



FIRST AID POLICY

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Version	Date	Updated By
1.0	April 2023	G. Mann
2.0	September 2023	K Marshall

FIRST AID

It is the policy of Willow Park School that there should be adequate and appropriate equipment, facilities and trained personnel to provide first aid within the school. First aid provision is available at all times while people are on the school premises, and also off the premises whilst on school visits. Willow Park School exceeds the minimum first aid provision suggested in the DfES "Guidance on First Aid for Schools". The school provides suitably stocked first aid containers, in the office and in the first aid room. There are also an Emergency Eyewash Kit and a Body Fluid Disposal Kit in the office.

Before undertaking any off-site activities first aid provision is considered and first aid kits are kept in the minibuses. All first aid containers are marked with a white cross on a green background.

At Willow Park School there is always an appointed person on-site to take charge when someone is injured or becomes ill. Contact will be made with the pupil's parent/carer to inform them of the situation and whether the pupil has been taken to hospital. Every endeavour will be made to get the parent/carer to the same hospital as the pupil.

School First Aiders

Appointed persons have emergency first aid training. The Headteacher carries the responsibility for informing the school community of the first aid arrangements. Details of who first aid personnel are, and where they are to be found are displayed prominently. Staff and pupils are made aware of this information.

Staff take precautions to avoid infections and follow basic hygiene procedures. They have access to single-use disposable gloves and hand washing facilities, and take great care when dealing with blood or body fluids and disposing of dressings or equipment.

Whenever pupils are off-site engaging in adventurous activities an appointed person accompanies the group.

Willow Park School has a procedure which records all accidents and provides for the reporting of fatal or serious accidents, injuries etc. to the Health and Safety Executive and Acorn Education and Care.

The school records any first aid treatment given on-site and retains these records for inspection in the statutory accident book. Emergency contact numbers, and consent for medical treatment are obtained for all pupils. Parents/carers are informed of significant incidents in writing.

First aid arrangements are the subject of regular and systematic checks.

When to Call 999

Any accident that is beyond First Aid assistance, including serious head injuries, excessive bleeding, unconsciousness or any other life threatening situation, must be treated as an emergency and a call for ambulance assistance must be made. Action must be taken as soon as possible as haste is of the essence. The Headteacher must be informed and an incident recorded in RIDDOR.

Emergency Procedure for Major Incidents

In the event of such an emergency or if an 'at risk' pupil falls ill then the member of staff at the incident must:

1. Call 999
2. Summon a First Aider and get the relevant medication
3. Emergency treatment should be delivered.
 - If phoning 999 the following information must be given:
 - School Telephone Number: **TBC**

- School Address: **Willow Park School, Danbury Court, Linford Wood, MK14 6LJ**
- Give your name
- Name of casualty and symptoms/any known medical condition
- Inform Ambulance control of the best entrance e.g. Main School Entrance,
- Person reporting the need of ambulance should stay on the telephone until informed by the operator they can hang up.
- If an ambulance is called the Reception and SLT should be informed and an adult should go to the notified entrance to give directions to the ambulance crew.
- The First Aider or responsible adult must accompany the casualty to hospital.
- If the emergency services are called the parent/carer of the casualty will be telephoned by the School Admin Officer or a member of SLT as soon as is practicable.

Willow Park School protocol for dealing with body fluid spillages

1. General statement

The aim of this policy is to decrease the exposure risk to blood-borne and body fluid pathogens. Adherence to this policy is the responsibility of all staff that may come into contact with spillages of blood and other body fluids. All staff should be aware of their personal responsibilities in preventing the spread of infection.

2. Legal position

The school has a duty to protect its staff from hazards encountered during their work: this includes microbiological hazards (COSHH 2002). For the purposes of this policy, biohazards are defined as:

- Blood
- Respiratory and oral secretions
- Vomit
- Faeces
- Urine
- Wound drainage

3. Prevention and preparation in case of spillage

- Workplace to provide a suitable assessment of the health risks associated with exposure to spillages of body fluids
- Staff to be aware of policy and risks associated with exposure to body fluids
- Provision of appropriate first-aid facilities and staff
- Materials for dealing with spillages to be readily available i.e. 'spillage kits these are kept in the cleaners cupboard, staff room and medical room.
- Regularly evaluate the procedure and update as necessary

Disinfection aims to reduce the number of micro-organisms to a safe level. All blood spills should be treated as a source of infection and dealt with according to strict hygienic principles.

4. Management

If any type of body fluid has been spilled onto a surface the following precautions should be made:

- Notify appropriate staff i.e. cleaners, to secure the environment by placing warning signs.
- All staff dealing with a biohazard spill to wear protection i.e.
 - Disposable gloves
 - Disposable plastic apron
 - Eye and mouth protection with goggles and mask, if splash or spray anticipated
- Access 'spillage kit' in order to clean up spillage promptly. This pack contains: absorbent granules, disinfectant, scoop and scraper, disposable gloves, bags.
- Sprinkle granules over the spillage, completely covering it. This will solidify a liquid in 2 minutes. Don't stand over the solution as it can be a respiratory irritant.
- Using the scoop and scraper provided, remove the now solidified residue and place in a bio hazard bag, along with scoop and scraper. Dispose of in accordance with waste management regulations.
- Clean area and equipment thoroughly using hot water and detergent, and disposable cloths.
- Hand hygiene should be performed following management of spillage.

N.B. If a spill contains glass or sharps, these should be picked up with carefully into a sharps bin.

