

# FIRST AID POLICY

## Introduction

This policy was revised during the Autumn Term 2014 through a process of consultation with the teaching staff and approved by the Governing Body on 17 March 2015.

## What we must do

- All staff will be First Aid trained to the level of an “Appointed Person”. There are no refresher training courses for appointed persons. Full training will take place every three years.
- First Aid equipment is kept in the First Aid room.
- All First Aid equipment must be checked monthly to ensure that it is fully stocked and equipment is within use by dates. This must be signed off.
- All accidents and incidents must be recorded.
- Clinical waste must be disposed of appropriately. Any waste which is contaminated with human or animal blood or bodily fluids, needles, or other waste which may cause infection, (nappies, stoma bags, dialysis kits) is defined as “Clinical Waste” and is controlled by the Hazardous Waste Regulations 2005 (CWR92), soiled first aid materials are clinical waste.
- All needles must be safely collected and stored in sharps containers and are to be sent for incineration as controlled clinical waste.
- Gloves and anti bacterial pump soap should be available for staff to wash hands after dealing with bodily fluids.

## Accidents involving external bleeding

- Wear protective disposable gloves whenever there is a risk of coming into contact with infected blood or other body fluids.
- Wash hands and any other body parts that may have been in contact with potentially contaminated body fluids in cold running water. Rinse eye splashes with cold water or sterile saline solution.
- Ensure that any personal wounds, scrapes or open sores are covered with waterproof dressings, even when using protective gloves.
- Where spillages of blood or other body fluids have occurred, clean contaminated surfaces.
- Disposable gloves must be available. You should always wear them when:
  - You are likely to get blood on your hands.
  - Performing tasks when dealing with body fluids when you have cuts, scratches or breaks in the skin.
  - Cleaning up spilt blood or body fluids including vomit.
  - Remember these gloves are disposable and must **NOT** be used more than once.
  - To avoid cross-infection each pair must not be used for more than one incident or procedure.

## Bites, Scratches and Needle Stick Injuries

- Wash the wound in clean running water.
- Make it bleed if you can.
- Cover with a waterproof dressing.
- Contact your doctor, or Accident and Emergency Department without delay if the client is known or suspected of having Hepatitis B or HIV or if you are unsure of what to do.

## Standard First Aid Procedures

- Wear gloves whenever possible
- Normal first aid procedures must be followed with the emphasis on stopping the bleeding of the injured person. All material used must be disposed of safely and treated as clinical waste.