

This policy sets out the responsibilities of Reflexion Care (the employer) and its employees who work or supervise at The Evolution and/or Vocational Centre and young people who receive education there. The policy aims to explain the basic procedures to follow in case of incidents leading to illness or injury at the Evolution and/or Vocational Centre that may require first aid intervention, whilst giving guidance on pre-accident intervention in order to minimise any potential risks that may lead to an injury requiring medical or first aid intervention. The procedures listed here will ensure that when staff or young people suffer injuries or fall ill in school, they receive immediate attention irrespective of whether the illness or injury is school related.

The last page of the policy names the qualified staff at school and the responsibilities they and the rest of the staff have in ensuring that the correct procedures are followed.

Accidents do occur in everyday life. However, it is important to be responsible and ensure that where possible, steps are taken to reduce the potential for accidents to occur. Potential risks should be identified and risk assessments completed, which identify the measures that have been taken to reduce the risk of potential accidents occurring.

1. Early Intervention

a) Knowledge of condition(s) likely to affect personal health

Any staff or pupil's allergies/ medical conditions should be communicated to the head teacher, including visiting staff and all relevant information/guidance in case of a medical emergency should be detailed and held on file. It is the responsibility of the member of staff/pupil's care team, with the (potential) condition to inform their line manager if there exists any medical condition which is likely to/may affect their health whilst at work. Medication for conditions such as this should be clearly labelled and locked away safely in a medication cabinet, or another suitable alternative, with a record made in the medications register. They should not be put in the first aid box or in a place where other people can access them.

It is obvious that first aiders need to be aware of staff and pupils who suffer specific health problems. This information must be treated in strictest confidence. First aiders should be aware of conditions such as diabetes, haemophilia, epilepsy and severe allergic reactions, such as nut allergies or bee sting allergies.

b) Risk Assessments

The aim of a risk assessment is to assess the risk(s) involved in undertaking specific activities/tasks. There is an expectation for staff to be competent in

assessing risks and implementing control measures before undertaking any activities. For classroom teaching, the teachers will assess the classroom space in line with the principles of RTI in terms of managing the environment.

In addition to assessing risks, it is the duty of all employees to put safety measures in place in order to reduce the associated risks and to refrain from undertaking particular activities where the control measures applied are not substantial enough to reduce the risk to an acceptable level.

Risk Assessments at The Evolution and Vocational Centre form an important part of the early intervention methods used to try and avoid accidents occurring in and around the school environment.

2. Accident Book

The Evolution and Vocational Centre Accident Book is kept in the school office, under health and Safety law, a record must be kept of any accidents leading to injuries that happen on either site. It is the responsibility of employees to complete an entry into the accident book as soon as possible after the incident has occurred. When the injured person is unable to complete their own details of the accident, then the first aider in attendance and/or witness (where relevant) should enter details on the injured person's behalf. The tear off portion should then be passed on to the headteacher to be sent to head office.

Where an accident occurs which results in a person being taken to hospital, or inability to continue to attend work or subsequently becomes absent from work as a result of the accident then the Head of the school should be informed immediately. If he/she is not available, one of the company's senior managers must be informed.

It is the responsibility of designated carers to administer medicines, which if brought into school must be locked in the safe, and be signed in and out by the named carer. For day students the school administrator should discuss medication with the parent/carer and administer where necessary, recording details on the relevant forms.

Further need to report accidents, diseases and dangerous occurrences: - Regulations relating to RIDDOR exist, which place a responsibility on employers to inform the appropriate authorities if certain injuries at work occur. The responsibility to contact RIDDOR where appropriate lies with the person receiving the accident report from at Head Office. Contact Gary Parker, Director responsible for Health and safety with any queries.

Confidentiality

Under Data Protection law, personal information should be kept secure, so once a person's details have been recorded in the Accident Book, the page should be sent to head office. The person responsible for securing the page is the head teacher.

3. Information

Under health and safety legislation, appointed persons are required to be on site when there are fewer than 50 employees working on the premises.

An appointed person is someone who:-

- Takes charge when someone is injured or falls ill, including calling ambulance if required.
- Looks after the first aid equipment, e.g. Replenishing stock when required.

Appointed persons should not attempt to give first aid for which they have not been trained. Appointed persons should be available at all times when people are on site and a qualified first aider is unavailable, which may mean appointing more than one.

First Aiders are recommended on site when there are more than 50 employees working on the premises.

A First Aider is someone who has undergone a training course in administering first aid at work and holds a current first aid at work certificate. The training has to be approved the Health and Safety Executive.

All first aiders have the responsibility to:

- Be readily available.
- Follow the principles and practices as laid down by the first aid course and manuals.
- Comply with aims of first aid –
 - to preserve life
 - to prevent the condition worsening
 - to promote recovery
- Give immediate, appropriate and adequate treatment, bearing in mind that a casualty may have more than one injury, but not to treat any illness or injury which is beyond their capability.
- Takes charge when someone is injured or falls ill, including calling an ambulance if required.
- Clear up bodily fluids where necessary, applying necessary health and safety procedures.
- Keep up to date with changes to first aid and refer to guidance displayed in the office.

Although The Evolution and Vocational Centre's staff numbers are less than 50, our policy is to have a minimum of one appointed person or one qualified first aider on site at all times. Additionally, residential care workers who are supervising the pupils are either appointed persons or qualified first aiders.

First Aid Box

A first aid box is kept in the school office, the science lab and the Food technology room. There is also a first aid kit in the medical room. 1 x travel first aid kits are also available and are taken as a precaution on out of school activities if a car kit is unavailable. As the school is classified as a low risk environment, the stock of first aid items kept on site should be as follows:-

- HSE guidance *Basic Advice on first aid at work*
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Four individually wrapped triangular bandages
- Six safety pins
- Six medium sized (approx. 12 cm x 12 cm) individually wrapped unmedicated wound dressings
- Two large (approx. 18 cm x 18 cm) individually wrapped unmedicated wound dressings
- Several pairs of disposable gloves
- One pair of scissors

Tablets and medicines must not be kept in the first aid box

Calling for Emergency Services

The appointed person will normally make the decision to call for emergency assistance. In his/her absence staff should refer to the guidance flow chart displayed on the wall of the Medical Room and in the school office.

FIRST AIDERS:-

Teaching Staff: Jonathan Penrose
Support Staff: Karen Mattinson
Holly Griffiths (maternity leave)
Chris Tranter

PLUS: - All Reflexion Care staff

Responsibility of non-appointed staff

At The Evolution and Vocational Centre, there are always adults who have a plethora of skills that are relevant to their position. Any employee who has appropriate and up to date training in first aid would be expected to perform

first aid duties if the need arose. However, they should only perform those duties for which they have been trained, as with the appointed person(s) and first aiders.

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