



## Fields and Farms | First aid policy and procedure

The students in our care need good quality First Aid provision. Clear and agreed systems should ensure that all students, staff, volunteers and visitors are given the same care and attention and understanding in our provision. This care should extend to emergency First Aid provision.

### This policy:

1. Gives clear structures and guidelines to all staff regarding all areas of First Aid;
2. Clearly defines the responsibilities of the employer and the staff;
3. Enables staff to see where their responsibilities end;
4. Ensures good First Aid cover is available within the provision and on trips and visits.

### Guidelines

All new staff to the provision are expected to read this policy when they are appointed as part of the induction process. This policy is regularly reviewed and updated. This policy has safety as its priority. All staff whether First Aid trained or not must understand and adhere to the guidelines in this policy. All staff should make themselves aware of the location of the nearest First Aid Kit. We have first aid kits in each vehicle, main barn and classroom. Travel first aid kits are also held in the classroom.

### Conclusion

The administration and organisation of First Aid and medicines provision is taken very seriously at Fields and Farms. There are regular procedures that check on the safety and systems that are in place in this policy. Adjustments are made immediately if necessary.

### Training

All staff are offered Emergency First Aid training. At any one time there are members of the team who fully trained and hold a First Aid at work certificate. There should always be at least one fully trained First Aider on the premises at any time.

### Role of a Qualified First Aider

A Qualified First Aider is expected to:

- Use their best endeavours at all times especially in emergencies to secure the welfare of pupils, staff and visitors to the provision.
- They should give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at provision.
- Ensure an ambulance or other professional medical help is called  
Trained First Aiders attend retraining courses as required (usually after 3 years).  
Details of all staff who are first aid trained are held on the Single Central Register.

### Role of the Appointed Person

- The Appointed Person does not have to be a Qualified First Aider.

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- They will take charge of an emergency situation.
- They will contact the Emergency Services (unless delegated to another member of staff).
- First Aid kits are looked after by the Appointed Person who will carry out regular checks and ensure that the First Aid kits are fully stocked, and within expiry date.
- The Appointed Person in the provision is the manager. They will inform the emergency services of the location of the provision and any access arrangements prior to an emergency situation.

### Trips and Visits

There must be Trained First Aider on any trips or visits. Each trip will have an Appointed Person who will take charge in the event of an emergency.

### First Aid kits

First Aid kits are stored in the vehicles, the main barn and in the classroom.

First Aid kits are all marked with a white cross on a green background. There are Travel First Aid kits available to take out on trips and visits.

First Aiders should consider using the classroom for administering First Aid. However alternative First Aid facilities may need to be made available quickly, and this may mean that pupils remain in their own area if necessary.

### Cuts

All open cuts should be covered after they have been treated with a medicated wipe. Always check if pupils can wear plasters BEFORE one is applied. Students who are allergic to plasters will be given an alternative dressing. Details of this are in the pupils care plan. In the case of an adult ask them if they are allergic to plasters. Minor cuts need to be recorded in the Accident Report Book and the parents/carer informed.

**ANYONE TREATING AN OPEN CUT SHOULD USE LATEX GLOVES**

All blood waste must be double bagged and disposed of in the waste bin located in the disabled toilet.

### Hygiene infection Control

All 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 disposing of dressings or equipment.

The following precautions can be taken to reduce the risk of infection:

- Cover any cuts or grazes on their skin with a waterproof dressing
- Wear suitable disposable gloves when dealing with blood or any other body fluids
- Use a disposable plastic apron where splashing is possible
- Use devices such as face shields when you giving mouth-to-mouth resuscitation (but only

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if trained to use them)

- Wash their hands after each procedure

### Bumped Heads

Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack. Parents/carers must be informed BY TELEPHONE. A member of the Management Team should be informed and keep a close eye on the progress of the young person. ALL bumped head incidents should be recorded in the Accident File.

### Accident Report Book

The Accident Report Book is located in the provision office. This book is a legal document and details of the accident should be recorded in clear and factual way. This should be completed by the person who witnessed the accident or administered the First Aid, or in the case of the injury being to a staff member a member of the Management Team will complete the Accident Book. Details must be provided of the circumstances surrounding the accident, the exact location of the body that was injured, the treatment given, medication given.

Records are kept for 3 years.

### R.I.D.D.O.R

Under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (R.I.D.D.O.R.), the provision has a legal obligation to report certain incidents and dangerous occurrences to the HSe.

Details of how to report can be found at [www.hse.gov.uk/RIDDOR/report.htm](http://www.hse.gov.uk/RIDDOR/report.htm).

### Calling the Emergency Services

In the case of major accidents, it is the decision of a Qualified First Aider whether the Emergency Services are to be called. Any trained or untrained staff are expected to support and assist the Qualified First Aider in their decision.

A member of staff will call the Emergency Service. First Aider must:

1. State what has happened
2. The young person's name
3. The age of the young person
4. Whether the casualty is breathing and/or unconscious
5. The location of the provision, directions and access arrangements
6. Retrieve the young person's care plan and file

If necessary a member of staff should stand by the road to guide the emergency vehicle into the provision.

If the casualty is a student, their parents should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All emergency contact numbers for students are clearly available on the notice board in the office. The emergency contact details for staff are in the personnel files.



If the casualty is taken to hospital a member of staff should accompany them until their next of kin arrive.

### Medication.

If students are to given medication during their session at Fields and Farms this will be administered by the first aid trained staff. A medication form will be completed by the parent or carer to give permission for the medication to be administered at the provision, including times and dosage.

The medication and signed form will be kept in a secure and labelled drawer.

### Covid 19

Staff or young person with symptoms of Covid-19 (persistent cough, high temperature) is NOT to attend the Provision, but should follow Government guidance on self-isolating.

Should staff or young person disclose if anyone living with them is self-isolating, they should be encouraged to do the same for 14 days as per Government guidance.

Staff or young person who are living with a person in the Shielding Category (but who are not ill themselves) should only be permitted to enter the Provision if stringent Covid-19 control measures can be implemented and if they fully understand them.

If a person displays symptoms - A high temperature or a persistent cough, they should:  
Avoid touching anything.  
Go home immediately – in line with safeguarding process.

If a young person with Covid-19 symptoms has to remain at the provision until arrangements are in place for them to go home they should be located in a room separated from all other people with the window open if possible, but with the door closed, away from other young people and if possible staff.

If a young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and young people who are attending an education setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.

If a member of Staff needs to attend to the young person by physical contact, PPE appropriate to the level of contact should be worn (Gloves, apron, face mask & eye protection as necessary).

A separate toilet facility should be used if necessary and available, the toilet, room used, and any PPE used should be cleaned and disinfected after use, or bagged and binned if disposable.

Coughing or sneezing must be into a tissue and put in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.



They must then follow the guidance on self-isolation and not return to the Provision until their period of self-isolation has been completed.

Checks of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks.

If you are cleaning after a known or suspected case of Covid-19 then you should refer to the specific guidance

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise the Provision and other settings on the most appropriate action to take.

When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection).  
Upon completion of first aid, thoroughly wash the hands and any points of contact, and clean & disinfect the affected area and PPE if re-usable, or dispose by double bagging if single use.

The policy will be reviewed annually

Next date for review Jan 2021