

Health & Safety

HEALTH AND SAFETY AND FIRST AID POLICY & PROCEDURE

Summerhill children have much more freedom to take risks than most children, climbing trees, etc. If a member of staff considers something to be unsafe they must stop the child from doing it until it can be discussed in the meeting. This overrides the democratic process for safety reasons.

All accidents and injuries, unless minor, must be recorded in the Accidents Book in the school office. At the earliest opportunity, inform the School office 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 telephoning NHS Direct for advice – 0845 4647.

All Houseparents and staff who drive school vehicles will undertake First Aid training and refresher training (Every three years). All staff trained in First Aid will be listed in the staff room.

Guide to Action:

1. Minor scrapes, cuts, bruising, grazes, colds, headaches – Treated on site.
2. Fevers, severe, persistent headaches, rashes, suspected infectious conditions, suspected sprains – to the Doctors Surgery.
3. Suspected fractures, severe cuts, severe pain, severe internal pains, dizziness, conditions causing severe pain with no clear cause – after confirming with a second opinion, phone for an ambulance.
4. 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.

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

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

7. 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.

MEDICINES

- All medicines for House, Cottage and San children must be kept by the houseparents in a locked cabinet. Some Shack and Carriage kids, may, if appropriate, keep their own medicines but all must be declared to the houseparent.
- No medicine is to be given to children other than to whom it was prescribed.
- All medication given must be recorded in medical records.
- All medicines, including homeopathic, should be disposed of properly, when they have reached their expiry date.
- Always read leaflets about possible side-effects before administering any medication, prescribed or otherwise.

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.

We have a procedure for houseparent support 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.