



# BC First Aid & Emergency Procedures

Bright Centres

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## **Introduction**

1. This policy outlines the Centre responsibility to provide adequate and appropriate first aid to students, staff, parents and visitors and the procedures in place to meet that responsibility.
2. This policy applies to all students and staff in the Centre. The Director will ensure that all staff and students are aware of this policy and that it is regularly reviewed with the Advanced First Aiders and Trustees.
3. This policy is developed to ensure the safest possible environment for Centre staff, students and visitors to the Centre.

## **Aims and Objectives**

1. Provide awareness of the health and safety issues within the Centre
2. Ensure all staff and students are aware of the system in place which will prevent where possible potential accidents or dangers.
3. Ensure there is effective First Aid cover for students, staff and visitors.

## **Regulations**

1. To ensure that first aid provision is available at all times while people are on the Centre premises and also off the premises whilst on school trips or visits
2. To appoint the appropriate number of suitably trained people as Appointed First Aiders to meet the needs of the Centre and to maintain a record of that training and review it annually
3. To ensure that staff are aware of the risks involved in teaching their subject and take them into account when carrying out risk assessments and reviewing their training needs (particularly in PE, Science)
4. To provide relevant training, refreshed every three years, and ensure monitoring of training needs
5. To provide sufficient and appropriate resources and facilities, including an appropriate number of first aid kits and a first aid room
6. To provide awareness of H & S issues within the Centre and on Centre trips, to prevent where possible potential dangers or accidents
7. To inform staff and parents of the Centre First Aid arrangement.
8. To report, record and where appropriate investigate all accidents
9. To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

## **First Aid Provision**

First Aid Kits are available at the following destination:

1. Medical Rooms
2. Centre Office
3. Designated First Aiders' Classrooms

It is the responsibility of the Centre Office along with the Advanced First Aider to check the contents of the First Aid Kits and re-stock as necessary.

Bright Centres has dedicated First Aiders known within the Centre It is emphasised that First Aiders are not trained nurses. There are is dedicated First Aid room that is used for treatment, sickness and the administration of first aid.

All staff will ensure that they are familiar with the Centre First Aid Policy.

## **First Aid Training**

The CPD Coordinator / Director are responsible for ensuring that there is an adequate number of qualified First Aiders or Appointed Persons.

Names of First Aiders are displayed around the building.

## **Students with specific health conditions**

An up-to-date list of students with specific health conditions will always be kept in the Centre Office in the form of a Medical Register and a Care Plan (Refer to Administration of Medication Policy).

## **Sharing of Information**

At the start of the academic year, the Centre Office will provide to the relevant members of staff a medical list of students who are known to her to have medical problems (to include Asthmatics, Diabetics, Epileptics and others with serious illnesses). This will be reviewed at each change of circumstances.

In addition, students identified also have a Medical Plan, which is shared with staff and is available from the Centre office

Any member of staff organising Centre trips and visits should refer to the Medical Register, Medical plan and may also request from parents/carers an update of medical conditions for those pupils taking part. Any concerns should be reported to the First Aiders and Centre Office.

## **Provision Centre Trips/Out of Centre Hours:**

Centre Trips/Extra Curricular

Clubs:

- The Travelling First Aid Kit must be taken on all Centre trips.
- It is the responsibility of the trip organiser to obtain the kit from the Centre Office.
- Our best efforts are made to ensure a First Aider is also present on Centre trips, should a situation arise where they are required.
- As part of the procedure of arranging a Centre trip, permission letters are sent home.

- Staff need to check the Medical register and Medical Plans and communicate with student & parents regarding any medication needed.
- For extra curricular and out of hours provision, Emergency/First Aid protocol is followed as it would be in school hours.

## **Head Injuries**

Accidents involving a pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

If the injury is minor, all head injuries should be monitored closely and a First Aid slip should be completed and given to parents. Serious head injuries should always be referred for hospital treatment (please follow the section for Emergency Arrangements) and parents/carers should be informed at once by telephone first, and then in writing using the Accident Book slips.

## **Reporting for Serious Injuries/Accident (RIDDOR):**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, (RIDDOR) is a 1995 Statutory Instrument of the Parliament of the United Kingdom.

It regulates the statutory obligation to report deaths, injuries, diseases and "dangerous occurrences" that take place at work or in connection with work.

Under RIDDOR some accidents must be reported to the HSE (Health and Safety Executive) as follows:

1. HSE must be notified IMMEDIATELY for fatal or major injuries by telephone (0845 300 9923) or via the website [www.riddor.gov.uk](http://www.riddor.gov.uk) giving accident details.
2. HSE will send a form/report (HSE F2508) to be completed by the school, and accident details previously given over the telephone verified. This must be returned immediately.
3. Other types of injuries/accidents that must be reported are listed in the RIDDOR Guidelines. These include injuries resulting from assault.

## **Emergency Arrangements**

Where the injury is an emergency, an ambulance will be called, following that the parents/ carers will be contacted. Where hospital treatment is required but it is not an emergency, parents/carers will be contacted and they will take over the responsibility of their child.

In the event that the parents/carers cannot be contacted, a member of staff will accompany the child to hospital and remain with them until the parents can be contacted.

An appointed person is to always call an ambulance on the following occasions:

1. In the event of a serious injury
2. In the event of a serious head injury
3. In the event of a period of unconsciousness
4. Whenever there is a possibility of a fracture or where this is suspected.  
(swelling/severe bruising to the limbs)
5. When there is profuse bleeding
6. When difficulty breathing/choking is observed
7. Signs of an onset of an epileptic fit, such as a dazed state or trembling.
8. Severe shock

## **Hygiene and infection Control**

1. Hands must always be washed before and after giving first aid.
2. Single-use disposable gloves must be worn if treatment involves blood or other body fluids.
3. Any soiled dressings must be put in a yellow clinical waste bag and disposed of in a clinical waste box.
4. Any body fluids on the floor should have absorbent granules sprinkled on to them, then swept up with the designated dustpan and brush (in medical room). This should also go in a yellow bag and disposed of in a clinical waste box. If possible areas should be cleaned up with absorbent powder specifically for body fluids.
5. Body fluid spillages on hard surfaces should be cleaned up with absorbent powder specifically for body fluids.
6. Exposed cuts or abrasions should always be covered.

## **Informing Parents**

1. In the event of wide spread viral/bacterial infections across the school the following actions will be taken:
2. The Centre will report the situation to parents via the website, newsletters and text messages with guidance regarding avoidance, recognition, treatment and guidance on school attendance.
3. The guidance materials will also be used to communicate the information to students, as well as displaying posters around the school site.

## **Incident Reporting**

All incidents, injuries, head injuries, ailments and treatments are recorded within the First Aid book in the Centre office.

All parents will be contacted if the child has a head injury and advised they should visit a GP or a hospital. Obviously if the Centre has any serious concerns then an ambulance will be called

# 1. Accident & Incident Investigation

This policy outlines the procedures that are to be adopted when any employee, visitor or contractor experiences an accident, near-miss or dangerous occurrence on the company's premises.

It is the policy of the company to identify and investigate unplanned losses (accidents), their source and hence their underlying causes.

To enable this objective to be achieved it is imperative that all accidents, irrespective of the resulting injury or damage, be reported according to the laid down procedures.

In order to avoid misunderstanding, the company deem an accident and near-miss to be defined thus:-

**Accident:-** "any unplanned event that results in personnel injury or damage to property, plant or equipment.

**Near-miss:-** "an unplanned event which does not cause injury or damage, but could have done so." Examples include: items falling near to personnel, incidents involving vehicles and electrical short-circuits.

# 2. Accident Books

All accidents must be recorded in the company's accident books.

These accident books will be reviewed regularly by senior management to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

All near-misses must be reported to the Safety Manager, as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

# 3. Reporting Procedure:- Employees

1. All accidents must be entered in the Accident Book either by the injured person or, if this is not practical, someone else present at the time.
2. An accident Report form (Part 1 only) is also to be completed by the same person who should then give the form to the Immediate Supervisor of the injured person.
3. The Immediate Superior must then:-

Note that the accident has occurred.

Ensure that the Accident Book has been correctly and fully completed.

Immediately pass the Accident Report form to the Safety Manager.

Enter on clockcard, or other such notification to the Wages Department, the words "Injured at Work".

4. The Safety Manager will then:-

Ensure that, where applicable, the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 are met.

Complete Part II of the Company Accident Report form, recording the findings of the subsequent investigation.

Discuss the accident and the contributory factors with the Departmental head

Report findings to the Director responsible for Health & Safety and, if necessary, instigate any disciplinary proceedings.

Ensure the Accounts Department have been informed that the accident occurred to enable their procedures to be implemented.

5. The Director responsible for Health & Safety will then:-

Ensure, so far as reasonably practical, that proper action is taken to help prevent the accident being repeated.

**N.B.**

1. Investigation of an alleged accident does not necessarily imply that sick pay will be paid. This will depend on the result of the investigation.
2. The above is simply the administrative procedure. Clearly it is essential for all concerned to give priority to the safety and welfare of any injured person and anyone else involved.

## **4. Reporting Procedure - Visitors / Contractors**

Any non-employee who experiences an accident or near-miss incident whilst on the premises must report the incident immediately to the person responsible for his or her premises on site. If the person responsible is not available, the visitor / contractor must obtain the assistance of a responsible person to ensure that the company procedure is adhered to.

All injuries must be reported in the accident book, however minor. Visitors and contractors who are unable to enter their account into the book must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable.

The Company takes the responsibility for notifying reportable accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, therefore the Company's Safety Manager must be informed immediately.

## **5. Reporting Procedure - Damage / Theft**

All accidents / incidents which result in the loss or damage of plant, equipment or vehicles but not necessarily personal injury must be recorded on the "Damage or Loss Report Form" and passed to the Safety Manager without delay.

Where this incident results in any injury to a third party the Safety Manager must be informed immediately as it may be necessary to report the incident by telephone to the Health and Safety Executive. Should the Safety Manager not be available, due to annual leave, etc this responsibility will pass to the Production Director.

## **6. Safe System of Work**

All incidents and near-miss incidents must be reported, however minor. To achieve this the following procedure should be adopted.

1. Ensure the appropriate report form is completed and forwarded to the Safety Manager.
2. Obtain treatment for any injury from a first-aider or the local hospital.
3. Ensure that the area is made safe and poses no risk to other personnel **(except where the accident results in a major injury, in which case the scene should be fenced off and left undisturbed until advised otherwise by the enforcing authority).**
4. Enter details in the accident book.
5. Inform the injured person's manager (or a responsible person) of the incident.
6. Keep the company informed of any after-effects, including periods of incapacity for work.



## **7. SUMMARY**

All personnel on site must report accidents and near-miss incidents whilst working on behalf of the company.

The four most important steps are:-

- \* ensure that all relevant details are reported as soon as possible, in accordance with established procedures.
- \* remove residual hazards that may pose a risk to others.
- \* Fence off the undisturbed scene of a serious incident pending investigation.
- \* notify management of incapacity for work that results from an injury sustained during a work activity.