



Putting young people first

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# WHEELS VOCATIONAL & LIFE SKILLS CENTRE

## First Aid Policy

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Company Registration No. 06608327

Registered Charity No. 1157795

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## Introduction

This policy is applicable to all staff and students at the Wheels Vocational and Life Skills Centre. We recognise it is our legal duty to make suitable and sufficient provision for first aid to pupils, staff and visitors, including those travelling or working away from Centre premises and to appropriately respect the confidentiality and the rights of pupils as patients.

Written consent of the administration for the medical and dental treatment, first aid and non-prescription medicine is required from parents/carers and guardians.

The Health and Safety Officer is responsible for promoting and implementing the policy by:

- Reporting accidents to the appropriate authority;
- Encouraging staff to take training in first aid;
- Authorising refresher training;
- Providing first aid cover;
- Maintaining adequate first aid supplies and equipment;
- Notifying Senior Management immediately of serious accidents.

A Senior Member of staff will regularly monitor systems and management of medical welfare and records of significant accidents to identify whether review or change in welfare practice is needed.

### The purpose of the Policy is therefore:

- To provide effective, safe First Aid for pupils, staff and visitors.
- To ensure that all staff and pupils are aware of the system in place.
- To provide awareness of Health & Safety issues within Centre and on trips, to prevent, where possible, potential dangers or accidents.

## First Aid

There is provision for having at least one qualified person on site when children are present. NB The term FIRST AIDER refers to those members of the staff who are in possession of a valid First Aid at Work (FAW) certificate or equivalent and they are:

Jason Garratt, Marc Waters and Emily Booker

### First Aiders will:

- Ensure that their qualifications are always up to date by attending necessary refresher courses
- Always attend to a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that their portable first aid kits are checked once a month (recorded) and adequately stocked. They are located in:
  - Workshop
  - Room 1
  - Room 2
  - Gym
  - Kitchen
- Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents/carers to pick up a child to take them to hospital; ensure that parents/carers are aware of all head injuries promptly.

- Ensure that a child who is sent to hospital by ambulance is either:  
~ Accompanied in the ambulance at the request of paramedics. Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted or the parent/carer is not present e.g. at a sports fixture.  
~ Met at hospital by a relative.
- The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
- Liaison must occur to ensure that lessons are covered in the event of an absent teacher.
- Keep a record of each student attended to, the nature of the injury and any treatment given, in the First Aid Book. In the case of an accident, the Accident Book must be completed by the appropriate person.
- Ensure that, after treatment, everything is cleared away, using gloves, and disposed of. Any bloodstains on the ground must be washed away thoroughly using appropriate disinfectant. All contaminated or used items should be disposed of using appropriate equipment/facilities/procedures.

#### **Senior Management will:**

- Ensure that there is always a qualified first aid person available on each site whenever students are present.
- Report all staff accidents at work that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

#### **The Centre will:**

- Provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981 – 3<sup>rd</sup>. Version 2013 (with Amendments 2015).
- Monitor and respond to all matters relating to the health and safety of all persons on Centre premises.
- Ensure all new staff are made aware of First Aid procedures in Centre.
- Ensure that relevant insurances are in place.

#### **Staff who are not first aiders will:**

- Ensure that first aid cover is available throughout the working hours, while students are present.
- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
- Ensure that in the event that an injury has caused a problem, the student must be referred to a First Aider for examination. Familiarise themselves with the first aid procedures in operation and how to contact the First Aiders. They will also ensure that they know who the current First Aiders are.
- Ensure that students are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty.
- Reassure, but never treat, a casualty unless staff are in possession of a valid Emergency Aid 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.
- Send a student who has minor injuries to a First Aider if they are able to walk; this student should be accompanied.
- Send a student who feels generally 'unwell' to the First Aider, unless their deterioration seems uncharacteristic and is causing concern.
- Have regard to personal safety.
- Report all accidents to themselves at work
- **NEVER** administer paracetamol or other medications.

**Teaching Staff will:**

- Be aware of specific medical details of individual students by making reference to the published list.

**Administration staff will:**

- At the start of each academic year, administration staff will provide a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.
- Administration staff will maintain a file of up to date medical consent forms for every student. These are kept on the confidential Student Files in the Office.
- Support First Aiders in calling for an ambulance or contacting relatives in an emergency.

This Policy is subject to all other Policies and Protocols of Wheels Vocational and Life Skills Centre, but particular reference should be made to our over-arching Health and Safety Policy.