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*ReFocus Ltd*

*First Aid Policy 2021/2022*

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The following policy has been approved by the Executive Head Teacher and agreed by the management team.

The policy will be reviewed on an annual basis unless circumstances arise requiring the policy to be reviewed earlier.

Date: September January 2022

Review date: September 2022

Review Record:

Name (Print): H Perry Name (signature): H Perry Date: 15/01/22	Name (Print): Name (signature): Date:
Name (Print): Name (signature): Date:	Name (Print): Name (signature): Date:

- This policy covers the First Aid procedures for ReFocus Ltd.
- This policy is not stand alone and should be used with other ReFocus policies including, but not limited to: Safeguarding policy, Health and Safety Policy, Risk Assessment Policy, Admissions policy and Code of Conduct.
- When referring to staff members this includes all full-time staff members, volunteers, support staff and supply staff.



## **Policy Overview**

- ReFocus Ltd has a commitment to providing first aid to all our students, staff, parents, and visitors.
- ReFocus Ltd will meet the minimum statutory requirements under the Health and Safety (First Aid) regulations Act 1981.
- ReFocus Ltd requires that they MUST have a minimum of 2 qualified First Aid staff. A First Aider must hold a current certificate of competence in First Aid at Work issued by an approved trainer delivering an HSE compliant course.
- All parents/carers of students are required to submit a completed medical form before admission so that sufficient first aid may be provided in accordance with the specific medical needs of the student.
- For day trips and off-site activities, it is recommended that a member of First Aid staff should be present, and that a small First Aid Kit should always be available.
- Whilst First Aiders carry out their duties voluntarily, they do so in course of their employment and as such, will not be accountable personally for any tasks undertaken within the realm of the administration of First Aid.
- If any member of staff, consider that the First Aid provision is not adequate they should immediately make address any concerns with the Executive head Teacher.

## **2. Code of Practice**

2a; First Aid will only be administered with the patients' consent. If treatment is refused, any injury will be documented. Parents/carers will be notified.

2b; In the first instance, an injury will be assessed as to how serious it is.

2c; If the injury is as a result from a fall from height, a knock to the head, a wound which bleeds or an abnormal swelling, then a First Aider should be called – if in ANY doubt, call a First Aider.

2d; Most incidents involving students are grazes and minor bumps. If a First Aider is summoned and attends and/or administers first aid, then an accident record must be completed.

2.e; If a student requires hospital treatment, parents/carers must be contacted immediately. The student's medical form must be checked to ensure consent has been granted for staff to act on behalf of the parent/carer in their absence.

2.f; If the student requires an ambulance, then they will be accompanied by a member of staff who will wait in the hospital until a parent/carer arrives.

2.g; If the injury/medical condition is not serious enough to require an ambulance they will be taken to hospital accompanied by the first aider and another staff member who will drive the vehicle.



## **Administration and storage of medicine**

Parents of students required to use regular medications, for example an inhaler or EpiPen are required to inform ReFocus immediately. For those students that arrive at ReFocus already knowing of medical needs it is essential to inform us both on the referral form and verbally on the admissions meeting.

If medical care changes throughout a student's time at ReFocus the parent must inform ReFocus immediately.

The information held by ReFocus will include a record of the students who need to have access to asthma inhalers, EpiPens, injections or similar.

We require parent consent and a record of dispensation of medication if it is required of staff to administer. Information held will include - name of pupil, name of medicine, date, time, dosage, signature of person who supervised. Staff will hold all medication, suitably labelled in the School Office in a locked cupboard.

## **Record Keeping**

3.a If first aid is administered for any reason either to a student or employee, the First Aider should ensure that the accident is recorded electronically and will be recorded on their electronic file.

3.b The incident should be logged and reported to the Executive Head Teacher as per the seriousness of the incident in accordance with the information in the next section of the policy.

3.c All accident and incident logs should be logged and recorded in full detail and stored securely for a minimum of five years.

3.d Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) RIDDOR is the law that requires employers, and other people in charge of work premises, to report and keep records of:

- work-related accidents which cause deaths
- work-related accidents which cause certain serious injuries (reportable injuries)
- diagnosed cases of certain industrial diseases; and
- certain 'dangerous occurrences' (incidents with the potential to cause harm)

3.e The Executive Head Teacher and the Designated Safeguarding Lead must be informed if any of the following occur. These must then be reported to HSE:

- Death – All deaths to worker and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.



Specified Injuries Specified Injuries are defined as follows:

- a fracture, other than to fingers, thumbs, and toes.
- amputation of an arm, hand, finger, thumb, leg, foot, or toe.
- permanent loss of sight or reduction of sight.
- crush injuries leading to internal organ damage.
  - serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system, or other vital organs).
- scalping's (separation of skin from the head) which require hospital treatment.
- unconsciousness caused by head injury or asphyxia.
  - any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

*3.f* Over-seven-day injuries to individuals. This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

*3.g* Injuries to members of the public. Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent. If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury'.

*3.h* Reportable occupational diseases. Employers and self-employed people must report diagnosis of certain occupational diseases, where these are likely to have been caused and made worse by their work. These diseases include (regulations 8 and 9):

- carpal tunnel syndrome.
- sever cramp of the hand or forearm.
- occupational dermatitis.
- hand-arm vibration syndrome.
- occupational asthma.
- tendonitis or tenosynovitis of the hand or forearm.
- any occupational cancer.
- any disease attributed to an occupational exposure to a biological agent.



3.i Reportable dangerous occurrences. Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

- the collapse, overturning or failure of load bearing parts or lifts and lifting equipment.
- plant or equipment meeting overhead power lines.
- explosions, or fires causing work to be stopped for more than 24 hours.

Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces, and certain transport systems (railways etc). For a full, detailed list, refer to the online guidance at: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).

3.j Reportable gas incidents. If you are a distributor, filler, importer or supplier of flammable gas and you learn, either directly or indirectly, that someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with the gas you distributed, filled, imported, or supplied, this can be reported online. If you are a gas engineer registered with the Gas Safe Register, you must provide details of any gas appliances or fittings that you consider to be dangerous to the extent that people could die, lose consciousness, or require hospital treatment. This may be due to the design, construction, installation, modification, or servicing, and could result in:

- an accidental leakage of gas.
- inadequate combustion of gas; or
- inadequate removal of products of the combustion of gas You can report online.

Exemptions. In general, reports are not required (regulation 14) for deaths and injuries that result from: 5 Issue 6

- medical or dental treatment, or an examination carried out by, or under the supervision of, a doctor or registered dentist.
- the duties carried out by a member of the armed forces while on duty; or
- road traffic accidents, unless the accident involved: the loading or unloading of a vehicle, work alongside the road e.g., construction or maintenance work, the escape of a substance being conveyed by a vehicle; or a train.

3.k; All the above will be reported to HSE. This will be done online by going to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)



#### **4. First Aid Boxes**

*4.a* All first aid kits will be in accessible areas in all ReFocus Ltd. It is important to keep the first aid kit fully stocked and if an item is used it should be replaced immediately.

*4.b* The first aid kit should be monitored frequently to ensure that it is fully stocked and that no items are out of date or opened.

*4.c* First aid boxes should include gloves, aprons, and bio-hazard bags for the hygienic removal of bodily fluids including blood and vomit.

*4.d* No medications or creams will be kept in the first aid box. Over the counter medication, such as paracetamol and prescription medication, will not be given out to anyone that does not have a signed medical form which outlines the medication and when it should be administered. Please see Administering Medication Policy. 5.

#### **First Aid Room**

ReFocus Ltd have an appropriate room for the treatment of sick or injured students and staff. Access to the First Aid/sick room is always available when there are students in the building and will be close to the toilets and washroom facilities.

*5.a* Any First Aider will never be alone with a student of the opposite sex in the first aid room. He/she should ensure that there is always a same gender member of staff present. In the event of no same gender member of staff being available, the First Aider should seek to safeguard themselves and the student by ensuring another member of staff is present.

*5.b* The sick room will contain a fully stocked first aid kit and there will be access to drinking water and somewhere comfortable for an injured or unwell casualty to rest.

#### **Qualified First Aiders**

Hayley Perry

Liam Kerr

Darren Wade

Katie Close

Paula Tucker



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*Administration of medicine consent form*

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Student name	Medical condition:	Name of medication
How it is administered:	Appointed member of staff	Details of administration:
		Time of day  Quantity?
Emergency numbers	Parental consent	Student consent
Parent  Doctors	Name:  Signature  Date	Name  Signature  Date