SENSES Learning Hub

FIRST AID POLICY

Created: 20.03.24

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Dawn Oughtibridge (Director)

John Fox (Director)

The Purpose of this policy is to:

- 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, in order to prevent first aid being necessary
- To encourage every child and adult to begin to take responsibility for their health needs

First Aid Provision

The Directors are responsible for ensuring that there is an adequate number of qualified First Aiders.

SENSES Learning Hub will provide adequate and appropriate first aid equipment, facilities and personnel to ensure that employees who are injured or become ill at work receive immediate attention, in accordance with the Health and Safety (First Aid) Regulations 1981. The level of provision will be determined through an appropriate first aid needs assessment, taking account of the number of staff and students, the nature of the activities undertaken, the premises, educational visits, identified medical needs and other relevant risks.

The first aid needs assessment will be reviewed periodically and whenever there is a significant change to the premises, staffing, activities, student needs or identified risks. The assessment will also take account of the mental health needs of employees where relevant.

Portable First Aid kits are taken on educational visits and are available from the provision site.

The First Aiders will ensure the maintenance of the contents of the First Aid boxes and other supplies.

Qualified First Aiders are trained in any aspect of First Aid deemed necessary, e.g. asthma, epilepsy, the use of an Epipen.

Where students have identified medical conditions, allergies or medication needs, relevant staff will receive appropriate information and training before being expected to provide support. Staff will only administer medication or provide medical support where they have appropriate training, competence, authorisation and access to the relevant instructions or Individual Healthcare Plan where applicable.

All staff will ensure that they have read the SENSES Learning Hub First Aid Policy.
All staff will be made aware of the first aid arrangements, the location of first aid equipment, the identity of the named First Aiders and the procedures for responding to an emergency.

First Aid Boxes
First Aid boxes are located in:
The area in between both toilets, hanging up on the wall. Access to the first aid box can be had at all times.
The location of first aid equipment will be clearly identified and remain readily accessible whenever students and staff are on site.

First Aid boxes should contain:

- **Micropore**
- **Scissors**
- **Triangular bandage**
- **Wound dressing/bandage**
- **Gloves**

First aid boxes will be stocked according to the first aid needs assessment and checked regularly to ensure that equipment is present, in date where applicable and fit for use. Additional first aid equipment will be provided where identified through risk assessment, including for educational visits, practical activities, art activities and other activities involving specific hazards.

No medicine/tablets are kept in the First Aid boxes.

Procedures
In the event of an injury or medical emergency, if possible, contact the appointed First Aider(s) or other teacher.

Any student complaining of illness or who has been injured is seen as soon as possible by the qualified First Aider(s) to inspect and where appropriate, treat. Constant supervision will be provided (this designated facility has access to a wash basin and toilet facilities). Parents should be contacted as soon as possible so that the child can be collected and taken home.

Parents are contacted if there are any doubts over the health or welfare of a student.

IF THE SITUATION IS LIFE THREATENING, THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY WITHOUT WAITING FOR THE APPOINTED PERSON TO ARRIVE ON THE SCENE. (What 3 words: challenge.other.festivity)

Staff should provide appropriate emergency first aid within the limits of their training and competence while awaiting emergency medical assistance. The emergency services should be contacted immediately where there is a serious or life threatening injury or illness.

SENSES Learning Hub recommends that, unless it cannot possibly be avoided, no member of staff should administer First Aid without a witness (preferably another member of staff).

No member of staff or volunteer/helper should administer first aid unless they have received proper training, except in the case of minor cuts and grazes, which can be dealt with by members of staff under St John Ambulance guidelines.

In an emergency, staff should act reasonably and within the limits of their knowledge and training. Staff should not delay contacting emergency services because a qualified First Aider is not immediately available.

For their own protection and the protection of the patient, staff who administer First Aid should take the following precautions:

- Exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing
- Hands should be washed before and after administering First Aid
- Disposable gloves should be worn
- Other appropriate PPE should be used where there is a risk of contact with blood or other bodily fluids, including an apron and eye or face protection where there is a risk of splashing.
- Staff should follow appropriate infection prevention and control procedures when providing first aid or dealing with bodily fluids.

All serious accidents should be reported to the Directors or First Aider who should call an ambulance and the child's parents as soon as possible.

All serious accidents and incidents will be investigated and recorded appropriately. The Directors will consider whether an incident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Where an incident is reportable under RIDDOR, the required notification will be made to the Health and Safety Executive within the appropriate timescale.

In the event of a serious incident an ambulance is called and a member of staff accompanies the student to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company.

Where emergency transport to hospital is required, an ambulance will normally be used. Staff will not transport a student in their own vehicle unless this is considered necessary and appropriate in the circumstances, the member of staff has suitable insurance and the arrangements are consistent with SENSES Learning Hub's health and safety and educational visits procedures.

Off site / educational visits
All staff members carry a MOBILE TELEPHONE on trips off site, along with contact details for parents and first aid box. Teachers check that students who have medical needs have the relevant medication, i.e. asthma inhalers, diabetes medication.
The directors have responsibility for ensuring staff have adhered to the Educational visits/trips policy when organising a visit.

A Risk Assessment will need to be carried out as part of an educational trip. Particular attention should be paid to – Hazardous Activities.

Risk assessments for educational visits will identify first aid requirements, emergency arrangements, access to emergency services, relevant student medical needs, medication requirements and any additional first aid equipment or trained staff required. This will form part of the overall health and safety risk assessment required under the Management of Health and Safety at Work Regulations 1999.

Staff will have access to emergency contact details and relevant medical information for students where this is necessary to respond safely to a first aid or medical emergency.
Action at an Emergency (To be undertaken by trained First Aider)

Assess the situation: are there dangers to the First Aider or the casualty?
Make the area safe, look at the injury: Is there likely to be a neck injury?
Assess the casualty for responsiveness: Does the casualty respond?
Check whether emergency medical assistance is required and call 999 where appropriate.
Where the casualty is unresponsive and not breathing normally, commence CPR and use an Automated External Defibrillator (AED) if one is available and it is safe and appropriate to do so.
Continue appropriate first aid until emergency medical assistance arrives or responsibility is formally transferred to emergency medical professionals.

Incident Reporting

All incidents, injuries, head injuries, ailments and treatment are reported in the Accident Book, kept in the office,

Records will be completed as soon as reasonably practicable following an incident and will include the date, time, location, nature of the injury or illness, treatment provided, any follow up action and details of people involved.

Records will be stored securely and handled in accordance with applicable data protection requirements. Information will only be shared with those who have a legitimate need to know, subject to safeguarding and other legal requirements. Parents are informed of a head injury by phone call and a letter outlining the injury and symptoms to look out for.

First Aiders contact parents by telephone if they have concerns about the injury. Staff should complete the Accident Book if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

Where an accident involving an employee results in an injury that meets the RIDDOR reporting criteria, the Directors will ensure that the appropriate report is made to the Health and Safety Executive.

Administration of Medicines

Some students may be prescribed ADHD medication or other medication that may need to be administered during the time when students are at SENSES Learning Hub and therefore parental consent is first sought during the admissions interview.
SENSES Learning Hub will obtain appropriate written parental consent before administering medication to a student, except where emergency treatment is required and action is taken in accordance with the student's medical information, emergency procedures or advice from healthcare professionals.

Medication will only be administered by staff who have been appropriately authorised and, where necessary, trained and assessed as competent. Staff will follow the instructions provided by the parent/carer, prescriber, pharmacy label, Individual Healthcare Plan or other appropriate medical documentation.

Medication will be stored securely and appropriately, with arrangements made to ensure that emergency medication such as prescribed adrenaline auto injectors, asthma inhalers or other emergency medication is readily accessible when required.

A record will be kept whenever medication is administered, including the date, time, medication, dose and name of the person administering it.

Parents/carers will be informed of any medication administration errors, significant adverse reactions or concerns and appropriate medical advice will be sought where necessary.

Where a student has a significant medical condition or allergy that requires specific support, SENSES Learning Hub will work with parents/carers, the commissioning school or local authority and relevant healthcare professionals to establish appropriate arrangements and an Individual Healthcare Plan where appropriate.

Body Spillages/HIV
No person must treat a student who is bleeding without protective gloves.
Protective gloves are kept in the first aid box.

The reference to HIV specific procedures in this policy has been replaced with general infection prevention and control procedures. Standard precautions will be followed whenever staff may come into contact with blood or other bodily fluids.
Sponges and water buckets must never be used for First Aid to avoid the risk of HIV contamination.

All body fluid spillages (vomit, diarrhea and blood) must be isolated and must be cleaned immediately. This is vital if the spread of infections is to be reduced. Gloves should be worn when in contact with blood or body fluid is likely. Ordinary rubber gloves are suitable for dealing with spillages. They must be kept for this purpose only. Following use, gloves must be rinsed and left to dry.

Body fluid spillages will be managed in accordance with current infection prevention and control guidance. Appropriate PPE will be worn and a suitable spillage kit will be available. Disposable paper towels or other appropriate disposable materials will be used where appropriate and waste will be disposed of safely.

Spillages will be cleaned using an appropriate detergent and disinfectant product that is effective against relevant bacteria and viruses, following the manufacturer's instructions. Absorbent granules should be dispersed over spillage and left to absorb for a few minutes then swept into newspaper. A designated dustpan and brush is available for body spillages and is kept in the classroom cupboard. Wash the affected area with warm water and detergent and dry. Single use Latex gloves should be available for First Aid and hygiene care procedures (these are available in the classroom wardrobe).
Latex gloves will not be used where a latex allergy is known or suspected. Suitable latex free alternatives will be available.

Once spillage has been put into newspaper it must then be placed in a sealed black plastic bag and put in the external dustbins for domestic waste disposal.

Where waste is considered clinical or hazardous waste, it will be disposed of in accordance with applicable waste management requirements rather than being placed in domestic waste.

Head Lice
A general letter is sent to parents of all students if there is a case of head lice.
If live lice are noticed in a student's hair, the parents are contacted by telephone and asked to collect them.

SENSES Learning Hub will respond to cases of head lice sensitively and proportionately, protecting the student's dignity and privacy. Parents or carers will be informed and advised to follow appropriate treatment guidance. Decisions about attendance will take account of current public health guidance and the student's individual circumstances.

Ill Students
Students may become ill. If this is the case, SENSES Learning Hub will contact parent/carers immediately. Due to our staffing ratio the pupil will normally need to be collected by parents/carers to be taken home. If this cannot be done then we have a quiet area that will be given to the student where they may lie down. This will be made private and staff will ensure that the student is not disturbed.

Students who are unwell will be supervised appropriately until they can be collected or other suitable arrangements are made. Staff will take account of the student's age, individual needs, medical conditions, communication needs and safeguarding requirements when deciding how best to supervise them.

SENSES Learning Hub will follow current public health guidance concerning infectious diseases and exclusion periods where applicable.

Where a student has a disability or medical condition, arrangements will take account of the Equality Act 2010 and the need to make reasonable adjustments where appropriate.

NAMED FIRST AIDERS:
Dawn Oughtibridge & John Fox

Review Log

Review date	Completed by who
20.08.25	John Fox and Dawn Oughtibridge
11.09.26	John Fox and Dawn Oughtibridge