

First Aid Policy

Updated: August 2024

Updated by: Amy Ginnetta

Approved by: Graham Chambers

Triple Skillz in the Community is committed to ensuring a safe working environment for those educated and employed by the provision. Triple Skillz will ensure that sufficient trained staff are available to effectively manage accidents and injuries at work and to meet the statutory requirements. Clear and agreed systems should ensure that all learners are given the same care and understanding whilst at Triple Skillz.

This policy:

- Gives clear structures and guidelines to all staff regarding all areas of first aid.
- Clearly defines the responsibilities of the staff.
- Enables staff to see where their responsibilities end.
- Ensures good first aid cover is available both on site and on visits.
- Is regularly reviewed and updated.
- Has safety as its priority for the learners and adults receiving first aid and safety for the adults who administer first aid.

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, learners and visitors.
- Ensure that staff are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, learners and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents at Triple Skillz which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.

First Aid Kits are available at the provision.

The contents of these kits will be checked on a monthly basis by a Designated First Aider and replenished as needed. Out of date items are replenished where necessary.

During induction all new staff will be shown the location of all first aid kits and be advised of who is the designated First Aider on site and in charge of First Aid responsibilities

Record keeping

All incidents requiring First Aid must be recorded on a First Aid form, located on 'Teams'. It is the responsibility of the person in charge at the time to ensure the accident form is completed.

Updated 03.08.2024.

All accidents involving learners must result in medical treatment/support being offered, whether that be a minor First Aid or contacting the learners' parent/carer to inform of the injury. Immediate medical attention will be sought in an emergency and consent for treatment will be gained prior to a learner's admission so that the First Aider is aware of any consent issues around medical treatments. When a learner has an accident or injury the parent/carer will be informed at the earliest opportunity and be sent a copy of the accident report.

Where there is a serious injury or injury to the head, the Head of Centre will be informed immediately and will contact parents/carers immediately to inform.

Equipment

Only specified items will be kept in the first aid box, i.e., no creams, antiseptics, lotions or drugs. In addition, each vehicle attached to a provision or used by staff to transport Young people must have a suitable first aid box.

There should be verifiable arrangements for checking the maintenance of each box.

Boxes should contain the following:

- A general guidance leaflet on first aid
- 20 individual sterile adhesive dressings (assorted sizes), detectable dressings (blue) for the kitchen
- sterile eye pads
- 4 sterile triangular bandages
- 6 safety pins
- 6 medium-size sterile un medicated dressings
- 2 large-size sterile un medicated dressings
- disposable gloves and other personal protective equipment

Medicines Brought on Site:

If students require any medicine to be administered on site on either a short term or long-term basis then the following procedures must be followed:

- Parent/carer to contact a member of staff at Triple skillz to confirm the name of the medication and the requirements of storage and taking the medication. The parent will also need to provide written consent for the learner to take any medication at Triple Skillz.
- The medication box must be clearly labelled with the learner's name and directions for use.
- Medication must be handed to a member of the Triple Skillz staff either by the parent or as soon as the learner arrives at Triple Skillz.
- Medication must be kept in a locked box or cabinet and only brought out when the learner requires the medication.
- Staff must make sure the medication is once again locked away after the learner has used the medication.
- Staff are required to update the parent/carer if the is running low and still required so it can be replaced before running out.
- A logbook must be updated so all staff are aware of what medication is being stored on site and how this medication needs to be administered.

Infectious Diseases:

This paragraph applies to infectious diseases which may easily be transmitted in education settings – examples are respiratory infections such as Flu and Coronavirus (e.g. COVID-19) and childhood infectious diseases such as Measles, Mumps, Rubella and Chickenpox.

Updated 03.08.2024.

- Members of staff or learners with any confirmed (or suspected) disease that is readily transmissible within education settings should remain at home or go home.
- Whilst awaiting collection, learners will remain in a separate room to the rest of the learners or elsewhere with no or limited contact with other members of the education setting. They will be accompanied by a member of staff.
- Triple Skillz will follow any relevant PHE, DfE and NHS guidance.
- If required, Triple Skillz will identify as far as possible close contacts of people who are unwell

Medical Records:

When a learner is first placed at Triple skillz the referring school or partnership fills out a referral form which includes details of any medical needs the learner has and also any medication requirements. This information will be kept on the learners record which is accessible to staff who require the information.

If we require further information, then a member of staff will contact the learner's school or Partnership and in certain circumstances will also contact the parent/carer.

Schools, Partnerships and parent/carers are expected to update Triple Skills should any learner obtain a new medical need throughout the academic year. This will then be logged on the learner's record, and staff will be updated.

Training

- It is the responsibility of the Manager to ensure that sufficient numbers of staff receive the relevant training.
- Appointed First Aid persons are those who have undergone a 1-day emergency first aid course. Staff will need re-training at 3-year intervals and records of training should be maintained on personnel files.
- All staff should be aware of their responsibilities and limitations, and when and how to summon assistance.
- All staff should know the whereabouts of the first aid box.