



8-5 GHS First Aid Arrangements

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Policy

To provide adequate and appropriate First Aid provision at all times when there are people on the school premises and for staff and pupils during off-site activities and visits. This policy ensures:

- Sufficient numbers of trained personnel as Appointed Persons and First Aiders, including paediatric first aid, to meet the needs of the school. A list of current first aiders appears at the end of this document.
- Sufficient and appropriate resources and facilities
- HSE regulations on the reporting of accidents, diseases and occurrences are met

The First Aid Policy refers to all staff and students, including those in the EYFS setting. In the EYFS setting the school ensures that there is at least one person on the premises and at least one person on school outings who has a pediatric first aid certificate with a minimum of 12 hours training. For the safety of all pupils, there must be at least one qualified person on each school site (Senior, Junior and Sports Centre) when pupils are present. Before school (from 7.45am), the qualified First Aider on site are the Receptionists (both Senior and Junior) with the addition of a trained Teaching Assistant in Stocks Hall supervising Breakfast Club. After school, until 6pm the Librarian, is the qualified First Aider on site in the Senior School. In the Junior School, After School Care supervisors are all first aiders. At the Sports Centre, the Sports Centre Manager and Receptionist are trained in first aid.

This policy applies to all sections of the school, including the EYFS setting. Guildford High School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available to all interested parties, including parents and parents of prospective pupils, on the school's website and on request from the School Office. It should be read in conjunction with the following documents:

- Medical Information
- Sharps Information
- Severe Allergies and Anaphylaxis Management Information
- Diabetic Information
- Asthma Information
- Epilepsy Information
- Epidemic/Pandemic Policy
- Supervision Policy
- UL Group First Aid Policy

This document is reviewed annually by the School Nurse and the Facilities Manager, or as events or legislation change requires. The next scheduled date for review is April 2019.

Guildford High School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

Procedure

To ensure the implementation of the First Aid policy, as stated above, the following procedures are in place.

Responsibilities

The **School Nurse** is the **Appointed Person** for First Aid. The School Nurse will:

- Ensure that first aid needs are assessed and addressed
- Take charge when someone is injured or becomes ill
- Ensure supplies of first aid material are available at various locations throughout the school and that materials are checked regularly and any deficiencies made good without delay.
- Attend and discuss first aid issues at Health and Safety meetings.
- Maintain records of first aid treatment and accidents.
- Maintain records of first aid training undertaken by staff and identifying training needs.
- Be a qualified First Aider

The principle appointed person is the School Nurse; if she is absent for any reason a person will stand in and her name will be displayed in the medical room and the Front Office will be informed. The appointed person will carry the School Nurse's mobile phone so they can be contactable at all times.

Qualified First Aiders will:

- Respond promptly for calls for assistance
- Provide first aid support within their level of competence
- Summon medical help when necessary
- Record details of treatment given and inform the School Nurse

All **staff** will:

- Ensure they are aware of and follow the first aid policy and procedure of the school
- Record and report any accident which happens under their care. **All head injuries must be reported by the school Nurse or by the teacher responsible for running a trip.**
- If in charge of a trip carry out risk assessments and ensure adequate first aid provisions are taken in consultation with the EVC, Will Saunders, and the School Nurse (please see Educational Visits Policy for more information)

In the event of emergency the Disaster Policy will be followed.

Risk Assessment

A formal risk review of the school's First Aid Policy is done annually. However, risk is assessed regularly by the Facilities Manager and the School Nurse. Departments which are classed as 'high risk' e.g. Science, DT and PE have their own risk assessments which are also reviewed annually.

Facilities

The school medical room is open in school hours: 8.30-4.30 Monday-Friday during term time and is staffed by a Registered Nurse. There is also a medical room at the Sports Centre.

First Aid Kit Locations

First aid boxes are clearly labelled with a white cross on a green background. First aid boxes are located in the following areas:

Junior School Office
Junior School Reception
Junior School Room 4
Staffrooms

Laboratories
General Science Prep Room
Physics Prep Room
Chemistry Prep Room
Biology Prep Room
Hepworth Studio
Senior School Hall
Stocks Hall
Activities Hall
Senior Staffroom kitchen area
Food Technology Room
Wolfson Centre (DT)
Morton House
Caretaker's Office
Minibuses
Gymnasium
Swimming Pool (for hirers)
Swimming Pool Office
7 portable packs for games staff
Minibuses

Staff requiring a first aid kit for an external trip should get one from the School Nurse.

Medical Information

Arrangements for pupils with particular medical needs

Pupils with significant medical needs are recorded on the Special Consideration list and staff must be aware of these pupils.

Medical details are provided for all pupils and can be accessed via GHS Databases under the medical tab; each girl will also have a medical file kept by the School Nurse. All staff should be aware of pupils with medical conditions that they teach and must ensure that these details are contained on risk assessments for visits or trips outside of school.

Pupils at risk of anaphylaxis carry an adrenhaline pen. Epipens for girls are also stored in the upstairs staffroom. All staff are given training in treatment required for dealing with a severe allergic reaction. Further information regarding the treatment of anaphylaxis, diabetes, epilepsy and asthma is available in the Staff Handbook. Staff are encouraged to see the School Nurse if they have any questions or concerns. Each pupil with a serious medical condition has a care plan: this includes epileptics and diabetics.

All school staff should know how to contact 999 and a first aider whether in school or in a remote setting and they should be familiar with all of the policies in this section.

Administration of Medical Treatment – consent from parents/guardians

On an annual basis in the Senior School, parents check the medical information we hold on their daughter(s) and respond to confirm that our information is up-to-date, or amend as appropriate. Pupils are not allowed to go on residential visits without parents confirming the accuracy of our information. Every time a pupil participates in a school visit, whether residential or day, a letter is sent home to parents via our School Post electronic system asking parents to confirm that they *a) authorise staff running the visit to arrange such medical treatment as may be deemed necessary in an emergency (including the administration of First Aid by those members of staff with a valid certificate) and b) to administer over-the-counter medication e.g. headache relief.* Any such uses of over-the-counter medicine has to be recorded in the medical form which accompanies each visit.

In the Junior School, the school nurses do not administer any over-the-counter medicine that is brought into school, as stated in the Junior School Administration of Medicines policy. Only medicine for which parents specifically give

their written consent for administration may be given by the nurses to Junior School pupils. Before administering any non-prescription medicines to EYFS children, specific permission is requested from parents. In the Senior School, when parents accept a place at Guildford High School their consent is sought for the administration of over-the-counter medicine e.g. paracetamol, lozenges, antihistamines.

Senior School pupils are expected to give their medicine to the nurses for safe storage during the day and to come to the medical room to take it. It is, however, difficult to police this with older pupils and we expect parents to make sensible decisions when sending in their daughters with medicine.

Emergency Medication

All emergency medication for individual pupils is kept in the upstairs staffroom for use in school and on educational visits.

Responding to a Medical Incident

If a member of staff finds a pupil in need of First Aid, they should try to assess the seriousness of the situation. The action taken will depend on the needs of the pupil and the seriousness of the injury. This procedure refers to any person in need of medical attention on the school premises or in a school related activity.

If in any doubt, the person responding to the incident should contact the emergency services, as outlined in the section below on Emergency Procedures for Major Incidents.

The School Nurse is available on extension 207, or 07917 726 994. The extension will automatically divert to the mobile if the School Nurse is not in the medical room to answer the phone.

Non-Emergency Procedure for Minor Incidents

- If the pupil is unwell or has a minor injury e.g. a headache or a cut finger she should be sent with another pupil to see the School Nurse who will then be responsible for the pupil. If the pupil is at the Sports Centre the Teacher, the Duty Manager or Receptionist would assess the situation and either administer First Aid, contact the School Nurse or follow the emergency procedure.
- If a casualty is not an emergency but is in need of hospital treatment staff should call the School Nurse to assess the casualty, or send another pupil or another member of staff to get the nurse. Staff should not take any pupil in their car unless on the advice of the School Nurse or a member of SMT and then only with another adult present.
- If the person is in need of immediate First Aid the member of staff should, if trained, administer first aid or send a pupil or member of staff to mobilise the School Nurse or a trained first aider.
- If the School Nurse is not in her office or is dealing with another incident the member of staff or pupil must go to the Front Office who will mobilise a First Aider. This is also the procedure after 16:30. Lists of First Aiders are available in key places around the school and by First Aid boxes. The First Aider will then assess the situation and either administer First Aid or follow the emergency procedure.
- Pupils who visit the nurse in the course of the day and pupils who are given any kind of medical attention by a first aider are given a pink slip notifying their parent and giving relevant details. In addition the School Nurse telephones parents when drugs are administered and/or when anything other than very minor treatment is required. **All head injuries must be reported by the school Nurse or by the teacher responsible for running a trip.** All treatment given by first aiders and by the School Nurse is recorded. Photocopies of pink slips are kept in a file in the Junior School reception area and in the nurses' office.

Emergency Procedure for Major Incidents

In the event of an emergency or if an 'at risk' pupil falls ill then the member of staff at the incident must:

1. Call 999

2. Summon The School Nurse or a First Aider and get the relevant medication
 3. Emergency treatment should be delivered.
- If phoning 999 the following information must be given, staff should try and speak clearly and slowly:
 - School Telephone Number :01483 561440
 - School Address: Guildford High School, London Road, Guildford, Surrey, GU1 1SJ and location
 - Give your name
 - Name of casualty and symptoms/any known medical condition
 - Inform Ambulance control of the best entrance e.g. Main School, Nightingale Road, Morton House
 - If an ambulance is called the Reception, SMT and Facilities Manager/duty caretaker should be informed. The FM/duty caretaker will go to the notified entrance to give directions to the ambulance crew and ensure access is clear.
 - The School Nurse and a responsible adult must accompany the casualty to hospital.
 - If the emergency services are called the parent of the casualty will be telephoned by the School Nurse or a member of SMT as soon as is practicable.
 - **It is important that staff alert SMT if an ambulance has been called. Please use your ipad and send an URGENT – CRITICAL INCIDENT email to all of SMT specifying the pupil, year group, location and very brief outline (e.g. injured leg). SMT will liaise and at least one of the team will come to the scene. This should be done AFTER medical help has been called for.**

Reporting an Accident

Any first aid treatment given on the school premises or as part of a school related activity should be reported to, and recorded by the School Nurse in the electronic Accident Book.

First aid treatment given by first aiders should be recorded to include:

- Date, time and place of incident
- Name (and class) of the injured or ill person
- Full details of the injury/illness and what first aid was given
- What happened to the person immediately afterwards (for example went home/class/hospital)
- Name and signature of the person dealing with incident

Any accident occurring on the school premises or as part of a school related activity, and any first aid that is given, must be reported by the member of staff attending the accident with the help of any witness, and reported to the school nurse or FM for entry onto the accident system. This applies to a pupil, member of staff, parent or visitor. Accident Forms are electronic and can be completed by any member of staff. Accident Forms are accessed via the schools intranet system. The member of staff reporting the incident will need to have the following information:

- Date and time of incident
- Name and class of the injured person (or staff/visitor/parent)
- Location of incident and environment
- Details of the incident and cause
- Resulting injury and what first aid was given
- Follow-up action needed

Although any member of staff has the ability to enter an accident onto the system, only the Headmistress and Facilities Manager have access to see the complete accident list.

Accidents are reviewed by the Group Health and Safety Manager who will decide if the incident is reportable under RIDDOR. If it is he will complete the necessary forms.

An incident involving serious injury or death should be reported to the Group H & S Manager by phone.

The Facilities Manager will regularly review the accident system to ensure that all accidents have been investigated and followed up.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the HSE. These include:

- Accidents resulting in death or major injury
- Accidents which prevent the injured person from doing normal work for more than 7 days

The Health and Safety Policy Handbook details notifiable diseases and major injuries which have to be reported.

RIDDOR reports are completed by the Group Health and Safety Manager, who is automatically alerted to each incident report via the electronic accident reporting system.

Accidents are discussed at the Health and Safety Meetings. The Facilities Manager is responsible for reporting serious accidents to the company insurers. Accident records are kept at GHS for 7 years.

In line with the Accident, Records and Notification procedures in the United Learning Group Health and Safety document (page 13 ff.) Iain Hazell (Facilities Manager) at the school will notify Central Office, under RIDDOR, of any serious accident, illness or serious injury to, or death of, any pupil whilst in our care, and of action taken in respect of it. For EYFS pupils Ofsted will also be notified and will be notified of any instance in connection to medicines which leads to such an event. A pupil's GP has the responsibility of reporting notifiable diseases and ensuring that a pupil is safe to return to school and not cause public health problems from infections. However, the school may also seek advice from the Health Protection Agency if a pupil is believed to be suffering from a notifiable disease as identified under the Health Protection (Notification) Regulations 2010. For pupils in our EYFS, notification will be made to Ofsted as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. If Guildford High School, without reasonable excuse, fails to comply with this requirement, we commit an offence. Contact details for Ofsted are as follows: www.ofsted.gov.uk or by telephone on 0300 123 4666.

These reporting procedures should be followed both during and outside of term time.

Hygiene

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should use disposable gloves when administering first aid, these can be found in every first aid box. Any spillages of bodily fluid must be notified to the School Nurse who will follow the procedure for dealing with bodily fluids. This is outlined in a separate procedural document available in the staff handbook.

Staff Support

All staff are debriefed after an incident, time off may be given to staff if it is needed after a serious incident and the counsellor can be made available.

Appendix: Qualified First Aiders

- At least one qualified person is on each school site between the hours of 7:30 and 18:00. The name of the First Aider on duty is displayed in both the Senior and Junior Reception areas.
- In the Junior School and for all Junior School external events, at least one person has a paediatric First Aid Certificate, with a minimum of 12 hours training.
- At the Sports Centre the name of the first aider on duty is displayed at reception during the hours of opening.
- The recommended number of first-aiders is one per 100 pupils and staff and Guildford High School ratio is well within this limit.
- First Aid training is updated every three years, in accordance with the expiry dates listed below.

First Aiders

Name	Qualification	Expiry Date	Location
Tom Helliwell	ECP Exploration Medicine	23-May-21	Chemistry/HoY
Kimberley Walrond	ECP Exploration Medicine	24-May-21	Physics
Grayson Jones	Emergency First Aid at Work (Appointed Person)	25-May-21	Music
Emilie Forrest-Biggs	Emergency First Aid at Work (Appointed Person)		HoY
Tom M'Clelland	Emergency First Aid at Work (Appointed Person)		Languages
Brad Russell	Emergency First Aid at Work (Appointed Person)		Science
Lucy Sheppard	Emergency First Aid at Work (Appointed Person)		Design Technology
Imogen Blake	Emergency First Aid at Work (Appointed Person)		Sports Centre
Gemma Kent	Emergency First Aid at Work (Appointed Person)		Reception
Katarina Birakos	Emergency First Aid at Work (Appointed Person)		Drama/English
Sharon Howitt	Emergency First Aid at Work (Appointed Person)		Geography
Emily Kirby	Emergency First Aid at Work (Appointed Person)		Admin/Reception
Ruth Batchelar	Emergency First Aid at Work (Appointed Person)	Jan-21	Science
Dave Curran	Emergency First Aid at Work (Appointed Person)	Jan-21	AV
Anthea Edwards	Emergency First Aid at Work (Appointed Person)	Jan-21	Biology
Carol Igoe	Emergency First Aid at Work (Appointed Person)	Jan-21	MFL/Morton House
Joe Nixon	Emergency First Aid at Work (Appointed Person)	Jan-21	Library
James Partridge	Emergency First Aid at Work (Appointed Person)	Jan-21	Geography
Barry Knight	First Aid at Work	Nov-20	Sports Centre
Susie McNamara	First Aid at Work	Nov-20	Sports Centre
Charlie Bell	Emergency First Aid at Work (Appointed Person)	Jun-20	Sports Centre
Samantha Buxton	Emergency First Aid at Work (Appointed Person)	Jun-20	RE
Val Callaghan	Emergency First Aid at Work (Appointed Person)	Jun-20	MFL/Morton House
Lucy Cowie	Emergency First Aid at Work (Appointed Person)	Jun-20	English
Amy Dixon	Emergency First Aid at Work (Appointed Person)	Jun-20	Biology

Will Forse	Emergency First Aid at Work (Appointed Person)	Jun-20	Mathematics
Sarah Gill	Emergency First Aid at Work (Appointed Person)	Jun-20	PE
Rachael Ling	Emergency First Aid at Work (Appointed Person)	Jun-20	Chemistry
Ann Minear	Emergency First Aid at Work (Appointed Person)	Jun-20	History
Helen Moffat	Emergency First Aid at Work (Appointed Person)	Jun-20	Admissions
Gail Scott	Emergency First Aid at Work (Appointed Person)	Jun-20	Biology
Helen Thompson	Emergency First Aid at Work (Appointed Person)	Jun-20	PA to Headmistress
Michael Walden	Emergency First Aid at Work (Appointed Person)	Jun-20	Mathematics
Hazel Webb	Emergency First Aid at Work (Appointed Person)	Jun-20	Chemistry
Clare Weightman	Emergency First Aid at Work (Appointed Person)	Jun-20	Classics
Jenni Wilkinson	Emergency First Aid at Work (Appointed Person)	Jun-20	DT
Anna Worthington	Emergency First Aid at Work (Appointed Person)	Jun-20	Mathematics
Amy Alkadhi-Gray	Emergency First Aid at Work (Appointed Person)	Jan-20	English
Jo Ayshford	Emergency First Aid at Work (Appointed Person)	Jan-20	Chemistry
Hannah Cawthorn	Emergency First Aid at Work (Appointed Person)	Jan-20	Physics
Laura Celiker	Emergency First Aid at Work (Appointed Person)	Jan-20	Mathematics
Sophie Oakes	Emergency First Aid at Work (Appointed Person)	Jan-20	Classics
Iain Hazell	Emergency First Aid at Work (Appointed Person)	Jan-20	Facilities Manager
Donna Jenkins	Emergency First Aid at Work (Appointed Person)	Jan-20	Modern Languages
Shaun Spedding	Emergency First Aid at Work (Appointed Person)	Jan-20	Caretaker
Kate Nevett	Emergency First Aid at Work (Appointed Person)	Jan-20	Nurse
Kate Simpson	Emergency First Aid at Work (Appointed Person)	Jan-20	Nurse
Felicity Tarcy	Emergency First Aid at Work (Appointed Person)	Jan-20	Nurse
Catriona Coutts-Wood	Emergency First Aid at Work (Appointed Person)	Jul-19	PE
Louise Fitzroy-Stone	Emergency First Aid at Work (Appointed Person)	Jul-19	PE
Glyn Groom	Emergency First Aid at Work (Appointed Person)	Jul-19	PE
Keely Harper	Emergency First Aid at Work (Appointed Person)	Jul-19	PE

Katelyn Hoffman	Emergency First Aid at Work (Appointed Person)	Jul-19	PE
Helen Le Page	Emergency First Aid at Work (Appointed Person)	Jul-19	PE
Tara Oxley	Emergency First Aid at Work (Appointed Person)	Jul-19	PE
Susann Beasley	Emergency First Aid at Work (Appointed Person)	Jun-19	MFL
Helen Gowers	Emergency First Aid at Work (Appointed Person)	Jun-19	Food Technology
Alice Hello	Emergency First Aid at Work (Appointed Person)	Jun-19	MFL
Carol Jones	Emergency First Aid at Work (Appointed Person)	Jun-19	Economics
Karen Laurie	Emergency First Aid at Work (Appointed Person)	Jun-19	History / Deputy Head
Audrey Lewis	Emergency First Aid at Work (Appointed Person)	Jun-19	MFL
Róisín Watters	Emergency First Aid at Work (Appointed Person)	Jun-19	MFL / Morton House
Resam Gurung	First Aid at Work	May-19	Caretaker
Simon Wilkinson	First Aid at Work	May-19	Sports Centre
Wendy Bengoechea	First Aid at Work	May-19	Textiles, HoY
Fiona Boulton	First Aid at Work	May-19	Biology / Headmistress
Mark Jones	First Aid at Work	May-19	Caretaker
Claire Payne	First Aid at Work	May-19	Front Office
Yvonne Skene	First Aid at Work	May-19	Library
Katrina Sloan	First Aid at Work	May-19	History / Morton House
Susan Kew	Emergency First Aid at Work (Appointed Person)	Feb-19	Art
Dan Martin	Emergency First Aid at Work (Appointed Person)	Feb-19	Geog / Morton House
Chris McGhee	Emergency First Aid at Work (Appointed Person)	Feb-19	DT
Katie Perrin	Emergency First Aid at Work (Appointed Person)	Feb-19	History
Jhone Tavares	Emergency First Aid at Work (Appointed Person)	Feb-19	Cleaning
Ashley Fenton	First Aid at Work	Jul-18	Drama

Updated 28.06.18

Junior School Qualified First Aiders

Name	Qualification	Expiry Date	Location
Miss Ansell	3 year Paediatric FA certificate	Mar 2018	JS Reception
Mr Baldwin	3 year Paediatric FA certificate	May 2018	Sport lessons
Mrs Burling-Smith	3 year Paediatric FA certificate	May 2018	PA's Office
Mrs Burch	3 year Paediatric FA certificate	Oct 2018	RB

Mrs Cartwright	3 year Paediatric FA certificate	Mar 2018	4C
Miss Collins	3 year Paediatric FA certificate	May 2018	5C
Miss Curtis	3 year Paediatric FA certificate	Mar 2018	2M
Miss Drayton	3 year Paediatric FA certificate	Mar 2018	RD
Miss Fox	3 year Paediatric FA certificate	Oct 2018	RB / ASC
Mr Gibb	3 year Paediatric FA certificate	May 2018	JS Head
Mrs Hall	3 year FAW certificate	Jul 2017	Key Stage 1/2
Miss Holland	3 year FAW certificate	Jul 2017	6H
Mrs Irving	3 year Paediatric FA certificate	Sep 2017	ASC
Miss Lovegrove	3 year Paediatric FA certificate	Oct 2018	RD
Miss Langfield	3 year Paediatric FA certificate	May 2018	Art
Mrs Moulton	3 year Paediatric FA certificate	May 2018	1S
Mrs Nanson	3 year Paediatric FA certificate	May 2018	Sport lessons
Mrs Sidwell	3 year Paediatric FA certificate	May 2018	1A
Mrs Wardell	3 year Paediatric FA certificate	May 2018	Music

This list is displayed around the school.

Appendix: Guildford High School protocol for dealing with body fluid spillages in school

1. General statement

The aim of this policy is to decrease the exposure risk to blood-borne and body fluid pathogens.

Adherence to this policy is the responsibility of all staff that may come into contact with spillages of blood or other body fluids. All staff should be aware of their personal responsibilities in preventing the spread of infection.

2. Legal position

The school has a duty to protect its staff from hazards encountered during their work: this includes microbiological hazards (COSHH 2002). For the purposes of this policy, biohazards are defined as:

- Blood
- Respiratory and oral secretions
- Vomit
- Faeces
- Urine
- Wound drainage

3. Prevention and preparation in case of spillage

- Workplace to provide a suitable assessment of the health risks associated with exposure to spillages of body fluids
- Staff to be aware of policy and risks associated with exposure to body fluids
- Provision of appropriate first-aid facilities and staff
- Materials for dealing with spillages to be readily available i.e. 'spillage kits'. These are kept with cleaners, in sports centre, and medical room in bio-hazard box.
- Regularly evaluate the procedure and update as necessary

Disinfection aims to reduce the number of micro-organisms to safe level. All blood spills should be treated as a potential source of infection and dealt with according to strict hygienic principles.

4. Management

If any type of body fluid has been spilled onto a surface the following precautions should be made:

- Notify appropriate staff i.e. cleaners, to secure the environment by placing warning signs.
- All staff dealing with a biohazard spill to wear protection i.e.
 - disposable gloves
 - disposable plastic apron
 - eye and mouth protection with goggles and mask, if splash or spray anticipated
- Access 'spillage kit' in order to clean up spillage promptly. This pack contains: absorbent granules, disinfectant, scoop and scraper, disposable gloves, bags.
- Sprinkle granules over the spillage, completely covering it. This will solidify a liquid in 2 minutes. Don't stand over the solution as it can be a respiratory irritant.
- Using the scoop and scraper provided, remove the now solidified residue and place in a bin bag, along with scoop and scraper, seal and dispose of in further bin liner. Dispose of by agreed and approved means.
- Clean area and equipment thoroughly using hot water and detergent, and disposable cloths.
- Hand hygiene should be performed following management of spillage.

N.B. If a spill contains glass or other sharps, these should be picked up with disposable forceps and disposed of carefully into a sharps bin.