

THE LION WORKS SCHOOL POLICY



First Aid Policy

Author of policy and position of responsibility: Justine Collinson, Headteacher	Date policy finalised September 2024
Approved by: Sarah Rempel, Director of Education	Date of approval September 2024
Due to be reviewed: July 2025	Date of review:

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1. Context

The Lion Works School is an Independent special school. We are part of an ethical and progressive organisation that believes it can achieve real change for children, young people and their families.

The Lion Works School is situated within the BCP local authority. We offer an academic and vocational specialist learning provision across KS3, KS4 and Post 16 aiming to reduce barriers to enable successful learning experiences and outcomes. There are a variety of routes a student can take, which include GCSEs, BTECs and other accredited qualifications whilst building confidence, improving wellbeing, enabling self-regulation and increasing attendance. Our school is full of life and has a wealth of resources to spark interest and ignite that passion to achieve, equipping our students for everyday life and the opportunities that await them.

We adhere to the values of **ARC**:

Ambition
Resilience
Community

The Lion Works School operates within the SPELL framework. SPELL is The National Autistic Society's framework for understanding and responding to the needs of children and adults on the autism spectrum. It focuses on five principles that have been identified as vital elements of best practice in autism and emphasises ways to change the environment and our approaches to meet the specific needs of each person.

SPELL stands for Structure, Positive approaches and expectations, Empathy, Low arousal, Links:

Structure	Structure makes the world a more predictable, accessible and safer place. We can support people on the autism spectrum in creating structured environments using visual information.
Positive (approaches and expectations)	We must seek to establish and reinforce self-confidence and self-esteem by building on natural strengths, interest and abilities.
Empathy	We must try to see the world from the standpoint of the autistic child or adult, knowing what it is that motivates or interests them but importantly what may also frighten, preoccupy or otherwise distress them.
Low arousal	Approaches and the environment need to be calm and ordered in such a way so as to reduce anxiety and aid concentration.
Links	Autistic people, their parents or advocates should be seen as partners. Open links and communication will reduce the risk of misunderstanding, confusion or the adoption of fragmented, piecemeal approaches.

2. Aims

The aims of our First Aid Policy are to:

- Ensure the school actively promotes and always considers the health and safety of all staff, students and visitors at all times
- Ensure that staff and governors are aware of their roles and responsibilities with regards to health and safety and know how to respond to minor, critical and life-threatening situations
- Provide a framework for responding to an incident and recording and reporting the outcomes and in a timely and effective way

3. Legislation and Guidance

[The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel on site to be able to swiftly respond to incidents.

[The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees and reduce and minimise these risks wherever possible and make arrangements to implement necessary measures and arrange for appropriate information and training.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations ([RIDDOR 2013](#)), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept.

[Social Security \(Claims and Payments\) Regulations 1979](#), which sets out rules on the retention of accident records.

[The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of students

4. Roles and Responsibilities

a. Appointed person(s) and First Aiders

The school's appointed person is **Dani Hanlon**. This role may be taken on by a member of the Senior Leadership team in the event of an emergency.

The school's appointed person is supported by a Deputy First Aid Lead: **Angela Habgood**.

The 'appointed person' is responsible for:

- i. Taking charge when someone is injured or becomes ill

- ii. Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits. All first aid kits are audited every half term and a record kept.
- iii. Ensuring that an ambulance or other professional medical help is summoned when appropriate

All our named First Aiders are trained and qualified to carry out the role (see section 7) and are responsible for acting as first responders to any incidents.

They will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment, sending students home to recover, where necessary.

They will fill in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see Appendix 2)

Our school's current First Aiders are listed in **Appendix 1**. Their names are displayed prominently around the school.

b. The Proprietor

The Corporate Proprietor has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the SLT and staff members.

c. The Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of First Aiders are present in the school at all times
- Ensuring that First Aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures and coordinating the response to an emergency or critical incident which involves the calling of the Emergency Services (999) and providing an exact location (what3words: **easels.effort.prettiest**) and sharing any other pertinent information
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place when necessary
- Ensuring that space is available for catering to the medical needs of students
- Obtaining pertinent medical information through the initial admissions form and ensuring this is recorded on ARBOR and shared with staff through Positive Learning Plans
- Reporting specified incidents to the HSE when necessary (see section 6)

d. Staff

School staff are responsible for:

- Ensuring they follow first aid procedures and knowing who the First Aiders in school are

- Asking for help or calling for help from the Emergency Services (999 or 101) if they are unsure what to do and a First Aider was not available for whatever reason
- Completing accident reports (see **Appendix 2**) for all incidents they attend to where a First Aider is not called
- Informing the Headteacher or their line manager of any specific health conditions or first aid needs once known

5. When to call 999

Children – call 999 or take your child to A&E immediately for any of these:

- **seizure (fit)**
shaking or jerking because of a fit, or unconscious (cannot be woken up)
- **choking**
on liquids or solids right now
- **difficulty breathing**
making grunting noises or sucking their stomach in under their ribcage
- **unable to stay awake**
cannot keep their eyes open for more than a few seconds
- **blue, grey, pale or blotchy skin, tongue or lips**
on brown or black skin, grey or blue palms or soles of the feet
- **limp and floppy**
their head falls to the side, backwards or forwards
- **heavy bleeding**
spraying, pouring or enough to make a puddle
- **severe injuries**
after a serious accident or assault
- **signs of a stroke**
face dropping on one side, cannot hold both arms up, difficulty speaking
- **sudden rapid swelling**
of the lips, mouth, throat or tongue
- **sudden confusion**
agitation, odd behaviour or non-stop crying

British Sign Language (BSL) speakers can [make a BSL video call to 999](#).

[Find your nearest A&E](#)

- A) Poole Hospital. Tel: 01202 665511. Longfleet Road, Poole, Dorset, BH152JB. Open 24 hours.
- B) Royal Bournemouth Hospital. Tel: 01202 303626 (ext 4394). Castle Lane East, Bournemouth, Dorset, BH77DW.

6. First Aid Procedures

a. In-school procedures

In the event of an accident resulting in injury:

- i. The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified First Aider, if appropriate, who will provide the required first aid treatment
- ii. The First Aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene and calmly deal and direct others until help arrives
- iii. The First Aider will also decide whether the injured person should be moved or placed in a recovery position
- iv. If the First Aider judges that a student is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the First Aider will recommend next steps to the parents and give a full handover
- v. If the emergency services are called, a member of SLT will contact parents immediately
- vi. The First Aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

b. Off-site procedures

When taking students off the school premises, staff will ensure they always have the following:

- i. A mobile phone with the number noted on the in-school paperwork for the trip
- ii. A portable first aid kit
- iii. Information about the specific medical needs of students

Risk assessments will be completed by the relevant teachers prior to any educational visit that necessitates taking students off school premises. These risk assessments will be approved by Senior Leaders as per the school's risk assessment policy prior to the activity taking place.

7. First Aid Equipment

A typical first aid kit in our school will include the following as minimum:

- A leaflet with general first aid advice
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 2 sterile eye pad bandages
- 2 Triangular bandages
- Adhesive tape

- 6 Safety pins
- 3 pairs of disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 6 Saline eye wash capsules
- Scissors
- Cold compresses
- Burns dressings

*NB: No medication is to be kept in first aid kits.

First aid kits are stored in:

- Reception (at the desk)
- In the first aid room
- The fire evacuation trolley
- In the emergency grab bag
- In the school vehicles in the glove box

8. Record-keeping and reporting

a. First aid and accident record book

An accident form will be completed by the First Aider on the same day or as soon as possible after an incident resulting in an injury. As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form (See Appendix 2). A copy of the accident report form will also be added to the students' record by a member of the Admin team onto our MIS. Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of. All first aid books that are completed or no longer in use will have this clearly written on them with dates and a relevant signature. A description of the first aid incident will be emailed to parents on the same day, even if an in person or telephone handover has been completed. All 'bumps' to the head will be reported by phone to parents, carers and or guardians as well as falls where a young person once first aid has been administered.

b. Reporting to the HSE

The Headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The Headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

c. Reportable injuries, diseases or dangerous occurrences include:

- i. Death

Specified injuries, including life changing injuries such as:

- ii. Fractures, other than to fingers, thumbs and toes
- iii. Amputations
- iv. Any injury likely to lead to permanent loss of sight or reduction in sight
- v. Any crush injury to the head or torso causing damage to the brain or internal organs
- vi. Serious burns (including scalding)
- vii. Any scalping requiring hospital treatment
- viii. Any loss of consciousness caused by head injury or asphyxia
- ix. Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- x. Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- xi. Where an accident leads to someone being taken to hospital
- xii. Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to: The collapse or failure of load-bearing parts of lifts and lifting equipment, the accidental release of a biological agent likely to cause severe human illness, the accidental release or escape of any substance that may cause a serious injury or damage to health, an electrical short circuit or overload causing a fire or explosion

9. How to make a RIDDOR Report

How to report through the HSE is detailed here:

<http://www.hse.gov.uk/riddor/report.htm>

10. Reporting to Ofsted and Child Protection Agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a student while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident. The Headteacher will also notify BCP MASH (Tel: 01202 123 334 or email: childrensfirstresponse@bcpcouncil.gov) of any serious accident or injury to, or the death of, a student while in the school's care.

11. Training

As part of induction, all school staff are required to undertake an Educare Course on First Aid. They are also able to undertake further first aid training in Paediatric Level 3 if they would like to. All nominated First Aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained First Aiders, what training they have received and when this is valid until (see Appendix 3). Staff are required to renew their first aid training when it is no longer valid. Staff Training requirements and tracking is overseen by the SLT Administrator: **Sally Darby**

12. Hygiene Control

The school has a risk assessment to manage hygiene control. This includes processes relating to first aid. The school displays handwashing posters and all staff undertake training in infection control and hygiene. Please refer to the medical waste disposal risk assessment for further guidance on how to clean up biohazard waste (appendix 9).

13. Monitoring Arrangements

This policy will be reviewed by the Headteacher every year. At every review, the policy will then be approved by the CEO with advice and guidance from the School Governance Board.

14. Links with other Policies

- Health and Safety policy
- Safeguarding and Child Protection policy
- Risk Assessment policy

Appendix 1: List of Appointed Person(s) for First Aid and Qualified First Aiders

Staff Member's Name	Role	Valid until:
Dani Hanlon	First Aid Lead / HLTA	23/12/24
Angela Habgood	Deputy First Aid Lead / HLTA	04/10/25
Ali Mitchell	First Aider	04/10/25

Appendix 2: Accident Report Form

[Link to Accident Form](#)



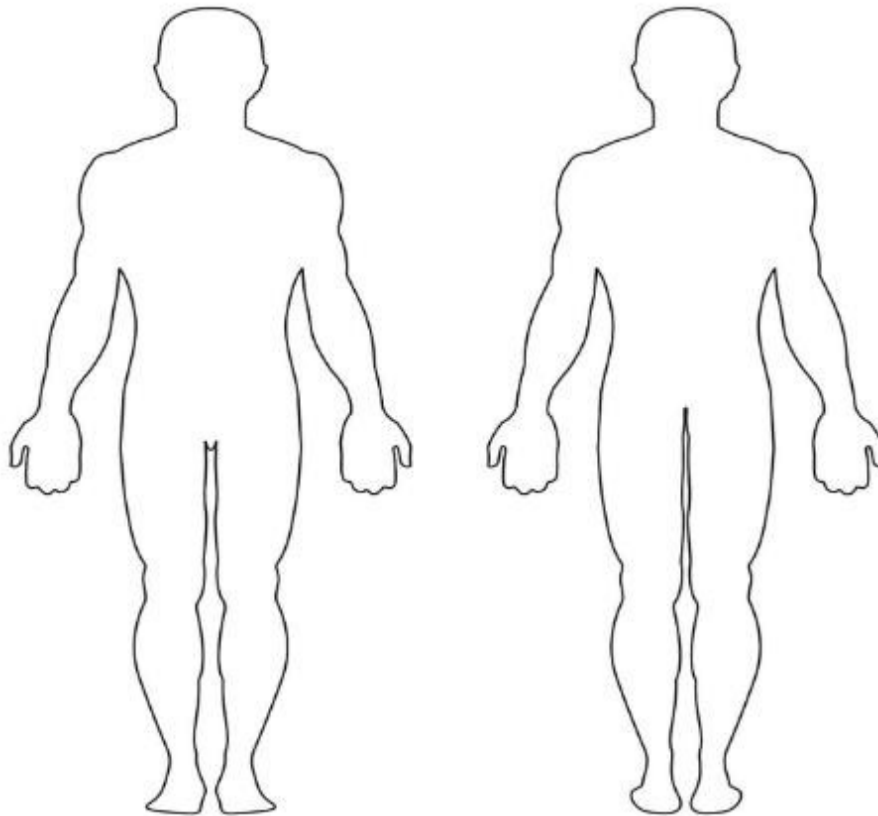
ACCIDENT REPORT FORM

<i>About the person who had the accident:</i>			
Full name:			
Address:			
Postcode:			
Date of birth:	DD / MM / YYYY		:

<i>About the accident:</i>		
When it happened, Date:	DD / MM / 20 YY	Time:
Location: (Including room if applicable)		
What happened: (Give cause if known)		
Nature and location of injuries to casualty: (if any)		
Are they presenting with COVID-19 symptoms?		
Witnesses:		

<i>Treatment and follow-up:</i>	
Treatment given: (List who provided the treatment and any first aid equipment used)	
Any further action required	

THE LION WORKS SCHOOL



<i>About you:</i>			
Full name:			
Signed:		Date:	DD / MM / 20 YY

<i>Email Copy Sent :</i>	
Full name:	

Appendix 3: Offsite First Aid Kit Audit

Off-site first aid kit audit list

Date			Auditor	
Location of kit				
Item	Amount expected	Amount counted	Actions	
First Aid Guidance leaflet	1			
Medium Plasters	10			
Big Plasters	10			
Sterile Eye pads	2			
Triangular Bandages	2			
Safety Pins	12			
Large Wound Dressings	2			
Extra Large Wound Dressings	2			
Saline Ampules (300ml)	3			
First Aid Scissors	1			
Face Shield	1			
Box of medical gloves	1			
Individually wrapped moist cleansing wipes	10			
Non-medical items				
Sick bowl	3			
Body fluid clean up pack	1			
Bin liners	Small roll			
Declaration				
I confirm this is an accurate record of the audit as conducted by myself				
Signed				

Appendix 4: Grab Bag Audit

Grab bag audit form

Date		Auditor	
Location of kit			
Item	Amount expected	Amount counted	Actions
Gloves	10		
Large Blue Plasters	5		
Medium Blue Plasters	5		
Small Blue Plasters	5		
Sterile Wipes	10		
Glucose Tablets	1 Pack		
Burn Dressing	3		
Face Shield	1		
Emergency Blanket	3		
Saline Tubes	5		
Declaration			
I confirm this is an accurate record of the audit as conducted by myself			
Signed			

Appendix 5: In-school First Aid Kit Audit

Onsite school first aid kit audit form

Date		Auditor	
Location of kit			
Item	Amount expected	Amount counted	Actions
Gloves	50		
Medium Bandage	18		
Large Bandage	6		
Triangular Bandage	4		
Medium sized individually wrapped sterile unmedicated wound dressings	6		
2 large sterile individually wrapped sterile unmedicated wound dressings	2		
Safety Pins	6		
Eye Pad Bandages	4		
Large Blue Plasters	20		
Medium Blue Plasters	20		
Small Blue Plasters	20		
Sterile Wipes	30		
Burn Dressing	3		
Tough Cut Scissors	1		
Glucose Tablets	1 Pack		
Tick Remover	1		
Face Shield	1		
Declaration			
I confirm this is an accurate record of the audit as conducted by myself			
Signed			

Appendix 6: Staff Responsibilities from Health and Safety Handbook Relating to First Aid

First Aid

Description

Staff and students can sustain an injury or become ill and it is important that they receive immediate attention and that an ambulance is called for in serious situations. The provision of adequate first aid cover is essential, it can save lives and prevent minor injuries becoming major ones.

Associated Hazards

- Bodily injuries: blows, impact, crushing, stabs, cuts, grazes, scalds, falls from height
- Illnesses: asthma, diabetes, epilepsy etc.

Staff Responsibilities

To reduce the risks of suffering personal injury or delay in getting treatment, staff must:

- Co-operate with the Organisation arrangements for first aid
- Know what the procedure is for summoning help
- Follow any guidance or instruction given, to prevent injury or ill health
- Report any hazardous or dangerous situations.

Appendix 7: Use of EpiPens from Health and Safety Handbook Relating to First Aid

Administration Of Medicine Including The Use Of EpiPens®

Description

Many students will need to take medication, or be given it at Organisation at some time in their Organisation life. For most, this will be for a short period to allow them to finish a course of antibiotics or apply a lotion. In some cases there may be a long term need for students to take medication. To allow students to take or be given medication at Organisation minimises the disruption that could be caused by illness and allows their education to proceed at a steady rate alongside their peers.

Associated Hazards

- Unauthorised access to medicines
- Mal administration of medicines
- Medicines allergies.

Teachers' Responsibilities

The head teacher will ensure that:

- Medicines brought into the Organisation are suitably labelled with the students name, name of the drug; dosage; frequency of administration
- A record card is completed for students receiving medication. The card should include the following information:
 - The medicines required by the students
 - Details of dosage and times for administration
 - The types of medicines being carried
 - Appropriate risk assessment undertaken
 - The staff involved in administration or supervision of medication
 - Staff do not compel any students to take medication
 - In an emergency, students have prompt access to their medicine through a recognised procedure
 - All staff are familiar with the emergency procedure
 - These procedures are followed when on Organisation outings.

Teachers

Who participate in administering medication to students will comply with the Organisation's policy.

**There is no legal duty that requires Organisation staff to administer medication
- this is a voluntary role.**

EpiPens®

EpiPen® Auto-injectors are intended for immediate self administration in the emergency treatment of anaphylactic shock.

In the event of students being prescribed an EpiPen® the Organisation will ensure that:

- All staff are trained in recognizing anaphylaxis and in the administration of an EpiPen®
- students are encouraged to carry their emergency medication on person at all times. Either the parent/
guardian or students have granted permission for the medication to be administered in an emergency situation
- An emergency box is provided, the box to be stored in a safe, accessible, unlocked area that is clearly labelled
- The box will contain two 'in date' EpiPen® for use in an emergency and will be labelled with the name of students prescribed EpiPen®
- In the event of students having had an anaphylactic reaction they will be sent by ambulance to hospital whether full recovery is noted or not
- students will be accompanied throughout by a member of the teaching staff and the empty EpiPen® that has been administered, will be taken with them to hospital
- The students parents will be informed immediately after alerting the ambulance.

Note:

Since there is no way to predict the severity of a reaction, and because anaphylaxis can progress so rapidly, waiting for the ambulance or the Medical Centre staff to administer adrenaline may greatly increase the risk of death.

Therefore, it is essential that anyone with a history of anaphylaxis keep adrenaline autoinjectors, such as EpiPen® adrenaline auto-injectors, on hand at all times and be prepared to use them whenever a reaction occurs.

Appendix 8: Blood Borne Viruses from Health and Safety Handbook Relating to First Aid

Blood Borne Viruses (BBV)

Description

We recognise that there is a potential risk of staff coming into contact with Blood Borne Viruses (BBV) such as hepatitis and Human Immunodeficiency Virus (HIV). To reduce the risks posed by these viruses we will assess the potential for exposure and introduce controls to reduce the risk.

Associated Hazards

- Direct contact with infected blood or saliva
- Contact with clinical dressings
- Needlestick injuries.
-

Staff Responsibilities

- Immediately report any spillage of bodily fluids and arrange for suitable isolation and cleaning in line with their level of training
- Report to management in confidence, if they become aware that they are a carrier of a BBV, if it is relevant to their employment.

The risk of BBV infection is low, as direct contact with blood and body fluids does not occur regularly. Much depends on the nature of the exposure and not all exposures result in infection.

Appendix 9: Disposal of Medical Waste








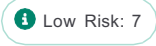
The Lion Works School

Risk Assessment for**Disposal of medical waste**

This Risk Assessment covers the same cleaning up and disposal of medical waste

Reference number	
Assessor	Bruno Davis
Date completed	11/06/24
Review Schedule	Annually
Review date	11/06/25
Approved date	21/06/23
Approved by	Bruno Davis
Affected site(s)	The Lion Works School (BH12 5AD)









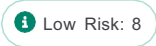
Hazards and controls









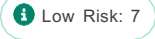
 Hazard: Biohazards		
Risk of infection from contact/exposure to biological substances.		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff</p> <p>Risk of infection from contact/exposure to biological substances.</p>	<p> Cover All Cuts & Open Wounds To reduce the risk of infection, all cuts and open wounds must be covered during the process</p> <p> Eye/Face Guard Worn Eye/face guard worn to protect both eyes and face against the risk of debris and/or splashes</p> <p> Gloves worn Disposable single use gloves worn</p> <p>Good Hand Washing/Hygiene Procedures Observed  Good hand washing procedures observed to reduce the risk of skin disorders and promote good hygiene and hand washing poster on display in first aid room</p> <p>Hygiene Procedures in Place & Followed  Hygiene procedures in place & followed</p> <p>Information, instruction and training given on hygiene  Information, instruction and training to be provided to staff on the importance of good hygiene</p>	<p> Low Risk: 7</p> <p>Likelihood: 1/9 Severity: 7/9</p>



Hazard: Hazardous/Clinical Waste

Risk of injury, ill health due to exposure to & working with hazardous/clinical waste.

Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff</p> <p>Risk of injury, ill health & fire/explosion due to exposure to & working with hazardous/clinical waste.</p>	<p>Correct Disposal Contaminated Material/Waste</p> <p> Contaminated material is disposed of in accordance with current guidelines. This is collected by a specialist waste disposal contractor.</p> <p>External Waste Facilities Kept away from student access</p> <p> To reduce the risk of infection/contamination etc., the external waste facilities are kept away from student access</p> <p>Eye/Face Guard Worn</p> <p> Eye/face guard worn to protect both eyes and face against the risk of debris and/or splashes</p> <p>Gloves Worn</p> <p> Disposable gloves are worn to protect the wearer</p> <p>Only Competent Persons Can Carry Out The Task</p> <p> Only personnel with sufficient information, instruction and training can carry out the task. This includes qualified first aid staff and Senior Leadership Team.</p> <p>Regular Waste Collection & Duty Of Care Notes Kept</p> <p> Regular waste collections are made and the Duty Of Care Notes are kept for at least 2 years</p> <p>Warning & Information Signage Displayed</p> <p> Relevant warning & information signage displayed relative to the work activity, hazard & risks</p> <p>Waste Bins Are Provided Within The Premises</p> <p> Waste Bins Are Provided Within The Premises</p>	<p> Low Risk: 8</p> <p>Likelihood: 1/9</p> <p>Severity: 8/9</p>

 Hazard: People Movement (Risk of Slips, Trips & Falls)		
Risk of injury due to a variety of access/egress hazards that can cause slips, trips & falls		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff</p> <p>Risk of injury due to a variety of access/egress hazards that can cause slips, trips & falls</p>	<p> Aisles & Gangways Kept Clear For Good Housekeeping All aisles and gangways kept clear to avoid slips and trips</p> <p> Good Housekeeping Observed During The Task Good housekeeping standards observed & maintained by operatives throughout the duration of the task</p> <p> Regular Housekeeping Inspections Are Carried Out Regular housekeeping inspections are carried out in the workplace. This is routine daily and weekly inspection as well as routine management walks daily.</p> <p> Spill Kit Available Spillage kits in the form of absorbent granules are available to be used in the event of a spillage</p> <p> Spillage Procedure In Place Spillage procedure in place</p> <p> Spillages Cleaned Up Immediately Spillages Cleaned Up Immediately</p> <p> Suitable & Sufficient Lighting Provided Suitable & sufficient lighting provided for the workplace activities</p>	<p> Low Risk: 7</p> <p>Likelihood: 1/9 Severity: 7/9</p>

Safe operating procedures

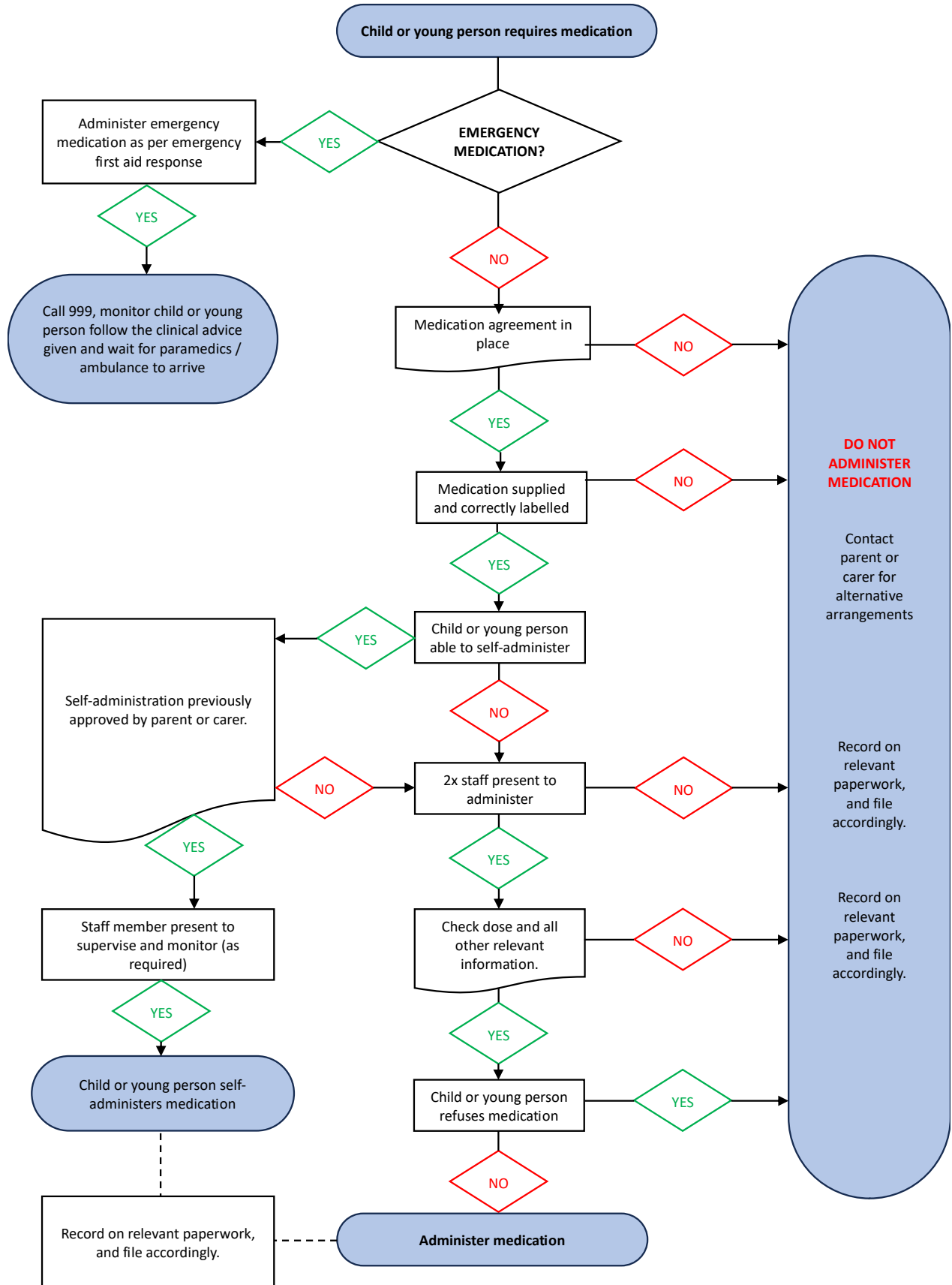
The procedure for bio hazard waste clean up is as follows: 1. Minimise Spread. Close doors, put up warning signs, open windows. 2. Cover spill. Wear PPE (face, apron, hands). Place absorbent crystals from spill kit onto the spill. 3. Remove. Remove the absorbent crystals into a biohazard waste bag. 4. Disinfect. Use disinfectant to clean the contaminated area and any associated surfaces. 5. Dispose. Put waste in the appropriate biohazard waste container.

Assessor's signature: Bruno Davis

Approved by signature: Bruno Davis

Appendix 10: TLWS Medication Administration Procedures

TLWS Medication Administration Procedures





The Lion Works School









Risk Assessment for






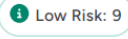
First aid at school





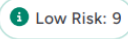
This is a first aid risk assessment to understand and evidence the first aid provision and qualifications required at the school










Reference number	THE1806769
Assessor	Daniel Ringrow
Date completed	23/09/24
Review Schedule	Annually
Review date	23/09/25
Approved date	23/09/24
Approved by	Daniel Ringrow
Affected site(s)	The Lion Works School (BH12 5AD)








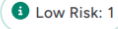
Hazards and controls








 Hazard: Biohazards - Dirty/Soiled Laundry Items		
Risk of ill-health due to contact with bodily fluids on soiled laundry items.		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Student / Pupil</p> <p>Staff or students could become unwell if exposed to bodily fluids during injury, illness or whilst administering first aid</p>	<ul style="list-style-type: none">  Disposable Plastic Apron Single use apron/covering to protect from secretions and bodily fluids  Gloves Worn - EN 455 Single-Use Medical Gloves Gloves Worn - EN 455 Single-Use Medical Gloves  Good Hand Washing/Hygiene Procedures Observed Good hand washing procedures observed to reduce the risk of skin disorders and promote good hygiene  PPE Issued, Worn & Kept In Good Condition PPE Issued, Worn & Kept In Good Condition  Protective Clothing Must Be Worn Protective Clothing Must Be Worn  Spillages Cleaned Up Immediately Spillages Cleaned Up Immediately 	<p> Low Risk: 9</p> <p>Likelihood: 3/9 Severity: 3/9</p>









 Hazard: Infection (from people)		
Risk of ill health/disease/death due to exposure to infectious agents/pathogens from persons at work		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Visitors</p> <p>If someone reports ill health at school and is treated by first aider there is a risk of pathogen spread</p>	<p> Access Into The Premises Is Controlled Access into the premises is controlled so no unauthorised persons can enter.</p> <p> Good Hand Washing/Hygiene Procedures Observed Good hand washing procedures observed to reduce the risk of skin disorders and promote good hygiene</p> <p> Social Distancing Physical distance between person reporting ill health and the first aider will be observed whenever possible</p> <p> Suitable & Sufficient Welfare Facilities Provided To include hot/cold water, soap, means of drying, well ventilated and kept in an orderly condition. There is a dedicated first aid room</p>	<p> Low Risk: 9</p> <p>Likelihood: 3/9 Severity: 3/9</p>




 Hazard: Offsite activities away from first aid provision		
If activities are completed offsite first aid provision may not be readily available		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Student / Pupil</p> <p>In the event staff or students are away from site they may be unable to access effective or timely first aid</p>	<p> Offsite activities require individual risk assessment All offsite activities require an individual risk assessment. The risk assessment will be approved by the headteacher (or delegated)</p> <p> Offsite kit Offsite backpack is taken on offsite trips and contains first aid and hygiene supplies</p> <p> School vehicles contain first aid kits School vehicles contain first aid kits in line with HSE and DFE requirements. These are audited half termly</p>	<p> Low Risk: 9</p> <p>Likelihood: 3/9 Severity: 3/9</p>




 Hazard: Poor Hygiene (Infection)		
Risk of ill health/disease due to exposure to infectious agents/pathogens from poor hygiene practice		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Student / Pupil</p> <p>Staff or pupils could become unwell if exposed to poor hygiene practises. This could lead to the transmission of viruses or exposure to bacteria leading to infection.</p>	<ul style="list-style-type: none">  Cleaning Schedules in Operation Cleaning Schedules in Operation  Gloves Worn - EN 455 Single-Use Medical Gloves Gloves Worn - EN 455 Single-Use Medical Gloves  Good Hand Washing/Hygiene Procedures Observed Good hand washing procedures observed to reduce the risk of skin disorders and promote good hygiene  Hygiene Procedures in Place & Followed Hygiene procedures in place & followed  PPE Issued, Worn & Kept In Good Condition PPE Issued, Worn & Kept In Good Condition  Suitable Sanitising Wipes Used Only suitable sanitisers used that fully remove bacteria & compliant with BS EN 1276 or BS EN 13697  Warning & Information Signage Displayed Relevant warning & information signage displayed relative to the work activity, hazard & risks 	<p> Low Risk: 4</p> <p>Likelihood: 2/9 Severity: 2/9</p>



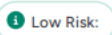
 Hazard: Medicines		
Risk of ill-health/death due to administering incorrect medication or dosage to patients.		
Who can be harmed/how?	Controls in place	Risk rating
<p>Student / Pupil</p> <p>Students may require the provision of medication in an emergency or as an ongoing treatment</p>	<ul style="list-style-type: none">  Adequate Supervision Provided Adequate Supervision Provided  Controlled Storage In Place For All Medication Controlled storage in place for designated substances & medication in accordance with MSDS.  Gloves Worn - EN 455 Single-Use Medical Gloves Gloves Worn - EN 455 Single-Use Medical Gloves  Hand Arm Vibration Training Given Information, instruction and training is given to employees using vibrating tools in the workplace.  Health Surveillance/Screening Records Kept Records of all health surveillance/screening programmes are kept  Suitable Drugs Storage Arrangements Suitably secure drugs storage arrangements c/w temperature control as required 	<p> Low Risk: 1</p> <p>Likelihood: 1/9 Severity: 1/9</p>




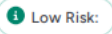
 Hazard: Excessive risk from site		
The school site could have excessive risk to causing injury requiring first aid		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Student / Pupil, Visitors</p> <p>If the site is unsafe then person(s) may become injured and require first aid assistance in avoidable incidents</p>	<ul style="list-style-type: none">  Designated health and safety roles The health and safety roles are designated and documented with clear accountability  Expert assessment and reporting The school is visited and assessed annually by expert health and safety consultants who provide written challenge, feedback and guidance  Health and safety as a standing agenda Health and safety is a standing agenda on board meetings, line management meetings and staff briefings  Health and safety legislation poster on display Staff are aware of health and safety legislation  Routine maintenance The school has routine proactive maintenance undertaken 	<div style="border: 1px solid #ccc; border-radius: 15px; padding: 5px; display: inline-block;">  Low Risk: </div> <p>Likelihood: 0/9 Severity: 0/9</p>

 Hazard: Inadequate provision of first aid		
If there are an insufficient number of qualified first aiders then the provision of first aid may be lacking when required		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Student / Pupil, Visitors</p> <p>The inability to provide timely and qualified first aid could lead to increased injury or negative health outcomes.</p>	<p> All Employees Receive Induction Training All employees receive induction training upon commencement with the school, during this training first aiders and first aid areas and locations of first aid kits are identified</p> <p> First aid signs displayed in school Every classroom has a list of first aiders on display as well as location of first aid supplies</p> <p> Number of first aiders established and monitored The school will maintain at least one first aiders for every 50 persons routinely accessing the building</p> <p> Ongoing review of number of first aiders SLT team will ensure sufficient number of qualified first aiders in school. Executive board will supervise and challenge in relation to this requirement</p> <p> Short wave radio communication All staff have a two way short wave radio on them when working on site and are able to summon a first aider accordingly</p> <p> Staffed reception Reception is staffed during school hours and assistance can be sought at this location along with a sickness waiting bay</p>	<p> Low Risk:</p> <p>Likelihood: 0/9 Severity: 0/9</p>

 Hazard: Inadequate supply of first aid equipment		
If supplies are unavailable then first aid outcome will be of a low or ineffectual quality		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Student / Pupil, Visitors</p> <p>Not having sufficient supplies will lead to low quality health and recovery outcomes from a first aid incident. This may increase the risk of infection or increased illness.</p>	<p> Routine auditing of first aid supplies First aid supplies are audited every half term period by appointed person</p>	<p> Low Risk:</p> <p>Likelihood: 0/9 Severity: 3/9</p>

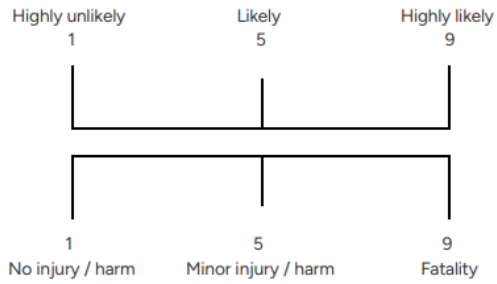
 Hazard: Lack of emergency service provision		
If the school were unable to access emergency service provision then help may not arrive in a timely manner		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Student / Pupil, Visitors</p> <p>Lack of provision could lead to negative medical outcomes in an emergency</p>	<p>School location is well served by emergency service cover</p> <p> School is located between two large towns both of which have large hospitals with accident and emergency departments</p>	<p> Low Risk:</p> <p>Likelihood: 0/9 Severity: 0/9</p>

 Hazard: Person(s) being unaware of how to summon first aid help		
If staff, students and visitors do not know how to summon first aid assistance they may be untreated and help will not arrive		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Student / Pupil, Visitors</p> <p>Being unable to summon first aid assistance may lead to a deterioration and damage to health or wellbeing of an injured person</p>	<p> First aid posters</p> <p>All classrooms have a poster showing names of first aiders and where to find first aid supplies</p>	<p> Low Risk:</p> <p>Likelihood: 0/9 Severity: 3/9</p>

 Hazard: Severe and ongoing medical needs		
When new students or staff join the school they could have significant medical needs that may require specialised first aid intervention		
Who can be harmed/how?	Controls in place	Risk rating
<p>Student / Pupil</p> <p>If new person(s) to the school have ongoing and specific medical needs presenting a heightened risk of requiring first aid then additional provision or training may be required</p>	<p> Pre-joining parent questionnaires</p> <p>Before enrolment parents are sent extensive questionnaires including regarding medical needs</p> <p> Pre-joining questionnaire (staff)</p> <p>Before joining staff sign a health declaration</p>	<p> Low Risk:</p> <p>Likelihood: 0/9 Severity: 4/9</p>

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



Severity ↑	9	9	18	27	36	45	54	63	72	81
	8	8	16	24	32	40	48	56	64	72
	7	7	14	21	28	35	42	49	56	63
	6	6	12	18	24	30	36	42	48	54
	5	5	10	15	20	25	30	35	40	45
	4	4	8	12	16	20	24	28	32	36
	3	3	6	9	12	15	18	21	24	27
	2	2	4	6	8	10	12	14	16	18
	1	1	2	3	4	5	6	7	8	9
	1	2	3	4	5	6	7	8	9	
	Likelihood →									

What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Daniel Ringrow

Approved by signature: Daniel Ringrow

Risk assessment for: The Lion Works School

First aid at school