



# **Bridgwater College Trust**

## **First Aid Policy**

### **2021-2022**

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## **INTRODUCTION**

Timely and appropriate First Aid provision will be supplied by suitably trained members of staff at the Academy. The following instructions and guidelines are designed to assist with that provision.

If you require First Aid, contact Reception at the Campus you are in and they will locate a First Aider and get them to you.

## **MINOR INJURIES**

The following injuries are considered minor and capable of being dealt with by a first aider in the Academy: Grazes, small scratches, bumps, minor bruising, minor scalding or burns resulting in slight redness to the skin. A record will be made of all presented injuries.

Injuries requiring medical attention:

- deep cut
- long cuts. Long cuts are considered to be approximately 1 inch when on the hand or foot and 2 inches when elsewhere on the body. □ if the cut is jagged.
- if the injury involved a pet, especially a cat.
- if the injury involved a wild animal.
- if the injury is due to a bite, either human or animal.
- if the wound has debris stuck in it after cleansing.
- if the wound is bleeding heavily.
- if the wound will not stop bleeding after applying direct pressure for 10 minutes.
- if the injury is a puncture wound.

## **HEAD INJURIES**

Injuries to the head need to be treated with particular care. Any evidence of following symptoms may indicate serious injury and an ambulance must be called:

- unconsciousness, or lack of full consciousness (i.e. difficulty keeping eyes open); □ confusion
- strange or unusual behaviour – such as sudden aggression
- any problems with memory;
- persistent headache;
- disorientation, double vision, slurred speech or other malfunction of the senses;
- nausea and vomiting;
- unequal pupil size;
- pale yellow fluid or watery blood coming from ears or nose;
- bleeding from scalp that cannot quickly be stopped;

- loss of balance;
- loss of feeling in any part of body;
- general weakness;
- seizure or fit

## **HOSPITAL ADMISSION**

- whenever possible, where a student is required to attend Hospital using an Ambulance the Academy will always ensure that a suitably qualified member of staff travels with the student if a parent is not present. In the exceptional circumstance of parental permission being required, the senior teacher can act *in loco parentis*.
- if a student is taken directly to hospital they will be accompanied by a member of staff who will stay with the student until discharged or until a handover can be made to a parent or guardian.
- the member of staff at the hospital must update the senior teacher on the condition of the injured student as and when information is made available.
- the parent/guardian of a student attending hospital must be advised at the earliest opportunity.
- support for the injured student and their parents will be provided as determined by the individual circumstances of the incident.

## **BLOOD AND BODILY FLUID SPILLAGES**

- it is important that spillages of blood, faeces, vomit or other body fluids are dealt with immediately as they pose a risk of transmission of infection and disease, e.g. blood borne viruses and diarrhoea and vomiting illnesses, such as norovirus.
- a spillage kit is available to deal with blood and body fluid spillages, the kits are locked in the cleaner's cupboard. The Premises Team, who are on site at all times when the Academy is open, will access spill kits as soon as requested.
- the Premises Team are responsible for checking and replenishing the kit
- general principles of blood and body fluid spillage management apply
- body fluid spillages should be dealt with as soon as possible with ventilation of the area □ anyone not involved with the cleaning of the spillage should be kept away from the area. Protective clothing should be worn when dealing with the spillage, such as gloves and aprons.

## **SPILLAGE PROCEDURE**

- cordon off the area where the spillage has occurred.
- cuts and abrasions on any areas of the skin should be covered with a waterproof dressing;
- use personal protective equipment and clothing to protect body and clothes: disposable gloves and apron must be worn.

Hard surfaces e.g. floor tiles, impervious table tops - small spills or splashes of blood:

- clean with neutral detergent and hot water.

## Large spills

- remove spillage as much as possible using absorbent paper towels
- dispose of in a yellow clinical waste bag
- cover remaining with paper towels soaked in diluted bleach solution (1:10 dilution with cold water)
- leave for up to 30 minutes, and then clear away.

### Alternatively:

- large spills may be covered with granules from the spillage kit for two minutes. Spillage and granules should be carefully removed with paper towels and disposed carefully into a yellow clinical waste bag.
- clean area with neutral detergent and hot water.

## Soft surfaces and fabrics e.g. carpets and chairs

- remove the spillage as far as possible using absorbent paper towels, □ then clean with a fresh solution of neutral detergent and water.
- carpets and upholstery can then be cleaned using cleaner of choice.
- steam cleaning may be considered.

Contaminated gloves, aprons, paper towels, etc should be carefully disposed of into a yellow clinical waste bag, securely tied and placed immediately into the normal waste container in the first aid/welfare room. Large quantities of contaminated waste should be disposed of in consultation with the local waste authority.

Wash hands after procedure.

As with other all hazardous substances used in Academy, bleach and disinfectants should be stored, handled and used in accordance with COSHH (Control of Substances Hazardous to Health, 2002) Regulations and the manufacturer's instructions. Product data sheets and safe use instructions should be accessible, along with risk assessments and details of actions required in the event of accidental ingestion, inhalation or contact with skin or eyes.

All chemicals must be stored in their original containers, in a cool, dry, well-ventilated place that is lockable and inaccessible to students, visitors and the public.

Appropriate protective clothing (e.g. gloves and aprons) should be worn when handling bleach and other chemical disinfectants. Contact with skin, eyes and mouth should be avoided

## **INFECTION CONTROL**

Academy staff and students are from time to time at risk of infection or of spreading infection.

The Academy aims to minimise the risk of the spread of infection and will implement appropriate policies and procedures.

Staff should notify the Head Teacher and Head of Health and Safety if they develop any infectious diseases or symptoms, for example:

- skin infections or exposed areas of infestation
- severe respiratory infection (e.g. pneumonia, TB)
- severe diarrhoea
- Jaundice
- Hepatitis
- Chicken Pox, Measles, Mumps, Rubella
- HIV

Head Teachers will need to discuss with the individual suitable controls. In some cases, employees may need to be referred to an Occupational Health Practitioner or their GP for advice.

Staff should report diseases including Leptospirosis, Hepatitis, TB, and Tetanus which they believe may have been contracted through work as these are reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

Confidentiality will be maintained at all times in relation to an employee who is known to have any infectious disease.

No health information will be disclosed without the written consent of the employee concerned and any breach of such confidentiality, either inside or outside the organisation, will be regarded as a disciplinary offence and may result in disciplinary action.

## **SUPPORTING STUDENTS WITH MEDICAL NEEDS**

The Academy's policy is to support students to attend the Academy who have a medical condition. The Academy will therefore support the administration of short and long term medication and medical techniques where this is necessary for the student to continue to be educated at the Academy. The Academy will also put in place procedures to deal with emergency medical needs.

The Academy will establish procedures to ensure that staff, parents, students and, where relevant, health professionals are aware of the student's condition and what steps have been agreed either to manage the condition on a daily basis or to be implemented in case of an emergency.

Individual health care plans are in place for those students with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the Academy year, when student enrolls, or on diagnosis being communicated to the Academy and will be reviewed/updated annually.

## **ADMINISTERING MEDICATION**

No students are allowed to have medication on them unless it is they are secondary or tertiary students, in which case they may carry an inhaler or epi-pen.

Prescribed medicines that have to be administered can only be administered by a FAAW or PFAAW qualified member of staff, once the correct paperwork has been completed and signed by a parent/carer.

If a student refuses to take medicine, staff should not force them to do so, but should note this in the student's record and follow the agreed procedures. Parents should be informed of the refusal on the same day.

Non-prescription medication will not be administered by the Academy staff. This includes paracetamol and homeopathic medicines.

Where it is necessary to administer non-prescription medicine to a student, a parent or their designated authorised adult, must attend the Academy to administer.

### **EDUCATIONAL VISITS**

The Academy will consider what reasonable adjustments they might need to make to enable students with medical needs to participate fully and safely on visits. This might include reviewing and revising the visits policy and procedures so that planning arrangements will include the necessary steps to include students with medical needs. It must also include risk assessments for such students.

Sometimes additional safety measures may need to be taken for outside visits. It may be that an additional supervisor, a parent or another volunteer might be needed to accompany a particular student. Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising visits should always be aware of any medical needs and the relevant emergency procedures. Copies of health care plans should be taken on visits in the event of the information being needed in an emergency.

### **SPORTING ACTIVITIES**

Any restrictions on a student's ability to participate in PE should be recorded in their individual health care plan. All adults should be aware of issues of privacy and dignity for students with particular needs.

Some students may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers. Staff supervising sporting activities should consider whether risk assessments are necessary for some students, be aware of relevant medical conditions and any preventative medicine that may need to be administered and be aware of emergency procedures.

### **ACADEMY TRANSPORT**

Where students have life threatening conditions, specific health care plans must be carried on vehicles. The health care plans will specify the steps to be taken to support the normal care of the student as well as the appropriate responses to emergency situations.

All drivers and escorts should, as a minimum, have basic first aid training. Additionally trained escorts may be required to support some students with complex medical needs. These can be healthcare professionals or escorts trained by them.

Some students are at risk of severe allergic reactions. Risks can be minimised by not allowing anyone to eat on vehicles. All escorts should also be trained in the use of an adrenaline pen for emergencies where appropriate.