

## FIRST AID POLICY

### **Policy Statement:**

We understand our responsibility to ensure that our working conditions are safe and compliant with all statutory requirements and codes of practice, including the provision of first aiders qualified to cope with minor injuries.

The following First Aid Policy works in conjunction with our Health and Safety Policy and other such associated policies, which can all be found on our website.

### **First Aiders:**

We aim to have selected members of staff trained to First Aid level, so there will always be a qualified First Aider available on site. First Aiders will be named here as soon as they are announced.

### **First Aid Boxes:**

First aid boxes are to be located at strategic points around our facilities and will be labelled once available. There are appointed persons and designated first aid personnel responsible for managing first aid incidents and checking the first aid boxes regularly.

### **Record Keeping Accidents and Incidents:**

All accidents or incidents that occur and require first aid treatment, within our company and its facilities, are to be recorded in the Accident Book.

These can include:

- Classroom activities, such as role play, play time.
- Social events organized within the facilities
- Full day and part day excursions and activities to places of interest, etc.

All injuries, however small, sustained by any person on our facilities must be reported to either a manager or the DSO and recorded in the Accident Book. Accident records are crucial to the effective monitoring of health and safety procedures and must therefore be accurate and comprehensive. The Health & Safety Officer will inspect the accident book on a regular basis and all accidents will be investigated and a report prepared, with any necessary action being taken to prevent a recurrence of the problem

### **Information on First Aid Procedures:**

All employees will be informed of the following:

- Procedures for recording and reporting of accidents
- Procedures for first aid
- Names of qualified first aiders
- Location of first aid Kits.

Signs will be displayed throughout the School providing information as follows:

- Names of qualified first aiders
- Their room number/phone number
- First aid Box locations.

All members of staff will be made aware of the centre

### **Giving First Aid:**

If someone needs first aid help, the nearest first aider should be contacted and asked to attend. The first aider will then assess the situation, ask for consent to provide help, provide the help needed and if necessary, request assistance from other first aiders. It is recommended to stay with the casualty until they are better and or make arrangements for further medical assistance if deemed needed.

*In the case of giving first aid to an under 18s, which involves physical contact, the first aider should first explain what they need to do and then ask the child's permission to go ahead before starting.*

In the rare case that no first aiders are available, the casualty will be assisted in getting to the nearest hospital A&E department (Exeter RD&E)

### **Transport to Hospital or Homestay/Home if necessary:**

This will be decided on a case-by-case basis which action is to be taken, taking guidance from emergency services where appropriate. In the event of urgent medical attention being required, an ambulance will be called and the next of kin will be informed. If hospital treatment is required, the centre will discuss next steps with the student / next of kin as appropriate. Where necessary, arrangements will be made by the centre to transport staff / student to hospital in non-emergency situations.

In the event that a child needs to be transported to a hospital, the following procedure applies:

- Only vehicles insured to cover such transportation will be used.
- No individual member of staff will be alone with the student in the vehicle.
- A second member of staff will be present to provide supervision of the student.

### **Local Hospital Contacts:**

In the case of serious accident or illness requiring urgent or immediate medical attention the nearest local hospitals are:

**Royal Devon & Exeter Hospital, Emergency Department – 01392 411611**

**Address - Barrack Rd, Exeter EX2 5DW**

In an **emergency** an ambulance should be called by dialling **999**

In serious cases the Director or person in charge is responsible for contacting the employee's or student's family. In the case of a student lodging with a host family, the latter must also be contacted.

### **Review:**

This policy is to be reviewed annually, or when as necessary, for example if a new first aider is announced, or one leaves.