



## **First Aid Policy**

(Incorporated into the school's H&S Policy)

**Created:** January 2022

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**Signed:** Natasza Hughes – Head of School

**Signed:** Sue Lau – Proprietor

### **First aid, accidents and illness**

The proprietors acknowledge their duties under the First Aid at Work Regulations to its employees and its common law duties of care to visitors and children in its care. The responsible person for the school has been charged with maintaining adequate first aid cover during the operating hours of the site by:

- Ensuring a suitable number of full and emergency first aid trained staff are available at all times the setting is operational (this should include the provision of first aid on Offsite Visits)
- Ensuring relevant staff receive appropriate training in the treatment and procedures associated with potential injuries connected with specific hazards identified in teaching subjects.
- Liaising with the training manager to ensure that first aid training is kept up (refreshed every 3 years) to date via the schools approved first aid training provider and the training matrix is similarly updated.
- Ensuring staff, visitors and children are aware of how to summon first aid assistance and who is able to provide that assistance. A notice detailing trained staff will be posted in the office, staff area and other communal areas around the school.
- Ensuring a sufficient number of suitably stocked first aid kits are available across the site (HSE 10-20 person) including company vehicles.
- Monthly checks and restock of site first aid kits (including sign off monthly check).
- Ensuring that PE staff have access to first aid kits when leading sporting activities in setting or at away fixtures.
- Ensuring a suitable equipped room is available at all times for the treatment of children, staff and visitors and that the room remains in a clean and serviceable condition at all times the school is open.

### **Management of suspected fractures**

In all cases where a fracture is suspected the casualty must be sent to A&E without delay. When treating a child or member of staff for a suspected fracture, a dose of paracetamol can be administered to assist with the pain management (providing consent to administer has been obtained from the legal guardian of the child). This can only be carried out by staff that have undergone administration of medicines training or on the advice of medical professionals contacted in relation to the incident. All doses must be recorded and details sent with the casualty to hospital.

### **Taking staff and children to hospital**

When a child or member of staff is injured beyond the ability of the school first aider to treat the injury, or they exhibit signs of serious illness, they should be sent to hospital. Depending on the severity of the situation this may be by ambulance or school vehicle. An ambulance must always be called for:

- suspected fractures to the leg, neck and back;
- head injuries resulting in loss of consciousness;
- strangulation events;
- medical shock;
- cardiac problems; or
- severe breathing difficulties.

Hospital attendance is also required for:

- suspected overdoses
- severe cuts
- ongoing medical issues related to the above

In all cases, the final decision on the need for further medical assistance will be made by the school qualified first aider. Whenever a child is taken to hospital a suitable member of staff must accompany them and be in a position to give consent or contact the legal guardian for consent in relation to medical treatment.

### **Emergency Procedure for Major Incidents**

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

1. Call 999
2. Summon a First Aider and get the relevant medication
3. Emergency treatment should be delivered

If phoning 999 the following information must be given:

- School telephone number
- School address:
- Give your name
- Name of the casualty and symptoms/any known medical condition
- Inform ambulance control of the best entrance e.g., front of school

- If an ambulance is called, the reception and SLT should be informed and an adult should go to the notified entrance to give directions to the ambulance crew
- The first aider or responsible adult must accompany the casualty to hospital.
- If the emergency services are called the parent/carer of the casualty will be telephoned by the school admin officer or a member of SLT as soon as is practical.

### **Offsite visits**

First aiders on offsite visits will have the same duty of care as if they were in setting. Whilst on the visit they will carry their first aid kit and attend to the needs of injured and ill students as required or back up the venues first aid staff if they are present. They will ensure that the visit leader has information regarding treatment by themselves or a third party for inclusion in the trip return or RIDDOR report.

### **Medical conditions**

Where a school has staff or children requiring specific medical intervention for illnesses such as anaphylaxis, diabetes, epilepsy and asthma, all first aid staff should be trained on how to deal with these conditions and to administer medications required. All staff caring for or teaching these particular children should know about their conditions and the actions to be taken in the event of an emergency. In all such cases prior consent to administer such medicines must have been obtained in writing from the parent or legal guardian as per the Myles Academy administration of medicines policy which is a subset of this policy.

### **Head injury**

Where a child or member of staff suffers a suspected head injury the following procedures will be followed. Where there is obvious injury or ill effects the casualty will be sent directly to hospital for examination and treatment. In cases where a blow to the head has been sustained but no apparent injury or symptoms are displayed, the casualty will be issued with a head injury card advising staff/parents/legal guardians to keep the person under observation and to seek medical help if any of the symptoms detailed on the card are exhibited.

### **Illness**

The first aid room will be provided with a couch or day bed for use by children and staff to rest if taken ill during the school day. Where a child is diagnosed with an infectious illness, they should be isolated in the first instance and as soon as possible be sent home to recover with parents or guardians. Staff involved in the care of these persons should follow the infection control procedures below.

## **Infection control**

Spillages of blood and body fluids should be dealt with as soon as possible. The HSO will ensure that spill kits are available for use when dealing with body fluids. These will contain disposable gloves, disposable aprons and suitable disinfectant/absorbent media. In line with infection control practices surfaces which may have been contaminated with blood or body fluids should be wiped down with a suitable disinfectant spray. Disposal of Waste Disposable items, including gloves, which have been soiled with blood or body fluids should be sealed in a clinical waste bag and disposed of in a sanitary bin or specific medical waste yellow bin. Non-disposable items which have been soiled with blood or body fluids (for example clothing or towels) should be sluiced and washed in a washing machine at 60°C (degrees centigrade). If it is property belonging to a child the items should be placed in a plastic bag and then tied up for transport home with the child.

## **Our Commitment**

In common with good practice, we will aim to work in partnership with parents/carers and (as appropriate) pupils to meet their individual needs. The following guidance aims to ensure a smooth-running partnership that minimises the impact of medical requirements on the day-to-day school life of pupils. Parent/carers are encouraged to contact the Headteacher if they feel that procedures require adjustment or alteration to suit their specific case. The headteacher will then refer this to the prescribing medical professional.

Staff that provide support for pupils with medical needs which may include the administration of medication will be given support by the Headteacher, access to necessary information, and receive appropriate training and guidance where necessary. First aid trained staff and anyone administering medicines at any time will also hold the Administering Medication Certificate.

## **Medication**

It is important that pupils who need to take medication at school are involved as closely as possible in the arrangements made for them. When making arrangements for medical care at school the following should be considered:

- Independent management of needs
- Supervised administration of medication
- Staff administration of medication

Staff will assist pupils with their medical needs after consultation with the Headteacher. Agreements for administering medication will normally fall to the Headteacher after adequate consultation with parent/carers and pupils. No staff members should enter into individual agreements with parents/carers and pupils.

Myles Academy will ensure that training is delivered according to guidelines. Staff administering medication and witnesses signing the medication book will hold the relevant certificates.

Information about an individual pupil's medical condition and related needs will only be disseminated to relevant staff in order to ensure the pupil's wellbeing. Information can only be passed on with the consent of parents/carers.

Where there are concerns about whether Myles Academy can meet either a pupil's needs or the expectation of parents/carers, the Headteacher will seek advice from the proprietors and a suitable health professional.

Advice on the storage of medicines should be sought from a qualified pharmacist when required. Instructions with medication should be preserved and followed.

Medicines may be potentially harmful to anyone for whom they are not prescribed. We will try to ensure that risks to the health of others are properly controlled. A secure location is provided by Myles Academy, this is the medicine cabinet in the main office.

Medicine must only be brought to school in the original container. The container should be clearly labelled with the following information:

- Name of pupil
- Name of the drug
- Dosage
- Frequency of administration
- Expiry date

Medicines should always be kept in their original containers.

When a medicine requires refrigeration, it can be kept in a refrigerator containing food, in an air-tight container. To avoid confusion medicines should be kept in a separate shelf used only for the storage of medication. The container should be clearly labelled as described above. If a refrigerator contains medicines, access to it should be carefully monitored. The refrigerator is situated in the school office. Members of staff who use the refrigerator are made aware of the importance of keeping the medicine safe and secure in a lockable box within the fridge.

In an emergency, pupils should have prompt access to their medicine through a recognised procedure. It is the duty of the Headteacher to ensure that all staff are familiar with the emergency procedure.

Myles Academy staff will NOT dispose of medicines. Out of date medicine will be returned to parents/carers at the end of term for disposal. Parents will be instructed to return these to the pharmacist for safe disposal.

The Headteacher will ensure that staff know how to call the Emergency Services/NHS Direct.

A pupil who is taken to hospital by ambulance should be accompanied by a member of staff who will remain until the pupil's parents/carer arrives at the hospital. If a pupil is taken to

hospital, it is essential that Myles Academy makes every effort to inform parents/carers immediately; failing this the emergency contact person will be informed.

In an emergency it may be necessary for 2 members of staff if possible, to take a pupil to hospital in his/her own car. When a pupil is taken to hospital by a member of staff, they should also take with them all medication the pupil is currently taking together with the pupil's medical record showing what medication has been taken, when it was taken, the dosage and what the medication is being taken for.

### **Administration of medicines**

If a pupil refuses to take medication, Myles Academy will record this and inform the child's parents/carers. If the medication is essential to the child's continued well-being, Myles Academy will call the emergency services and inform the parents/carers. If the medication is essential to the child being educated, Myles Academy will contact parent/carers to discuss actions to be taken and whether it is safe for the pupil to be in school unmedicated.

Medication should be brought to Myles Academy only when it is needed. Often medication can be prescribed in dose/frequencies which enable it to be taken outside school hours. Parents/carers should be consulted about this.

We will never administer medication without consent.

### **Non-prescribed medicines**

Pupils sometimes ask for pain-killers (analgesics) at school, including aspirin and paracetamol. Myles Academy staff should generally not give non-prescribed medication to pupils without the written consent of parents/carers. Verbal consent may be obtained but this must be logged in the pupil call log. This should include time of phone call, who was spoken too, the staff member making the call and a record of what was said.

With the prior agreement of parents/carers, Myles Academy may administer mild analgesics; e.g. either one or two paracetamol tablets (according to parental/carer advice) to a child who asks for it, if he suffers pain or a headache at school. A record must be kept of the dose given.

### **Functional Medication**

This type of medication includes; Insulin (diabetes), Ventolin (asthma), Diazepam/Valium (Epilepsy), Adrenaline (anaphylaxis). Where this type of medication is needed staff will be given specific training.

### **Working with parents/carers**

We will work together with parents/carers to ensure that all relevant information with regard to a medical condition which may affect a pupil at school is passed on to all concerned. Information will only be requested from parents/carers when it is necessary to ensure the health and safety of the individual pupil and/or their peers at school. The confidentiality of a child's medical records will be respected. Information is gathered at induction meetings and regular reviews. Separate information is requested when a pupil is going off-site.

All parents/carers will be informed of Myles Academy policy and procedures for addressing the medical needs of children.

Parent/carers should provide the school with adequate information about their child's medical condition, treatment, or any special care needed at Myles Academy. They should, in partnership with the school, reach an agreement on Myles Academy's role in helping to address their child's medical needs. Any details will be passed on to those who need to know using the staff meeting forum.

The cultural and religious views of families should always be respected. If parents make a specific request i.e., they don't want certain treatments for their children, parents will be asked to communicate this in writing and sign it.

Parents/carers will be asked for the following information about medication:

- name of medicine
- Dose
- Method of administration
- Time and frequency of administration
- Other treatment which may involve Myles Academy staff or affect the child's performance during the school day
- Side effects which may have a bearing on the child's behaviour or performance at school

Pupil medical conditions will be established at the first initial interviews. Parents/carers should advise Myles Academy of any changes in the medication administered to their child and or changes of their condition at the earliest opportunity.