

THE SHEILING RINGWOOD FIRST AID ARRANGEMENTS (Rev. October 2020)



INTRODUCTION

The Sheiling has a system in place to provide Emergency First Aid response in respect of Students, Staff, Residents, Contractors, Volunteers and Visitors who are injured or suddenly become ill whilst at work, on site or during an off- site visit. These arrangements include:

- Trained First-Aiders
- Accident and incident reporting arrangements
- First Aid boxes for houses and departments
- Portable First Aid kits for off-site visits, Trust vehicles & Hire vehicles

All Staff (including Vocational Workers, Volunteers, Residents, Contractors) and Approved Visitors, must familiarise themselves with these arrangements and the names of the First Aiders. These are general notes and do not replace training.

FIRST AIDERS

- > Each house will display a notice (in **green**) which lists
 - o All the trained and accredited First Aiders on site
 - o The location of the first aid box and key contact details
- > Education and admin buildings will display a notice identifying the location of the first aid box and key contact details. A full list of trained and accredited First Aiders will be kept at Reception, Tobias Hall and Hawthorn.
- > First Aiders will hold an Emergency First Aid at Work (EFAW) Certificate, which must have been acquired within the last three years.
- > Allocated First Aiders are responsible for maintaining, in liaison with The Sheiling Health Team, the First Aid box.
- > Portable First Aid kits are provided for Trust vehicles or Hire vehicles and off-site excursions and it is the responsibility of the driver/First Aider, as appropriate, to ensure that the packs are used appropriately and stocks are replenished in liaison with The Sheiling Health Team, stored in the Surgery.

The house First Aider for the day (arranged by the Shift leader/person in charge of the house), is either highlighted on the green sign, or by use of a white board marker, or have a list of First Aiders.

- > In the absence of a readily accessible First Aider in the specific location, other first aiders can be called upon from across the site. To support the most senior person (House Manager, Deputy House Manager, Shift Leader, Group Leader, Head or Deputy of the School/College) on site must assume the role of 'appointed person'. This role will be to take charge of an emergency situation. including:-
- Protecting the sick or injured person, as far as is reasonably possible, from further harm by means of removal of anything that would pose a danger to the injured person or moving the injured person if well enough to, to safe environment (protecting from the elements of the weather) and carrying out an assessment of the injured person to determine the course of action required.
 - To give direction to colleagues and manage the situation in order to ensure the safety of others and the casualty.
 - Calling an ambulance if appropriate, and ensuring that a person is deployed to direct the ambulance to the ill/injured person.
 - Contacting the on-call duty manager / incident / emergency team. (Extn 2368)

FIRST AIDERS TRAINING AND ACCREDITATION

Training is now provided by SSET Head of Health and Therapies

EFAW Certificate (1 day duration and valid for 3 years) - enables first aider to provide emergency first aid to someone who is injured or becomes ill while at work, in particular to:-

- Understand the role of the first aider, including reference to:
 - i) the importance of preventing cross infection
 - ii) the need for recording incidents and actions
 - iii) use available equipment.
- assess the situation and circumstances in order to act safely, promptly and effectively in an emergency
- administer first aid to a casualty who is unconscious (including seizure)
- administer cardiopulmonary resuscitation
- administer first aid to a casualty who is choking
- administer first aid to a casualty who is wounded and bleeding
- administer first aid to a casualty who is suffering from shock
- provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters)
- burns and scalds

Separate training is provided by the Head of Health and Therapies / external professionals for Students who are diagnosed with specific health needs, i.e. diabetes, anaphylaxis, etc.

FIRST AID PROCEDURE

Students — For students that require first aid treatment that is **NOT** related to their specific health conditions, or concerns regarding sudden health and wellbeing then the first aider should be called. In their absence alert the 'appointed person' (shift leader, group leader, most senior person present). Any concerns or queries related to the student's health should be directed to the Sheiling Health team and/or the student's GP and if out of hours use the appropriate services, including 111 and in an emergency 999 as directed by Emergency healthcare plans

Staff/visitors – Call the closest First Aider in the building you are working in, or the next closest building (or the main office) or if able, take yourself to the First Aider. If possibly calling them in advance or asking a colleague to do so on your behalf

Basic actions

Do –

- > Monitor a situation
- > Provide suitable cover from cold and the elements, using blankets but not artificial heat sources.
- > Carry out supportive measures until first aider arrives including reassurance.
- > If the injured casualty has a wound which is bleeding ensure that you are wearing gloves.

Do not -

- > Try to move someone who may have suffered a fracture unless they are vulnerable to further harm > Do not induce vomiting if the injured person may have consumed a poisonous substance, but follow appropriate guidance, COSHH safety data sheets or risk assessment.

AMBULANCE CALL-OUT ARRANGEMENTS

- > Provide address, post code and '**Horton Road -just off Ashley Heath roundabout**', name of building > Name, age (DOB), health concern of ill/injured person
- > *Inform Reception (Mon-Fri, day time) or Sheiling House (evenings, Nights and weekends) to meet ambulance at gate*
- > Send a person to the bus stop in the Horton Road, wearing a 'high vis' jacket (one should be in your Fire Folder) – *make yourself visible*
- > Guide/accompany ambulance driver through site
- > Telephone **2368** or mobile no. **07785957542** (on-call manager / incident / emergency team) without delay

ACCIDENT BOOKS AND INCIDENT REPORTING PROCESSES

- > All incidents, accidents and near misses, should be Recorded on databridge via any device with internet access.
- > Any Incident resulting in the need for first aid must also be recorded via databridge
This applies to students, staff or visitors

Emergency Procedure for TSR

**IN THE EVENT OF NEEDING TO CALL AN AMBULANCE, PLEASE DO THE FOLLOWING:
DIAL 999, ASK FOR AN AMBULANCE and be ready with the following information:**

1. Your telephone number
2. Give the address as follows: **The Sheiling Community, Horton Road, Ashley Heath.**
3. Postcode: **BH24 2EB**
4. Give your name
5. Give the name and date of birth of the person needing help
6. Give a brief description of the person symptoms (and any known medical conditions)
7. Inform ambulance control that they will be met at the entrance and taken to the person
8. Ideally, the person calling the emergency services should be with the person requiring help.
9. **PLEASE MAKE OPERATOR AWARE WHEN SPEAKING TO THEM THAT OUR ENTRANCE IS OFF THE HORTON ROAD, 25 METRES ON THE RIGHT AS YOU COME OFF THE ASHLEY HEATH ROUNDABOUT & SIGNPOSTED 'SHEILING SCHOOL AND COLLEGE'.**

DURING THE DAY HOURS

- Reception to be informed that an ambulance has been called so that main gate can be opened to reduce delay in accessing site.
- Allocate a member of staff to go and meet the ambulance.
- Member of staff to take a high-vis jacket from allocated points: **Main Reception, Hawthorn College, Tobias Hall** and wait on the entrance to the Horton Road turning.
- Once ambulance arrives, member of staff waiting for ambulance to direct ambulance crew to person requiring help.
- Explain to crew that we are a large site and assist by getting into ambulance to reduce delay in getting to the person requiring help.

DURING THE NIGHT HOURS

- Allocate a member of night staff to meet the ambulance
- Member of staff to obtain hi-vis jacket and torch from allocated point **Sheiling House Boot Lobby** wait on the entrance to the Horton Road turning.
- Once ambulance arrives, member of staff waiting for ambulance to direct ambulance crew to person requiring help.
- Explain to crew that we are a large site and assist by getting into ambulance to reduce delay in getting to the person requiring help