



## First Aid Policy

### General

The Beeches is required under the Health and Safety at Work Act 1974 to have a First Aid policy. This policy is in line with the Local Authority's generic policy and contains the policies and procedures to be used in this school.

### Aim

- To ensure that the school has adequate and appropriate equipment, facilities and procedures to provide appropriate First Aid; and
- To ensure that the First Aid arrangements are based on a risk assessment of the school.

### Internal Management

The Operations Manager and the Head of Education have responsibility for the internal management of First Aid during the school day. They will develop a detailed procedure and will ensure that parents/carers are aware of the schools health and safety and First Aid policies. The Operations Manager has ensured that all staff, in both care and education, at The Beeches are trained in emergency First Aid and the Operations Manager and the Head of Education will take charge of First Aid provision.

#### *They will:*

- Ensure that the First Aid provision is adequate and appropriate;
- Carry out appropriate risk assessments in liaison with other staff members;
- Ensure that all staff training is up to date and that they have appropriate understanding, confidence and expertise required;
- Ensure that the equipment and facilities are fit for purpose;
- Ensure there are appropriate systems for sharing information about children's medical needs in each school or setting for which they are responsible and
- Oversee the implementation of the policy.

All staff working with pupils must use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils in the same way that parents/carers would be expected to act towards children.

## Duties of a First Aider

The First Aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the Health and Safety Executive.

### *The school's main duties of the first aider are to:*

- Give immediate help to casualties with common injuries and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called

An ambulance is to be called when:

- ✓ A student is taken ill and the procedure outlined in a care plan is to be followed eg, waiting 5 minutes before calling an ambulance
- ✓ An accident or illness has occurred which may affect the student's ability to continue their school day eg, if a child appears to be experiencing chest pain, difficulty with breathing or speaking, numbness, severe bleeding that can't be stopped by applying direct pressure, unconsciousness, lack of awareness of their immediate surroundings, severe allergic reactions accompanied by breathing difficulties, a fit/seizure, child falls from a height, is hit with force or sustains burns severe enough to need dressing
- ✓ Staff members are rendered unable to continue with their working day due to health symptoms (See above relating to students) or are able to express a level of pain beyond that which is manageable.

When calling an ambulance ensure that:

- ✓ the ambulance knows where to find the casualty, 218 or 301 Dogsthorpe Road or the exact address off site
- ✓ Where possible, nominate a member of staff to wait at the school entrance and lead the paramedics to the injured child.
- ✓ The paramedics and healthcare professionals are made aware of the student's learning disability and associated needs eg, communication
- ✓ The ambulance team are given a precis of the event and any measures taken
- ✓ If the child has a healthcare plan or is taking medication, ensure the details go with them in the ambulance (These can be found in the Hospital Passport which must remain with the child)
- ✓ Personal details for the child are accessed on Eduspot
- ✓ The Head of Education is informed as soon as possible to facilitate communication with parents and to ensure staffing levels are appropriate

Both First Aiders and appointed persons will be expected to follow any government guidance.

All staff are First Aiders. The Operations Manager and Head of Education are the school's appointed persons.

*They will:*

- Take charge when there is a serious illness or injured.
- They should not give first aid treatment for which they have not been trained. Their purpose is to manage a serious injury or illness, the situation and ensure a casualty receives treatment, including overseeing practical arrangements, attendance of emergency services etc.
- The first aider/appointed person must look after his/her own safety at all times and should not put themselves at risk in order to treat a casualty.

*The minimum First Aid provision is:*

- A suitably stocked First Aid container;
- An appointed person in charge of First Aid;
- Information for employees on First Aid arrangements;
- Arrangements for off-site activities.

The Directors will receive an annual report from the Head and a review of the policy will take place every two years.

## **Siting of First Aid boxes and secure medication storage**

**The Head of Education, Designated for Medication will be responsible for ensuring that the First Aid boxes in and around the school are well stocked. She will also ensure that a portable First Aid box is made available for off-site activities, together with any necessary medication required by those students taking part.**

First Aid Boxes are located in the Medical Rooms at 218 and 301, in the staff print room and in the kitchen area of 301. (See below the requirement of first aid containers for travelling and off-site visits)

The boxes must contain a 'sufficient quantity' of First Aid material and nothing else.

*The school requires the following items to be in the box as a minimum:*

- a leaflet giving general advice on first aid;
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
- five pairs of disposable gloves.

The appointed persons together with the Head of Education, Designated for Medication will determine whether there should be more than the minimum items.

## Travelling First Aid containers

Before undertaking any off site activities, the Head of Education and member of staff should assess what level of first aid provision is needed. Where there no special risk identified, the travelling first aid containers will contain:

- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated wound dressing (approx. 18 cm x 18cm)
- 2 triangular bandages
- Individually wrapped moist cleaning wipes
- One pair of disposable gloves

Equivalent items are acceptable, additional items may be necessary for specialised activities and these will be provided following the risk assessment made before the activity takes place. Any medication necessary for those pupils taking part in the activity will be included with the First Aid pack.

### *This first aid container shall be:*

- Maintained in good condition
- Suitable for the purpose of keeping the items referred to in good condition
- Readily available for use
- Prominently marked as a first aid container

## Records

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

- Medical conditions;
- Allergies;
- Regular medication;
- Emergency contact numbers;
- Name of family doctor/consultants; and
- Special requirements (e.g. dietary).

*Parental permission forms will be completed to allow staff to administer:*

- Prescribed medication
- First Aid

## Administration of the Medication

The school will only manage the administration or administer medicines **when essential**, that is where it would be detrimental to the child's health if medicine were not administered during the school 'day'. Medicines will only be accepted when it has been prescribed by a doctor, dentist or nurse consultant.

Any requests for medicine to be administered must be supported in writing on a *Permission to Administer Prescribed Medication Form*.

*The school will follow the instructions as provided on the original medicine container as dispensed by the pharmacist:*

- How much to give;
- How it should be kept and stored;
- How it is to be administered;
- When to be given; and
- Any other instructions

The Head of Education will decide whether any medication will be administered in school, and by whom. In appropriate cases the administration of medication during school time will be part of a healthcare plan drawn up by a health professional (GP, paediatrician, nurse consultant or dentist) responsible for the child.

The medicine must be in the original container as dispensed by a pharmacist with the child's name and instructions for administration as supplied by the pharmacist on the label.

If the pupil is required and able to administer his/her own medicine (e.g. inhaler for asthma) a designated member of staff will supervise the administration dependent on the age and understanding of the particular child.

Normally medication will be kept under the control of the designated member of staff for Medication.

Whilst every effort will be made to administer any medication between rather than during lessons in particular circumstances, such as for children with diabetes, medicines will be administered at times as advised by the child's consultant or specialist nurse.

The school will not allow in any circumstances the administration of non-prescription medicines in school.

## **Limitations to First Aid Activities**

First Aiders are not paramedics or doctors. Their training does not equip them to diagnose illnesses or other medical conditions. All cases of illness or suspected illness must be referred to either:

- The individual's general practitioner
- To the hospital when symptoms indicate severe illness requiring emergency treatment

## **First Aid accommodation**

The Beeches Independent School will provide suitable and sufficient accommodation for first aid according to the assessment of first aid needs identified. There is a sickroom with a washbasin and a sickbed, which is used for medical purposes, and readily available when needed. *The Education (School Premises) Regulations 1999 require every school to have a suitable room that can be used for medical or dental treatment when required.*

Pupils who live on site would be taken to their own room if necessary and those from other sites would be transported to their home.

## **Hygiene & Infection Control**

All staff should take precautions to avoid infection and to follow basic hygiene procedures. Staff will have access to single use disposable aprons, gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

### **Hygiene in treatment**

Every effort must be made to avoid contamination of wounds, and only sterile dressings should be used. Only water should be used to clean open wounds. Where there is no water, sterile cleaning swabs such as a mediwipe may be used. Soiled clothing should be effectively decontaminated by washing in a domestic washing machine using the hot programme.

### **Disposal of soiled dressings**

Soiled dressings, wipes or swabs of any kind and any contaminated disposables should not be allowed to contaminate furniture or fittings etc  
All items should be handled with care and dropped directly into a waste bin located within the first aid room.

### **Cleansing of surfaces**

Surfaces including floors contaminated with body fluids must be cleaned using bleach diluted 1 part bleach with 10 parts water. Care must be taken when handling the bleach.

Paper towels used for this purpose should be disposed of in the same way as the soiled dressings.

Any cleaning equipment used for the cleaning of contaminated floors should be immersed in a similar bleach solution for 20 minutes before being washed thoroughly in clean water.

### **Removing a sick pupil/student from school**

If a pupil is taken ill or is injured and it is felt that the illness, injury is sufficiently serious as to require urgent medical treatment, this includes any injury to the head, the ambulance service and parents/guardians should be contacted without delay. A member of The Beeches Independent School staff would accompany a pupil. Precise details of the hospital should be noted and the parents/carers informed as soon as possible.

## Use of private cars

Where possible The Beeches Independent School car should be used for transport but if it is necessary for a member of staff to take a pupil to hospital in their own car, the car must be appropriately insured.

## Reporting Accidents & record keeping

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE, the school will follow the LEA procedures (LCOP 4 Reporting accidents, incidents and dangerous occurrences)

The school will keep a record of any reportable injury, disease or dangerous occurrence. This must include the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records (see the school's ACCIDENTS, INCIDENT, DANGEROUS OCCURRENCE AND DISEASE REPORTING PROCEDURES AND INVESTIGATIONS POLICY).

## Schools Central Record

*The school will keep a record of any first aid treatment given by first aiders and appointed persons which will include:*

- The date, time and place of incident
- The name of the injured or ill person
- Details of the injury/illness and what first aid was given
- What happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- Name and signature of the first aider or person dealing with the incident

*The information in the record book can:*

- Help the school identify accident trends and highlight areas for improvement in the control of health & safety risks
- Be used for reference in future first aid needs assessments
- Be helpful for insurance and investigative purposes

In an emergency, the Head of Education should have procedures for contacting the child's parent/guardian/named contact as soon as possible. It is good practice to report all serious incidents or significant incidents to the parents/carers, social workers etc.

## Administering medicines prescribed by medical practitioners in schools

Medication of any sort must only be administered by a trained member of staff. Ideally there should be a minimum of three staff trained to administer medicines.

## Without exception the following procedure should be followed:

- The Beeches will have a completed *Permission to Administer Prescribed Medication* form to allow medication to be administered.
- School staff will ensure that the medication is correctly labelled and up to date. The label should indicate the pupil's name, type of medication, dosage and must have been prescribed by a qualified medical practitioner. Details of the dispensing pharmacist should also be stated.
- Measures should be taken to ensure that all medications are stored securely, (by a nominated member of staff) with the appropriate authorisation form and instructions.
- The Head of Education must ensure that the medical authorisation form is completed before it is agreed that trained staff can issue medication.
- When a child needs medication in school, a clear treatment plan and protocol should be put in place.
- Medicines should not be administered in school where the dosage can be given outside school hours.
- Any amendment to the treatment must be authorised by the parent/guardian and the medical authorisation form amended accordingly.
- Under no circumstances should educational staff be expected to carry out procedures without receiving adequate training. If the school can arrange for two adults, one preferably of the same gender as the pupil, to be present for the administration of invasive treatment, this ensures that child protection issues are addressed. Staff should protect the dignity of pupils as far as possible.
- No staff would be expected to undertake any procedure with which they did not feel competent.

## General Principals

A list should be available in school of the children who require emergency or regular medication.

The Operations Manager or Head of Education should take responsibility for medication policies.

## Refusing medication

If a pupil refuses medication, teachers should not force them to do so. The school should inform the care staff or parent as a matter of urgency.

## Storage of medicines

The school has responsibility for the safe management of medicines kept at the school. This duty derives from the Control of Substances Hazardous to Health Regulations 2002 (COSHH) The school will not store large volumes of medication. When the school stores medicines, staff will ensure that each is in a labelled container showing the name of the pupil, name and dose of drug and frequency of

administration. If a pupil requires two or more prescribed drugs, each should be in a separate container. Staff should never transfer medicines from their original containers. The Operations Manager and the Head teacher are responsible for ensuring that the medicines are stored safely.

Medicines are kept in a secure place not accessible to pupils.

If schools lock away medication that may be required in an emergency, all staff should be aware of the location of the keys. Medicines that require refrigeration may be kept in a refrigerator in an airtight container and clearly labelled. Access to this refrigerator is restricted.

## Disposal of medicines

School staff should not dispose of medicines. Any un-administered medicine should be returned to the care staff or parents at the end of the school day.

## Hygiene

All staff should be familiar with procedures for avoiding infection and must follow basic hygiene procedures. Staff should have access to protective disposable gloves and aprons.

## Non-prescription medicines

Pupils sometimes ask for analgesics at school, if the case is deemed a genuine one and a *Consent to Administer Homely Remedies* form has been signed then the pupil may be given medication from the approved list, in consultation with care staff or parents.

## Long-term Medical Needs

The Head of Education and all of the education staff at The Beeches will do all they reasonably can to assist pupils with long-term needs to ensure that their learning is affected as little as possible by any medical issues they may have.

## Records

The school log 'Administration of Medication Record' will be completed in every instance. It will be kept in the locked medical room at 218 Dogsthorpe Road.

### *The form will record:*

- Name of the pupil;
- Date and time of the administration;
- Who supervised the administration;
- Who witnessed the administration;
- Which medication;
- How much of the medication remains;
- How much was given; and
- A note of any side-effects.

The Head of Education will ensure that the medical record form is filled in and checked regularly.

## Risk Assessments

The Head of Education must make suitable and sufficient risk assessments in the school to determine any extra provision required over and above the minimum provision.

The risk assessments must also cover the risks to employees and also any non-employees who may come into the school.

## Insurance

The Beeches will ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

## Training

The Beeches will provide adequate and appropriate training for First Aid staff and appropriate information for all staff to enable them to carry out their duty of care. The Operations Manager and Head of Education will ensure that there are sufficient trained staff to meet statutory requirements and the assessed needs, allowing for staff who are absent or off-site.

## Equal Opportunities

The school will take particular care with the First Aid provision for any disabled staff and pupils. Appropriate risk assessments will be done by the person in charge of First Aid, and suitable provision will be made.

## Monitoring and Review

The Head of Education will review the First Aid needs and arrangements annually, and that the appropriate standards are met.

*This policy document is to be read and adhered to in conjunction with The Beeches policies on:*

- Health and Safety Policy
- Risk Assessment Policy
- Accidents, Incident, Dangerous Occurrence & Disease Reporting Procedures and Investigations Policy
- Anaphylaxis Procedure
- Handling Sharps Policy
- HIV/AIDS Awareness, Confidentiality and Infection Control Policy

**Reviewed by:** Emma Sutters   **Date:** January 2021   **Review:** January 2022