

FIRST AID ROOM PROTOCOLS

- 1 The room must be kept clean and tidy at all times. The fridge must be kept clean at all times.
- 2 The Medicine cabinet must be kept locked at all times, (when the first aider is not available the key will be kept in main reception). At the end of the day cupboard should be locked.
3. First aid consumables must be maintained at a reasonable level and surplus stock stored in the Admin storeroom.
- 4 Reusable ice packs are kept in the fridge and must not leave the first aid area.
- 6 Should a call be made for a first aider to attend the scene of an accident/injury, there is a comprehensive first aid kit in the large cabinet.

RECORDING OF INCIDENTS

- 1 All incidents must be recorded in the Daily First Aid Record (Triage file) as and when they are dealt with.
- 2 These will be transferred to the computer database.
- 3 In the event of an accident, or more serious incident, an accident form also need to be completed by the first aider and sent to JCL. This will then be passed to the relevant member/s of staff.

RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

- 1 Any accident/injury that results in a Fracture to a major limb, or which leads to a stay in hospital of three (3) or more days must be reported to the Health and Safety Executive (HSE). This is done on-line. Guidelines are on the notice board or 'Google' RIDDOR and follow the simple instructions to 'report an injury online'. Once you have finished and submit you will be given an incident reference No. This needs to be entered into the HSE record book.

TREATMENT

- 1 Every First Aider should be aware that we have some students with ongoing medical conditions. Check a student's record before giving treatment. Information is stored on Sims.
- 2 Students should have a note from a member of staff during lesson time. This obviously does not apply to emergency situations or where the injury is obvious.
- 3 If students are complaining of illness as opposed to an injury, their parent must be contacted prior to them going home. No student should be allowed to go home if there is no responsible adult in the house.
- 4 **If a student is sent home/collected, a Yellow slip must be completed and sent to internal reception so they can mark the register and fire sheets accordingly. The student will be given a slip in case they are stopped on the way home.**

5 Students returning to lesson should be given a white slip.

HYGIENE

- 1 Where an open wound is involved sterile gloves should be worn (these are kept in the consumables cupboard).
- 2 Before and after treating all patients, anti-bacterial barrier cleaner should be used.
- 3 All used supplies should be placed in the YELLOW contaminants bin.

This policy should be read in conjunction with the following policies:

- Child Protection Policy
- Safeguarding Policy
- Students with Medical conditions Policy
- Intimate Care Policy
- SEND Policy
- Race Equality Policy

This policy is updated and reviewed on a regular basis.