



# Red Rose School Cardiff Limited

## First Aid Policy

Policy Details
Author: Red Rose School
Date effective from: January 2024
Next review date: January 2026
Persons responsible for review: Matthew Jones

To comply with relevant health and safety legislation, the school will:

- Provide adequate and appropriate first aid equipment and facilities
- Provide appropriate first aid training to staff
- Ensure that at least one male and one female staff member have undergone the more advanced three day training course, to fulfil the “first aider at work” role during school hours. The post is currently held by Matthew Jones, Scott Euden, Alun Mills, Jordan Deehan and Leah Cornelius. The school will aim to have most other members of staff to have received the first aid at work 1 day training course or to have completed the St John’s online first aid course.
- Ensure that all buildings will have a minimum of one first aid container clearly marked and suitably stocked, which is accessible at all times
- Ensure that all buildings display a notice giving locations of where the first aid boxes are located and the names of the first aiders at work
- Ensure that all new staff undergo first aid training by a registered provider as soon as practical

### **FIRST AID BOXES / MATERIALS**

First aid kits should be made of suitable material and designed to protect the contents. All kits must be clearly marked with a white cross, and stocked in accordance with the minimum quantities listed below.

Every first aider must have access to and be responsible for the maintenance and contents of their first aid box.

In addition there must be sufficient First Aid/Eye-wash stations at each school site.

### **INFORMATION**

Information on first aid must be included in the induction programme for any new employees and existing employees are to be informed of any changes to the current policy.

### **FIRST AID BOX GUIDANCE LIST**

<b>Number</b>	<b>Item</b>
1	Card giving general first aid guidance
5	Medium sterile first aid dressing
2	Eye pad dressings
2	Conforming bandages
10	Alcohol free cleansing wipes
1	Foil Blanket
2	Triangular bandage

2	7.5 x 7.5 cm sterile gauze swabs
2	10 x 10 cm sterile gauze swabs
1	Roll sticky tape
2	Small disposable gloves
2	Large disposable gloves
1	Face shield
20	Plasters +

### **Precautions to be taken by First Aiders / All Staff**

First aiders must always take the basic hygiene precautions which are part of standard first aid procedures to reduce the risk of contracting or transmitting infections and conditions such as AIDS, Hepatitis B, and Typhoid etc.

All body fluid spillages must be dealt with appropriately, using the correct body fluid spill pack contents, making sure that the direction of the spill pack is followed,

Whenever blood or other bodily fluids / solids have to be cleaned, body fluid packs are to be used, this must then be disposed of in the correct manner.

Soiled clothing should be washed or cleaned in the normal way.

Spill packs must be stored appropriately and staff aware of location.

All school vehicles transporting pupils should carry a first aid kit along with a body fluid spill pack.

Any off-site activity must include the use of a first aid kit, as per the Risk Assessments prepared by the Educational Visits Coordinator.

Staff and pupils involved with food preparation and service should use blue waterproof plasters on any open cuts or wounds.

### **Recording and Reporting**

All accidents should be recorded on the 'Accident form', These can be found on the shared google drive. There are two accident books if the shared google drive is inaccessible, one in the Lodge First Aid Station and one in the kitchen Station. Any First Aid administered to a pupil is recorded in the accident book / shared google drive and a copy is sent home with the pupil to inform parents / carers. Accident forms completed on the shared google drive should be saved in the individual pupil's class folder under accident forms folder and a copy sent home to parents/carers.

In the event of an injury where the first aider has cause for concern (e.g. a head injury), parents will be contacted immediately. Consideration will be given at this point to medical conditions related to individual pupils; a light injury for one pupil may represent a significant injury for another, particularly pupils with a disability.

In the case of an emergency, professional services will be called. The responding first aider will make the decision regarding whether to call for emergency services based upon the knowledge from their training. Red Rose School advises that a qualified first aider should respond to incidents. If there is any doubt regarding whether professional services should be called, the advice from the school to its staff is to phone professional services.

### **Pupils with medical conditions**

Pupils with medical conditions such as epilepsy, asthma or allergies should be identified. All staff should be aware of their conditions and of any action that might need to be taken. Training will be arranged from a qualified provider such as the epilepsy nurse.

Most staff have been trained in use of the EpiPen and administration of epilepsy medication.

Most staff have been trained on how to use the body fluid spill packs.

<b><u>BODY FLUID PACK TRAINING</u></b>	<b><u>DATE</u></b>	<b><u>EPIPEN TRAINING</u> <u>see also</u> <u>Administration of medicine policy</u></b>	<b><u>DATE</u></b>	<b><u>EPILEPSY TRAINING</u> <u>see also</u> <u>Administration of medicine policy</u></b>	<b><u>DATE</u></b>
Hayley Larcombe	19/02/24	Hayley Larcombe	04/12/22	Hayley Larcombe	19/02/24
Michael O'Donnell	19/02/24	Michael O'Donnell	04/12/22	Michael O'Donnell	19/02/24
Stacey Pearce	19/02/24	Stacey Pearce	01/12/22	Stacey Pearce	19/02/24
Jordan Deehan	19/02/24	Jordan Deehan	01/12/22	Jordan Deehan	19/02/24
Matthew Jones	19/02/24	Matthew Jones	01/12/22	Matthew Jones	19/02/24
Elena Gomez	19/02/24	Elena Gomez	01/12/22	Elena Gomez	19/02/24
Leah Cornileus	19/02/24	Leah Cornileus	01/12/22	Leah Cornileus	19/02/24
Tyler Smith	19/02/24	Tyler Smith	01/12/22	Tyler Smith	19/02/24
Sarah Gammon	19/02/24	Sarah Gammon	01/12/22	Sarah Gammon	19/02/24
Alun Mills	19/02/24	Alun Mills	01/12/22	Alun Mills	19/02/24
Joanne Davies	19/02/24	Joanne Davies	01/12/22	Joanne Davies	19/02/24
Anna Marchant	19/02/24	Anna Marchant	01/12/22	Anna Marchant	19/02/24
Kirstie Rowan	19/02/24	Kirstie Rowan	01/12/22	Kirstie Rowan	19/02/24
Angela Kincaid	19/02/24	Angela Kincaid	01/12/22	Angela Kincaid	19/02/24
Joanne Smith	19/02/24			Joanne Smith	19/02/24
Liam Bevan	19/02/24			Liam Bevan	19/02/24
Holly	19/02/24			Holly	19/02/24

