Woodside Group
First Aid Policy

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

The Woodside Group staff 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 learners, staff and visitors.
- To ensure that all staff and learners 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 learner to take them to hospital; ensure that parents are made aware of **all** head injuries

promptly.

- Ensure that a learner 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 learner.
- 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 or near miss, the online accident/near miss form must also be completed by the appropriate person via the Portal.
- Ensure the first aid report book is completed in line with the first aid reporting process
- Ensure that everything is cleared away using gloves and disposed of safely. Any bloodstains on the ground must be washed away thoroughly. All contaminated or used items should be cleared up and disposed of safely and effectively.
- In an emergency, use a school spare Adrenaline Device (AD)on learners, staff or visitors whom they believe to be having an anaphylactic reaction

First Aid Room

All bases will have a first aid room which will provide the following:

- Signage
- A bed
- First aid box
- Foot-operated refuse container
- Telephone or other communication equipment
- First Aid book
- A sink with hot and cold running water
- Drinking water and disposable cups
- Soap and paper towels
- Foot-operated refuse containers, lined with yellow, disposable clinical waste bags or a container suitable for the safe disposal of clinical waste;
- An examination / medical couch with waterproof protection, clean pillows and blankets;
- Body fluid kit (for vomit/blood etc)
- Disposable gloves
- Disposable aprons

Woodside Group Management Team will:

- 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 learner not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the learner to feel unwell.
- Ensure that in the event that an injury has caused a problem, the learner **must** be referred to a First Aider for examination.
- At the start of each academic year, provide the staff team with a list of learners 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 learner 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 learners.
- Ensure that their learners 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 First Aid 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 learner who feels generally 'unwell' to their respective Head of Base/Headteacher 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 learner that they take out on an off-site 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 Administration of

Medication policy, or by contacting Woodside Group admin.

Mental Health First Aiders

Woodside Group trains and appoints Mental Health First Aiders, to provide first line support with Mental Health and wellbeing across the organisation.

Key tasks and responsibilities

The role of a mental health first-aider includes the following elements:

Early signs

- **Spot early signs of mental health issues.** The first-aider should be alert to changes in colleagues' normal behaviour. This could include atypical behaviour for that individual, such as becoming more short-tempered than usual or withdrawing from their usual activities.
- **Be a first point of contact for employees.** The first-aider can be a first point of contact for an employee who is experiencing a mental health issue or emotional distress.
- **Be a first point of contact for employees who have concerns about a colleague.** Employees can approach the first-aider to discuss any concerns that they have about a colleague's mental wellbeing, when they are unsure what to do or say to help.

Offering support

- **Have a conversation with the employee.** The first-aider can have an initial supportive and non-judgmental conversation with the employee. It may be that the employee simply needs someone to talk to.
- **Encourage the employee to access appropriate internal assistance.** The first-aider should be aware of what help the employer offers, for example via occupational health or an employee assistance programme (EAP). It may be that the employee needs encouragement to take the first step to seeking internal assistance, or is unaware of the support available within the organisation.
- **Encourage the person to access appropriate external help.** It may be appropriate for the first-aider to explore with the employee the external support available. In some circumstances, the first-aider could encourage the employee to seek professional support, for example via counselling or NHS mental health support services.
- **Take appropriate action where there is a risk of harm.** First-aiders are trained to respond to a crisis situation where an employee may be at risk of harm to themselves or, in rare circumstances, others. They should be able to step in and reassure an employee in distress, while maintaining their own safety and, if necessary, escalating the issue to the emergency services.

Promoting good mental health

- **Make their role known among staff.** The first-aider should be prepared for the organisation to publicise their identity as a first-aider, for example via the intranet. The first-aider is also responsible for ensuring that their colleagues are aware of their role, and that they introduce themselves to new staff.
- **Take part in promotional pushes.** The first-aider can champion our mental health first-aid

programme and wider wellbeing strategy. They can also promote specific help that the organisation offers, for example via occupational health or an EAP.

- **Take part in specific initiatives.** The first-aider may take part in specific initiatives, such as setting up support networks for particular workforce groups.
- **Communicate regularly with their fellow first-aiders.** The first-aider should work closely with other first-aiders, for example on wellbeing promotions and the identification of trends within the organisation (for example a disproportionate number of mental health issues arising within a particular group of employees).
- **Be an advocate for mental health awareness.** As well as taking part in formal initiatives, the first-aider should be passionate about reducing the stigma that is associated with mental health issues and normalising conversations around mental health.

Limits to the role

A mental health first-aider must not:

- **Attempt to diagnose or treat mental health issues.** First-aiders are not health professionals and should not attempt to diagnose their colleagues' mental health issues or provide other services such as counselling. First-aiders should recognise the limitations of their role and know when to help a colleague access professional support.
- **Invade anyone's privacy.** First-aiders need to strike the right balance between supporting their colleagues and intruding in their personal issues. First-aiders should assess when their support is welcomed and when they need to step back.
- **Breach anyone's data protection rights.** First-aiders should bear in mind that information that their colleagues share with them is confidential and must not be discussed with others. The exception is where there is a safety-critical situation, for example if the first-aider believes that someone is at risk of harm. First-aiders must abide by our data protection policy and policy on processing special category personal data and criminal records data.