



The Maria Montessori Training Organisation  
trading as  
The Maria Montessori Institute

## First Aid Policy

Legislation now requires the Head to make assessments of First Aid needs within the workplace. The Senior Staff Member will review with you the need for First Aid provision within the Course, Children's House or School.

All staff should be aware of the location of the First Aid box and be familiar with the contents of the card located there.

Should a member of staff, child, student or visitor suffer a major injury the local hospital or ambulance service must be called immediately by calling 999 or 112

All premises must have a fully stocked First Aid Box with the following contents:

- ◆ A guidance card on First Aid
- ◆ 20 individually wrapped sterile adhesive dressings
- ◆ 2 sterile eye pads
- ◆ 4 individually wrapped triangular bandages
- ◆ 6 safety pins
- ◆ 6 medium sized individually wrapped, unmedicated wound dressings, 12cm x 12cm
- ◆ 2 large sized, individually wrapped, sterile unmedicated wound dressings, 18 x 18cm
- ◆ 3 pairs of disposable gloves

The first aid box may also contain:

- ◆ An airway for mouth-to-mouth resuscitation
- ◆ An eye wash bottle (for locations without mains water supply (Check use-by dates regularly)).
- ◆ Blankets
- ◆ Disposable aprons
- ◆ Blunt ended scissors (min. length 12.70cm) and adhesive tape.
- ◆ Yellow plastic bags for disposal of dressings etc
- ◆ The names of all staff that are first aiders
- ◆ The telephone number of the nearest hospital

The following items can be kept in stock but should not be put into first aid boxes:

- ◆ Antiseptic cream – 50g tube
- ◆ Hydrocortisone cream for insect bites rather than antihistamine
- ◆ Strip packs of paracetamol tablets (not bottles).
- ◆ Throat lozenges



- ◆ Glucose tablets and powder
- ◆ Disinfectant solution, such as TCP
- ◆ Crepe bandage 10cm x 4.5cm.
- ◆ 5 large cotton wool balls
- ◆ Adhesive tape (paper)
- ◆ General and Emergency Guidance to First-Aiders

### **Guidance on Infection Control**

In the unusual event that someone is taken ill and there is blood or bodily fluid spills the following precautions should be followed: -

#### **Dealing with Blood/Body Fluid Spills**

Ensure that everything is cleaned up effectively. Wear protective gloves and use the following method: -

1. Pour sterilising fluid on to paper towels and place these over the spill.
2. Pour more sterilising solution on top.
3. Discard towels into a yellow plastic rubbish bag and mop/wipe up any remains.
4. Clean the area as normal.