

**Outcomes  
First  
Group.**

# **First Aid Local Procedure Policy**

**Policy Folder:  
Health & Safety**

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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*.

Chestnut Hills First Aid Local Procedures outlines the specific arrangements in regard to First Aid at Chestnut Hill 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, and Staff Training**
- **Provision specific hazards and risks**
- **Procedures for Sharing Information of Allergies and Medical Conditions**
- **Actions to be taken in the event of an injury**
- **Location of First Aid Equipment.**
- **Details of how to Report and Record when First Aid has been Administered.**

### 2.0 DESIGNATED FIRST AIDERS AND STAFF TRAINING

All staff complete Emergency First Aid at Work training on the induction programme, and refresh this training on a 3 yearly basis.

At least one of the Designated First Aid trained staff will be on duty within the service at any one time.

### 3.0 PROVISION SPECIFIC HAZARDS AND RISKS

All staff are aware of any specific hazards or risks in the areas they work in, and the sessions they deliver. These include (but are not limited to):-

- Risk of burns and scalds from hot water in Food Technology and Classrooms
- Risk of cuts from kitchen knives in Food Technology
- Risk of burns from hot ovens and hobs in the Food Technology
- Risk of injury from tool use in Design and Technology sessions
- Risk of chemical burns or ingestion of chemicals in the Horticulture area
- Risk of ingestion of inedible substances in Creative Arts sessions
- Risk of injury from use of tools in Horticulture area

All activities and specific learning areas have risk assessments in place, which detail the strategies needed to minimise risks. Where an activity involves using a chemical substance (such as plant fertilizer), the chemical must only be used once the COSHH information has been read, and must not be used by the students. All substances must be stored safely in the COSHH cupboard, and the COSHH sheet must be readily available in case of injury. COSHH sheets for any substances used within the provision are held on the school's intranet system.

#### **4.0 – PROCEDURES FOR SHARING MEDICAL INFORMATION AND ALLERGIES**

All students have information files, IEPs and one-page profiles which include any known allergies or medical conditions.

Staff complete health questionnaires on commencement of employment. For any medical conditions or allergies which may require First Aid treatment or involve environmental triggers (for example, nut allergies, epilepsy), information will be shared to ensure safety of the individuals.

If staff members need to carry emergency medication (for example, Epipens) this information is made known to the relevant people (line manager, Designated First Aiders and team working with the member of staff) along with information about the administration of emergency medication.

For allergies and medical conditions relating to food for staff and students, information is shared via posters in the school dining room, school staff room, Food Tech and the relevant classroom areas. Information on food related allergies is shared with the school chef.

#### **5.0 – ACTIONS TO BE TAKEN IN THE EVENT OF AN INJURY**

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If emergency services are called, the Head of School, Teacher or Admin Manager will contact parents/social worker/next of kin immediately.
- Staff should ensure that student medical records and medical passports are taken to the hospital, including details of any medication the student is taking.
- The first aider or member of staff present will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- The first aider is responsible for ensuring that the area of the incident is thoroughly and hygienically cleaned following an accident. In the event of blood or bodily fluids requiring cleaning, staff must use appropriate PPE and dispose of cloths and mops in a clinical waste bag.
- The clinical waste bag must be disposed of in a yellow clinical waste bin.

#### **6.0 LOCATION OF FIRST AID EQUIPMENT**

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First Aid boxes are located in the following areas.

- **School First Aid Room**
- **Sports Hall**
- **Administration Office**
- **Reception**
- **School Staff Room**
- **All classrooms have First Aid kits**

All First Aid Boxes will be maintained and restocked in accordance with Outcomes First Group First Aid Policy HS 1.7.

## 7.0 REPORTING & RECORDING

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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 accident and 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 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.

IN the event of an injury which meets the threshold for RIDDOR reporting, the Executive Headteacher or Head of School will complete the RIDDOR and submit to HSE, within the HSE timescales (10 days for any accident resulting in the death of a person, hospital treatment, or any other accident resulting in specified injury, or 15 days for any accident resulting in 7 day incapacitation of a worker).

Where appropriate, injuries to students may also be reported to CIW.

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working together we will build incredible futures by  
empowering vulnerable children, young people and  
adults in the UK to be happy and make their way in the  
world