

# Cape Cabin

## FIRST AID POLICY and PROCEDURE

### **First Aiders:**

All staff on site are first aid trained after completing INSET training January 2023  
Samantha POpe, Jennie Ordish, Matthew Pope, & Helen Tilley

**Location of First Aid box ; One in each cupboard in each Cabin – one in FS building under the sink**

### **Procedures**

The following information applies to all persons on the site. It is based on the DfE “Guidance on First Aid for Schools”. All members of staff are expected to be fully aware of procedures and the location of first aid boxes. Inclusion partnerships / schools / parents have given permission for treatment to be given to individuals whilst with us.

The above persons should be contacted directly if an incident has resulted in a reported or visual injury, loss of consciousness or distress. Members of staff are not expected to make a diagnosis of a suspected injury or medically treat a casualty and should therefore seek help if in any doubt. Pupils may be used to alert other members of staff providing this does not endanger anyone. Staff should respond by attending the incident and assisting the adult already present. Be sure that any instructions given (including the need for an ambulance) are clear and easy to repeat or act upon. If circumstances dictate (isolated, with very young children etc.) a shout(s) for help should be used. Remain calm.

When away from the main buildings, members of staff will carry a mobile telephone and a small first aid travel bag. Where feasible, protective gloves and sterile dressings should be used during the administration of first aid. Members of staff are asked to report any first aid supplies used; so they can be replaced.

Once treatment has been completed waste materials must be disposed of carefully. Soiled items such as used gloves should be placed in bio hazard bags (stored under the sink). Fluids should be dealt with by using absorbent paper towels before disposal in a bio hazard bags.

All bio hazard bags must be disposed of by incineration or in the sanitary care disposal box. Sharps such as needles and glass splinters should be placed in the yellow sharps container; care should be taken that needle stick injuries do not occur.

All incidents are recorded in the “Accident/Administration of First Aid Book”

Where a head injury has occurred, parents inclusion partnership / school will be notified in writing on the day of the injury. Should it be necessary, the Health and Safety Executive RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences) Accident book is to be completed by the member of staff dealing with the incident. This is kept in the Cupboard and again guidance will be given if necessary. Jen Ordish or HelenTilley should be informed of all incidents once the accident book has been completed. They will inform Inclusion partnership / parents where this is appropriate and keep copy in students folder.

All staff will familiarise themselves with the first aid procedures and ensure that they know who the current First Aiders are. They will be aware of specific medical details of individual pupils. Care plans are available for pupils with a known medical problem and members of staff will be

informed of the procedures relating to a particular pupil. Staff training will be provided to support pupils with specific medical requirements.

Pupils complaining of feeling unwell should be escorted to a quiet area where appropriate action will be taken. Staff will not administer paracetamol or other medications without permission of parents/ Inclusion partnership/ school.

In the event of an accident, staff are asked to never move a casualty until the pupil has been assessed by a qualified First Aider unless the casualty is in immediate danger. A message for help should be sent to other staff as soon as possible, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained. Staff should reassure, but never treat, a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.

In more serious cases other staff will support the First Aiders in calling for an ambulance or contacting Inclusion Partnerships / relatives in an emergency.

Ensure any completed First Aid form is scanned in and sent to relevant commissioning school and a copy in students folder

Refer to:

Administration of First Aid which covers when a student requires medication during the session time

Helen Tilley

June 2018

Reviewed & Amended 2019 and July 2021

Reviewed and amended July 2023

