

The Bosco Centre	
<b>Policy:</b>	<b>First Aid policy and procedure</b>
<b>Applies to:</b>	<b>College, Independent school, Nursery &amp; Youth clubs</b>
<b>Reviewed:</b>	<b>November 2018</b>
<b>Next Review:</b>	<b>November 2019</b>

### Aim

- To ensure the College has adequate, safe, and effective first aid provision, in order for every student, staff member and visitor to be well looked after in the event of any illness, accident or injury, major or minor
- There are sufficient First Aiders for nursery, school, college, and youth clubs
- First Aiders are trained and keep certificates and qualifications updated
- All staff and students are aware of the procedures in the event of any illness, accident or injury.

### First Aiders

The main duty of the First Aider is to give immediate first aid to students, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with the Principal.

### Qualifications and Training

All First Aiders hold a three-year certificate - First Aid at Work. Once the certificate has expired, 28 days are allowed from its expiry date to complete the First Aid at Work re-qualification.

Any First Aider who is not able to complete this 2-day re-qualification course within the allocated time, will have to re-take the 3 day First Aid at Work qualification.

Paediatric First Aid (Nursery Staff) If this certificate expires before it has been renewed, there is no re-qualification. The whole course must be completed again in order for the staff member to remain qualified in Paediatric First Aid.

### First Aiders

Chantel Joseph & one staff member in each room for Nursery Children and Staff  
(all Nursery staff have a Paediatric First Aid Certificate and First Aid at Work)

Romaine Shilling / Richie Carman      College

Robert Rosier / Sapphire Wilkin      Youth Clubs

**First Aid Kits** are found in the utility room downstairs, the cupboard in the students' kitchen upstairs and in the main office.

**First Aid Kits should include:**

Plasters, bandages, triangular bandages, cotton wool, scissors, tissues, disposable gloves, ice pack and tweezers. A notice inside the box explains what should be inside.

**Accidents outside**

Investigation into accidents and near misses are recorded as part of risk assessments. The Nursery has its own policy for accidents. In the event of an accident, the adult will take the young person inside, or send another young person to find the named person on duty. Depending on the nature of the accident, the child or young person, if a break is suspected, may be left in position found, until a qualified First Aider advises what to do. If the need arises the Principal or administration officer will notify the parents and call for an ambulance.

**Accidents of a serious nature**

The procedure for accidents of a serious nature must be reported to the HSE on the relevant forms. Copies can be downloaded from HSE website.

**Attending to Spills of Blood and other Bodily Fluids**

Spills of blood or other bodily fluids on the ground, floors, furniture or equipment should be attended to immediately. When clearing a spill:

- where appropriate, remove bystanders in the immediate vicinity from the area until the area is cleaned
- wear disposable gloves and protective clothing
- pick up broken glass or any other sharp object included in the spill, with tongs, and dispose of this in an approved sharps container
- wipe up blood and /or bodily fluids, using disposable wipes or paper towels. Absorbent materials, such as paper towels or sawdust, should be used to absorb the bulk of the blood / bodily fluids
- Clean the site with detergent and warm water using disposable wipes or paper towels
- Rinse and dry surface (carpeted areas should be shampooed)
- Place all soiled materials in a plastic bag, tied securely, then placed inside a second plastic bag and tied securely to be disposed of.
- Clothing contaminated with blood or bodily fluids, should be removed and stored in leak proof plastic bags to send home.

**Sporting, Playground or Classroom injuries**

In the case of a blood spill that arises from sport, playground or classroom activities, tutors must ensure that:

- A student who is bleeding leaves the activity area until the bleeding has stopped; all body parts contaminated by blood are cleaned and the wound securely covered with waterproof dressings
- Where appropriate, bystanders in the immediate vicinity are removed from the area until the area is cleaned
- Procedures for Attending to Spills of Blood and other Bodily Fluids are followed when cleaning a spill
- All contaminated equipment is replaced, and contaminated surfaces cleaned prior to the game or activity recommencing
- Once the wound has been treated contaminated clothes are changed for clean ones
- Contaminated clothing is handled with disposable gloves and stored in double layered plastic bags.

If bleeding should recur, the above procedures should be repeated. If bleeding cannot be controlled and the wound cannot be securely covered, the student must not continue the activity. Further medical advice may need to be sought

### Outings and trips

Risk assessment to be carried out prior to visit

Appropriate First Aid Kit must be taken when going on outings with the children or young people and in so far as possible a First Aider.

Ratio:

Nursery 1:3

Juniors 1:5

Seniors 1:10

### Residential Trips (CC Safeguarding Policy)

Risk assessment to be carried out prior to visit

Insurance

First Aider (unless provided at destination)

Adequate supervision (see above)

Qualified instructors for any outdoor activity

### Administration of medicines

Parents of young children will normally be encouraged to administer medicines at home. However, when this is not possible, or a child, young person, trainee is asthmatic, diabetic, the following procedures will be taken.

Medicines, clearly labelled with name time and dosage, will be administered by the person in charge at the time. Medicine for Nursery / young children, must be received from an adult. All medicines will be kept in the kitchen area, and if needed, in the fridge. (see Nursery Policy for administration of medicines)

### **Illness/Accident**

Parents of the Nursery children, school, and youth clubs, and the College students themselves, will be expected to provide an emergency telephone number in case of need.

If it is necessary to call an ambulance, parents/next of kin, will be contacted and either come to the Centre or meet the child or young person at the hospital. Should the latter be the case, a member of staff will accompany the child, young person or student in the ambulance. The centre should be notified of any health problems, e.g. asthma, diabetes fits, etc, so that a record may be kept in the Centre.

Any accidents of a serious nature will be reported, according to procedures to the relevant bodies – Southwark Education, DFEE, HSE.

### **Reporting, monitoring and reviewing**

The Principal, together with the staff H+S representatives, will monitor through monthly health and safety risk assessments, and will report to the Trustee Body at each Meeting.