**First Aid Policy**

**Rationale**:

It is essential that a first aid policy exists, that is used and understood by all staff. Accidents and the treatment of them are something that the centre takes very seriously and it is important that students, staff and school visitors receive appropriate intervention should an accident happen. The centre has the capacity, through the training of first aiders to treat minor injuries. The school will seek medical attention for anything more serious.

**Aims**

* To ensure first aid procedures are used and understood by all
* To ensure that adequate first aid is available at all times
* To ensure that training and funding is available to support good first aid practices

**Guidelines**

Currently there are two centre staff members trained in full First Aid and one also has First Aid in Schools.

They are trained to:

* take charge should someone be injured
* look after the first aid equipment and the restocking of first aid boxes
* ensure that appropriate medical help is called
* inform the appointed person of any accident

The appointed person is – Mr S. Daniels and in the first instance and in their absence Mrs S. Scott.

**All trips and visits are accompanied by a fully trained First Aider.**

**Procedures to follow**

If you witness or come across an accident, please contact a first aider or contact the Head of Centre, should a first aider not be found immediately. If the accident is serious and further medical treatment, such as an ambulance is required please immediately send a message to the centre office. Do not move any injured party unless they must be moved for their own safety. A first aider will ascertain whether an injured party can be moved. Once a first aider has made an assessment of the risk a decision will be made about the nature of treatment.

**Treatment of minor injuries**

Most accidents that occur at Horizons are minor bumps and grazes. These should be treated by a first aider or in the absence of a first aider by a responsible adult, who will record a minor accident in the file accompanying the first aid box. This will record the date, time, person’s name and any treatment they received. Students will receive a letter to take home informing parents/carers of the injury if we are unable to contact them via telephone.

**Treatment of head injuries**

A qualified first aider must see all head injuries. Parents are informed by telephone of any head injury and if it is serious, students are sent home to seek further treatment. A head injuries letter must be sent home with the child to alert the parents to treatment. If you are unable to contact the parents or emergency contact, please inform the Head of Centre.

**Spillages**

All spillages of human fluids need to be cleaned using appropriate cleaning equipment.

**Use of gloves**

Disposable gloves are available in each medical box. These should always be used when dealing with first aid and spillages.

**Accident forms**

All serious accidents need to be reported. It is important that these are completed by any witnesses and then passed to the Head of Centre. Any serious accidents will be reported to the Head of Centre and the Business Manager who is responsible for the site.

**First aid box**

A First Aid box is located as follows:

* In the office

It is checked regularly and replenished. The contents of first aid boxes are listed in the lid. If you notice that stock is getting low, please report it to Miss Rose who is responsible for ordering stock.

**Infectious disease**

A list of infectious diseases can be found in the Infectious Diseases Policy. First aiders and the appointed person will refer to these if there is concern about an infectious disease and a decision will be made in consultation with local health professionals and advisors. If you feel a student should be sent home, please inform the Head of Centre.

**Training**

First Aiders are offered regular training to update their qualifications. It is the policy of the centre to try to ensure that all support staff have a recognised qualification in first aid and a rolling programme of training exists.

**To be reviewed: Autumn 2020**