

First Aid, Accident and Emergency Policy

All accidents and injuries, unless minor, must be recorded in the Accident Book which is kept in the staff room. At the earliest opportunity, inform the school office by submitting the relevant form so that a report can be made to RIDDOR (Reporting of Injuries, Disease and Dangerous Occurrences Regulation). Completion of the Accident Book and RIDDOR are legal requirements.

EMERGENCY FIRST AID

In the case of an accident, where possible, two experienced staff members will assess the situation and decide if the casualty can be dealt with here, needs to attend the Doctor's surgery, to be taken to A&E at Ipswich Hospital or an Ambulance called. This will depend on the severity of the situation. This decision can be further informed by calling the NHS advice centre on: 111.

All House-parents and staff who drive school vehicles will undertake First Aid training and refresher training every three years. (See Transport Policy). The majority of all other staff - teachers, cleaners and kitchen staff - attend a one-day First Aid course on a rolling basis. All staff trained in First Aid will be listed in the staff room.

Guide to Action:

1. Minor scrapes, cuts & sprains, bruising, grazes, colds, headaches – **Treated on site.** If in any doubt, get a second opinion/call 111 or take to Leiston Surgery.

Treatments for minor illnesses/injuries such as plasters, cold packs, antiseptic or antihistamine cream, throat sweets, etc. are not recorded unless the treatment is required on a closely repeated basis. Any adverse reaction to minor treatment must be logged in the child's medical record for future reference and dealt with accordingly. All oral medication administered such as Paracetamol, Ibuprofen etc. is logged in the child's medical file.

2. Suspected fractures, severe cuts, severe pain, severe internal pains, dizziness, conditions causing severe pain with no clear cause – after confirming with a second opinion, **take to Leiston Surgery or Ipswich Hospital or phone for an ambulance.**

3. Obvious broken bones, severe blood loss, loss of consciousness, severe internal pain following a fall (possible internal injury), sudden severe fever of an unexplained nature (possible meningitis), stopped breathing. **Do not move the patient - Call an ambulance.**

4. **If in any doubt, do not hesitate to call an ambulance.**

5. Locate child's medical records to accompany them to hospital.

6. Keep other staff informed of your actions. Ensure somebody contacts the child's parents in a calm manner. Zoë & Will should be kept updated in case parents make contact.

CUTS AND WOUNDS

- A quick check should be made for cuts or breaks in the skin, where such occur, a suitable dressing should be applied. Staff handling food should have access to coloured plasters.
- Disposable gloves should always be used when dressing cuts, wounds etc. or when cleaning up spillages of blood or other bodily fluids. Gloves should be available in all first-aid kits.
- All spillages of blood and bodily fluids should be cleared up immediately using bleach. (1 part bleach to 9 parts water.)
- Soiled items such as gloves, wipes, cloths etc. should be sealed in separate bags and placed directly in the skip/external refuse bag.
- After dressing wounds and disposing of soiled items, hands should be washed thoroughly with anti-bacterial soap.

Infectious Diseases

- A doctor should be called to see any child who you suspect may have an infectious disease. The child can be isolated in the Lodge.
- Follow the guidelines stated in "Houseparent Support System and Procedure for severely sick children". A copy of it is in this Handbook.

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Updated by Zoë and Michael with comments from Carmel, Pascale and Andresa. October 2010.

Reviewed by all staff February 2014.

Reviewed and updated July 2017