

# FIRST AID GUIDANCE FOR STAFF

Rosendale School is mindful of the need to safeguard the wellbeing of all pupils, staff and visitors to the school and will ensure, as far as is reasonably practicable, that First Aid arrangements will be managed in compliance with the management of Health and Safety (First Aid) Regulations 1981

Management of First Aid arrangements will be undertaken in such a way as to ensure there are adequate arrangements for training and retaining of First Aid staff, provision of first aid equipment and facilities and for the recording of first aid treatment

The school aims:

To provide a prompt and appropriate response in cases of illness and injury

To ensure compliance with all relevant legislation

To ensure there are efficient numbers of competent staff within school and the residential properties

To ensure there are suitable facilities to administer first aid

To identify and implement reasonably practical arrangements for dealing with first aid incidents

To keep accident records and report to the HSE as required under RIDDOR

## ***Efficient number of competent staff***

The school has 70 employees and up to 104 pupils who on the school site each day so it is important that we have enough staff trained in first aid to deal with all eventualities

The following staff are trained trainers in First Aid:

Mr S Joesbury and Mr C Leach

They are the First Aid Coordinators who will train staff on a rolling training plan

The following staff are trained in the 4 day First Aid at Work training:

Miss G Harkin (responsibility for medical issues in school)

Mrs D Honeyman (care staff member)

Mrs R Barrett (Primary Department)

All Care Staff (who are responsible for the residential properties in the evening) and Teachers/SSA (who take the pupils off site regularly either for PE or activities) have received the 1 day Emergency First Aid training. (Please see attached list)

There is a rolling rota for refresher courses for the above staff

In total 21 staff members have had First Aid training with all other staff having undergone Basic Life Support training.

### ***First aid list***

There are up to date notices of staff that are located at appropriate places in school – so all staff within school know how to obtain first aid assistance

### ***Fully stocked first aid boxes***

First aid boxes are placed in all areas of the school where an accident is considered possible or likely.

These are located around school in the following places:

Main Office

Food Room

Science Room

Art Room

D & T Room

Work Room

Room 2 – in the new building

Reception

9C classroom

Farmhouse (Medical Room)

Every residential property

It is the responsibility of the schools designated medical officer (Miss Grace Harkin) to order stock and fill the boxes when informed an item has been used.

It is the teacher of the class room responsibility to ensure they monitor the contents of the first aid box.

It is the shift leader's responsibility in the residential properties to ensure they monitor the contents of the first aid box in their respective unit.

It is the individual staff members who take an item from a box to inform Miss G Harkin so a replacement can be placed back in.

### ***WHAT TO DO IF A CHILD NEEDS FIRST AID***

The staff member who is with the child must access the injury and call for a staff trained in first aid – while they are waiting for assistance they can in an emergency access the first aid materials.

The first aider, when they arrive, will assess the situation and take appropriate action.

The staff member then should complete the appropriate accident form and give to the head of care.

The staff member should inform parents of the child of any accidents.

### ***WHAT TO DO IF A SERIOUS INJURY***

The first aider dealing with the incident should assess the injured person and if they need to go to the hospital they should let the office know and a member of the senior staff. Parents will be contacted and requested to go directly to the hospital where they will be met by staff.

Staff will accompany the child/person to the hospital take all relevant details (pupil's health care booklet) so appropriate information is passed to the medical staff – staff will stay with the pupil until an appropriate adult arrives where they will hand over to this person (parent or carer)

### ***RECORDS***

The school will keep records of all accidents and injuries, and has a procedure in place for ensuring that they are reviewed regularly in order where possible, to minimise the likelihood of recurrence. The school will keep a record of any first aid treatment, and medicines given to a pupil.

The school encourages parents to contact the school to discuss any concerns they may have regarding their child's health.

## **Asthma Policy**

In developing this asthma policy the school acknowledges the advice and guidance of the National Asthma Campaign. The school recognises that asthma is a widespread, serious but controllable condition affecting many pupils at the school. The school welcomes all pupils with asthma and through the policy pupils will be able to achieve their full potential in all aspects of school life.

- All pupils have an individual health care plan
- The school will store spare inhalers for individual children. These are kept in a cupboard in the Staff Rom fully labelled.
- Pupils will be encouraged to understand their condition.
- Staff will be informed annually of those children who suffer with asthma.
- The school will work in partnership with all parties to ensure effective communication of the policy.

### ***ASTHMA***

Asthma is a condition that affects the airways. When a person with asthma comes into contact with something that irritates their airway the muscles around the walls of the airway tighten so that the airway becomes narrow and the lining inflamed and starts to swell. Sometimes sticky mucous or phlegm builds up which can further narrow the airways. This makes it very difficult to breathe and leads to symptoms of asthma.

#### **Recognising an asthma attack**

- The airways in the lungs become restricted
- The child will have difficulty speaking
- The child may wheeze, and have difficulty breathing out
- The child may become quickly distressed, anxious and exhausted. They may appear blue around the lips and mouth.

#### **What to do if a child has an asthma attack**

- Ensure that the reliever (blue) inhaler is taken if prescribed
- Send for the nurse
- Stay calm and reassure the child
- Ensure the child sits upright and slightly forward
- Loosen any tight clothing
- Encourage slow deep breaths

Call 999 and request an ambulance urgently if:

- o The reliever (blue inhaler) has had no effect after 5 - 10 minutes
- o The child is unable to talk or increasingly distressed
- o The child is disorientated or collapses.
- o The child looks blue around the mouth and lips
- o If you have any doubts about the child's condition
- o Inform the parents or guardian as soon as possible about the attack

Minor attacks should not interrupt the child's involvement in the school day and they should return to activities when they are fully recovered.

Please contact the Medical Officer (Miss G Harkin) for advice, help and support and for further information.

## **Policy for the Prevention of Contamination from Blood/Body Fluids**

Occupational exposure to blood or other body fluids through spillage poses a potential risk of infection particularly to those who may be exposed to these substances in the work place setting.

The safe and effective management of these spillages is therefore essential to prevent transmission via this route and to comply with the Health and Safety at Work Act 1974. It must be assumed that every person encountered could be carrying a potentially harmful microorganism that might cause harm to others. As such, safe effective management of spillages is a precaution applied as standard. Rossendale School acknowledges the guidance given by Health and Safety Executive and Public Health Department (Infection Control).

### ***Prevention of contamination incidents***

The aim of the policy is to ensure the protection of all staff children and visitors where there is an accidental exposure to blood/body fluids when dealing with an incident. It aims:

- To ensure all members of staff are aware of what action to take.
- To ensure all members of staff are protected through good working practices.
- To prevent contamination.

School staff dealing with an incident must:

- Always wear suitable 'single use' disposable gloves when handling blood and body fluids during first aid procedures. (found in the first aid kits)
- Always cover any open wounds/cuts/sores/burns of the skin with a waterproof dressing
- Place any soiled dressings/gloves in a small yellow clinical waste bag (provided in the first aid kit)
- Clinical waste bags are disposed of safely
- Wash hands thoroughly following removal of gloves
- Arrange for spillages to be cleaned up as quickly as possible

***This policy applies to:***

First aiders and any member of staff, teaching and non-teaching who may be involved in dealing with an incident. It includes all departments within the school and extends wherever practical to field trips, excursions and sporting events.

**In the event of accidental exposure to a contaminant:**

- Broken skin – wash immediately with soap under running water and cover with waterproof dressing.
- Eye – wash eye out thoroughly with water
- Mouth – do not swallow. Spit out and rinse mouth out with water
- Attend Accident and Emergency if necessary for further advice/treatment.
- Report any incidents of accidental contamination to School Nurse or Health and Safety Representative

**Spillages of blood or body fluids**

A spillage is a leak or spill of blood or body fluid from a person, specimen container or Equipment.

Spillages of blood or body fluids present a risk of infection and must be dealt with immediately.

Viruses such as Hepatitis B, C and HIV can be transmitted through blood and other bodily fluids. Quick and effective management of spillages regardless of the setting is essential for health and safety. Before attempting to clear a spillage make sure you have gathered all necessary equipment and wear personal protective equipment.