



First Aid Policy

Including Administration of Medication Policy

Introduction

This policy outlines the School's responsibility to provide adequate and appropriate first aid to students, staff, parents and visitors and the procedures in place to meet that responsibility. The policy is reviewed annually.

Aims

- To identify the first aid needs of the School in the line with the Management of Health and Safety at Work Regulations 1992 and 1999 (Amendments added 2003/2006).
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

Objectives

- To ensure an appropriate number of suitably trained people as Appointed Persons and First Aiders are present in the School during school hours;
- To provide a continuous relevant training and ensure monitoring of training needs;
- To provide sufficient and appropriate resources and facilities;
- To inform staff and parents of the School's First Aid arrangements;
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Personnel

The proprietor is responsible for the health and safety of the School's employees and anyone else on the premises. This includes the Head and teachers, non-teaching staff, students and visitors (including contractors).

The proprietor must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.

The proprietor should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

The Head is responsible for putting the policy into practice and for developing detailed

procedures. He should ensure that the policy and information on the School's arrangements for first aid are made available to parents.

Teachers and other staff are expected to do all they can to secure the welfare of the students.

The trained First Aider.

will:

- take charge when someone is injured or becomes ill;
- look after the first aid equipment eg restocking the first aid boxes
- ensure that an ambulance or other professional medical help is summoned when appropriate;
- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.

The first aider must have completed and keep updated a training course approved by the HSE.

In selecting a first aider the Head of School should consider the person's:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- Normal duties. A first aider must be able to leave to go immediately to an emergency.

Procedures

Risk Assessment

Reviews are required to be carried out at least annually, and when circumstances alter, by the Health and Safety Officer (the head). Recommendations on measures needed to prevent or control identified risks are forwarded to the Head of the School.

Re-assessment of first-aid provision as part of the School's annual monitoring and evaluation cycle.

The Head review the School's first aid needs following any changes to student, staff, building/site, activities, off-site facilities, etc.

The head monitors the number of trained first aiders, alerts them to the need for refresher courses and organizes their training sessions

The head also monitors the emergency first-aid training received by other staff and organizes appropriate training

The Health and Safety Officer(head) and the first aider check the contents of the first-aid boxes termly.

Providing information

The Head will ensure that staff, parents and students are informed about the Schools' first-aid arrangements.

The Health and Safety Officer or first aider will:

- provide information packs/school procedures training for new staff as part of their induction programme;
- maintain a first-aid file, notice board and related medical documentation for when needed;
- review basic medical procedures & practices as needed in school, as requested;
- alert staff during a specific outbreak of illness in school re management & procedures in place;
- give all staff information on the location of equipment, facilities, and first-aid personnel. This will appear in the staff handbook.
- provide regular information and updates for parents in regard to any outbreak of illness in school.

Provision

How many first-aid personnel are required?

The Head will consider the findings of the risk assessment in deciding on the number of first-aid personnel required.

In particular, they should consider:

- Off-site PE
- School trips
- Science labs
- DT/Art rooms
- Playground
- Adequate provision in case of absence, including trips
- Out-of-hours provision eg clubs, events

Arrangements should be made to ensure that the required level of cover of both First Aiders and Appointed persons is available at all times when people are on school premises.

First aiders

The recommended number of certified first-aiders is one per 100 students/staff.

Qualifications and Training

First Aiders will hold a valid certificate of competence, issued by an organisation approved by the HSE.

Appointed persons will undertake one-day emergency first-aid training or paediatric first aid training.

Specialist training in first-aid for students should be arranged in a three year cycle.

The first aider must ensure that the appropriate number of first-aid containers according to the risk assessment of the site are available.

See HSE guidelines on recommended and mandatory contents.

- All first-aid containers must be marked with a white cross on a green background
- First aid container must accompany PE teachers off-site
- First aid container should be kept near to hand washing facilities.

Spare stock should be kept in school.

Responsibility for checking and restocking the first-aid containers:

- In school, the Health and Safety Officer or first aider.
- For off-site PE, a named member.

Accommodation

The School provides a specific room suitable for medical treatment, which means a room dedicated to medical treatment and care of students during school hours. The room is close to a lavatory and contains running hot and cold water.

Hygiene/Infection control (see appendix 1 : cleaning up body fluids)

Basic hygiene procedures must be followed by staff.

Single-use disposable gloves must be worn when treatment involves blood or other body fluids. The same caution will apply to first aiders and maintenance staff in case of bodily fluid spillage.

Care should be taken when disposing of dressings or equipment, particularly sharp objects (needles). These will be disposed of in appropriate sealed containers/places.

Reporting accidents

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

The first aider must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method reporting; 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.

The following accidents must be reported to the HSE:

Involving employees or self-employed people working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence)
- accident which prevent the injured person from doing their normal work for more than three days

For definitions, see HSC/E guidance on RIDDOR1995 and information on Reporting School Accidents (Annex A).

Involving students and visitors:

- accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work.
i.e. if it relates to
- any school activity, both on or off the premises
- the way the school activity has been organised and managed
- equipment, machinery or substances
- the design or condition of the premises

HSE must be notified of fatal and major injuries and occurrences without delay.

The Head is responsible for ensuring this happens.

The Head/Health and Safety Officer must complete the RIDDOR Form attached to this policy (appendix), and email/fax it to the Administrator at Ringwood [Ext.203], Fax

01425 481501. The Administrator will report the incident to HSE and also to our insurers.

Record keeping

Statutory accident records: The head must ensure that readily accessible accident records, written or electronic, are kept for a minimum of seven years. (see DSS The Accident Book BI 510)

The Head must ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. This should include:

- The date, time and place of incident
- The name (and class) of the injured or ill person
- Details of their injury/illness and what first aid was given
- What happened to the person immediately afterwards
- Name and signature of the first aider or person dealing with the incident.

The Head must have in place procedures for ensuring that parents are informed of significant incidents.

Monitoring

Accident records can be used to help the Head identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

The Head of School should establish a regular review and analysis of accident records

Administration of Medication Policy

Regular school attendance is vital for every student and the School does all that it can to maintain high attendance figures. Nevertheless, from time to time every student will become ill and may require some time out of school to recover. Where a student requires medication (or treatment) they should be kept at home until the course of treatment is complete.

There are, however, some exceptions:

- Where a student suffers from asthma (or any other occasional ailment) and may need to use an inhaler;
- Where equipment such as an inhaler is necessary, we strongly encourage students to take personal responsibility for these items as soon as possible;
- For long term and chronic disease (e.g. asthma, epilepsy, allergy, diabetes) a PAI (Individual Medical Care Program) will be put in place between the Head, the first aider and the concerned family. These PAI are being dealt with outside this policy.

Overall responsibility

The Head is responsible for implementing the policy on a day-to-day basis.

The first aider is responsible for the safe and secure handling of medicines and the administration of medication according to the school policy.

The first aider

In the absence of the regular first aider provision will be made for appropriate cover, with staff who have the Life support/Appointed person First aid course as approved by the Health and Safety (First Aid regulation 1981).

Medication brought into school

Prescribed medication (for eg asthma inhalers / diabetes medication) may be brought into school when it is necessary and in all cases the first aider should be informed.

All medication should be administered in the first aid during the school day if applicable.

A parent or carer should provide full written consent and details of a prescribed medicine.

All medicines should be supplied in their original packaging with full instructions included.

The first aider will administer the appropriate medication and enter the time and the amount given on the Medication Record Sheet or in one off cases within the daily treatment book.

Prescribed medication should only be administered to the patient it was prescribed to.

Storage of medicines

All medicines are clearly marked and kept in locked cupboards in the first aid room, the key is held by the first aider.

There is a drugs fridge for medicines that require cool storage.

The locked cupboards and the fridge are cleaned and the expiry dates on the contents are checked weekly.

Administration record

All medication is administered by the first aider.

The following data is recorded in the treatment book:

- Date and time given
- Name of student
- The student's year and class
- The name and strength of medication
- The dose and route of administration
- Confirmation that parents have been informed (where necessary)
- The signature of the first aider

During school trips all medication to be administered by the First Aider should be

documented on the relevant form and returned to the head upon return.

Principles for the administration of medicines at the School

In order to act in the best interests of the school and the students, the First Aider will:

- know the normal dosage, side effects, precautions and contraindications of the medicines administered;
- know the identity of the student who is given the medication;
- check the prescription or label on the medicine that is given;
- check the expiry date of the medication;
- know that the student is not allergic to the medication;
- make a clear and accurate record of the medication given.

Policy written in July 2016.

Policy due to be reviewed in July 2017.