



Abbey Court School Trust

Date agreed and implemented by board July 2024

Review date July 2025

FIRST AID ARRANGEMENTS (and Hepatitis advice)

(Also see Medway Council Needle stick/Sharps Guidance)

(Please note school trained first aiders will be present at ALL Trust events)

A. FIRST AID/ILLNESS

I. Location of First Aid box

These are located in the Medical Room along with appropriate facilities for dealing with First Aid. Additionally, in the staffrooms, offices, site manager's office, food tech areas, hydro pool, each classroom and each minibus. The following minimum contents in a low-hazard setting are contained within the 1st aid boxes:

What should a first-aid box in the workplace contain?

- The decision on what to provide will be influenced by the findings of the first-aid needs assessment. As a guide, where work activities involve low hazards, a minimum stock of first-aid items might be:
- a leaflet giving general guidance on first aid (for example, HSE's leaflet [Basic advice on first aid at work](#));
- individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
- sterile eye pads;
- individually wrapped triangular bandages, preferably sterile;
- safety pins;
- large sterile individually wrapped unmedicated wound dressings;
- medium-sized sterile individually wrapped unmedicated wound dressings;
- disposable gloves (for advice on latex gloves please see [Selecting latex gloves](#))

This is only a suggested contents list.

2. Completion of records

See the procedures list below.

Current staff holding a nursing qualification are listed in the Health care policy

Current staff holding a First Aid qualification (including those with the Paediatric certificate) are on display in school.

Additionally, the majority of TAs have emergency aid training (Last training September 2022)

The School Nurse does not hold a First Aid qualification and is not required to do so. All First Aid must be carried out by staff who have undergone recognised First Aid training following the procedures in the staff handbook.

Procedures for the following are included or in the appropriate policy in the staff handbook:

- 'Administration of Medicines and Sick Children' (Health Care Policy)
- 'Suspicion of Non-Accidental Injury' (Safeguarding Policy).
- 'Emergency Procedure in Case of Serious Accident or Illness'.
- 'Accident Procedure'

3. Procedure for removal to hospital (normally by ambulance)

A number of pupil's in Abbey Court are 'Red Card Holders'. These children can be admitted directly to Dolphin Ward, Medway Hospital. The list of these children, and the procedure for admittance, is held by those with authority to make the decision (School nurse, Headteacher and Deputy) and identified on the pupil's IEP.

4. Injuries to Head

Any blow to the head will be referred to parents/carers, following initial attention by a qualified First Aider immediately with a recommendation that medical attention is received at casualty. These actions will be with the consent of the Headteacher (Deputy in her absence).

Accident Reporting

All accidents, including "near misses" must be reported immediately and entered onto an Accident Form which is located in the School Office. Accident records are checked by the Headteacher and Health and Safety coordinator before being added to 'BehaviourWatch'. Any serious accidents are investigated by the Deputy Headteacher and reported through RIDDOR and to Medway Health and Safety as pertinent, including actions to prevent a reoccurrence.

All members of staff have a responsibility under the Health and Safety Act 1974 to:

1. Care for their health and safety; and any persons who may be affected by their acts or omissions whilst at work.
2. Co-operate with their employer in conducting their statutory duty.
3. Maintain their working area in a clean and tidy condition and free from any unnecessary risk.
4. Use and not wilfully or recklessly misuse, neglect or interfere with things provided for his/her own safety and/or for the safety of others.

For Suspicion of non-accidental injury see the Abbey Court Child Protection Policy.

B. BLOOD SPILLAGES

The following procedures are recommended:

The school policy is to treat any incident where body fluids are spilt as if there is a confirmed Hepatitis transmission. In order to reduce the risk the following steps are taken:

- Regular hand washing with hot water and soap
- Avoid sharing towels
- Cover any open wounds with a waterproof dressing
- Wear suitable disposable gloves when undertaking jobs which may involve exposure to contaminated fluids
- Clothing with long sleeves can offer some protection against bites and scratches.

Blood: a. pour neat Milton over the spill. b. Wear disposable gloves. c. cover with disposable towels (30 mins). d. all waste to be put into a plastic bag and disposed of. Then clean the area thoroughly with water. e. laundry to be put into a plastic bag, clearly labelled. Do not put Milton in.

Body fluids with no blood: a. Pour disinfectant over spillage. b. wear disposable gloves. c. wipe up with disposable towels d. Soiled clothing should be handled wearing gloves and placed in a plastic bag and labelled to indicate that it is soiled. Any solids should be removed with disposable paper towels. The items should then be given a hot wash (80c minimum) or dry-cleaned as appropriate.

If a member of staff is bitten or scratched and has blood drawn they should immediately wash the wound with hot water and soap. The wound should be encouraged to bleed. Staff who do not have an established immunity to Hepatitis should attend the nearest casualty department which will be able to offer short-term protection. (any incident involving being scratched or bitten should be reported to the head teacher along with a completed accident report form. Any case of resulting Hepatitis must be reported to the HSE on form F2508a.)

D. PROCEDURE IN CASE OF ACCIDENT

1. Any accident during school time should be reported to the most Senior Member of staff on duty and Chair of the Trust (after any necessary first aid has been administered by an appropriately trained member of staff).

2. Witnesses to the accident (or, in the case of no witness, the member of staff on duty) should complete an accident form. These are available in the school office.

E. EMERGENCY PROCEDURE IN CASE OF SERIOUS ACCIDENT OR ILLNESS

The following steps should be taken in the event of a serious accident or illness.

1. Summon assistance from any member of staff with a first aid **qualification** or, if not available, with first aid **training**. Then inform the Head, Chair of Trust or Senior member of staff present.

2. Carry out appropriate emergency treatment as necessary.

3. When the "first aider" arrives staff should be guided by their advice.
4. If transfer to hospital is necessary the Headteacher, Chair of Trust or most senior member of staff must be informed. The subsequent action should be:
 - a. Call an ambulance, if required.
 - b. Ring casualty (if a child who has a RED CARD 'phone the ward to inform them that a child with special needs will be arriving).
5. Witnesses present at the time of the accident should complete the appropriate accident report form.