



Orbis
education & care

First Aid Policy

Updated: January 2023

Updated: November 2023

Version - 2

This document relates to Article 28 (***Every Child has the Right to an Education***) of the UN Convention on the Rights of the Child.

This organisation is committed to safeguarding and promoting the welfare of children and young people.



1. Policy Statement

Orbis Education and Care recognises its responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and compliant with all statutory requirements and codes of practice. This includes the provision of Qualified First Aiders in the school qualified to cope with minor injuries. The organisation fully complies with the Health and Safety (First Aid) Regulations 1981.

Orbis Education and Care understands First Aid to refer to:

- The initial and appropriate management of illness or injury which aims to preserve life or minimise the consequences of injury and illness until professional medical help can be obtained; and the treatment of minor injuries that do not require the attention of a medical practitioner or nurse.
- The school recognises that employers are required to make arrangements for first aid at work, to ensure that illness or injury at work is treated and managed in the most appropriate way.

•□

First Aiders

The school ensures that all staff have undertaken basic life support training, especially those staff who have direct contact with pupils. This is delivered on the induction training and refreshed as required. Each school will have a nominated first aider who is trained and visually signposted to staff, pupils and visitors. Any staff member who wishes to become a Qualified First Aider will contact their line manager or supervisor and register their interest. The organisation will support and sponsor training for Qualified First Aider and Refresher Courses. A Qualified First Aider must hold a valid certificate of Competence in First Aid at Work, issued by an organisation whose training and qualifications are recognised by the HSE. Such certificates are valid for three years and refresher training and re-testing must take place before the qualification expires. All staff who work for Orbis Education and Care receive a one-day basic life-saving first aid as part of their induction.

2. First Aid Container

All employees have access to a First Aid Box whilst at work. There is a box located **in the reception, managers office and pupils offsite journey bags**. The box will contain as a **minimum** following:

- A HSE leaflet giving general guidance on First Aid.
- 20 individually wrapped sterile adhesive dressings (assorted sizes).
- 2 sterile eye pads.
- 4 individually wrapped triangular bandages (preferably sterile).
- 6 safety pins.
- 6 medium sized (approximately 12 cm x 12 cm) individually wrapped sterile non-medicated wound dressings.
- 2 large (approximately 18 cm x 18 cm) sterile individually wrapped non-medicated wound dressings.
- 1 pair of disposable gloves
- Antiseptic wipes.

Tablets or medicines will never be kept in the First Aid Box, and items that are out of date will be replaced and disposed of immediately. First aid boxes conform to British Standards where required. It is the staff

This document relates to Article 28 (**Every Child has the Right to an Education**) of the UN Convention on the Rights of the Child.

This organisation is committed to safeguarding and promoting the welfare of children and young people.



responsibility to report any equipment used so it can be replaced. Weekly car checks include checking first aid equipment. A First aid audit is carried out monthly.

All staff must familiarise themselves with the First Aid arrangements and with the names and locations of Qualified First Aiders and First Aid Boxes, posters are strategically located around the school with names of the school's first aiders. Agency staff and visitors have access to this information, and it can be seen on the digital signage in the foyer.

4. Reporting

All accidents to pupils, staff and visitors, no matter how small will be reported to a member of staff, Head of Education and parents/carers as soon as possible after the accident took place. Accidents are logged electronically on "Radar".

5. Medical Information

The Pupil File will have details of specific medical complaints of which the School has been informed. Allergen information can be found displayed in the kitchen and next to first aid stations. A summary of this information is also circulated to all teachers, agency, supply and support staff. Details of how to manage the conditions are included in the pupil risk assessment and all staff are expected to familiarise themselves with this and be aware of any problems that pupils they teach may have.

6. When to call an Ambulance

In a life-threatening emergency ALWAYS call 999 if someone is seriously ill or injured, and their life is at risk. Certain symptoms are so alarming that the need for emergency care or even an ambulance is obvious. Examples of medical emergencies include:

- Difficulty breathing
- Chest or upper abdominal pain
- Unconsciousness
- Sudden dizziness, weaknesses or change in vision
- Change in mental status (unusual behaviour, confusion, difficulty arousing)
- Severe burns or scalds
- Sudden severe pain anywhere in the body
- Bleeding that won't stop
- Severe loss of blood
- Choking
- Severe allergic reactions

When should you call an ambulance:

- Is the patient's condition life threatening?
- Could the condition worsen and become life threatening?
- Could moving the patient cause further injury?
- Does the patient need the skills and equipment of paramedics or emergency technicians?

7. How to deal with blood and body fluid spillages

- Spillages should be dealt with as soon as possible.
- Ventilate area if possible.
- Keep anyone not involved with dealing the spillage away from the area.
- Wear appropriate protective apparel when dealing with a spillage (gloves, apron, mask, eye protection)

This document relates to Article 28 (**Every Child has the Right to an Education**) of the UN Convention on the Rights of the Child.

This organisation is committed to safeguarding and promoting the welfare of children and young people.

- ## 8. Record Keeping

9. Equality Impact Statement

Policy Review Date: November 2024

Signature: P. Ringer (Director of Education)

This organisation is committed to safeguarding and promoting the welfare of children and young people.

