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1.0 INTRODUCTION

Implementation: It is the responsibility of line managers to ensure that staff members are aware of and understand this policy and any subsequent revisions.

Compliance: This policy complies with all relevant regulations and other legislation as detailed in the *Compliance with Regulations & Legislation Statement*.

Trent Acres First Aid Local Procedures outlines the specific arrangements in regard to First Aid at Trent Acres School. This Local Procedure should be read in conjunction with Outcomes First Group First Aid Policy HS1.7. This Local Procedure will identify the

- **Designated First Aiders for the Service.**
- **Location of First Aid Equipment.**
- **Details of how to Report and Record when First Aid has been Administered.**

2.0 DESIGNATED FIRST AIDERS

The provision of First Aid is available at all times while pupils, staff and visitors are on the school premises, and also off the premises whilst on school visits.

The following members of staff are Designated First Aiders and have all undertaken the enhanced 3 day First Aid at Work Training.

- **Elizabeth May**
- **Lauren-Darcy Holms**
- **Jennifer Lakeland (Paediatric)**

They will be on duty at all times during the school day.

All staff complete Basic First Aid training as part of their induction. This is refreshed regularly. This ensures that there is always an appointed person on-site to take charge if someone becomes ill or sustains an injury.

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 hospital to accompany.

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.

2.1 Mental Health First Aiders

Within our school we have allocated mental health first aiders and have attended a registered course surrounding this area.

- **Emma Ashforth**
- **Elizabeth May**
- **Kirsty Pritchard**

3.0 LOCATION OF FIRST AID EQUIPMENT

The school maintained appropriately stocked First Aid boxes. The contents of which are checked regularly. First Aid boxes are located in the following areas:

- **Art Room**
- **Food Technology Room**
- **Science Room**
- **Main Office**
- **Medical Room (primary)**
- **Medical Room (secondary)**
- **Post 16 office**

All First Aid Boxes will be maintained and restocked in accordance with Outcomes First Group First Aid Policy.

Accommodation for Treatment of Medical Conditions and Illness

The school site has three operational first aid rooms. These are located in the primary school building, KS3 and KS4/Post 16 buildings. All rooms have running water, with additional showering equipment for younger pupils. Both are adjacent to toilet facilities. The facility for older pupils is located on the first floor. In the event that a pupil is unable to access this, a fold-up bed is available in the lower floor independent living flat. This has an adjacent toilet and running water.

4.0 LOCAL PROCEDURES

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 swiftly and as soon as possible. The head teacher must be informed.

Emergency Procedure for Minor Incidents

Where there is an accident in school that requires medical attention, a qualified first aider will assist. Any first aid for students or staff will be recorded appropriately.

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 obtain any relevant medication if appropriate
3. The process for emergency treatment should be followed:

- If Phoning 999 the following information must be given
- School Telephone Number : 01543 473772
- School Address: Options Trent Acres School, Alrewas Road, Kings Bromley, Staffordshire, DE13 7HR
- Give your name
- Name of casualty and symptoms/any known medical condition
- Inform Ambulance service of the procedures to enter the site via the front gate and intercom system
- If an ambulance is called the Reception and SLT should be informed and an adult should go to the notified location 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 Business Manager or a member of SLT as soon as is practicable.

A pupil who is taken to hospital by ambulance should be accompanied by a member of staff who will remain until the pupil's parent/carer arrives at the hospital. If a pupil is taken to hospital, it is essential that Options Trent Acres makes every effort to inform parents/carers immediately; failing this the emergency contact person will be informed.

In an emergency it may be necessary for 2 members of staff if possible to take a pupil to hospital in his/her own car. When a pupil is taken to hospital by a member of staff they should also take with them all medication the pupil is currently taking together with the pupils medical record showing what medication has been taken, when it was taken, the dosage and what the medication is being taken for. This information is in their file in the medical room.

Process for dealing with bodily fluids:

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.

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

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 are kept in 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.

Procedure for dealing with spilled bodily fluids:

- 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 - Mouth and nose protection with mask, if splash or spray anticipated
- Access 'spillage kit' in order to clean up spillage promptly. This pack contains: absorbent granules, disinfectant, blue roll, 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 blue roll provided, remove the now solidified residue and place in a bio hazard bag, along with contaminated blue roll. 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 carefully and deposited into a sharps bin – located in the medical room.

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5.0 REPORTING & RECORDING

A record should be made of whenever it has been necessary to administer first aid. Staff administering the first aid should utilise the Info-Exchange Event Recording System to report the use of First Aid.

The Event Reporting System enables staff to record incidents involving staff visitors or service users and includes facilitating the reporting of accidents and near misses. The systems also allows for analysis, in order to identify trends and patterns.

The System will automatically prompt the inputter to detail any administering of First Aid for any event where injury has been sustained by either a staff member, visitor or service user.