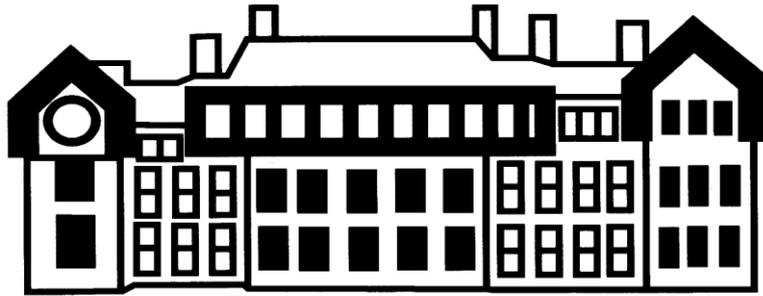


GORDON



SCHOOL

First Aid Policy

Ratification date: March 2016

Review date: March 2019

Signed _____ Headteacher

Signed _____ Chair of Governors

First Aid Policy

1, Aims

This policy:

- outlines the school's responsibility to provide adequate and appropriate first aid to pupils, staff, parents, carers and visitors and the procedures in place to meet that responsibility;
- identifies the first aid needs of the school in accordance with the *Management of Health and Safety at Work Regulations*, 1992 and 1999;
- ensures that first aid provision is available at all times while people are on the school premises and while on school visits in accordance with the *Health and Safety First Aid legislation*, 1981.

2, Requirements

To ensure first aid provision is available at all times there are requirements to:

- appoint the appropriate number of suitably trained First Aiders to meet the needs of the school;
- provide relevant training and ensure monitoring of training needs is regularly carried out;
- provide sufficient and appropriate resources and facilities;
- keep staff and parents/carers informed of the school's first aid arrangements;
- keep accident records and to report to the Health & Safety Executive (HSE) as required under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations*, 1995;
- give clear structures and guidelines to all staff regarding first aid and medicines;
- ensure the safe use, administration and storage of medicines in school and on educational visits.

3, Roles and Responsibilities

The Local Authority and the Governors are responsible for the health and safety of the staff, the pupils and anyone else on the school premises. They must ensure that risk assessments are undertaken and that the training and resource arrangements for first aid are appropriate and in place.

The Headteacher is responsible for putting this policy into practice and for developing detailed procedures with the staff.

The Headteacher should ensure that the policy for first aid is available to all staff and parents / carers.

In the event of a medical emergency and the school being unable to contact the parents/carers the staff will act in *Loco Parentis*.

First Aiders must complete either the 'Emergency First Aid in the Workplace' training course or paediatric first aid approved by HSE, and keep this training updated.

The Senior First Aiders must have HSE approved training and keep this training updated. They will:

- take charge when someone is injured or ill;

- maintain the first aid equipment - order stock and refill first aid boxes;
- ensure that an ambulance or professional medical help is summoned when appropriate.

First Aiders and the Senior First Aiders must be able to and be expected to leave their normal duties to immediately attend to first aid and emergencies.

Up-to-date records of all First Aid training are kept and monitored by the Inclusion Manager.

A list of First Aiders and Senior First Aider is kept by the Inclusion Manager.

Accidents that occur to children are recorded in the Accident Book which is kept in the Medical Room. Accidents that occur to adults are recorded online on the www.hse.gov.uk website by the Senior First Aider.

4, First Aid Equipment and Facilities

The Senior First Aiders will ensure that the first aid boxes are regularly restocked in accordance with the HSE recommended and mandatory contents.

All first aid boxes are marked with a white cross on a green background. Boxes are located in all classrooms together with medical information for individual children.

Boxes are located in other areas around the school.

First aid boxes and equipment are taken on all school educational and sporting visits.

A dedicated room suitable for the administration of first aid is located on the ground floor. It is referred to as the Medical Room.

5, First Aid Procedures

First Aid treatment is given adhering to procedures recommended on HSE approved courses by trained staff only.

Basic hygiene procedures must be followed by staff administering first aid treatment. This includes:

- washing hands / using antibiotic hand gel;
- wearing non-latex gloves when treatment involves blood or other body fluids;
- using single-use equipment;
- wiping down surfaces;
- disposing of used equipment appropriately.

When dealing with infectious diseases and infection control advice is sought from the Health Protection Agency and the School Nursing Service.

6, Children with Medical Needs

Children with medical needs have the same rights of admission to a school as other children. Most children with medical needs can attend school and take part in normal activities, sometimes with support.

Parents/carers have the responsibility for their child's health and should provide the school staff with all relevant information about their child's medical condition.

Care Plans (Medical Booklets) will be put in place, if required, to help staff identify the necessary measures to support children with long term medical needs and ensure that they, and others, are not put at risk. The plans are stored in the main office, the Medical Room and by wall-mounted First Aid boxes in the classrooms.

Children with allergies, asthma or epi-pen users are listed in the lunchtime register folders. Lunchtime staff are also referred to the Care Plans (Medical Booklets) in the Medical Room.

7, Illness

Children should not attend school when ill. We do not have the facilities or the staff to care for the children appropriately and every effort should be made to stop viruses from spreading. In the case of stomach upsets, children are expected to be kept away from school for 48 hours after the last episode of sickness or diarrhoea.

Information in respect of childhood illnesses, as laid down by the *Department for Health*, is kept in the Medical Room.

8, Administering Medicines in School

Information can be found in the *Administration of Medication Policy*. It is available on the school's intranet in the folder titled *Policies*.

9, Allergies

We must be informed in writing of any allergies a child might have. This information is included in the child's Care Plan (Medical Booklet) and in the lunchtime register folders.

10, Head Lice

Although not an illness, head lice are very common and can be frustrating for parents/carers to deal with on a regular basis. The school cannot prevent the spread of head lice between children but asks that parents/carers check their children's hair regularly and that, should head lice be found, they administer an appropriate treatment.

It is not appropriate for children to be absent from school because of head lice. If staff notice a child has head lice we will inform the parents / carers and expect the child to be treated as soon as possible. In cases of mass infestation where the child is likely to be caused a high level of distress, we will ask, if possible, for the child to be collected immediately, given the appropriate treatment and returned to school as quickly as possible.

11, Sun Protection

In the summer, children will be encouraged to take the following steps to protect themselves from the Sun:

- wear sunhats;
- come to school wearing sun cream;
- keep skin covered;
- drink water regularly;

- take rest in the shade;
- wear sunglasses;
- alert an adult if they feel sick, faint or have a headache.

12, Asthma Treatment and Inhalers

Pupils with asthma are expected to bring two sets of their treatments (inhalers, etc.) to school. One set is kept in the main office and the other is kept in the classroom. Inhalers are kept in sealed, labelled containers.

A list of pupils with asthma is displayed in the Medical Room, the main office and in the Lunchtime Register Folders.

Asthma treatments are usually to be administered by the pupil.

Asthma treatments are taken on educational visits and other 'off site' activities.

Whilst parents/carers are responsible for checking that the treatments are still within their use-by dates and for replenishing them when they are close to expiration, the school keeps a record of expiry dates and reminds parents/carers when treatments need replacing.

13, Epi-pens and Anaphylaxis Shock Training

A list of anaphylaxis sufferers and their photographs are displayed in the Medical Room, the main office and the staff room.

Two epi-pens are kept in school for anaphylaxis sufferers: one in the school office and the other in the child's classroom. They are stored in sealed, labelled containers.

Whole-school staff training takes place annually in the Spring term. Only trained staff can administer an epi-pen.

Each anaphylaxis sufferer has a Care Plan (Medical Booklet). Specific information relating to the individual is included in the plan and must be referred to.

Epi-pens and a trained member of staff are taken on educational visits and other 'off-site' activities.

Whilst parents/carers are responsible for checking that the epi-pens are still within their use-by dates and for replenishing them, the school keeps a record of expiry dates and reminds parents/carers when epi-pens need replacing.

Children who need epi-pens are more likely to show other allergic reactions. It is recommended that parents provide the school with prescription anti-histamine for these children.

14, Diabetes

A list of children with diabetes and their photographs are displayed in the Medical Room, the main office and the staff room.

Wherever possible, pupils are taught and encouraged to attend to their own medical needs. The administration of insulin and other substances will be overseen by a First Aider.

Each child with diabetes has a Care Plan (Medical Booklet). Specific information relating to the individual is included in the plan and must be referred to.

The appropriate equipment and a trained member of staff are taken on educational visits and other 'off-site' activities when necessary.

Whilst parents/carers are responsible for checking that insulin is still within its use-by date and for replenishing it, the school keeps a record of expiry dates and reminds parents/carers when insulin needs replacing.

Used needles must be placed in a sharps bin. Wherever possible, pupils are trained to handle and dispose of the needles in a safe manner.

15, Administering First Aid Off-Site

First Aid provision must be available at all times including off site on school visits. The level of first aid provision for an off-site visit or activity will be based on the risk assessment carried out prior to the visit.

A trained First Aider will usually accompany all off site visits and activities dependent on the risk assessment. A suitably stocked first aid box should be taken on all visits.

The staff must be aware of the contents of the first aid box and its location at all times throughout the visit. All adults present on the visit should be made aware of the arrangements for first aid.

If any first aid treatment is given the group leader will advise the school office, by mobile telephone if urgent, or on return so that the pupil's parents/carers can be informed.

Procedures for administering prescribed medication will usually be adhered to on a school visit in the same manner as they are in school unless there are extenuating circumstances. A copy of the Administration of Medication consent form will be taken along with the relevant medication on the visit. The medication will be kept in the First Aid box, with a cool pack if necessary, and will be administered by the First Aider at the necessary time and recorded.

The above procedure will also apply on residential visits, although a separate medicine box will also be taken as well as the first aid box.

All parents/carers of pupils attending a residential visit will complete a medical form, giving information about the child. This form is also a consent form agreeing to first aid and emergency medical treatment being given.

16, Record Keeping and Reporting Accidents

All minor injuries and first aid treatments are recorded in the treatment book kept in the Medical Room.

Parents/carers are notified by letter and/or telephone if their child has received a bump to the head, a wasp sting or bee sting or if they have suffered a significant incident.

For more serious injuries, an Accident Form is completed.

In the event of a medical emergency where the school is unable to contact parents/carers the Senior First Aider will act in Loco Parentis.

Statutory requirements: under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations* (RIDDOR) some accidents (fatal and major injuries) must be recorded to the HSE. For definitions see the HSE website page: www.hse.gov.uk/riddor/

The HSE can be contacted by telephone: **0845 300 9923**

17, Complaints

Information about staff conduct is included in the Staff Handbook. The guidelines set out in this policy and the Staff Handbook work to ensure that the staff are protected against complaints from parents/carers.

18, Monitoring and Review

Details relating to serious injuries are reported to the Governing Body.

This policy will be reviewed every three years or sooner if deemed necessary.