



## Woodside Group First Aid Policy

### **\*Covid-19\***

The '**Covid Advice for First Aiders**' document, contains our up to date processes and procedures for First Aiders to remain safe in the course of their duties. This document should be read in association with the '**Woodside Group First Aid Policy**'.

The **First Aid policy** at Woodside Group is in place to ensure that every student, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major.

The Woodside team consists of **qualified First Aiders** and **not** trained doctors or nurses.

In the event of an accident, all members of the Woodside Group team should be aware of the support available and the procedures available to activate this.

### **The purpose of the Policy is therefore:**

- To provide effective, safe First Aid cover for students, staff and visitors.
- To ensure that all staff and students are aware of the system in place.
- To provide awareness of Health & Safety issues within Woodside Group and on Woodside Group trips, to prevent, where possible, potential dangers or accidents.

**NB The term FIRST AIDER refers to those members of the Woodside Group team who are in possession of a valid First Aid at work certificate or equivalent.**

### First Aiders will:

- Ensure that their qualification and insurance provided by the Woodside Group are always up to date.
- Ensure that first aid cover is available throughout the working hours of the Woodside Group week.
- Always attend to a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that their portable first aid kits are adequately stocked and always to hand.
- Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up the student to take them to hospital; ensure that parents are made aware of **all** head injuries promptly.
- Ensure that a student who is sent to hospital by ambulance is either:
  - Accompanied in the ambulance at the request of paramedics.
  - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
  - Met at hospital by a relative.
  - The First Aider need not be the member of staff to accompany the casualty to hospital, however they should be familiar to the student.
- Liaison **must** occur with the staff team, to ensure that lessons are covered in the event of an absent teacher.
  - Where the First Aid box is opened, keep a record of each **person attended to, the nature of the injury and any treatment given**, in the First Aid book provided by Woodside Group. In the case of an accident, incident or near miss, the online incident form (Staff/Student) must also be completed by the appropriate person via the Portal.
- Ensure that everything is cleared away using gloves and disposed of safely. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

### Woodside Group Management Team will:

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- Provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.
- Monitor and respond to all matters relating to the health and safety of all persons on Woodside Group premises.
- Ensure all new staff are made aware of First Aid procedures in Woodside Group.
- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
- Ensure that in the event that an injury has caused a problem, the student **must** be referred to a First Aider for examination.
- At the start of each academic year, provide the staff team with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.
- Have a file of up to date medical consent forms for every student and ensure that these are readily available for staff responsible for Woodside Group trips/outings.

**All staff will:**

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual students.
- Ensure that their students are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help as soon as possible either by a person or Hangout, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure, but never treat, a casualty unless staff are in possession of valid Emergency Aid in Woodside Groups Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Send a student who has minor injuries, if they are able to walk to an area where a First Aider will see them; this student should be accompanied.
- Send a student who feels generally 'unwell' to their respective Head of Base and not to a First Aider, unless their deterioration seems uncharacteristic and is causing concern.
- Ensure that they have a current medical consent form for every student that they take out on a Woodside Group trip which indicates any specific conditions or medications of which they should be aware.

- Have regard to personal safety.
- Call for a qualified First Aider, unless they are one themselves.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency.
- Ensure medication is only administered by appropriately trained employees, information on who is appropriately trained can be obtained from the HR and H&S Administrator.