

## **First Aid Policy - RBAir**

### **Legislation and Guidance that inform this document**

- Health and Safety Advice for Schools (DfE – updated Feb 2014)
- Health and Safety at Work Act etc (1974)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995)
- Guidance on First Aid for Schools - A Good Practice Guide (DfEE)

### **Other Red Balloon of the Air (RBAir) policies to be read in conjunction with this one**

- Health and Safety - procedures for reporting accidents are detailed in this policy

### **Statement of Intent**

Under the Health and Safety at Work etc. Act 1974, the employer in a school must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off school premises.

Red Balloon of the Air is committed to ensuring that all students and staff work and study in a safe environment, and that, should an accident occur, first aid will be available in a timely and competent manner. We seek to effectively implement all necessary guidance and ensure good practice in all areas of the provision of first aid.

RBAir provision may take place in:

- a Red Balloon Centre - that centre's first aid policy will apply;

- hired accommodation – RBAir staff must ensure that first aid procedure / practice is compliant with this policy;
- at a range of other locations, eg gym, tennis courts, music studio – RBAir staff must carry out a risk assessment for each site and consider health and safety risks within that, and, if action is required to minimise risks, staff must ensure that action is taken;
- a student's home – staff should check that a student's work area and the setup of internet facilities do not pose any risk of injury (eg poor wiring, overloaded plugs).

Also staff may work from office bases - first aid and health and safety practice must be compliant with RB policy in those offices.

### **Assessment of first aid needs**

When assessing first aid needs, each RBAir base / office must include potential risks to students and visitors as well as staff. Points to consider include:

- the size of the base / office and whether it is on different levels - if so, assessment needs to encompass additional first aid provision and the deployment of adequate first aid cover;
- the location of the base / office in relation to emergency services - a nominated staff member will write to their local emergency services advising them of the location, the person to contact upon arrival and any circumstances that may affect access;
- any specific hazards on site such as hazardous substances or temporary works - each base / office will keep a COSHH file in the office;
- any special health needs or disabilities of students or staff using the base / office.

Each responsible manager must ensure that there is sufficient first aid provision for all areas of work:

- off-site activities;
- any practical carried out, eg. cookery and PE;

- any rooms / halls hired for meetings / lessons.

RBAir trustees will review first aid provision with the head of RBAir before the start of each academic year and ensure that standards are being met.

### **General first aid practice**

At all bases / offices RBAir staff seek to ensure that equipment is safe and fit for purpose, that staff are appropriately trained to carry out specific tasks and that there is always adequate first aid equipment available together with appropriately trained staff.

The headteacher, regional mentor, or member of staff to whom the responsibility is delegated, is responsible for informing all staff of the first aid arrangements, the location of equipment, facilities and first aid personnel, and the procedures for recording and reporting arrangements as well as monitoring all first aid needs.

At all bases / offices a list of first aiders must be displayed in the vicinity of the first aid box (a green box with a white cross on it). First aid information will be included in the induction programme for staff and students.

### **First aid containers**

There is no mandatory list of items for a first aid container box. However, the HSE recommends that, where there is no special risk, a minimum provision of contents is:

- a leaflet giving general advice on first-aid,
- twenty individually wrapped sterile adhesive dressings [assorted sizes],
- two sterile eye pads,
- four individually wrapped triangular bandages,
- six safety pins,
- six medium sized (12cm x 12cm) individually wrapped sterile unmedicated wound dressings,
- one pair of disposable gloves.

Equivalent or additional items are acceptable.

[Source: Guidance on First Aid for Schools: A Good Practice Guide DfEE].

## **First aid materials, equipment and facilities**

There should be at least one first aid box (marked with green cross on white background) at each site used; additional containers will be needed for split sites or levels, and distant sports fields, playgrounds or off-site activities.

Staff should check that any students who require / regularly use an inhaler take it with them on any trips they are involved in. Lead staff should also carry one spare inhaler.

The first aiders are responsible for monitoring the contents of the first aid kit and replacing items as soon as possible after use. Items that have passed their expiry date should be safely discarded. Extra stock should be kept at a key base / office for each area. The visibility of first aid boxes is crucial and should be given careful consideration. If possible, they should be kept near hand washing facilities.

Where students meet for group sessions, the member of staff leading those sessions should check whether there are any medical facilities available on site. A risk assessment must be carried out for each site used and arrangements made to ensure any ill or injured students can access appropriate care.

## **Arrangements for students with medical conditions**

Regional mentors will collect all available medical information regarding each student referred to them. That information will be stored and circulated to staff as necessary.

Where students are required to take medication, then advice will be sought from parents / carers and appropriate medical practitioners regarding the safest way of ensuring that the medication is stored (if required) and taken.

## **First aid personnel's main duties**

The first aiders' main duties are to give immediate help to casualties with common injuries, and, when necessary, to ensure that an ambulance or other professional medical help is called.

### First aid qualifications and training

Each RBAir manager is responsible for ensuring that all first aid training courses are approved by the HSE and updated as required. A First Aid at Work Certificate is valid for only three years. Refresher training must be arranged three months before a certificate expires. The standard first aid at work course does not include resuscitation procedures for children; *the coordinator must ensure that the first aider receives this training.*

### First aid recording

The record that must be kept of any first aid treatment given by first aiders should include:

- the date, time and place of the incident;
- the name of the injured or ill person;
- details of the injury or illness and first aid given;
- what happened to the person immediately afterwards (ie. did they go home, resume normal duties, go back to class or go to access further treatment);
- the name and signature of the first aider or person dealing with the incident.

Parents / carers will always be informed of any accident. RBAir staff will attempt to contact the parent / carer by telephone, text or email. Should it not be possible to make immediate contact, messages will be left (eg. voicemail, work colleagues etc) asking the parent / carer to contact an appropriate member of staff. Parents / carers will have right of access to any records made regarding the accident, and, should they feel that practice has been insufficient (either to prevent the accident or in responding to it), then their rights as described within Red Balloon of the Air's complaints procedures will be explained to them.

Some accidents are reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and the administrator should check if this is necessary after an incident.

### Hygiene and infection control

Staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand-washing facilities, and should take care when dealing with blood or other body fluids, and when disposing of dressing or equipment.

Blood and body fluids may contain disease-causing micro-organisms and must be dealt with as soon as possible after a spillage has occurred. BBF may be blood, faeces, pus or vomit. It is the responsibility of all staff to deal promptly with such spills. BBF spills may be classified as high or low risk and this will determine the recommended cleaning process to be employed.

A **low risk** spillage may be a urine spill through careless toilet usage, or an area that has been observed as being accidentally coughed or sneezed upon.

A **high risk** spillage may be blood or vomit: both should be considered potentially hazardous. Any staff cleaning up such a spill must ensure that all precautions (gloves, appropriate cleaning materials and disposal) are pursued to reduce the likelihood of infection.

### Public Service Vehicles

Transport regulations require that all minibuses and public-service vehicles carry a readily available and clearly marked first aid container stocked with the following:

- ten antiseptic wipes, foil packed,
- one disposable bandage (not less than 7.5cm wide),
- two triangular bandages,
- one packet of 24 assorted adhesive dressings,
- three large sterile unmedicated ambulance dressings (not less than 15cm x 20cm),
- two sterile eye pads, with attachments,
- twelve assorted safety pins,
- one pair of rustless blunt-ended scissors.

NB - RBAir currently does not own its own buses, but first aid staff will ensure that an appropriately stocked container is carried whenever a bus is hired to transport students.

### Travelling first aid containers

HSE recommend that where there is no special risk for off-site activities, a minimum stock of items for travelling first aid containers is:

- a leaflet giving general advice on first-aid,
- six individually wrapped sterile adhesive dressings,
- one large sterile unmedicated wound dressing (18cm x 18cm),
- two triangular bandages,
- two safety pins,
- individually wrapped moist cleansing wipes,
- one pair of disposable gloves.

Equivalent or additional items are acceptable. Additional items may be necessary for specialised off-site activities.

Policy updated (September 2019) by Bob Sproson, Director of Education - for annual review

## **Red Balloon of the Air - trained first aiders**

**Louise Byam-Cook** - Combat Medical Technician Class 3 Course -  
Defence College of Health Education and Training (DCHET) - 4 day course,  
completed 30.01.2016 valid until 30.01.2019

**Abigail Taylor** - Emergency First Aid at Work - Red Cross - 04.03.2016 valid  
until 04.03.2019

**Samantha Nightingale** - Emergency First Aid at Work - St Johns Ambulance  
03.10.17 valid until 03.10.20

**Debbie Bradley** - Emergency First Aid at Work - Red Cross - 07.09.17 valid  
until 07.09.20

**Michelle Williams** - Emergency First Aid at Work - Red Cross - 14.09.17  
valid until 14.09.20

**Yvonne Reddington** - Emergency First Aid at Work - Red Cross - 11.07.17  
valid until 11.07.20

**Ryan Finch** - Emergency First Aid at Work - Red Cross - 20.03.17 valid until  
20.03.20