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**FIRST AID ROOM  
PROTOCOLS**

**September 2019**

1 The room must be kept 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 the main reception). At the end of the day the 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.

5 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 INDICENTS**

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, an accident form also needs to be completed by the first aider.

4. Any injury in relation to the head – parents must be contacted. In the case of the parent not being available for contact, a letter should be given to the student re “bump to the head” and signed by the first aider dealing with the incident. A copy should be made and placed in the student’s file.

5. in the case of minor injuries if the first aiders are unable to contact parents a ‘minor injury letter’ must be completed and signed by the first aider. A copy should be made and placed in the student’s file.

**RIDDOR** Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

**For Students**

Reportable under RIDDOR if the accident results in:-

* Death to the person, that arose out of/or in connection with a work activity; or
* An injury that arose out of/or in connection with a work activity AND the person was taken directly to the hospital from the scene and treatment was provided (examination and diagnostic tests do not constitute treatment).

**For Staff**

Under RIDDOR, the following work-related accidents including those caused by physical violence, must be reported:

1) accidents which result in death or ‘Reportable specified injury’.

2) accidents which prevent the injured person from continuing their work for more than seven days and MUST be reported within 15 days.

To report a RIDDOR follow the link and instructions on the HSE website ([www.hse.gov.uk/rddior/](http://www.hse.gov.uk/rddior/))

**TREATMENT**

Every first aider should be aware that we have some students with ongoing medical conditions. Student’s records must be checked before giving treatment. Information is stored on Sims or in the care plan.

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.

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.

**If a student is sent home/collected, a Yellow slip must be completed and sent to the attendance team so they can mark the register and fire sheets accordingly. The student will be given a slip by the attendance team in case they are stopped on the way home.**

Students returning to a lesson should be given a white slip or note to say where they have been with a time of leaving.

**HYGIENE**

Where an open wound is involved sterile gloves should be worn (these are kept in the consumables cupboard).

Before and after treating all patients, anti-bacterial barrier cleaner should be used.

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.