RHODES WOOD HOSPTIAL SCHOOL

FIRST AID POLICY

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Elysium Children and Education is committed to promoting equality in all its activities.
We aim to provide an environment free from discrimination and unfair treatment.

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1. Introduction

This document is produced for Rhodes Wood Hospital School, a division of Elysium Children and Education.

2. Equal Opportunities and Scope

Rhodes Wood Hospital School acknowledges its responsibility to have appropriate first aid arrangements. This will include ensuring adequate and appropriate equipment, facilities, and personnel are available to enable first aid to be given to its staff and others who may be affected by its business should they become injured or ill while at work.

All staff will adhere to this policy in line with the organisation's obligations under equality legislation. The Head Teacher will ensure that all reasonable adjustments or supportive measures are considered to allow equal access and opportunity regardless of age, gender, ethnicity, sexual orientation, disability, faith or religion, gender identity, pregnancy or marital status.

3. Responsibilities

The Head Teacher & designated first aiders will ensure:

- A First Aid Needs Assessment is carried out and reviewed at least annually or sooner as necessary.
- Adequate and appropriate identified first aid equipment and facilities are provided.
- An appropriate number of trained first aid personnel are present in the workplace at any one time.
- The provision of sufficient numbers of first aid boxes, which are regularly checked and first aid supplies replenished as necessary.
- Ward staff and the clinical team are aware of their duties as first aiders for the school.
- Staff understand the protocols for first aid and who to contact on the ward when first aid is needed
- Staff under their control are aware of the first aid arrangements.
- Staff undertake Basic Life Support training so they may respond to Mayday calls as necessary in the school.
- Personal needs assessments for lone/mobile workers or those with specific health needs are undertaken.

First Aid Personnel are responsible for:

- Responding to incidents in the workplace
- Recording any first aid treatment given
- Keeping first aid treatment records secure in line with data protection
- Appropriately maintain the medical confidentiality of the person they are treating
- Keeping their training up to date including refreshers and keeping a record of this

- Treat casualties in accordance with the training they have been given
- Ensuring contents of first aid box(es) are checked monthly to establish supplies are sufficient to meet requirements
- Ensure their contact details are updated if they move premises or change their usual working location
- Take effective measures to protect themselves from any blood borne infection
- Be aware of the Health and Safety and First Aid policies for RWHS.
- If the first aid personnel are ward staff, to ensure that any incidents that led to first aid required to being administered is communicated with the Head Teacher.
- Report insufficiencies in first aid arrangements to the Head Teacher in the first instance and the Head Teacher.

Staff are responsible for:

- Ensuring they are familiar with the name and location of the nearest first aider or appointed person.
- Ensuring a serious incident report is completed for all accidents.
- Be aware of where the First Aid boxes are in the school and the relevant First Aid protocols.
- Be aware of the Health and Safety and First Aid policies for RWHS.
- Informing the Head Teacher of any specific health conditions or first aid needs.

4. First Aid Needs Assessment

A First Aid Needs Assessment will be carried out to identify the first aid requirements.

Significant risks in the workplace or service will be included in the assessment process, which should then help identify what our first aid needs will be.

First Aid Provision will be reviewed at least annually or sooner if no longer relevant, for example:

- There is a significant change in the number of people on the premises
- There are changes in the way people work or use the premises
- There is an increase in the hazard of the activities carried out on site
- There is a change in legislation or guidance

Review will not necessarily mean carrying out a new assessment, but checking the existing one to ensure it is still valid or recording any amendments to reflect changes in circumstances.

5. Types of First Aid Personnel

Appointed Person(s)

If an assessment identifies that a first aider is not necessary, the minimum requirement is to appoint a person to take charge of the first aid arrangements. This person's role includes looking after first aid equipment and facilities and calling the emergency services when required. Appointed persons do not require First Aid training. However, they must receive instruction on how to carry out their duties. You do not need to have an Appointed Person if you have Emergency First Aiders or First Aiders on duty.

Appointed Person(s) at Rhodes Wood Hospital School:

- **Effi Christou Higher Level Teaching Assistant**

6. Emergency First Aider

If an assessment identifies that you don't need a fully qualified first aider, but do need to have someone to carry out basic first aid or lifesaving interventions whilst waiting for emergency services, then this is the role of an emergency First Aider. Staff taking on this role must undergo Emergency First Aid training (6-hour course) and will need to undertake a requalification course every three years to keep their qualification current. They will also need to undertake annual refresher training to ensure they are able to use their skills if called upon.

There is one Emergency First Aider at Rhodes Wood Hospital School:

- **Effi Christou, Higher Level Teaching Assistant**

In addition, the school is able to call first responders from the hospital in the event of an emergency. All staff members wear an individual alarm connected to the hospital that they can pull, and they sound off an alarm for assistance. In the event of a life-threatening or death emergency, the protocol within the hospital will be carried out by pulling the emergency/individual alarm and sounding "Mayday Mayday" call over the radio (as outlined in the Health and Safety Policy for Rhodes Wood Hospital School).

Onsite staff who are emergency first aid trained (and qualified doctors) will attend the scene in an emergency, carrying a "grab bag" with them, which contains all necessary equipment to respond to such a situation (including a defibrillator). (9) 999 will be called as necessary using the school phone, and a member of staff will be appointed to do this during the incident.

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7. First Aider

This is someone trained to provide first aid to a range of specific injuries and illnesses, as well as emergency first aid. They must have undergone First Aid at Work training (an 18-hour course) and will need to undertake a requalification course every three years to keep their qualifications current. They will also need to undertake annual refresher training to ensure they are able to use their skills if called upon.

First aiders attending school incidents will be a nurse in charge, ward manager, or other qualified professional from the hospital. All incidents that require first aid will be attempted to be treated on the ward rather than in school as a first option. If a young person cannot go down to the ward, then a trained staff member will attend school to carry out first aid, utilising the school equipment.

All incidents that require first aid *in school* will be recorded in the school first aid logbook.

8. First Aid Kits

There is not a definitive list of what items should be in the first aid box. Contents will be determined as a result of the Needs Assessment. The following is a guide of suggested minimum stock where there is no special risk in the workplace:

- A leaflet giving general guidance on first aid, e.g. HSE leaflet – basic advice on first aid at work
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (you can provide hypoallergenic plasters if necessary)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile
- Six safety pins
- Two large, individually wrapped, sterile, unmedicated wound dressings
- Six medium-sized, individually wrapped, sterile, unmedicated wound dressings
- At least three pairs of disposable gloves (preferably latex-free)

- No medication of any kind, for example, paracetamol, antiseptic creams, burn sprays, EpiPens, insulin, asthma inhalers etc, should be kept in first aid boxes or kits, nor should these be used as a form of first aid. The reasoning behind this is:

- In the case of tablets, you may not know if any medication has previously been taken, or if it has, what dosage and when. Giving such medication may adversely affect treatment or surgery that may be required.
- The ward staff are the sole staff in the hospital that can administer medication appropriately and without risk of overdose. Many of our young people are on very high doses of strong anti-psychotic medication, anti-depressants or otherwise, and the effects of administering medication (and potential adverse reactions with interference) are not known.

- If the wrong cream is used for the wrong injury or used inappropriately, there may be serious scarring or long-term discomfort for the casualty. There may also be the chance of an adverse allergic reaction.
- A first aiders role is to assist persons to self-medicate and contact emergency services not to be a medic replacement

Since first aid kits are available to anyone who wishes to use them, the possibility of these highlighted problems occurring could be quite high. The only exception to this rule is where aspirin is used as first aid to a casualty with a suspected heart attack in accordance with currently accepted first aid practice. If kept for these purposes Aspirin should be kept separately from the general first aid kit in a secure location. Aspirin is not to be used to treat illness.

Prescribed medicines kept for young people do not fall under this policy. Staff will refer to the administration of prescribed medication policy with regard to the storage and administration of specifically prescribed medicine.

First aid kits will be checked regularly so that stocks can be maintained. The container should protect first aid items from dust and damp. Any items with expiry dates should not be used beyond their expiry date. First aid kits will be clearly identifiable (container should have a white cross on a green background) and readily accessible to staff. Kits will be placed conveniently, if possible, near to hand washing facilities. Kits will also be available in areas of greater risk, for example, the kitchen.

9. First Aid Rooms

Due to the high-risk nature of our young people, First Aid rooms on the wards are fully equipped with the following, but no patients are allowed to enter this room under any circumstances. All first aid that is administered on the ward will be carried out in patient's bedrooms. Any emergency first aid that is required on site in the school area where a patient is not able to be moved will be carried out in school, in the area that the incident has taken place (all young people and staff not taking part in the first aid are to be removed from the area). This will notably be in a serious emergency, or for example where a patient will not be able to walk downstairs.

Each ward has a medication room that is also fully stocked with first aid equipment, including but not limited to the following:

- A sink with hot and cold running water
- Drinking water and disposable cups
- Liquid soap and disposable paper towels
- Foot operated waste bins
- A chair
- Telephone or other communication equipment
- A method of recording all incidents where the first aid has been given

10. First Aid Treatment

When first aid is given, the person giving first aid must make a record of:

- Date, time and place of incident
- Name and job title (where relevant) of the injured person
- Details of the injury / illness and what first aid was given
- What happened to the person immediately afterwards (for example, went home, went back to work, went to hospital)
- Name and signature of the person dealing with the incident

All completed records of first aid treatment will be kept in a secure location to comply with the requirements of data protection legislation. Only blank copies of the form will be kept with first aid equipment. All first aid that has taken place in school will be completed by the first sider in the First Aid logbook. Should an incident take place in school where First Aid is needed to be administered later on by the ward, the school will liaise with the ward as to the appropriate above details.