



## FIRST AID POLICY

Health and Safety (First-Aid) Regulations 1981 set out the essential aspects of first aid that employers have to address

Sheiling School has a legal duty to make arrangements to ensure all pupils/young people and employees/volunteers/visitors receive immediate attention if they are injured or taken ill. It doesn't matter whether the injury or illness is caused by the work they do, what is important is that they receive immediate attention and that an ambulance is called in serious cases. First aid can save lives and prevent minor injuries becoming major ones. First-aid provision in the workplace covers the arrangements that need to be made to manage injuries or illness suffered at work. The Regulations do not prevent staff who are specially trained from taking action beyond the initial management stage

A large ratio of Sheiling School staff are trained first aiders, their names/ first aid status (one day or three day) and contact details are posted in all buildings above every telephone.

**In the event of serious injury, or an accident resulting in loss of consciousness,  
CALL AN AMBULANCE immediately.**

### (9) 999

Question – “Which service do you require?”

Answer – “Ambulance” then give name and address

(In the case of anaphylactic shock this must be stated immediately)

### Dial 999

- If an individual is or was unconscious (apart from a short epileptic seizure.)
- If an individual is suffering from anaphylactic shock.
- An individual has difficulty breathing.
- An individual has serious burns.
- You suspect poisoning.
- You cannot stop the bleeding.
- There is severe pain.
- There is bleeding from an ear.

**Stay with the injured individual and ask someone else to call a qualified First Aider from the list displayed in each house by the telephone and for a first aid box to be brought immediately. The qualified first aider will determine the next course of action to be taken: i.e. wait for the emergency services, put the individual into the recovery position (or not, depending on injury), start CPR, ask for a Defibrillator. The CEO (Nico Sialelli) must be notified as soon as it is safe to do so. All accidents/incidents and near misses must be recorded (see policy).**

**For incidents not requiring an ambulance, call a First Aider immediately and for a first aid box.**

## **STAY CALM – THINK**

### **Head Injuries**

- An unconscious pupil/young person should be gently moved into the recovery position (see below) so the tongue cannot fall back and prevent breathing.
- If you suspect broken bones do not move the pupil/young person, but keep a close watch. Get medical advice even if the pupil/young person recovers quickly from a bump or bang on the head.

### **Cuts**

- Small cuts and grazes should be cleaned with water and, if necessary, soap – not antiseptic.
- If there is a lot of bleeding press firmly against the cut (or near it if there is something stuck in it) with a pad of clean cloth. If you don't have a cloth just use your hand. It will help to raise an injured leg or arm as long as it is not broken.
- Deep, dirty wounds and those with something stuck in them need expert cleaning to avoid infection, so get medical help.

### **Choking**

- Hold a child upside down if possible or with head well down over your knee or a chair.
- Slap between shoulder blades up to four times.
- Remove the object only if you can do it easily; don't fish for it: you may push it further in.

### **Poisoning**

- Get a child to drink as much water or milk as possible to dilute the poison but do not try to make him or her sick. Some substances do more damage coming up than going down.
- Keep a sample of the poison to show the doctor.

### **Burns and Scalds**

- If clothes are burning push a child to the ground and smother the flames in a coat or blanket or rug.
- Immediately reduce heat by soaking the burnt area in cold water or holding it under a tap for at least ten minutes. As soon as possible, add Combudoron lotion to the cold water in the sink or basin.
- Remove anything tight such as belts or jewellery but leave burnt or charred clothing, which must be expertly removed.
- Cover with a clean, smooth cloth or Clingfilm to avoid infection. A child should go to hospital for anything other than a very small burn or scald.

## REMEMBER

- ✓ **STAY CALM – THINK**
- ✓ **CALL AN AMBULANCE** immediately. **(9) 999** for serious injury, or loss of consciousness.
- ✓ **CALL A QUALIFIED FIRST AIDER** from the list displayed in each house by the telephone.
- ✓ **CARRY OUT BASIC FIRST AID** as outlined above until help arrives.

<b>FIRST AID POLICY</b>	<b>Date</b>	<b>By</b>
Reviewed on	18/11/2015	Deborah Wilcox
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