Amberleigh Care

Specialist Therapeutic Care & Education

Polisi Cymorth Cyntaf

First Aid Policy

September 2026

Policy Issued: September 2024

Policy History		
Policy Date	**Summary of Change**	**Review Date**
01.09.2024	None – Initial Version	01.09.2025
01.09.2025	Reviewed Sarah W and Becky S added to policy.	01.09.2026
18.05.2026	Nathan R added to policy Emma Phillips removed	18.05.2027
04.09.2026 *(Headteacher review)*	Duty of Care Proprietor Responsibility Updated RIDDOR reference Updated Infection Control Reference AED Def Section Head injuries	September 2027

Policy Author: Emma Phillips (Senior Teacher)

Reviewed: Kevin Gallagher (Proprietor), Sioned Davies (Headteacher) and First Aiders

FIRST AID POLICY

This policy sets out the responsibilities of Amberleigh Care (the employer) and its employees who work or supervise at Amberleigh Care Schools 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 Amberleigh Care Schools 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.

Duty of Care

Amberleigh Therapeutic School recognises its statutory duty to safeguard and promote the welfare, health and safety of all pupils, staff and visitors. Appropriate first aid arrangements form part of the school's wider safeguarding and health and safety responsibilities and aim to ensure prompt and effective treatment of illness, injury and medical emergencies. [senedd.wales], [gov.wales]

Equality and Inclusion

Amberleigh Therapeutic School will ensure that first aid provision and emergency arrangements take account of the needs of pupils with disabilities, Additional Learning Needs (ALN), medical conditions, and protected characteristics under the Equality Act 2010.

Proprietor Responsibilities

The Proprietor has overall responsibility for ensuring that the school complies with the Independent School Standards (Wales) Regulations 2024 and that suitable first aid arrangements are in place and implemented effectively. [welshisc.co.uk], [gov.wales]

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 and/or medical conditions should be communicated to the School First Aider, Headteacher and Deputy Headteacher, 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, or the pupil's care team in the case of a pupil, to inform their line manager or designated school lead of any medical condition that may affect their health, safety, wellbeing, or ability to participate fully in work or school activities. Where applicable, an **Individual Healthcare Plan (IHP)** should be in place and reviewed regularly to ensure appropriate support and risk management.

Any **prescribed emergency medication**, including **asthma inhalers**, **adrenaline auto-injectors (AAIs)**, and any other medication required for the treatment of a diagnosed medical condition, must be stored securely and be readily accessible in an emergency. **Controlled medication** must be stored and managed in accordance with medication management procedures and relevant legislation.

Medication must **not** be stored in first aid boxes or in locations that are accessible to unauthorised individuals. It should be kept in a secure, clearly identified location, with appropriate arrangements in place to ensure immediate access during an emergency. The member of staff or pupil's care team is responsible for ensuring that designated First Aiders and relevant staff are aware of the medication's location, storage requirements, and emergency administration procedures. Regular checks should be undertaken to ensure medication remains in date and available when required.

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) Face Files

A 'Face File' provides the First Aider or member of staff with emergency medical information; the form is to be taken along with the young persons if they need hospital treatment. It details any current medication the pupil is receiving, medical history, legal status, home address and contacts details for the young person's social worker and/or parents.

Due to the frequency in which the 'Face Files' are updated with important information; the school may not be notified. Therefore, to ensure we are using the most up to date 'Face File' in an emergency these will be kept in Golfa House office in the pupils monthly file, core file and the evacuation file where they are printed every time they are updated. Face Files will be stored securely and made accessible only to authorised staff who require access to fulfil their professional responsibilities or in the event of an emergency.

When attending residential school trips, the First Aider will need to ensure that the responsible adults have copies of up to date 'Face Files' for each pupil in case of an emergency or medical care is needed.

C) Risk Assessments

The aim of a risk assessment is to assess the risk(s) involved in undertaking specific activities/tasks. All staff are able to access training on risk assessments and there is an expectation for staff to be competent in assessing the 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 managing the environment and applying structuring approaches.

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 to risk to an acceptable level. For example, a science lesson may involve the use of chemicals. Safety measures may be:-

- to wear specialist clothing – goggles, gloves, etc
- to only have a minimal amount of the substance in use at any one time
- to keep the chemical locked away until ready for use
- to structure the rest of the classroom in a minimalist way
- to reinforce health and safety issues to the pupils before commencing the activity

Should the teacher feel that despite the above measures being applied, a pupil has shown signs in the lesson of non-compliance, then he/she may decide that the activity using the chemicals poses too great a risk to carry out or continue.

Risk Assessments on each school site 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 school 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 site. It is the responsibility of employees to complete an entry into the accident book as soon as possible after the incident has occurred. If the injured staff member 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 persons' behalf.

The first aider in attendance and/or witness (where relevant) will complete the accident form on behalf of the student. The first aider in attendance and/or witness (where relevant) will share details of the accident or incident to the care team, including details of any first aid administered.

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 Headteacher and Care Manager should be informed immediately. If he/she is not available, one of the company's senior managers must be informed.

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 senior person on site.

There is further information about RIDDOR and advice on reporting, record keeping and contact numbers in the first aid file in the staff room.

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 numbered and placed in a secure place. The person responsible for securing the page is the school first aider, school administrator or Headteacher.

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 an ambulance if required.
- Looks after the first aid equipment, eg 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 by 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 the 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.

Although Amberleigh Care School'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 on shift within the care home on the same site are either appointed persons or qualified first aiders.

First Aid Box

First aid boxes are kept in the school office and school kitchen in the main school building. There is also a first aid box, burns kit and eye wash kit in the school workshop. As the school is classified as a low-risk environment, the minimum stock of first aid items should be kept on site.

A Biohazard box is also kept in the school kitchen area at Golfa. This is to support the cleaning process of any bodily fluids including blood, vomit, urine, mucus, faeces.

The first aid boxes and Biohazard box is taken to the house at the end of every term, to be checked and restocked by the care staff. The first aider can also take a first aid box to the house on a more frequent basis if the stock is running low.

There are smaller first aid kits which are used for physical activities, such as Duke of Edinburgh walks or expeditions for individual staff members to carry on themselves at all times in case of a medical emergency. These kits are designed for the outdoors and include extra equipment such as tick removers and blister plasters. These are checked and replenished before any expedition takes place. There are printed lists of what minimum stock needs to be included within the kits, these have been taken form the recommendations on the Duke of Edinburgh website.

Automated External Defibrillator (AED)

Registered AED are located at the following locations:

NATIONAL TRUST
Available now 24/7
0.9 miles

St. Winefride's Parish Hall
Available now 24/7
1.1 miles

ST WINIFREDS CATHOLIC CHURCH
Available now 24/7
1.1 miles

1st Clive's Own Welshpool Scout Hq & Community Centre
Available now 24/7
1.3 miles

Coed y Gororau
Available now 24/7
1.3 miles

WELSHPOOL METHODIST CHURCH
Available now 24/7
1.3 miles

Welshpool Town Hall
Available now 24/7
1.4 miles

Powys County Council
Available now 24/7
1.4 miles

Royal Oak Hotel
Available now 24/7
1.4 miles

2 Severn Street The Old Bank Welshpool
Available now 24/7
1.4 miles

https://www.defibfinder.uk/

All staff are informed of AED locations during induction and emergency procedures.

FIRST AID FACILITIES

On the Golfa Hall School site there is a first aid/medical room on the ground floor. All first aid boxes and biohazard kits are checked on a termly basis to ensure sufficient quantities of suitable first aid equipment are available and nothing else is stored in them. Contents of the

first aid boxes will be replenished as soon as possible after use in order to ensure there is always an adequate supply of materials.

There is a First Aid box located in the school kitchen, as well as a biohazard box. Another first aid box is located in the school office at Golfa. There are three first aid kits in the school workshop, these cover basic first aid, a burn kit and eye wash kit.

All Amberleigh cars also contain first aid kits.

Records of all cases treated will be made in the accident report log held in the school office.

Due to incidents of self-harm, there is also a sharps bin located in the administrator's office for staff to dispose of any sharp items that the students have or could potentially use to cause harm to themselves.

Responsibility of non-appointed staff

At each school site, 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 aider(s).
Any staff member that is required to administer prescribed medication whilst on a school trip, must first complete in-house training with Kelly Nicholson, to confirm they are able to correctly administer medication using the inhouse procedures.
At no point, can staff administer homely remedies or any form of medication without this being confirmed by the house team, specifically the house manager, deputy house manager of the shift lead.

Reporting of Incidents and Accidents
A school accident form within accident book should be filled out for the following events:

- When a pupil has any type of injury that requires medical/dental intervention.

When a pupil has sustained a head injury. - Any pupil sustaining a head injury must be assessed by a first aider and monitored appropriately. Parents, carers, residential staff, social workers and relevant professionals will be informed. Medical advice must be sought immediately.

- When a pupil has been injured by an item of equipment, machinery or substances.
- When a pupil has been injured by the design or condition of the premises.
- When an accident occurs doing a school activity when off site.
- When a visiting pupil sustains an injury at the school.
- When a behavioural incident has happened and another pupil has been injured.

Reporting To RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013)
Refer to:

- H.S.E. Incident-Reporting In Schools – RIDDOR guidance. For guidance and how to report see on-line at www.hse.gov.uk/riddor/report/htm

GEMS guidance is that any pupil who goes directly from School to hospital and receives medical treatment for an injury is reported to RIDDOR. The Head teacher needs to be aware that the accident is being reported. If the accident/incident is not clear whether to report - it is

better to register a report with RIDDOR. Copies of this documentation to be kept with the accident form as well as given to the Head teacher. Care Manager should also be made aware that the accident/incident is being reported as their child's details and care home address has to be given.

Minor Injuries

Often pupils will have bumps and minor injuries in the school environment. The key points to consider in the management of these injuries are:

- To give the pupil plenty of reassurance.
- To clean and get a cut covered as quickly as possible.
- To fill in the Accident Book
- To take to the local minor injuries unit for further medical advice, as required

Body Fluid Spillage

Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself and others from the risk of cross infection. In order to minimize the risk of transmission of infection both staff and pupils should practice good personal hygiene and be aware of the procedure for dealing with body spillages.

This document is to be used in conjunction with:

- UK Health Security Agency (UKHSA) infection prevention and control guidance on Infection Control. Up to date versions available on the internet.
- Mandatory staff training on Infection Control, all education staff attend this training and it is updated every 3 years.

The initial clean-up of the situation should be carried out by the person(s) who is at the scene of the incident and follow the 'Initial Clean Up Procedure'.

Initial Clean Up Procedure

Get the biohazard kit and one of the sharps disposal kits inside this.
Place on protective gloves.
Place absorbent towels over the affected area and allow the spill to absorb. Wipe up the spill using these and then place in a yellow waste bag from the disposal kit.
Put more absorbent towels over the affected area and then contact the Facilities Manager for further help.
The yellow bag that has had the soiled paper towels put in, then needs to be tied up and ideally placed in the yellow bin, hygienic sanitary bin in the school staff toilet or double bagged and put in an outside bin.
Any article of clothing that has got contaminated with the spill should be wiped cleaned and then put in a plastic bag and tied up and taken back to the care home.
The area then needs to be cordoned off until cleaned.
If the cleaner is not immediately available, then a disposable cleaning kit will need to be used.
If the spillage has been quite extensive then the area may need to be closed off until the area can be cleaned correctly.

If the area has sharp items such as needles or broken glass, the steps to take to clean this area need to be as follows:

Get the biohazard kit and remove one of the sharps disposal kits.
Put on protective gloves.
Place the yellow container on a preferably level surface.

Pick up sharp item to be discarded with the forceps provided and insert, sharp end first into the yellow container
Pick up container and close lid firmly
Remove gloves and place them, with the forceps and container into the yellow waste bag.
The yellow bag then needs to be tied up and ideally placed in the yellow bin, hygienic sanitary bin in the school staff toilet or double bagged and put in an outside bin or using the local clinical waste carrier.
Wipe hands and disinfect wipe and then dispose of in waste bin.

Procedure for Blood and Other Body Fluid Spillage

- Gloves to be worn at all times
- Any soiled wipes, tissues, plasters, dressings etc must ideally be disposed of in a clinical waste bag (Yellow bag). If not available then the glove being used needs to be taken off inside out so that the soiled item is contained within and placed in a sanitary bin which is located in the school staff toilet.

- When dealing with a spillage, absorbent paper hand towels need to be place on the affected area so absorbing the spill.

- If the biohazard kit is available then the instructions for use should be followed.

- If not then contaminated paper towels need to be placed in a bin with a bin liner, tied up and ideally put in a yellow bin bag, hygienic sanitary bin in the school staff toilet or put in another bin liner and put in an outside bin.

- The area must be cleaned with disinfectant following the manufacturer's instructions. A 'Wet Floor Hazard' sign then needs to be put by the affected area.

- The area should then be ventilated well and left to dry.

- All reusable cleaning up equipment then needs to be appropriately disinfected according to the manufacturer's instructions.

- Wash hands thoroughly with anti-bacterial soap and hot water.

- All yellow bags to be disposed of in yellow bags as the school could potentially be fined if not adhered to.

Management of Accidental Exposure to Blood Accidental exposure to blood and other body fluids can occur by:

- Percutaneous injury e.g. from needles, significant bites that break the skin.

- Exposure to broken skin e.g. abrasions and grazes.

- Exposure of mucous membranes, including the eyes and mouth.

Action To Take

- If broken skin encourage bleeding of the wound by applying pressure – do not suck.
- Wash thoroughly under running water.
- Dry and apply a waterproof dressing.
- If blood and body fluids splash into your mouth – do not swallow.
- Rinse out mouth several times.
- Report the incident to the School First Aider and Senior Management.
- If necessary take further advice from NHS Direct and/or attend Minor Injuries Department or A&E.
- An accident form will need to be completed and it may need to be reported to RIDDOR.

Ambulance

If a student or adult is seriously unwell for example having difficulties breathing, unconscious, severe injury/fracture or losing blood then an ambulance must be called via 999.
The school first aider will need to be informed and made available to support the casualty. The house manager will need to be informed and made aware of the incident as soon as possible, to allow them to make contact with relevant guardians and professionals of the young person.
The student will be assisted to the hospital, by a member of education staff or care staff. The member of staff will take the students face file out of the accident file to the hospital. The member of staff assisting the casualty, will keep in consistent contact with the school and house when any updates are provided from the hospital staff.

SCHOOL FIRST AIDERS:-

Golfa Hall Site:

Rebecca Shennan

Current Training: British Red Cross First Aid at Work

Completed:14th November 2024

Date of Expiry: 13th November 2027

FAA Level 2 Award in First Aid for Mental Health (RQF)

Completed: 26th November 2025

Date of Expiry: 25th November 2028

Sarah Wilkinson

Current Training: British Red Cross First Aid at Work

Completed: 26th March 2025

Date of Expiry: 25th March 2028

Nathan Roberts

Current Training: St John Ambulance First Aid at Work

Completed: 14th May 2026

Date of Expiry: 13th May 2029

APPOINTED PERSONS:

All teaching staff and carers on-site are qualified in Appointed Person First Aid Training, as part of the mandatory ongoing training of Amberleigh Care Ltd.

Training

All staff are required to attend online First Aid Training with the Training Hub on a yearly basis, achieved through online training.

The appointed school first aider will attend the First Aid at Work Qualification lead by The British Red Cross or St John Ambulance First Aid at Work. Both training lasts 3 years, therefore will be updated before expiry.