



# SENSES Learning Hub

# **FIRST AID POLICY**

Created: 20.03.24

Review date: 24.08.26

Dawn Oughtibridge (Director)

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John Fox (Director)

A handwritten signature in black ink, appearing to read "John Fox", written over a light blue horizontal line.



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 Proprietor is responsible for ensuring that there is an adequate number of qualified First Aiders.

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.

All staff will ensure that they have read the school's First Aid Policy.

### **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.

First Aid boxes should contain:

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

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)**

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.

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

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

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.

## 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 to 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**.

### **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?

### **Incident Reporting**

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

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.

### **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.



## **Body Spillages/HIV**

No person must treat a student who is bleeding without protective gloves.

Protective gloves are kept in the first aid box.

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.

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).

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.

## **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.

## **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.

## **NAMED FIRST AIDERS:**

Dawn Oughtibridge

John Fox



Review Log

| Review date | Completed by who               |
|-------------|--------------------------------|
| 24.08.25    | John Fox and Dawn Oughtibridge |
|             |                                |