**First Aid Policy**

**Appointed person: Martin Mendez – 07780874376**

**Policy statement**

Glow Education Project will undertake training to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff and visitors and will make sure that procedures are in place to meet that responsibility.

**Aims**

* To identify the first aid needs of Glow Education Project
* To try to ensure that an Appointed Person is available at all times when people are on Glow Education Project premises

**Objectives**

* To appoint the appropriate number of suitably trained people as Appointed Persons and to maintain current qualifications for those people
* To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 [RIDDOR]

**Accident procedure**

* An adult at the scene of an accident needs to make a quick assessment of the severity of the accident.
* Small cuts and grazes :
* Learners who sustain an injury of this type should inform a member of staff who will clean and administer a plaster as necessary.
* Serious Injuries are any injuries that may require medical attention:
* Staff should request an ambulance if the need is obvious. If possible, the person with the casualty should call an ambulance (eg via mobile phone) as the Ambulance control will want full details of the casualty’s condition]; dispatch another staff member o meet the ambulance and direct it to the incident.
* For lesser emergences summon the Appointed Person immediately. Call 999 if an Appointed Person is not available.
* Stay with the casualty while waiting for assistance.
* Accident Report Forms must be completed for all injuries by the person who dealt with the injury.

**Illness**

Any learner feeling unwell should tell a member of staff. Any learner having difficulty with breathing, dizziness, or feeling faint must remain with a member of staff. A messenger should be sent to fetch the emergency first aider.

**Coronavirus (Covid-19)**

Any learner with the following symptoms should report to a member of staff immediately keeping a 2 metre distance:

* High temperature/fever
* A new continuous cough
* A loss or change to their smell or taste

The learner will then be asked to sit in the isolation room by a member of staff who will be wearing all the correct PPE. Parents will be called to collect them as soon as possible. When at home they must arrange for a COVID-19 test and isolate for minimum of 7 days and/or follow any advice given to them by the NHS.

**First aid kit provision**

First aid kits are available at the following locations: **Glow Education Project office.**

**Pupils’ medical condition**

A list of pupils who suffer from medical conditions, together with details of those conditions, is kept in the Glow Education Project office.

Individual health care plans are prepared for pupils with a more serious medical condition, such as diabetes, anaphylaxis or epilepsy, and information is available in the Glow Education Project Office.

**Hygiene/infection control**

Basic hygiene procedures must be adhered to by staff. Single use disposable gloves must be worn when treatment involves blood or other bodily fluids. Where possible, staff should wash their hands before dealing with any first aid issues.

**Emergencies**

Where an injury or other medical condition is an emergency, an ambulance should be called. Ideally, this will be on the advice of the Appointed Person but there may be circumstances where it is apparent that such a call must be made immediately. Parents and commissioners will be informed when an ambulance has been called. If a parent cannot accompany a learner to hospital, a member of staff will accompany the learner to hospital and remain with them until the parents can take over responsibility.

**Accident recording**

An Accident Report Form should be completed for each incident, generally by a person witnessing the events. It should then be given to an Appointed Person to complete any further details and for review and filing.

**Informing parents and Commissioners**

Where the incident has required the issue of medication, or dressings which will need review after Glow Education Project hours, the Appointed Person will provide the learner with a note to take home. A parent/carer will be telephoned in the event of any head injury, if an ambulance is called, or any other circumstances where the judgement of the Appointed Person dictates that such contact should be made.

**Policy Updated: December 2022**