



## Policy Review Record

This policy relates to all premises under the governance of the Learning Hub social enterprise. This includes; the Learning Hub and The Venue

Policy Name: First Aid Policy

Date policy written/amended	Amended/written by	Authorised by	Next review due
16.11.16	Sarah Cox	Sarah Cox	
August 2018	Sarah Cox	Sarah Cox	August 2019
June 2019	Sarah Cox	Sarah Cox	June 2020
June 2020	Sarah Cox	Sarah Cox	June 2021
June 2021	Sarah Cox	Board of Directors on 8 <sup>th</sup> June 2021	June 2022
June 2021	Sarah Cox	Board of Directors 14 <sup>th</sup> June 2022	June 2023
01.08.23	Sarah Cox	Board fo Directors 5 <sup>th</sup> September 2023	September 2024
09.07.24	Sarah Cox	Board of directors 3 <sup>rd</sup> July 2024	July 2025

### First Aid Policy

The Melton Learning Hub is committed to ensuring a working environment for those educated and employed by the school. The school will ensure that sufficient trained staff are available to

effectively manage accidents and injuries at work and to meet the statutory requirements. This policy should be read in conjunction with the Health and Safety Policy.

This Policy will summarise the arrangements and measures for management of First Aid in the centre: It is the policy within the centre there will always be a staff member on site who is First Aid trained and can therefore deal with emergency first aid situations.

In the event of a student or staff member sustaining slight injury as a result of an accident, then minor First Aid treatment should be administered.

**First Aid Kits are available in the provision and cars.**

The contents of these kits will be checked on a monthly basis by the Designated First Aider and replenished as needed. Out of date items are replenished where necessary.

**During induction all new staff will be shown the location of all first aid kits and be advised of who is the designated First Aider on site and in charge of First Aid responsibilities**

### **Infectious diseases**

Education is extremely important for a child or young person's health and wellbeing and high-quality face-to-face education is always preferable. Where required, children and young people should have access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to their learning.

The Melton Learning Hub will help prevention of infectious diseases by:

- **Encouraging hand washing**
- **Discouraging spitting**
- **Encourage respiratory/ cough hygiene**
- **Ventilate the buildings**
- **Have robust cleaning at centres**

The Melton Learning Hub will support immunisation programmes and share information when provided by commissioning schools.

### **Outbreaks of Infectious diseases**

We request that if your child is unwell they should not attend centre. Where we are notified that a student has an infectious disease we will implement the following measures:

- Ventilate all buildings
- Heighten the cleaning regime at centres
- Re-inforce good hygiene measures amongst students
- Consider communication to all parents.

We will contact the relevant UKHSA HPT for advice if we have seen:

- a higher than previously experienced and/or rapidly increasing number of absences due to the same infection
- evidence of severe disease due to an infection, for example if an individual is admitted to hospital

- more than one infection circulating in the same group of people, for example chicken pox and scarlet fever
- an outbreak or serious or unusual illness for example:
  - [E. coli O157](#) or E. coli STEC infection
  - [food poisoning](#)
  - [hepatitis](#)
  - [measles](#), [mumps](#), [rubella](#) (rubella is also called German measles)
  - [meningococcal meningitis or septicemia](#)
  - [scarlet fever](#) (if an outbreak or co-circulating chicken pox)
  - [tuberculosis \(TB\)](#)
  - [typhoid](#)
  - [whooping cough](#) (also called pertussis)

### Record keeping

All incidents requiring First Aid must be entered into the Accident Book; one will be for staff and one for children/young people. It is the responsibility of the person in charge at the time to ensure the accident book is completed.

All accidents to young people must result in medical treatment/support being offered, whether that be a minor First Aid or contacting the students parent/carer to inform of the injury. Immediate medical attention will be sought in an emergency and consent for treatment will be gained prior to a students admission so that the First Aider is aware of any consent issues around medical treatments. When a student has an accident or injury the parent/carer will be informed at the earliest opportunity and at the end of the day be given a copy of the completed accident form.

Where there is a serious injury or injury to the head, the head teacher or senior teacher on site will be informed immediately and will contact parents/carers immediately to inform.

Where relevant<sup>1</sup>, accidents must also be recorded and reported under RIDDOR regulations. If such an accident occurs, it must be reported to the Head or senior person in charge.

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<sup>1</sup> <http://www.hse.gov.uk/riddor/reportable-incidents.htm>

## Equipment

Only specified items will be kept in the first aid box, i.e. no creams, antiseptics, lotions or drugs. In addition, each vehicle attached to a provision or used by staff to transport Young people must have a suitable first aid box.

There should be verifiable arrangements for checking the maintenance of each box.

Boxes should contain the following:

- A general guidance leaflet on first aid
- 20 individual sterile adhesive dressings (assorted sizes), detectable dressings (blue) for the kitchen
- sterile eye pads
- 4 sterile triangular bandages
- 6 safety pins
- 6 medium-size sterile un medicated dressings
- 2 large-size sterile un medicated dressings
- disposable gloves and other personal protective equipment

## Training

- It is the responsibility of the Manager to ensure that sufficient numbers of staff receive the relevant training.
- Appointed First Aid persons are those who have undergone a 1 day emergency first aid course. Staff will need re-training at 3 year intervals and records of training should be maintained on personnel files.
- All staff should be aware of their responsibilities and limitations, and when and how to summon assistance.
- All staff should know the whereabouts of the first aid box.

## Storage

Medication will be held in the Managers locked drawer and marked as a COSH storage area.