Appendix C for details.
  - To dispose of needles and sharp objects safely see Appendix C for details.
  - To provide hand washing facilities for all staff, students and visitors.

## WISE FIRST AID POLICY – APPENDIX A

There are two First Aid Boxes.

**First Aid Box number 1 is located in the main school RECEPTION above window teacher desk, bottom shelf, and is clearly labelled. It contains:**

- . A leaflet giving general advice on first aid
- . 1 foil blanket
- . 2 packets burnshield: (teatree oil and purified water) liquid
- . 5 cushioned dressing pads for cuts, grazes and minor burns
- . 1 packet antibacterial wipes
- . 2 alcohol free moist wipes
- . 3 small unmedicated dressings for wounds and controlling bleeding
- . 2 large unmedicated dressings for wounds and controlling bleeding
- . 2 small unmedicated eye pads
- . 1 sterile eye-wash
- . 1 stretch bandage to hold dressing in place
- . 2 large triangular bandages
- . 1 bag 6 of safety pins
- . 1 packet of 20 washproof plasters
- . 1 box 40 fabric plasters
- . 3 face shields (for CPR)
- . 1 pocket face mask (for CPR)
- . 1 pair sterile, powder free examination gloves
- . 1 cool pack to alleviate pain and swelling
- . microporous tape
- . 1 pair large plastic tweezers
- . 1 pair clothing/bandage scissors
- . 2 clinical waste bags (yellow)
- . 10 pairs disposable gloves (NOT sterile)

**First Aid Box number 2 is located in Meeting Room 1, First Floor, opposite door, on the top of corner storage unit and is clearly labelled. It contains:**

- . A leaflet giving general advice on first aid
- . 1 foil blanket
- . 3 sterile non-stick wound dressings
- . 3 adhesive wound dressing
- . 1 packet burnshield: (teatree oil and purified water) liquid
- . 5 sterile cleansing wipes
- . 3 face shields (CPR)
- . 1 sterile eyepad dressing
- . 20 washproof plasters
- . fabric plaster strip
- . 1 pair sterile, powder free examination gloves
- . 1 sterile stretch bandage to hold dressing in place
- . 2 large triangular bandages
- . 1 bag of 6 safety pins
- . 1 large cotton crepe bandage
- . 1 roll clinical waste bags (yellow)
- . 10 pairs disposable gloves (NOT sterile)

The person appointed to take charge of first aid arrangements is the Health and Safety Officer, Liz Denham.

The person appointed to organise first aid training is the Student Services Manager (Liz Denham). Information for employees on first-aid arrangements is kept/displayed in the Teachers' Room (Liz Denham is responsible).

### **The trained first aiders are:**

- 1. Liz Denham (Head First Aider)**
- 2. Katie Mansfield**
- 3. Emma White**

An up to date list is displayed on noticeboards.

First Aiders are responsible for answering calls for assistance, providing support within their competency and for summoning further support if necessary. The names of the designated first aiders are listed on noticeboards positioned around the building.

### **The Role of the Head First Aider, Liz Denham**

- . Keep designated first aid boxes fully stocked and ensure that all items are within their expiry date

### **The Role of the First Aider**

- . Attend all calls for first aid assistance
- . Ensure their own safety at all times
- . Provide assistance at all times in compliance with their 'First Aid at Work' training
- . First Aid Officers must be aware of the limits of their competency and when to call for an ambulance/assistance.
- . **If in any doubt, an ambulance should be called.**
- . Take charge of the casualty until a satisfactory level of recovery has been achieved or until the emergency services have arrived.
- . Ensure that the condition of the casualty does not deteriorate as far as reasonably practicable by implementing their first aid training.
- . Refer the patient on to hospital or to their own GP as appropriate if they are in the opinion that further treatment/attention is required.
- . **Ensure an accident report is completed by the patient or on their behalf as appropriate.**
- . If further medical treatment is needed and private transportation is not available and the medical circumstances are deemed to be insufficiently serious to warrant deployment of an ambulance then a taxi should be called. A friend or colleague should accompany the casualty and return travel should also be arranged.

### **Record of Accidents/Illness**

The Accident/Injury/Illness Record File is kept in Reception on top of First Aid Box No. 1, on the shelf above the window teacher desk. It is clearly marked.

### **The nearest Emergency and Casualty Department is**

St. Peter's Hospital, Guildford Road, Chertsey, Surrey, KT16 0PZ.

Tel.: (01932) 87200    OPEN: 24 hours

### **Other Useful Details**

**Lloyds Pharmacy**, (01932) 854224

22 Church Street, Weybridge, Surrey, KT13 8DW

OPEN: 8.30am – 7pm, Monday to Friday

**Weybridge GP Service:** Tel: (01932) 504450

22 Church Street, Weybridge, Surrey, KT13 8DW

OPEN: 8.30am – 6.30pm, Monday to Friday

**Ashford Walk-in Centre**, Tel. (01784) 884000

Ashford Hospital, London, Road, Stanwell, Ashford, TW15 3FE

OPEN: 8am – 7.30pm

**Out of hours medical advice:** Phone: 111 (NHS)

**Basic Advice on First Aid at Work (HSE) For basic advice on first aid at work click below:**

<http://www.hse.gov.uk/pubns/indg347.pdf>

# WISE FIRST AID POLICY APPENDIX B

## REPORTABLE INCIDENTS

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents that occur in schools or during educational activities elsewhere, must be reported to the Health and Safety Executive (HSE), the body responsible for enforcing health and safety law.

If employees or self-employed people working on the premises suffer injury, accidents must be reported to the HSE if they: prevent the injured person from continuing at his/her normal work for more than three consecutive days, (excluding the day of the accident), or result in death or major injury. Major injuries include:

- . fractures, except to fingers, thumbs or toes
- . amputation
- . dislocation of the shoulder, hip, knee or spine
- . temporary or permanent loss of sight
- . a penetrating injury/chemical/hot metal burn to the eye
- . electric shock or electrical burn resulting in unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- . loss of consciousness caused by asphyxia, or exposure to harmful substances or biological agents
- . acute illness requiring medical treatment caused by exposure to a biological agent or its toxins or infected material
- . any other injury which results in admittance to hospital for more than 24 hours, hypothermia, heat induced illness, unconsciousness or the need for resuscitation.
- . Accidents to employees are work-related if they are attributable to:
  - . work organisation (e.g. the supervision of a school trip)
  - . the condition of the premises
  - . plant or substances (e.g. machinery, experiments, etc),
  - . acts of physical violence to employees (not students).

As far as students and other people who are not at work (e.g. parents, agents) are concerned, an accident must be reported if the person involved is killed or taken to hospital and the accident arises in connection with work.

**Liz Denham is responsible for reporting accidents to the HSE.**

### Fatal Injuries

If any person dies as a result of an accident arising out of or in connection with work the reporting person should inform the Principal and call '999'. The accident scene must not be disturbed and should be cordoned off. Fatal accidents, major injuries and dangerous occurrences must be reported without delay (e.g. by telephone). Within the next 10 days this should be followed up by a report in writing. Records will be kept for three years on form F2508.

### Reporting an incident

All incidents / accidents can be reported to a national call centre rather than direct to the enforcing authority. This can be done in a number of ways: by post: The Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG by telephone: 0845 300 9923 by fax: 0845 300 9924 by email: riddor@natbrit.com on the Internet: [www.riddor.gov.uk](http://www.riddor.gov.uk) or via the HSE website [www.hse.gov.uk](http://www.hse.gov.uk)

## **WISE FIRST AID POLICY – APPENDIX C**

### **POLICY ON SPILLAGES OF BLOOD, VOMIT AND EXCRETA & SAFE DISPOSAL OF NEEDLES AND SHARP OBJECTS**

#### **Clear spillages of:**

- . blood
- . vomit
- . excreta
- . spillages

#### **The following should be used when clearing spillages:**

- disposable gloves/cleaning spray/cloths

**Location of items:** under the stairs, on the ground floor.

#### **Action**

- Keep people away from the contaminated area
- Call for assistance if necessary
- Cover all breaks in the skin with waterproof plasters
- Wear disposable gloves and (under the stairs)
- Where splashing is possible, protect eyes and mouth with a visor (in first aid box no. 1)
- Avoid hand-mouth contact and hand-eye contact

#### **For blood spills**

- Use diluted bleach (1 part bleach to 10 parts water) in a bowl of warm water
- Carefully pour the dilute mixture gently over the spill
- Cover with disposable towels
- After 2 minutes mop up using more disposable towels
- Dispose of any used gloves and cloths into bag and seal it
- Wash hands thoroughly with soap and water

#### **For vomit and excreta spills**

- Remove gross contamination using plastic gloves and cloths
- Clean affected area with disinfectant
- Dispose of all waste into a bag and seal the bag
- Wash hands thoroughly with soap and water

#### **For Urine Spillages**

- Use cloths to mop up the urine
- Clean the area with detergent (DO NOT USE BLEACH)
- Dispose of all waste into bag  
Dispose of any used gloves and cloths into bag and seal it
- Wash hands thoroughly with soap and water

**For Safe Disposal of Contaminated Sharps, used Needles, etc**

- Handle sharps/needles with care. If possible pick up from the non-contaminated /non-sharp end. Make use of tweezers (First aid box 1)
- Dispose of sharps into a sharps box (understairs cupboard)
- Any other items that may be contaminated by blood or body fluids should be disposed of into a waste bag and sealed
- Wash hands thoroughly with soap and water

Originator: Katie Mansfield

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