



## **Finton House** **First Aid and Medication Policy**

*This policy is made available via the school website, is provided to all parents (current and prospective) in the parents' handbook, is provided to all Governors in the Governors' handbook, is provided to all staff in the Staff Handbook, is available from the school office and is kept in the Library.*

### **General**

The governing body recognises that whilst every effort is made to ensure that the school environment is safe, through regular and continuous risk assessment, many pupils will at some time require First Aid at school. The school has a duty of care to the pupils while at school, and the governing body wishes to do all that is reasonably practicable to safeguard and promote children's safety. Finton House is a school that operates a no nut policy.

### **Responsibilities**

The governing body takes responsibility for the administration of First Aid during school time in accordance with the government's guidelines.

The Head will implement this policy and report as required to the governing body.

For minor accidents the member of staff who is with the child at the time of the accident will normally administer First Aid.

For serious accidents a qualified first-aider on the staff will administer First Aid. However, in an emergency all staff should administer first aid in good faith.

All staff are expected to maintain professional standards of care and administer First Aid for minor accidents. However, some specified staff (e.g. Deputy Head, School Secretary, PE staff, or staff taking educational visits) who volunteer their services, will be given training to administer first aid and/or medication to pupils.

## **GUIDELINES**

### **Records**

On admission of the pupil to the school, all parents will be required to provide information giving full details of:

- medical conditions
- allergies
- regular medication
- emergency contact numbers
- name of family doctor/consultants
- special requirements (e.g. dietary)

A copy of this, together with any additional medical information is kept in the School Office and in the Individual Pupil Record File, which is held by the Class Teacher.

The school medical register is continuously updated and copies are kept in the Deputy Head's office, the School Office, the emergency medical first aid kit (in 171 children's ground floor toilet), the PE office and the Staff Room. The medical register is also accompanied by a pictorial life threatening conditions sheet together with one for nut allergies.

A dietary register with a photograph of the relevant children and their requirements is kept in the school kitchen and the Deputy Head's office.

As part of the recruitment process all staff complete a medical declaration form and they are responsible for keeping the school informed of their most up to date medical details. The forms are placed in a folder held in the School Office.

### **Parental Consent for First Aid Treatment**

Through the parents' handbook and a yearly reminder in the school newsletter, parents are advised that staff will treat any minor accidents such as cuts, grazes and bumps with arnica, antiseptic cream and ice, and that painkillers, lozenges, cough sweets, Calpol and Piriton are only administered following parental consent, usually by telephone. No other non-prescribed medicine is dispensed in school.

The signed parental contract requires parents to agree, that in the unlikely event of a child requiring medical attention, after every effort have been made to contact them, a Finton House member of staff will approve the medical treatment necessary on the advice of a qualified medical practitioner. Parents are reminded of this emergency medical procedure when completing a medical form for residential school trips and consent is also requested for the administering of medication for minor ailments if deemed necessary.

### **Administering and Recording of First Aid in the Event of an Accident**

The member of staff who is in charge of the child at the time of accident, administers first aid for **minor accidents**. Ice, antiseptic cream and arnica can be administered.

Listed below are examples of some accidents, which could be termed as 'minor':

- Small cut or abrasion
- Nosebleed (if stops within 30 minutes)
- Being sick
- Bump or bruise in conjunction with a fall, running into someone or something
- A small knock or bang on the head

All injuries requiring first aid treatment are written up in ink in the first aid books. These are placed:

- on the shelf next to the cupboard outside the office
- with the first aid box at the playing fields.
- with the Reception Block first aid kit
- with the fixtures first aid kits in the P.E. Department.

The Deputy Head checks the books half-termly to identify frequently occurring accidents so that appropriate safety measure can be implemented. The books are signed once checked.

### **Administering of Prescription Medicines**

Written consent is required from parents prior to the administering of any prescription medicines (see attached form) in school or on a school trip. The member of staff (usually school secretaries) giving the medicine to the child, will check the name, medicine, dosage, expiry date, time/frequency of administration, any side effect and written instructions provided. They ensure that the medicine is provided in the original container as dispensed by

the pharmacist and include prescriber's instructions. A record of dosage and the time given is kept.

There is a specific form which is completed by parents whose children have EpiPens in the school, which is provided by St. George's hospital. It is the parents' responsibility to advise the school if there are any changes. A copy of this form is kept in the child's EpiPen boxes in the office and in the classroom, as well as a copy in the Deputy Head's office. A similar procedure is followed with the child who has specific seizure medication.

Fleur Smithwick, the School Secretary is a fully qualified first aider who generally administers all medicine in the school office. Most staff have received training on administering an EpiPen (a list of those trained is kept in the Deputy Head's office). All specialist teachers and EYFS staff have received training in the administering of Rectal Diazepam for seizures.

### Informing Parents

For minor cuts and grazes stickers are placed on Lower School children and whenever possible, Class Teachers endeavour to brief the parents, if a child has received an injury during the school day. For all bumps to the head a sticker is placed on the child and, where appropriate, the parent is informed personally.

For more **serious accidents**, the qualified First Aiders should treat the child. The qualified First Aiders are; Bridget Norton (Deputy Head), Barbara Frank (Librarian) and Anthony Dalton, Donna-Maree Hughes and Laura Davey from the P.E. department and School Secretary, Fleur Smithwick. However, if no qualified First Aider is available then you must administer first aid in good faith.

An accident is defined as serious when qualified medical attention is seen to be necessary. Listed below are some examples of accidents that could be termed as serious:

- Broken, fractured or chipped bone
- Severe bleeding
- Fainting or falling unconscious
- Deep cut or wound that needs stitches
- Severe asthma attack
- Allergic reaction i.e. anaphylactic shock
- Dislocated joint
- A serious knock or bang on the head
- A tooth being knocked out or chipped

All serious injuries are recorded in ink in the Serious Accidents File, which is held in the school office. The Deputy Head or Head countersigns each entry.

HSE – Reporting School Accidents (Education Sheet No 1) will be referred to and if necessary the HSE will be advised. A copy of the guidance is held by the Health & Safety Officer (School Bursar) and the Deputy Head.

Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) - Details of the nature of injuries, diseases and dangerous occurrences that need to be reported to the HSE (Health and Safety Executive – Tel: 0845 300 99 23) are held by the Health & Safety Officer (School Bursar).

The Head, and another person if required, will draw up a healthcare plan.

### Informing Parents

If a child has a serious injury (but not one that requires calling an ambulance e.g. a severe bump to the head or if stitches are thought to be required) the office, first aider or Class Teacher contact the parent who will take the child to A&E. If the parent is not available a First Aider and another member of staff will accompany the child to the nearest A&E Department. They will never take the child to hospital in their own car without another adult present.

### **Details of the A & E Units**

Minor Injuries Unit @ Queen Mary's, Roehampton – 020 8487 6499/6999.

Children's Casualty @ St George's, Tooting - 020 8725 3518 & Minor Injuries – 020 8725 1265.

### **Contact with Cleaning Fluids**

If in the unlikely event of any of these potentially poisonous materials coming into contact with either adults or children, see '*First Aid Treatment for potential poisons at Finton House School*'.

### **Guidance on Spillage of blood and body fluids**

All clinical waste is subject to strict controls by the HSE e.g. waste consisting wholly or partly of blood or other body fluids (vomit, urine and excreta), swabs or dressings, syringes and needles. Used EpiPens always go back into the child's plastic containers and they then go with the child to hospital but all other such waste is placed in bio hazard bags. Waste can be placed in the special bin in the medical room off the School Office and in the bin by 171 Playground First Aid Cupboard. Additional bags can be obtained from the School Office. These bags are collected by the school's sanitary disposal services, who visit the school regularly.

All members of staff wear gloves when dealing with any body fluids. Paper towels are used to both soak up and clean the area. Disinfectant spray is applied to the area after cleaning. Where possible the area is also wiped with a bleach solution (bleach is kept locked in the cleaners cupboard in the basement) e.g. playground/plastic flooring and tables. Absorbent granules are available together with a designated dustpan and brush from the School Office and the downstairs Reception toilet. Spillage kits can also be found in the minibuses and the School Office. For school trips there is a small spillage kit in each First Aid kit. There are also vomit bowls available from the School Office.

### **Disposal of First Aid Waste**

There are two bins clearly labelled for the disposal of all waste (spillage of body fluids). One is by the First Aid cupboard in 171 and the other in the school medical room in the School Office. These bins are emptied by the sanitary hygiene company that visit the school on a regular basis.

### **Procedure followed in a medical emergency** (*Similar procedures are followed for staff*)

The office is immediately informed of the situation and will call the emergency services, (if at the playing fields or on a trip this may be done by mobile phone from there) parents and Head are then informed.

A qualified First Aider will be called immediately and where possible briefed as to the nature of the incident prior to arrival at the scene. A first aid box together with blankets and towels will also be brought to the site. The First Aider will take control of the situation and brief those present accordingly. One member of staff will be required to record the cause of the

accident as well as details of what has been done, both before and after the First Aider has arrived as well as an on-going record of the patient's condition in order to brief the paramedics on their arrival.

A School Secretary remains in the school office to deal with any incoming calls e.g. from the paramedics travelling to the scene. A mobile phone is given to the First Aider at the site of the accident to speak directly to paramedics if appropriate.

Copies of the child's or children's school medical form(s) (kept in the School Office) are handed to the First Aider as soon as possible (the information will also be required by the paramedics). (*Staff also have completed medical forms*) The First Aider and the member staff who has kept the record of events will brief the paramedics.

As soon as possible, the Finton House Serious Accident Sheet will be completed and signed.

The Chairman of Governors together with the Governor (Michael Russell) responsible for Health and Safety, will be informed.

The 'Health and Safety Executive (HSE) – Reporting School Accidents' (Education Sheet No 1), will be referred to and if necessary the HSE will be advised. A copy of the guidance is held by the Health & Safety Officer (School Bursar) and the Deputy Head.

**In the event that no qualified First Aider is available** and there is not enough time to call an ambulance, emergency first aid must be applied in good faith.

**Possible Accidents requiring first aid treatment:**

Falls (playground/stairs etc.)

Falling objects (shelves etc.)

Burns and scalds (fire, sunburn, electric, friction, cleaning/industrial fluids)

Swallowing cleaning fluids etc.

Poisons absorbed through the skin or chemicals splashed in eyes

Bee/wasp stings

Allergic reactions (nut or other allergy)

Sporting injuries

Lifting (back injuries)

Fire/explosion

Minibus crash

Cuts (knife and other sharp instruments)

Drowning

Non-life threatening (could become life-threatening)

Choking

Asthma

Hyperventilation

Fainting

Angina

External bleeding (cuts, grazes, nose bleeds etc.)

Internal bleeding (bruising etc.)

Concussion

Epilepsy

Hypoglycaemia

Burns and scalds

Eye injuries

Fractures  
Sprains and dislocations  
Muscle and tendon strains  
Pain in hand or arm  
Splinters  
Viral or bacterial infection (stomach upset, flu, cough and temperature)  
Shingles, chicken pox, measles  
Ringworm  
Head lice

#### Life Threatening Conditions

Loss of consciousness  
Shock  
Heart Attack  
Stroke  
Anaphylactic Shock  
Compression  
Skull fracture  
Poison  
Febrile Convulsions  
Severe bleed  
Punctured/burst lung

#### **Treatment Guidance for Possible Life Threatening Medical Conditions in the School**

Children in the school currently suffer from nut allergies, asthma, seizures and Febrile Convulsions. There needs are all recorded on the medical register and on the pictorial register for life threatening conditions. If any of these situations arises one of the school's qualified first aiders must be called. However, a member of staff must start medical treatment immediately. EpiPen training (for all school staff) and seizure training (for relevant Year Group and specialist teachers) is provided at the start of each academic year from St George's hospital. Parents of these children complete and sign a School Action Plan. There is a list of all members who have had training in Sept 2009 in the Deputy Head's office.

#### Anaphylactic shock

Can be caused by food allergies (e.g. nuts, dairy & egg), pollens, drugs (e.g. Penicillin) and insect stings.

Symptoms of Allergic reaction:

- Anxiety
- Raised white bumps (hives) with surrounding redness, blotchy skin
- Swelling of tongue and throat
- Maybe nausea, diarrhoea or stomach cramps
- Tingling in the mouth and tongue and itchy throat
- Puffiness around eyes, mouth, lips and tongue
- Impaired breathing, wheezing & gasping for air
- Signs of shock (faintness, dizziness, floppiness, collapse and maybe become unconscious)

Medical Action:

- Administer an oral antihistamine e.g. Piriton (5ml)
- Call parents

- If this does not relieve symptoms administer the EpiPen and always administer EpiPen if swelling round airways etc. (kept in classroom and office). Call for an ambulance. If the EpiPen has not worked administer a separate EpiPen injection after 10 minutes.

There is a bottle of Piriton down at the playing fields and the class teacher makes sure they carry the EpiPens and a bottle of Piriton when going on a school trip or walk around the local area. Each child's EpiPen is stored in a plastic box, which has their name on as well as their photograph.

### Asthma Attack

Symptoms of Asthma Attack:

- Difficulty in breathing
- Wheezing & coughing
- Difficulty in speaking
- Grey-blue skin
- Exhaustion & possible loss of consciousness

Actions:

- Talk to and calm the child.
- Allow the child to sit down, leaning slightly forward. (Could be sitting facing the back of the chair and leaning forward.)
- Do not lay the casualty down.
- Use the child's inhaler (in office or in desk/bum bag)
- Inform parents that the child has had an attack.

Where necessary asthma pumps/inhalers are carried on all school trips, walks around the local area or down to the playing field by a member of staff.

### Febrile Convulsions

Symptoms of Febrile Convulsions:

- Rapidly rising temperature
- Sleepiness
- Convulsions

Actions:

- Administer paracetamol/calpol immediately.
- Call Parents
- Loosen clothes
- Use wet towels to pat body
- If convulsions lay child on floor on its back so that the neck is straight and when the fit stops put the child into the recovery position.
- If child stops breathing call an ambulance and a first aider will commence CPR.

### Seizures (relating to one child currently in EYFS)

Symptoms of Seizure:

- Lost of speech. Tries to speak but can't.
- Goes very white and looks scared
- Froths at the mouth
- Twitching movements on one side of the face.
- May become unconscious

Actions:

- Get the office to call parents and for an ambulance
- During seizure clear away any nearby objects and if possible surround child with soft padding.
- Once fit has finished place the child into the recovery position.
- If fit last for more than 5 minutes medication has to be administered via the rectum. (See sheet in medication box in school office for more details.)

**Location and Contents of First Aid Kits**

- Emergency First Aid Kit in the white cupboard in the downstairs children's cloakroom of 171.
- Finton House Playing Field's Cupboard
- Science Room
- Design & Technology Room
- Art Room
- The School Office stores first aid bed, towels, pillow and blanket.
- School minibuses
- Two day trip kits stored in the School Office.
- Two local area trip bags stored in the School Office.
- Two residential trip kits stored in the School Office.
- The PE department have travelling first aid kits for matches, stored in the ground floor PE store.
- Downstairs staff toilet in Sally Walker Reception Block.

Each kit contains:

- St. John Ambulance Booklet
- Sterile eye pads
- Triangular bandages
- Sterile coverings for serious wounds
- Large, medium and small un-medicated dressings
- Plasters
- Sterile wipes
- Silver blankets
- Disposable gloves
- Tissues
- Medical Register
- Bump your head stickers
- Ice pack
- Clinical yellow waste bag

The minibus, playing fields, Reception and day trip kits also contain:

- Antiseptic cream (Savlon)
- Nappy sacks
- Resuscitation kits
- Blunt-ended scissors
- Safety pins
- Piriton
- Bio Hazard kit

The Residential bags contain all items outlined in A & B plus painkillers, lozenges and anti-histamine, travel sickness tables, sickness/diarrhoea remedies, sting/bite cream and sunscreen.

When residential trips are not taking place these bags are used for day trips and all the above items are removed.

The Emergency First Aid Kit in the downstairs cupboard in 171 also contains items outlined in A & B plus:

- Medical Register
- A list of suggested procedure in an emergency
- 'First Aid Treatment for potential poisons at Finton House School'
- A book and pen for recording details of the cause of the serious incident, what the First Aider does plus the monitoring notes on the patients' condition. These are to aid the briefing of the paramedics on their arrival.
- Blunt ended scissors to remove clothing
- Safety pins

In addition to the first aid kits, the following resources are available to deal with minor injuries:

- In the cupboard outside the Deputy Head's office, there are labelled plastic containers with antiseptic cream, sterile wipes and plasters.
- In the office there are labelled plastic containers with antiseptic cream, insect bite cream, sterile wipes, plasters and cold packs (to be used only when there is a swelling on the affected area). In the cupboard in the medical room off the School Office there are throat lozenges, painkillers, Calpol/Nurofen, Aspirin, de-hydration and tummy upset medicine and anti-histamine - Piriton. None of this medication is administered with the prior consent of parents.

### **Persons responsible for maintaining the first aid kits**

Fleur Smithwick (School Secretary) checks and restocks the first aid kits on a half-termly basis.

### **Infectious Diseases**

We expect parents to tell the school if they are aware of infectious diseases. A note is put in the Staffroom and on external doors of the building stating, e.g. 'There is a case of Chicken Pox in Reception L'.

We insist the child is not in school if he/she is known to be infectious. If in doubt we seek advice from a medical advisor. In the case of head lice, the entire class concerned is informed by a letter and within the week a specific member of staff checks every child's head for lice or eggs. If they are found an individual letter is then sent to the parent informing them.

The Health Protection Agency states that it is not advisable to exclude children from schools if they have infective conjunctivitis but if the child has ring worm they are sent home until they have treatment. Children are also sent home if they have Erythema Infectiosum (Slap Cheek), especially as this is of special risk to pregnant women.

In the event of a national pandemic such as flu, a crisis Management Meeting will be held to review procedures short-term and long-term. See Crisis Management Policy.

### **Sunscreen**

In the hot weather the children are asked to come to school with sunscreen on them for the day and parents can request that this is reapplied by the children under the supervision of an adult. Sunscreen is kept at school and parents are asked if they have any allergy concerns. This also applies to children within the EYFS. Children are always encouraged to wear hats and to drink plenty of water.

## **Staff**

All staff on joining the school are required to complete a signed medical declaration form and they are responsible for making sure it is regularly updated. All forms are treated as confidential and placed in the school office. As part of every member of staff's induction the Deputy Head takes them through this policy and shows them all the first aid resources before the pupils' start of term. Every member of staff treating an open cut is asked to wear protective surgical gloves.

## **Training**

The governing body is committed to providing appropriate training for staff who volunteer to participate in the administration of medicines.

There are six members of staff who have the St. John's Ambulance First Aid Qualification, Bridget Norton (Deputy Head), Barbara Frank (Librarian), Anthony Dalton, Laura Davey, Donna-Maree Hughes (P.E. Department) and Fleur Smithwick (School Secretary). They re-qualify for the certificate every three years. In addition, Barbara Frank was a qualified nurse. Two members of staff have attended a 12 hour St John's Ambulance Early Years Foundation Training (November 2009). The Michelle Davies, Elizabeth Jones and Sarah Cooper have received specific Early Years training in.

There is an opportunity annually for staff to attend three hour INSET training on basic first aid run by a fully qualified first aid trainer. There is a list of staff who have received training in the Deputy Head's office.

Each trip is accompanied by a member of staff, who has attended basic first aid training in the last three years and for EYFS trips by someone who has completed the 12 hour specific Early Years First Aid training (Elizabeth Jones & Sarah Cooper). On residential trips, where there is no fully qualified First Aider on site, a qualified St. John's Ambulance First Aider accompanies the trip e.g. York.

## **Monitoring and Review**

The Head will be responsible for monitoring the implementation of the policy, and reporting annually to a prescribed committee of the governing body.

*Written July 2004*

*Revised June 2005 as a result of DEfs  
"Guidance & Managing Medicines in  
Schools and Early Years Settings"  
document.*

*Updated Jan 2006.*

*Revised May 2007*

*Reviewed 2008*

*Reviewed 2009*



### **Procedure to be followed in a medical emergency**

1. Inform the office immediately of the situation and they will call the emergency services and then inform the parents and the Head (if at the playing fields this will be done by mobile phone).
2. A qualified First Aider must be called immediately and where possible briefed as to the nature of the incident. A first aid box together with blankets and towels should be brought to the site. The First Aider will take control of the situation and brief those present accordingly. One member of staff will be required to record the cause of the accident, as well as details of what has been done, both before and after the First Aider has arrived, as well as keeping an on-going record of the patient's condition in order to brief the paramedics when they arrive.
3. In the event that no qualified First Aider is available and there is not enough time to call an ambulance you must administer emergency first aid in good faith.
4. One of the school secretaries must remain in the school office to deal with any incoming calls e.g. from the paramedics travelling to the scene. The school's mobile phone should be given to the First Aider at the site of the accident to speak directly to paramedics if appropriate.
5. Copies of the child's/children's or staff medical form(s) should be handed to the First Aider as soon as possible (this information will also be required by the paramedics).
6. The First Aider and the member staff who has kept the record of events will brief the paramedics.
7. As soon as possible the Finton House Accident Sheet must be completed and signed.
8. The Chairman of Governors together with the Governor responsible for Health and Safety must be informed by the Head.
9. The 'Health and Safety Executive (HSE) – Reporting School Accidents' (Education Sheet No 1), must be referred to and if necessary the HSE will be advised. A copy of the guidance is held by the Health & Safety Officer (School Bursar) and the Deputy Head.

## First Aid Treatment for Potential Poisons

### 1. Cleaning Materials Used at Finton House School

Product: **Major Kleen QAP30 Pine Disinfectant**

Content: Benzalkonium Chloride

First Aid Measures: **Skin** – Remove contaminated clothing. Wash with plenty of water. Obtain medical attention.  
**Ingestion** – Do not induce vomiting. If patient is conscious wash mouth with water and give water to drink. Obtain medical attention.  
**Inhalation** – remove to fresh air if affected.

Product: **Thin Bleach**

Content: Aqueous solution of Sodium Hypochlorite

Warning: The thin bleach will be an irritant to the skin, especially if it is not washed off without delay. It will be moderately irritant to the eye. If ingested, the liquid will cause irritation of the mouth, upper digestive tract and stomach which may result in nausea, vomiting and diarrhoea. Chlorine liberated by the addition of acid will cause severe respiratory and eye irritation. Avoid fumes from spillages or exposed liquid.

First Aid Measures: **Skin** – Remove contaminated clothing. Wash the skin thoroughly with soap and water.  
**Eye contact** – Immediately wash the eye with plenty of water for at least ten minutes, holding the eye open. Obtain medical attention if redness or soreness persists.  
**Ingestion** – wash out mouth with water and give sips of cold water or milk to soothe the affected area. Do not induce vomiting. Obtain medical attention.  
**Inhalation** – remove from exposure. Keep warm and at rest. If breathing stops or shows signs of failing, apply artificial respiration. Not mouth to mouth ventilation. Obtain medical attention urgently. **WARNING:** Respiratory effects may be delayed.

Product: **Flash Spray with Bleach**

Content: Anionic Surfactant and Sodium Hypochlorite

First Aid Measures: **Skin** – Rinse with plenty of water, and seek medical advice if irritation persists.  
**Eye contact** – Rinse immediately with plenty of water, and seek medical advice if irritation persists.  
**Ingestion** – Drink plenty of water, and seek medical advice if symptoms persist.  
**Inhalation** – Remove to fresh air, and seek medical advice if symptoms persist.

Product: **Lifeguard Cleaner & Disinfectant Foam (Aerosol)**

Content: Butane & Dipropylene Glycol Methyl Ether

First Aid Measures: **Skin** – Immediately wash off with plenty of water. If irritation develops, get medical attention.  
**Eye contact** – Immediately wash off with plenty of water. If irritation develops, get medical attention.  
**Ingestion** – Immediately drink plenty of water. Never give anything by mouth to an unconscious person. Get medical attention.  
**Inhalation** – If breathing is difficult: Remove to fresh air. Get medical attention.

Product: **Pledge Furniture Polish (Aerosol)**

Content: Naphtha (petroleum), hydrotreated light

First Aid Measures: **Skin** – It maybe mildly irritating to eyes, if so wash off with plenty of water. If irritation develops, get medical attention.  
**Eye contact** – It may be mildly irritating to eyes, if so immediately wash out with water. If irritation develops, get medical attention.

Product: **Young’s Cream Cleaner**

Content: Calcium Carbonate, Nonionic Surfactants, Acrylic Polymer, Anionic Surfactants, Preservative, Sodium Carbonate, Perfume

First Aid Measures: **Skin** – Wash skin with water.  
**Eye contact** – Wash out the eye with plenty of water for at least ten minutes, holding the eye open. If redness or pain persists seek medical attention.  
**Ingestion** – Wash mouth with water.

Product: **Toilet Cleaner & Descaler (Evans Vandodine)**

Content: Hydrochloric acid, Phosphoric acid, Quaternary Ammonium Bactericide

First Aid Measures: **Skin** - Remove contaminated clothing. Wash off immediately with water. Obtain immediate medical attention.  
**Eye contact:** Immediately irrigate with eyewash solution or clean water, holding the eyelids apart for at least 10 minutes. Obtain immediate medical attention.  
**Ingestion** – Washout mouth with water, then give plenty of milk or water to drink and obtain urgent medical attention.  
**Inhalation** - Remove patient from exposure. Obtain medical attention if ill effects occur.

Product: **Lime Citrus Disinfectant**

Content: Aqueous solution of non-ionic surfactant, citrus perfume, Benzalkonium Chloride

First Aid Measures: **Skin** – Wash off with water.  
**Eye contact** – Rinse immediately with plenty of water and seek medical advice if irritation persists.  
**Ingestion** – Give plenty of milk or water to drink and obtain medical attention immediately.

Product: **Floor Maintainer (Ship-shape products)**

Content: Aqueous solution containing surfactant, wax emulsion, perfume and preservative

First Aid Measures: **Skin** – Wash off with water.  
**Eye contact** – Rinse immediately with plenty of water and seek medical advice if irritation persists.  
**Ingestion** – Give plenty of milk or water to drink and obtain medical attention immediately.

Product: **Floor Cleaner (Evans Vanodine)**

Content: Aqueous solution of glycol ether, Ethoxylated Amine, sequestering agent & surfactants

First Aid Measures: **Skin** – Wash off with water.  
**Eye contact** – Rinse immediately with plenty of water and seek medical advice if irritation persists.  
**Ingestion** – Give plenty of milk or water to drink and obtain medical attention immediately.

## 2. Office Materials used at Finton House

Product: **Gestetner Toner Black DT20BLKG**

Content: Polyester Resin, styrene-Acylic-Polymer, Carbon Black, Wax and dye.

First Aid Measures: **Skin** – Wash thoroughly with soap and water.  
**Eye contact** – Try to remove with eye drops or flush with water. If unsuccessful, get medical attention.  
**Ingestion** – Dilute stomach contents with several glasses of water. If unsuccessful, get medical attention.  
**Inhalation** – Gargle with water and move to fresh air.

Product: **NRG Toner Cartridge**

Content: Polyester Resin, Styrene Acrylic Polymer, Carbon Black and Carnauba Wax.

First Aid Measures: **Skin** – Wash thoroughly with soap and water.  
**Eye contact** – Try to remove with eye drops or flush with water. If unsuccessful, get medical attention.  
**Ingestion** – Dilute stomach contents with several glasses of water. If unsuccessful, get medical attention.  
**Inhalation** – Gargle with water and move to fresh air.

Product: **Gestetner Photo Conduction UNIT (410426) Developer**

Content: Ferrite Powder, Polyester resin, Styrene – Acrylic – Polymer. Carbon Black, Wax and dye.

First Aid Measures: **Skin** – Wash thoroughly with soap and water.  
**Eye contact** – Try to remove with eye drops or flush with water. If unsuccessful, get medical attention.  
**Ingestion** – Dilute stomach contents with several glasses of water. If unsuccessful, get medical attention.  
**Inhalation** – Remove from exposure and to fresh air.

Product: **Type 450 OPC Drum**

Content: Stilben Derivative, Polycarbonate, Titanium dioxide, organic pigment, A1 Substrate.

First Aid Measures: **Skin** – Wash thoroughly with soap and water.  
**Eye contact** – Try to remove with eye drops or flush with water. If unsuccessful, get medical attention.  
**Ingestion** – Dilute stomach contents with several glasses of water. If unsuccessful, get medical attention.  
**Inhalation** – Gargle with water and move to fresh air.

Product: **Impega Environment Correction Fluid**

Content: Watery acrylat dispersion containing pigments which are not bound to identification.

First Aid Measures: **Skin** – Wash thoroughly with soap and water.  
**Eye contact** – seek medical attention immediately. Do not attempt to remove.  
**Ingestion** – Seek medical attention immediately. Do not induce vomiting.  
**Inhalation** – n/a not toxic.

### **General Treatment for Poisons**

Aims:

- protect from further danger
- maintain ABC
- obtain medical aid
- identify the poison

Treatment in all cases:

- get medical help quickly
- keep person still to slow down deterioration
- if possible, identify the poison responsible
- retain specimens of the poison or of vomit etc. (If it is safe to do so) to send to hospital with the casualty.
- monitor and record level of response, breathing and pulse.

Poison specific Treatment:

Swallowed poisons: **DO NOT MAKE THE CASUALTY VOMIT. If corrosive poison was swallowed such as bleach and other cleaning fluids the throat will swell, so provide the patient with sips of water or milk. If non-corrosive they should have nil by mouth. Check actual product, attached sheets or specification sheets in Deputy Heads office for details).**

Inhaled poisons: Remove from danger into fresh air.

Absorbed/instilled/injected poisons: Use cold running water to flush away any poison remaining on the surface of the skin or eye (this could take up to 20 minutes). Don't allow contaminated water to touch you or the casualty.

*November 2004*  
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