

First Aid Policy

The Green Room Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Policy Statement

The Green Room Foundation understands its obligations under The Health and Safety (First Aid) Regulations 1981 and the Health and Safety at Work etc. Act 1974 and all requirements therein, which ensure appropriate and lawful first aid practices. This Statement's purpose is to provide instruction and detail of first aid protocol established for The Green Room School's pupils, staff, volunteers and visitors.

First aid is the assistance or treatment given to someone injured, suddenly ill, etc., before medical services arrive or can be reached. It is the approved method of treating the injured until placed in professional care of a doctor if necessary as well as prevent the condition from worsening

Date Created	Date 1st Review Due	Date Reviewed	Version	Next Review Due
March 2014	March 2015	May 2015	2	May 2016
		October 2016	3	Oct 2016
		Nov 2017	4	Nov 2018
		October 2018	5	October 2019
		January 2020	6	January 2021

Aims

Our first aid policy enforcement will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the requirements for our premises under the guidance of NUT Health & Safety, The Regulations 1981 and provisions of the Health and Safety At Work etc. Act 1974
- Reviewing First Aid Needs Assessment annually or following any event or change which could affect first aid policy
- Ensuring there are sufficient first aid equipment and suitable facilities available to carry out first aid in accordance with the First Aid Needs Assessment
- Ensuring an appropriate number of trained first aid staff and appointed persons are on site and available for the number of people in accordance with the First Aid Needs Assessment
- Ensuring all appropriate parties understand and comply with all which is outlined above. The Administration will ensure appropriate numbers of appointed persons, are nominated, as outlined by First Aid Needs Assessment, and that they are adequately trained to meet their required duties
- Ensuring all parents have supplied medical and emergency contact information and ensuring that information be kept up to date.
- Ensuring all contact details, of next of kin and relevant health issues of staff and volunteers be kept on file and up to date.

First Aid Arrangements

1. Designated First Aiders shall have appropriate training and possess a current and valid certificate of competence in level 2 emergency first aid at work Level 3 paediatric First Aid (EFAW) as recommended by the Health and Safety Executive under the Health and Safety (First Aid) regulations 1981. The Green Room School requires all full time staff members to be current & qualified First Aiders.
2. The First Aid certificate is valid for three years and must be updated by means of a refresher course annually. (Level 2 is valid for 1 year, and level 3 is valid for 3 years)
3. Responsibilities of the trained and qualified first aiders are:
 - to assess the situation where there is an injured or ill person;
 - immediately provide appropriate treatment. (Note: in accordance with the School Child Protection Policy, adults, whether or not first aiders, are not to remove any part of a child's clothing. If this is necessarily required to render first aid, then the child is to be invited to remove the minimum clothing necessary. If the child is unable to do this, e.g. is unconscious, then the minimum clothing around the area to be treated is to be cut away).
 - to either call for emergency services if necessary, or if not, notify the Heads of School who will then notify parent/carer/next of kin for the injured or ill to be transported to a hospital or their home, depending on the severity of the condition. The first aider will be instructed by the Heads of School when they are absolved of their duties regarding the situation, until then, the first aider must remain with the injured or ill individual(s).
 - ensuring there is an adequate supply of all the required materials in the first aid boxes and notify the Office Administrator should anything need replacing. This is checked monthly.

- logging all details in the Accident Report Book – kept in the general office. Compliance with Reporting Injuries Diseases Dangerous Occurrence Regulations (RIDDOR).
- All full time staff are trained first aiders in Emergency First Aid at Work (EFAW).
- The designated first aiders will be on prominently displayed signs throughout the premises.

Appointed Persons

Appointed Persons at The Green Room Schools are recorded in the First Aid Files including a training register which is reviewed annually.

There is always a qualified first aider on the premises or on off-site school trips. They report to the Head of School/Senior Member of staff.

This information is clearly displayed on the walls throughout the premises. Training is reviewed annually

An Appointed Person is someone who:

- Takes responsibility when someone is injured or becomes ill
- Is responsible for all first aid equipment and facilities, ensuring supplies are restocked when necessary and when notified by designated first aider.
- Calls for professional medical help when required and/or notifies parents/carers/next of kin.

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a pupil, where appropriate, it is our policy to always notify parents/carers of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital

Our procedure for notifying parents/carers will be to use all telephone numbers available to contact them and leave a message should the parents/carers not be contactable.

In the event that parents/carers can not be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents/carers every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the pupil until the parents can be contacted and arrive (as required). In the event that the pupil requires hospital treatment and the parents/carers can not be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the pupil to hospital and remain with them until the parents/carers can

be contacted and arrive at the hospital.

All accidents requiring first aid treatment are to be recorded with (at least) the following information in the Accident Report Book:

- Name of injured person
- Name of the qualified first aider or appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

The Green Room Schools will comply with the RIDDOR Policy and keep an updated copy in the general office with the accident report book. RIDDOR is the reporting of injuries, Diseases and Dangerous Occurrences Regulations 2013. See HSE RIDDOR Guidelines for further details.

First Aid Facilities

The Green Room School - Windsor

The Medical Room is located off the Studio and is sign posted as such. It is easily accessible from the road, in compliance with the Education Regulations 1996. The area contains a washbasin, a WC and a roll out bed. There is a first aid kit, body fluid spills kit and clinical waste bin provided. In the event of an emergency, or if a pupil is unwell and needs to lie down, the Studio will be evacuated to provide more space and the roll out bed assembled where appropriate.

Our First Aid Needs Assessment identified the following places where the First Aid Kits need to be kept. These are all in place and are marked with clear First Aid Signs.

- 1 First Aid Kit located upstairs in the Main Office
- 1 First Aid Kit located in the Medical Room
- 1 First Aid kit and 1 Eye Wash Station located in the Kitchen
- 1 First Aid Kit located in the MiniBus
- 1 Travel First Aid Kit located in the Sports Kit Bag. (This is also taken on off-site trips).
- 1 First Aid Kit located in the allotment shed

The Green Room School - Kingsley

The designated Medical Room for The Green Room School Kingsley is located in the main school building and is signposted as such. It is easily accessible from the road, in compliance with the Education Regulations 1996. The area contains a portable washbasin and is next to a WC. There is a first aid kit, body fluid spills kit and clinical waste bin provided. The medical room is also used for therapy/one to one sessions, however the space will be vacated in the event of an illness or medical emergency and an alternative space arranged for that purpose.

Our First Aid Needs Assessment identified the following places where the First Aid Kits need to be kept. These are all in place and are marked with clear First Aid Signs.

- 1 First Aid Kit and eyewash station located in the Medical Room of the main building
- 1 First Aid Kit and eyewash station located in the workshop
- 1 First Aid Kit for trips and off-site activities
- 1 First Aid Kit in the minibus

The contents for each First Aid kit are located in the box itself.

First Aid Kits are marked with clear First Aid Signs. First Aid kits are checked monthly and straight after an incident occurs.

The Swan Pub - Clewer

In the event of a pupil being unwell at The Swan and needing to lie down, they will be moved by staff to the medical room at GRW.

In the event of an emergency where the pupil cannot be moved, the classroom will be evacuated and GR6 pupils will be relocated either to a free area of The Swan or to GRW premises.

A camp bed is located in stable 5 which can be brought to the school room and used in case of emergency where the pupil cannot be moved to GRW.

Our First Aid Needs Assessment identified the following places where the First Aid Kits need to be kept. These are all in place and are marked with clear First Aid Signs.

- 1 First Aid Kit and located in the kitchenette in the school room
- 1 First Aid Kit located in the bar
- Eye Wash Station on the wall in the courtyard area

The Body Fluid Spills Kit and hazardous waste bin is located in the locked cabinet in stable 5.

Contol of Infection

The Green Room undertakes precautions and procedures to minimise any cross contamination and to control the risk of infection.

The Green Room follows a strict cleaning procedure. The areas to be cleaned will include all areas of The Green Room, including kitchens and toilets, that are accessible on the ground floor or by stairs. Cleaners are not required or allowed to access walls or roofs. No stepladders or ladders are provided.

Please see the table below for the cleaning schedule.

Cleaning Schedule

Elements	Activity	Frequency	Comment
Kitchens	Cleaning	Daily/weekly	Cleaning of all surfaces, Hoover if carpet, wash floor if lino, wash cupboard doors, clean out fridge weekly. Pull out furniture/White goods weekly and clean behind. Clean and wash cooking equipment.
	Deep cleaning	Weekly/end of term	Fridges, check dates and throw away any goods out of date. Kitchen walls above 2 metres require cleaning every 12 months
Bins	Emptying and cleaning	Daily/weekly	Bins emptied every day, bins washed out weekly.
Door Handles/frames	Cleaned with anti-bacterial cleaner	Daily/weekly	All doors cleaned daily with anti bacterial cleaner daily, door frames weekly.
Toilets	Cleaning	Daily/weekly	Cleaning of all surfaces and pans. Deep cleaning of wash basins and pans weekly, lime scale remover applied weekly.
Windows	Cleaning internal /external	Monthly	Contractor
Window frames, Furniture	All surfaces	Daily/weekly	Wipe down with damp cloth. Deep cleaning legs of table and chairs.
Toilet paper, hand towels and soap dispenser	Checked and filled	as needed	Email School Manager when supplies are running out

Health & Safety

Staff must adhere to the following cleaning health & safety guidelines:

- Appropriate personal protective equipment - gloves, apron, brush etc must be used. These are found in the cleaning cupboard. The office must be informed if any new equipment is needed.
- Safety instructions on the cleaning products must be followed All cleaning products will be provided by The Green Room and adhere to COSHH regulations. The office must be informed when it is time to replenish products.
- Legionella checks are carried out monthly. The temperature for hot and cold taps are tested and must comply with regulation - under 20 degrees C for cold water and over 50 degrees C for hot.
- If a pupil has been ill they must stay away from the school for 48 hours to prevent the spread of infection.

Body Fluid Spills

Body fluids, including blood, faeces, and vomit are all considered potentially contaminated with blood-borne or other bacteria capable of causing disease. It is therefore advised that the following precautions are adhered to, when dealing with body fluids:

Clean-up Procedure

Body fluid spills should only be dealt with by a member of staff or other competent person using suitable equipment and protective clothing. The body fluid spills kit is located in a locked cupboard in the medical room. There is a checklist in the box to ensure it is properly

stocked and it is checked monthly along with first aid kits.

Preparation prior to cleaning up spill:

- Block off the area and ensure it is well ventilated of the spill until clean-up and disinfection is complete.
- Put on disposable gloves to prevent contamination of hands.
- Put on disposable face mask to prevent the inhalation of germs.
- Put on plastic apron to prevent contamination of clothing.

Procedures for dealing with body fluid spills on various surfaces:

All waste materials, which are generated when cleaning up body fluid spills, should be treated as 'clinical waste' and carefully disposed of accordingly in the clinical waste bin.

Spills on 'hard' surfaces:

The fluid should be covered with disposable paper towels to soak up the excess. These should then be gathered up using scoop and scraper and placed in a clinical waste yellow plastic bag (securely tied) and placed in the clinical waste bin. The remaining spillage should then be covered with hypochlorite solution (or equivalent eg. NaDCC granules);

NOTE: chlorine releasing agents are among the most effective general disinfectants. If correctly used, they are effective against viruses such as Hepatitis B and C, and HIV. Other disinfectants, such as those based on phenolic compounds, may not always be completely effective against some viruses and bacterial spores. See 'Chlorine Releasing Disinfectants' for more details.

- After the appropriate time has elapsed (as per manufacturer's instructions), the whole area should be cleaned using disposable sponges. These should be disposed of as clinical waste.
- The area should then be washed with detergent and hot water and dried thoroughly.

Spills on 'soft' surfaces:

- If carpets become soiled they should have most of the body fluid mopped up as above and then be cleaned using a steam cleaner, if available. Otherwise hot water and detergent should be used;
- On upholstery and soft furnishings, excess fluid should be mopped up with disposable towels, sponged with cold water, then cleaned with detergent and hot water, or steamed cleaned;
- If soft furnishings, carpets etc. are very badly soiled with body fluids, they may need to be considered for disposal as 'clinical waste';
- Spills on clothing should be sponged with lukewarm soapy water and washed as soon as possible in the hottest wash the clothing will stand. Heat from ironing the fabric may also kill pathogens.
- All disposable equipment used should be placed in the clinical waste plastic bag (securely tied) and placed in the clinical waste bin.
- All non-disposable cleaning materials used such as buckets, scoops and scrapers should be disinfected by saturating with bleach solution and air dried.

- Thoroughly wash hands with soap and water.

Chlorine Releasing Disinfectants

A suitable disinfectant must be used to kill viruses and bacteria that may be present in blood and body fluid spillages. Chlorine releasing disinfectants (such as bleach, Milton, Haz-Tabs, chlorine releasing granules) at the correct concentration can be used to achieve this. If chlorine releasing agents cannot be used, use a disinfectant that is effective against Blood Borne Viruses. These products are available in different strengths. Manufacturers guidelines for making up relevant concentrations must always be strictly followed.

Chlorine releasing disinfectants used in solution may not be effective if they are:

- Used on objects soiled with organic or other material, as this will render the disinfectant inactive. Thus, organic matter should first be removed and the area cleaned with detergent and hot water, prior to disinfection;
- Not freshly made up;
- Made up in the wrong concentration for the particular purpose (stronger concentrations are not more effective than the correct dilution);

Storage & Handling

- As with other all hazardous substances used at work, bleach and disinfectants should be stored, handled and used in accordance with COSHH (Control of Substances Hazardous to Health, 2002) Regulations and the manufacturers' instructions. Product data sheets and instructions should be accessible, along with risk assessments and details of actions required in the event of accidental ingestion, inhalation or contact with skin or eyes. These are kept in the Site Controllers Office. All chemicals must be stored in their original containers, in a cool, dry, well-ventilated place that is lockable and inaccessible to children, visitors and the public.
- Appropriate protective clothing (e.g. gloves and aprons) should be worn when handling bleach and other chemical disinfectants. Contact with skin, eyes and mouth should be avoided. Chlorine releasing agents such as bleach should be used in a well ventilated area and not used on urine, carpets, soft furnishings, or metal or wooden surfaces.

Sharps Bins

In the event a pupil/staff member has a medical condition that requires disposal of sharps, a sharps bin will be provided and disposal of sharps will be arranged according to council approved clinical waste management.

Clinical waste is to be disposed of according to appropriate clinical waste methods and will be collected by an approved waste management contractor.

This policy is approved by the Co-CEO of The Green Room Foundation

Date_____

Co-CEO_____