

## First Aid and Healthcare Policy

Where there is reference to Ambitious about Autism (AaA) in this policy, it is referring to both Ambitious about Autism (AaA) and Ambitious about Autism Schools Trust (AaAST).

### 1. Purpose

The purpose of this policy is to describe AaA's approach to the provision of first aid and healthcare and to provide additional guidance and information on the following:

- First Aid
- Mental Health First Aid
- Incident and Accident Reporting
- Learner Medication Administration
- Staff Risk Assessments
- Head Injuries
- Infection Prevention and Control
- Sharps Protocol
- Ambulance Protocol

### 2. The Statutory guidance

The following statutory guidance shall be followed by AaA and AaAST:

- Health & Safety at Work Act 1974
- The Health & Safety (First Aid) Regulations 1981
- Control of Substances Hazardous to Health Regulations 2002
- RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

### 3. Policy statement

This policy outlines AaA's arrangements to ensure adequate provision of suitable first aid and healthcare for learners and staff.

### 4. Key principles

The following key principles should be followed to support the policy statement above:

#### First Aid

- AaA provides adequate one- and three-day First Aiders at all settings.
- Signage indicating certified First Aiders is displayed prominently on noticeboards.
- All medical rooms and residential homes are equipped with First Aid supplies.
- First Aid kits are kept in all fleet cars.
- Once First Aid has been administered, an assessment must be made as to whether further medical treatment is required.
- First Aid boxes must be replenished following treatment.
- The Property Team is responsible for overseeing numbers of qualified First Aiders across the organisation.

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## Medical Room Locations

- Ambitious College WTC – Room B173
- Ambitious College CONEL – Ground Floor Washroom Lobby
- The Rise School – Ground Floor
- The Rise School Sixth Form – Reception Office
- Spring School – Ground Floor Medical Room
- St John’s College – Room FF14
- TreeHouse School – Room G30

## Defibrillators (AED)

Defibrillators are fully automatic and have been designed to be used easily. It provides clear voice and visual instructions and will automatically deliver a shock if needed. AED boxes contain all necessary First Aid equipment and paediatric pads.

## Defibrillator Locations

- Ambitious College WTC – SGH Portico entrance / SJB South entrance
- Ambitious College CONEL – Medical Room
- The Rise School – Head Teacher’s Cupboard
- The Rise School Sixth Form – SGH Portico entrance / SJB South entrance
- Spring School – Ground Floor Reception Medical Room
- St John’s College – Reception
- TreeHouse School – First Floor Staff Room

## Mental Health First Aid

AaA recognises the important of good mental health and takes its responsibilities for the overall health of its staff very seriously. There are a variety of resources available.

## Mental Health First Aiders

[Mental Health First Aiders](#) are trained to assist or to direct members of staff to further help or resources appropriate to their need.

## Wellbeing Hub

[The Wellbeing Hub](#) includes comprehensive information and resources around mental and physical health and wellbeing for all staff.

## Employee Assistance Programme

[The EAP](#) provides free and confidential advice for staff and their families on a range of issues, emotional, financial and legal.

## Incident and Accident Reporting

- **Accident** – an unintended event that leads to an injury, damage or potential loss.
- **Incident** – an event that took place where a deliberate action leads to harm, injury, damage or loss.
- **Near Miss** – an unplanned event that does not result in any injury, damage or loss but had the potential to do so.

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Staff are required to record all accidents, incidents, near misses, first aid and medication errors on the organisation's behaviour management system (currently BehaviourWatch and Databridge).

Parents/carers must be contacted in the event of any accident or incident.

Please refer to the Serious Incident Reporting Policy and Procedure for the organisation's duties, roles and responsibilities around investigation of serious incidents.

### Medication Administration

Each setting has a designated co-ordinator to ensure that medication support plans are in place and to record and co-ordinate distribution.

Medication Consent Forms should be completed by parents/carers.

Medication should not be seen as a barrier to taking part in educational outings. Risk assessments must be in place for medication which may need to be administered during the trip. Staff supervising outings must be aware of any medical needs and of relevant emergency procedures. Appropriate arrangements must be put in place for safe-keeping and control.

All medication errors must be reported on BehaviourWatch/Databridge.

Prescription Medication	Non-Prescription Medication
Each setting should have sufficient trained members of staff to manage and administer medicines. It is the responsibility of the Heads of School/College to ensure they are identified.	
Staff managing or carrying out the administration of medicines should receive appropriate training and support from health professionals.	
Settings should only accept medication that has been prescribed by a doctor, dentist, nurse prescriber or pharmacist.	
Settings should only accept medication that is in-date, labelled, provided in the original packaging as dispensed by a pharmacist or approved supplier and include clear instructions for administration, dosage, and storage.	
Settings should never make changes to dosages on instructions from parents/carers.	
	Staff should never give a non-prescribed medicine unless there is specific prior written permission from the parent/carer.
	A child under 16 should never be given aspirin-containing medicine unless prescribed by a doctor.
All medicines should be stored safely in a controlled, locked location.	
Gloves should be worn when preparing and administering medication.	
All medicines should be returned to the parent/carer or dispensing pharmacist for safe disposal when no longer required.	
Where clinically appropriate, medicines prescribed in dose frequencies which enable it to be taken outside of school hours are preferred.	

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## Staff Training

AaA(ST) will ensure all dispensing staff are appropriately and regularly trained and certified on:

- First Aid
- Epilepsy and seizures
- EpiPens
- Diabetes
- Asthma

## Staff Risk Assessments

AaA undertakes to carry out reasonable Risk Assessments for day-to-day operations for activities that present a specific hazard or risk, or which may prevent staff from carrying out their normal roles and responsibilities.

It is requested that staff take responsibility for reporting any wellbeing concerns to their line manager or a member of ELT. Where appropriate, that area of concern will be risk assessed and appropriate and reasonable adjustments made where practicably possible.

## Head Injuries

Head injuries are potentially dangerous and require proper assessment. First Aid should be carried out on anyone who has suffered a head injury. If this is deemed to be more than a minor injury, a hospital assessment must be carried out.

If it is safe to drive the injured person to hospital, accompanying staff must ensure that they are handed over to a trained medical professional. They must not be left alone at A&E.

An ambulance will always be called if there is any sign of concussion, loss of consciousness, disorientation, slurring or vomiting.

[NHS Guidance on Concussion](#)

## Infection Control

Infection control is a vital part of providing support to our students and maintaining good health of all staff and visitors. Effective infection control must be fully entrenched in our daily working practice.

## Hand Hygiene

Handwashing protocols must be encouraged and adhered to. Antibacterial hand gel is also provided throughout our settings.

## PPE

Appropriate PPE must be worn when carrying out personal care or clinical tasks and disposed of after use. These include single-use gloves, face masks, aprons, eye protection.

## Decontamination

After exposure to potentially infectious substances, the environment and equipment must be appropriately deep cleaned.

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## Laundry

Potentially contaminated clothing and towels must be washed separately on hot wash cycle. PPE must be worn when dealing with soiled laundry.

## Waste Management

All clinical and non-clinical waste must be appropriately disposed of in separate bins. Clinical waste is any waste containing human or animal tissue, blood or bodily fluids.

## Blood Borne Viruses (BBV)

BBVs can spread to others regardless of whether the carrier has symptoms. If any of the following BBVs are contracted at work, a RIDDOR report must be completed:

- Hepatitis B, C or D
- HIV

## Immunisation

While not mandatory, AaA encourages vaccination where possible. The following are offered free of charge:

- Hepatitis B (staff at risk)
- HIV Post-Exposure Prophylaxis (staff at risk)
- Influenza (all staff)

## Vomiting and Diarrhoea

Students who experience diarrhoea or vomiting while at school/college should be sent home immediately and remain home until they have been symptom-free for 24 hours.

Staff affected by diarrhoea or vomiting within 24 hours of their start time should not come to work until they have been symptom-free for at least 24 hours.

## Sharps and Needle Stick Injuries

AaA accepts responsibilities under the Health & Safety at Work Act 1974, COSHH Regulations and all other relevant legislation protecting students, staff and visitors from infections via sharps.

Sharps are items that are capable of puncturing or cutting the skin (hypodermic needles, knives, scissors, gardening equipment, broken glass or plastic).

Where the use of sharps is unavoidable, safer designs (e.g. safety blades, retractable needles) should be used with safe handling practices.

All discarded sharps should be treated as contaminated and procedures in this policy should be followed every time. Sharps incidents and near misses should be recorded on BehaviourWatch and Databridge.

See Appendix 1 – Sharps Management Protocol

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## **RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.**

RIDDOR requires employers to report certain workplace injuries, occupational diseases or dangerous occurrences.

RIDDOR reportable incidents should be reported to Heads of School/College, Health and Safety Manager and Head of Property.

RIDDOR reports must be uploaded to the incident slip on BehaviourWatch/Databridge.

### [HSE Guidance on RIDDOR](#)

See Appendix 2 – Ambulance Protocol

## **5. Roles and Responsibilities**

5.1 Head of Property – writing, reviewing and updating the policy.

5.2 Staff – adhering to the policy.

5.3 Managers/ELT/SMT – communicating the policy.

## **6. Other Key Policies**

This policy should be read alongside the following other AaA policies:

- [Health & Safety Statement](#)
- [Health & Safety Policy and Procedure](#)
- [Risk Assessment Policy](#)
- [Serious Incident Reporting Policy and Procedure](#)
- [Wellbeing Policy](#)
- Settings' medication and healthcare procedures

## **7. Further details found in Appendix 1, 2**

The following additional details can be found in the appendix below:

- Sharps management protocol
- Ambulance protocol

## **8. Monitoring Arrangements**

This policy shall be reviewed by Director of Property and IT and approved by the Deputy CEO on an annual basis, or more frequently should there be any change in legislation or working practices.

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## **Appendix 1**

### **Sharps Management Protocol**

AaA accepts its responsibilities under the Health & Safety at Work Act 1974, Control of Substances Hazardous to Health (COSHH) Regulations, and all other relevant statutory provisions relating to the protection of its employees, students, contractors and visitors from infections that may be transmitted through contact with sharps.

Sharps are items that are capable of puncturing or cutting the skin and can include hypodermic needles, knives, scissors, gardening equipment, broken glass or plastic.

Where the use of sharps is unavoidable, safer designs (such as retractable needles) should be used along with safe handling practices.

All discarded sharps should be treated as potentially contaminated and the procedures documented in this policy must be followed thoroughly on every occasion. All sharps incidents and near misses must be recorded on BehaviourWatch.

### **Responsibilities**

#### **AaA**

- Ensure all staff are aware of procedures around sharps handling and injuries;
- Determine whether any work operations within their area of responsibility present a risk of infection arising from exposure to sharps;
- Carry out Risk Assessments where 'at risk' tasks are identified;
- Ensure that those identified as being 'at risk' are provided with sufficient information, instruction, equipment and training, to carry out their work safely;
- Ensure that any staff member sustaining a sharps injury be offered Hepatitis B vaccination or HIV post-exposure prophylaxis at AaA's cost.

#### **Health & Safety Competent Person**

- Provide information and guidance on sharps injuries when requested to do so.
- Investigate all sharps injuries that occur and implement stricter controls if necessary to prevent further injuries.
- Ensure that all sharps injuries have been reported on BehaviourWatch.

#### **Dispensing Staff**

- Ensure all needles and medication are kept secure when not in use.
- Ensure that 'use by' dates are monitored and that expired items are disposed of.
- Ensure a First Aider or second member of staff is present when injections are given.
- Be trained to set up, test and use needles prior to giving injections.
- Follow correct procedures for every injection given.
- Monitor students after any injection.
- Follow written and approved behaviour plans.
- Seek First Aider response without delay if an injury occurs through needle use, expected contamination or the person becomes unwell.
- Dispose of all needles appropriately after use and clean any spillages.
- Not attempt to remove sharps unless trained to do so.
- Be responsible for immediate reporting any sharps to trained staff.

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## Removal/Disposal of Sharps

Facilities staff who are authorised to remove sharps should carry out their duties in line with their responsibilities identified here:

- Locate any sharps to be disposed of.
- Ensure appropriate PPE is worn.
- Place sharps container close to the sharp.
- Pick up using tongs or a litter picker and place in container.
- Close and seal container and store in safe place.
- Disinfect area and work equipment.
- Notify clinical waste disposal contractor to arrange collection.
- Dispose of PPE and wash hands.

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## **Appendix 2**

### **Ambulance Protocol**

If an ambulance is required:

- Call 999
- If the casualty is a student:
  - Obtain a copy of their healthcare plan
  - Alert Heads of School/College or SLT member
  - Inform parent/carer
  - Alert Reception to instruct ambulance on arrival
  - If a hospital visit is required, students must be accompanied by a member of staff who must remain with them until parent/carer has arrived or clear arrangements have been made for their care.
- If the casualty is a staff member:
  - Ask them if there is anyone they would like to be contacted.
  - Obtain emergency contact details from People Team if they are unable to respond.
  - Accompany them to A&E if required.
  - No one should be left at A&E alone.

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