

# First Aid Policy

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Policy Ratified by:	Ann Stewart	Director of Children's Services
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## First Aid Policy

This policy should be read in conjunction with the AEM Medication and First Aid at Work policies.

Sutherland House School Braithwell is an Independent School that caters for pupils aged from 5-19 years who have an Autism diagnosis. Educational, Health and Care plans are in place to inform the person-centred approach to ensure that pupils are able to progress towards and meet their highly individualised and educational goals. In addition to their autism diagnosis, many students also have additional associated diagnoses, or medical considerations, such as Attention Deficit Disorder (ADHD) or Epilepsy.

### FIRST AID

Sutherland House School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors.

This policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure first aid provision is always available while people are on school premises, and also off the premises whilst on school visits
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

Sutherland House School Braithwell exceeds the minimum first aid provision suggested in the DfES "Guidance on First Aid for Schools". The school provides suitably stocked first aid kits and these are located in: the admin office, the school kitchen, every classroom and the medical room.

Additionally, burns kits are located in the main kitchen area with an emergency eye wash and bodily fluids disposal kit held in the medical room. We do not have a defibrillator on site, but the nearest one is at the Butcher's Arms or the Ruddle Centre in Braithwell Village.

Before undertaking any off-site activities first aid provision is considered and first aid kits are kept in all school vehicles. All first aid kits are marked with a white cross on a green or red background.

At Sutherland House School Braithwell there is a Designated First Aider who can support first aiders with injuries or illnesses. Contact will be made with the pupil's parent/carer to inform them of the situation and whether the pupil has been taken to

hospital. Every endeavour will be made to get the parent/carer to the hospital where the pupil is.

### School First Aiders

Appointed persons have emergency first aid training. The Headteacher carries the responsibility for informing the school community of the first aid arrangements. A comprehensive list of First Aid trained staff is available in the medical room. Staff and pupils are made aware of this information. All staff will complete Emergency First Aid at Work Training during their induction, with this qualification then being renewed every 3 years.

Staff take precautions to avoid infections and follow basic hygiene procedures. They have access to single-use disposable gloves and hand washing facilities and take great care when dealing with blood or body fluids and disposing of dressings or equipment.

Sutherland House School Braithwell has a procedure which records all accidents and provides for the reporting of fatal or serious accidents, injuries etc. to the Health and Safety Manager and Autism East Midlands through iPlanit as well as reporting RIDDOR following HSE legislation.

The school records any first aid treatment given and retains these records for inspection in the medical folder / accident book/iPlanit. Emergency contact numbers, and consent for medical treatment are obtained for all pupils. Parents/carers are informed of significant incidents in writing.

First aid arrangements are the subject of regular and systematic checks.

### When to Call 999

Any accident that is beyond First Aid assistance, including serious head injuries, excessive bleeding, unconsciousness or any other life-threatening situation, must be treated as an emergency and 999 called for assistance. The Headteacher must be informed and also an Emergency Services Incident Report Form completed and sent to the CEO and Director of Children's services on the same day as the incident. The incident also needs to be recorded on iPlanit and RIDDOR if appropriate.

### Emergency Procedure for Minor Incidents

Where there is an accident in school that requires medical attention, a qualified first aider will assist. Any first aid for pupils or staff will be recorded on iPlanit. For pupils, parents will be informed through a phone call with details of the injury and first aid and then followed up by an email.

## Emergency Procedure for Major Incidents

In the event of such an emergency or if an 'at risk' pupil falls ill then the member of staff at the incident must:

1. Call 999
2. Summon support from a first aider and get the relevant medication
3. Emergency treatment should be delivered.
  - If Phoning 999 the following information must be given
    - School Telephone Number: 01302203675
    - School Address: SHS Braithwell, Holywell Lane, Braithwell, Doncaster, S66 7AF
    - Give your name
    - Name of casualty and symptoms/any known medical condition
    - Inform ambulance control of the entrance e.g. Main entrance, off Holywell Lane
    - If an ambulance is called the admin staff/SLT should be informed and an adult should go to the notified entrance to give directions to the ambulance crew.
    - A member of staff will accompany the casualty to hospital.
    - If the emergency services are called the parent/carer of the casualty will be telephoned

A pupil who is taken to hospital by ambulance should be accompanied by a member of staff who will remain until the pupil's parent/carer arrives at the hospital. If a pupil is taken to hospital, it is essential that SHS Braithwell makes every effort to inform parents/carers immediately; failing this the emergency contact person will be informed.

In an emergency it may be necessary for 2 members of staff, if possible, to take a pupil to hospital in his/her own car. When a pupil is taken to hospital by a member of staff, they should also take with them all medication the pupil is currently taking together with the pupils' medical record showing what medication has been taken, when it was taken, the dosage and what the medication is being taken for. This information is available on iPlanit.

## SHS Braithwell protocol for dealing with body fluid spillages

### 1. General statement

The aim of this protocol is to decrease the exposure risk to blood-borne and body fluid pathogens. Adherence to this procedure is the responsibility of all staff that may come into contact with spillages of blood and other body fluids. All staff should be aware of their personal responsibilities in preventing the spread of infection.

### 2. Legal position

The school has a duty to protect its staff from hazards encountered during their work: this includes microbiological hazards (COSHH 2002). For the purposes of this policy, biohazards are defined as:

- Blood
- Respiratory and oral secretions
- Vomit
- Faeces
- Urine
- Wound drainage

### 3. Prevention and preparation in case of spillage

- Workplace to provide a suitable assessment of the health risks associated with exposure to spillages of body fluids
- Staff to be aware of procedure and risks associated with exposure to body fluids
- Provision of appropriate first-aid facilities and staff
- Materials for dealing with spillages to be readily available i.e. spillage kits are kept in the first aid room.
- Regularly evaluate the procedure and update as necessary

Disinfection aims to reduce the number of micro-organisms to a safe level. All blood spills should be treated as a source of infection and dealt with according to strict hygienic principles.

### 4. Management

If any type of body fluid has been spilled onto a surface the following precautions should be made:

- Notify appropriate staff i.e. cleaners, to secure the environment by placing warning signs.
- All staff dealing with a biohazard spill to wear protection i.e.
  - Disposable gloves
  - Disposable plastic apron
  - Mouth and nose protection with mask, if splash or spray anticipated
- Access 'spillage kit' in order to clean up spillage promptly. This pack contains: absorbent granules, disinfectant, roll, disposable gloves, bags.
- Sprinkle granules over the spillage, completely covering it. This will solidify a liquid in 2 minutes. Don't stand over the solution as it can be a respiratory irritant.
- Using the roll provided, remove the now solidified residue and place in a biohazard bag, along with contaminated roll. Dispose of in accordance with waste management regulations.
- Clean area and equipment thoroughly using hot water and detergent, and disposable cloths. - Hand hygiene should be performed following management of spillage.

N.B. If a spill contains glass or sharps, these should be picked up carefully and deposited into a sharps bin – located in the medical room.

SHS Braithwell ensures the safety and wellbeing of all staff and pupils. All staff receive information regarding First Aid and Medication arrangements at Induction. Regarding the handling and administering of medication, please refer to our medication policy.

Title: First Aid Policy

Applicable to: All staff

Date of Review: May 2026

Procedure Owner: SHS Braithwell

