

Southlands School

Policy and Procedure on

First Aid Policy and Procedure

(Safeguarding)

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1. Purpose

- 1.1. To ensure that suitable arrangements are in place for the provision of first aid.
- 1.2. To ensure that all staff are aware of their roles and responsibilities in relation to the provision of first aid treatment.

2. Policy

- 2.1. Cambian Group will ensure that:
 - Adequate resources are available for the implementation of this policy.
 - This policy and procedure are effectively communicated.
 - An assessment is made to ensure that suitable first aid facilities are provided.
 - Arrangements are made for the provision suitable first aid facilities.
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 - Employees with first aid responsibilities receive adequate training.
 - Arrangements are made for the periodic monitoring of performance against this standards
- 2.2. This policy will be reviewed and revised at least annually.

3. Procedure

Who is responsible for implementing this procedure?

- 3.1. The Group Property Director has overall responsibility for management of health and safety.
- 3.2. Registered Managers/School Heads will be responsible for ensuring that first aid arrangements are in place.

What needs to be done?

Provision of first aid facilities

- 3.3. Ensure employees know where First Aid Kits are located and the names of Trained First Aiders/Appointed Persons. Keep them informed of any changes.

3.4. First aid facilities should be clearly identified, eg a on the site health & safety notice board

First aid kits

3.5. Regularly check the contents of first aid kits and ensure they remain fully stocked. They should contain a First Aid Guidance card (HSE publication) which will specify the contents that should be provided.

3.6. Contents of British Standard Compliant (BS 8599-1)

First Aid Kits for the Workplace

Contents	Small Upto 25 Employees	Medium 25 to 50 Employees	Large 50 to 100 Employees	Travel Individual Employee
F/A guidance leaflet	1	1	1	1
Medium sterile dressing	4	6	8	1
Large sterile dressing	1	2	2	1
Triangular dressing	2	3	4	2
Safety pins	12	12	24	12
Eye dressing	2	3	4	1
Adhesive dressings	40	60	100	20
Sterile wet wipe	20	30	40	4
Microporous tape	1	1	1	1
Nitrile gloves - pair	6	9	12	1
Face shield	1	2	3	1
Foil blanket	1	2	3	1
Burn dressing 10 x 10cm	1	2	2	1
Clothing shears	1	1	1	1
Conforming bandage	1	2	2	1
Finger dressing	2	3	4	0
Sterile eyewash 250ml	0	0	0	1

Trained first-aiders

3.7. Ensure that employees are aware that they can only give first aid if they hold a current first aid certificate. This treatment can be provided to employees, individuals, visitors and any other people who are within Cambian's control.

3.8. Provide sufficient First Aiders on the site, to take account of shifts and absences. Cambian's policy is that there should be a minimum of one trained first aider per site.

- 3.9. Ensure that each first-aider holds a current Certificate of Competence in First Aid Work issued by an HSE approved organisation. Re-training is required every 3 years, i.e. before the expiry date.
- 3.10. Ensure that where there are 'appointed persons' they receives emergency first aid training (normally 4 hours duration). They should not give first aid treatment. Their role should be limited to maintaining first aid boxes and assisting trained First-Aiders.

Administering first aid

- 3.11. First aid should only be administered by a trained first aider, the first-aider will determine the appropriate course of action including any required trips to local A&E hospitals.
- 3.12. For minor injuries which are within the first aider's capability, appropriate treatment should be provided. Otherwise the injured person should be made comfortable until the emergency services arrive.
- 3.13. Ensure that contaminated waste is safely disposed of and any blood or body fluid spillages are safely removed.
- 3.14. Record any first aid treatment on the accident report form and report as directed. Parents and social workers (if allocated) of children and young people must always be informed of any accident, injury and trips to hospital.
- 3.15. Copies of first aid certificates should be systematically filed within CPD files.

Emergency Services

- 3.16. In the event of any incident that leads to a 'life threatening' event, staff must call the emergency services immediately and without delay.
- 3.17. Ensure that ALL staff are aware of when and how to call the Emergency services when required, this is usually undertaken by the Duty Officer who is a trained First – Aider
- 3.18. Be prepared to give emergency services precise casualty details when asked by emergency call handlers ie: condition of casualty, breathing not breathing, location of incident, contact details.
- 3.19. **Where a casualty's heart has stop beating, inform the emergency services that the school / home have a 'defibrillator' on-site (housed within the staff room) with a list of staff trained to use attached.**

Monitoring

- 3.20. Registered Managers/School Heads will regularly monitor that first aid facilities are being maintained. This is included in the monthly checklist.

Review

- 3.21. This procedure must be reviewed annually or sooner if legislation changes or if there are changes with work processes. Any changes will be communicated to the workforce.

4. Standard Forms, Letters and Relevant Documents

- 4.1. GHS 04.10.01 HSE INDG347 – Basic Advise on First Aid at work

Southlands First Aiders & Appointed Persons' 2021

In the event of a Medical Emergency, the following staff may be called to assist.

The staff members on the list have carried out a 3 day First Aid Course or hold the equivalent level with an Emergency Poolside Responder Qualification.

Name of First Aider(FAW)			Location of First Aid Boxes	Other First Aid Supplies
Lauren Stubley (FAW) Wilverley Exp: 23/08/20	Haley Jones(FAW) NIGHT Exp: 26/03/18			
Andrew Simmons(FAW) SMT Exp: 20/08/20	Franki Clayton(FAW) Bolderwood Exp: 20/05/21	Pauline Bird(FAW) NIGHTS Exp: 23/11/18	All house bases	Main Office (visitors) Chloe Woolf
Rebecca Williamson (FAW) Main Office Exp: 16/11/20	Paul Stickley(FAW) TA Exp: 21/03/21	Cathryn Catton BSL Exp: 18/10/20	All Mini Buses	Staff Room Dee O'Mara
	Diane Lavatiti TA Exp: 23/08/20	Leanna Dew(FAW) NIGHTS Exp: 07/04/19	Science Room Joel Parslow	Teaching Resources Room Di Lavetiviti
DOM TBC Exp: 04/02/20	Kriztuir Claasen (FAW) NIGHTS Exp: 19/09/20	Mark Stocker(FAW) TEACH Exp: 16/06/19	Technology Room Paul Stickley	Maintenance Workshop Luke Walker
	Kimberley Pitman (FAW) EDUCATION Exp: 19/09/20	Hayley Mussell(FAW) TA Exp: 23/08/20	F Food Technology Room Lorraine Griffiths	Surgery Dee O'Mara
Holly Jeffreys(FAW) LODGE Exp: 19/09/20	Paul Carter(FAW) NIGHTS Exp: 30/11/20		Main Kitchen Lesley Greenwood	Therapy Hub Sophie Bentall

Poolside Emergency Responders & First Aiders(FAW) Qualified

Marius Ciorteanu ER Poolside Exp: 12/06/21	Mark Stocker ER Poolside Exp: 21/03/22	Kristina Kapova ER Poolside Exp: 12/06/21	Di Lock ER Poolside Exp: 12/06/21	Charne Randell ER Poolside Exp: 12/06/21
				Tyler Cale ER Poolside Exp: 12/06/21

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