

First Aid Policy

POLICY STATEMENT

Robert May's School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid and implementing the First Aid Policy at Robert May's School is held by the Headteacher.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

AIMS & OBJECTIVES

Our First Aid Policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises. The **First Aid Needs Assessment** will be reviewed periodically or following any significant changes that may affect first aid provision. An additional **First Aider Risk Assessment**, attached to the First Aid Need Assessment, will consider the risks to the person(s) providing first aid treatments.
- Ensuring that there are sufficient numbers of trained first aid staff on duty and available for the numbers of students and adults on site and risks on the premises in accordance with the First Aid Needs Assessment.
- Ensuring that First Aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- Ensuring that there are suitable and sufficient facilities including adequate space and equipment available to administer first aid in accordance with the First Aid Needs Assessment and to meet the needs of students.
- Ensuring that, when appropriate, students, parents and staff are communicated to and aware of any potential health, safety and welfare risks and the school reports any known notifiable diseases following Public Health England guidelines.
- Ensuring the above provisions are clear and shared with all who may require them.
- Ensuring that the physical and mental health of staff members is not put at risk, so far as is reasonably practicable, whilst carrying out first aid duties.

FIRST AID TRAINING

The Headteacher will ensure that there are appropriate numbers of First Aiders, as identified in the First Aid Needs Assessment, and these are adequately trained to meet their statutory duties.

All Robert May's School staff are responsible for:

- Ensuring they follow procedures for referring students to the First Aid Room.
- Ensuring they know who the First Aiders in school are, and how they can be contacted.
- Informing the HR Officer, Line Manager or Headteacher of any specific health conditions or first aid needs they may have.

First Aid Policy

First Aiders (3 day First Aid at Work Qualification)

The First Aid Needs Assessment suggests that there should be a minimum 2 First Aid at Work qualified staff during all core times. At Robert May's School there are currently 5 school first aid qualified staff:

- Tracy Brown – First Aid Room
- Louise Ashford and Dawn Davies – School Office
- David Walters – Facilities Manager
- Theresa Parker – Health and Safety Coordinator

These numbers ensure adequate First Aider provision during school core hours to enable a suitable general first aid response and cover of the First Aid Room for absence, training etc.

First Aid Trained Staff (3 hour Essential First Aid Training)

This optional, bespoke training for school staff is available to assist the school in meeting its own duty of care towards its students. It is not a substitute for a formal First Aid at Work Qualification, which qualifies staff to provide first aid in the workplace. This training should be provided only where:

- additional training is considered to be required for persons in order to enhance their role to provide first aid e.g. for PE staff or for Lead teachers of Visits and Trips; **and/or**
- other staff, in addition to Qualified First Aiders, who are also considered to require some level of training in order to provide first aid to children.

At Robert May's School PE staff, and nominated Learning Support Assistants, Technicians and other teaching staff receive 'Essential First Aid' Training.

Supporting Students with Specific Medical Conditions

Additional training is provided for First Aiders who are required to manage and administer medication and support students whilst in school with specific medical conditions including Epilepsy, Diabetes, Asthma and Allergies. This training is provided through Hampshire CC and by the Diabetic and Epilepsy Specialist Nurses.

Awareness Training

Online Awareness training is provided for staff who accompany off site sports activities, visits and trips. Current training modules are available for supporting students with Asthma, Diabetes, Epilepsy and Allergies/Anaphylaxis.

All first aid qualified or trained staff will be responsible for administering first aid in accordance with their training.

The school's Child Protection and Safeguarding Policy contains further details of safeguarding and child protection training which all staff, including first aid qualified or trained staff,

First Aid Policy

undertake to enable them to fulfill their safeguarding responsibilities effectively in line with KCSiE.

FIRST AID PROVISION

Our First Aid Needs Assessment has identified the following first aid kit locations:

- First Aid Room (Invictus), Science Prep Rooms 1 & 2, DT Office, DT 1 & DT2, Food Tech Office, Site Office, Maths, Erasmus, Gym, Sports Hall during school hours.
- Minibuses and as 'run on bags' in PE Department.
- 6 first aid kits in the First Aid Room are for use on Overseas/Daily Trips/Sports Events.

It is the responsibility of the Lead First Aider to check the contents of all first aid kits, replenish first aid stock, provide a contents list in each box and record termly checks.

The First Aid Room is designated as the First Aid Room for treatment, sickness and the administering of first aid. The First Aid Room will have the following facilities:

- Chairs, Couch, running water (including drinking water), first aid supplies.

A portable AED (Automated Emergency Defibrillator) is available and is located in the Admin Office (Invictus) for use in the event of an emergency. First Aid at Work qualified staff and other staff have received training in the operation of the AED, although it should be noted that the AED could be operated by any person without formal training.

As an additional resource the school now holds 2 spare Asthma inhalers and 2 x Auto-injectors which are for emergency use only. These should only be used for students or staff who have previously been prescribed these medications but their own, is not available for use, fails, or the spare medical items can be used as spares to be taken on residential trip or visits. Previous written consent from the student's Parents/Carers must be obtained. The First Aider will ensure that these are routinely checked to ensure they are in date.

EMERGENCY ARRANGEMENTS

Upon being summoned in the event of an incident/accident, the First Aider will take charge of the first aid treatment, commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance. An ambulance procedure has been written to ensure effective communication with the emergency services

The First Aider **MUST** always call an ambulance in the event of:

- a serious injury – including suspected neck and spine injury;
- any significant head injury;
- significant loss of blood;
- period of unconsciousness/or suspected loss of consciousness;
- significant breathing difficulty;
- the First Aider being unsure of the severity of the injuries;
- the First Aider being unsure of the correct treatment;



First Aid Policy

- other significant injury is possible or suspected.

First Aid Policy

In the event of an accident/injury/incident involving a child it is our policy to always notify Parents/Carers if there is:

- any head injury;
- any non-minor injury;
- significant first aid treatment (other than minor);
- injury requiring attendance at hospital (Parents/Carers will be notified **AFTER** emergency services; have been called) or if the emergency services have been called to attend;
- an incident of self-harm.

The procedure for notifying Parents/Carers is to use all contact telephone numbers provided and leave a message should the Parents/Carers not be contactable. If Parents/Carers cannot be contacted, further attempts to make contact with them will be made at least every half an hour. In the interim, the qualified First Aider or another member of staff will remain with the child until the Parents/Carers can be contacted and arrive on site. In the event that the child requires hospital treatment, and the Parents/Carers cannot be contacted prior to attendance, the qualified First Aider/another member of staff will accompany the child in the ambulance to hospital and remain with them until the Parents/Carers arrive at the hospital.

In the event of an adult or any visitor to site, who requires hospital treatment, emergency contact with next of kin will be made where possible.

In the event of the school being aware of a contagious or notifiable disease in the school, a communication will be circulated to staff, students and Parents/Carers as appropriate.

In the event of a student disclosing any safeguarding element, the trained first aider will report this immediately to the DSO or DSL.

RECORDS

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- name of injured person;
- name of the qualified/emergency First Aider;
- date of the accident/injury/incident;
- type of accident/injury/incident (e.g. bump on head etc.);
- treatment provided and action taken.

Minor illnesses, injury where students have attended the First Aid Room are recorded using Medical Tracker (an electronic database).

Accidents, where a more significant injury is sustained or where there is a potential for accident investigation, are additionally recorded on the Accident Report Forms. These forms are available from the First Aider and are kept in the First Aid Room folder on the W Drive.

Serious accidents, injuries or dangerous occurrences may also need to be reported to the Health and Safety Executive using the online reporting tool (F2508). A list of reportable injuries under RIDDOR Regulations 2013 is displayed in the First Aid Room. The Headteacher must be informed if a RIDDOR report is required. All injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days must be reported on a

First Aid Policy

RIDDOR report. All injuries at work, where they result in an employee being incapacitated for more than 3 consecutive days are recorded on the school's absence system.

A system of monthly accident monitoring will be undertaken to try to determine accident trends.

ACCIDENT INVESTIGATION (ON-SITE)

Accident investigations will be carried out where there is serious injury/incident or where there is a risk of a complaint or claim against the school. Accident Investigation is aimed at improving safety and preventing further accidents. Investigating accidents is to determine immediate and underlying causes and is not intended to apportion blame. The current trained Accident Investigators are the H&S Coordinator and the CFO and all staff are required to co-operate with the requests of the investigators. Accidents/Incident scenes must be left undisturbed until the Accident Investigators have attended. The process of Accident Investigation is:

1. To recognise the need for investigation – using accident report forms.
2. To assess the scene of the accident and determine the facts.
3. To interview victims and witnesses.
4. To determine immediate and underlying causes.
5. To compile statements, reports and risk assessments.
6. To make recommendations.

HEALTH CARE PLANS & SUPPORTING STUDENTS WITH MEDICAL CONDITIONS

A separate policy has been written to incorporate the Department of Education "Supporting pupils at school with medical conditions" statutory guidance issued September 2014 and local HCC guidance. Where necessary, Individual Health Care Plans (IHCP's) are used to ensure that staff are aware of existing medical conditions and the treatment/response, which may be required by First Aiders and teaching staff.

Vulnerable Person Risk Assessments and Personal Emergency Evacuation Plans (PEEPS) are used where students or staff, have temporary or permanent conditions affecting their ability to evacuate the building in the event of an emergency, or move independently around the site during their normal work or school activities.

MEDICATION

Prescribed medicines

Where possible, Parents/Carers are encouraged to ask for medicines to be prescribed in dose frequencies, which enable them to be taken outside of school hours. The school will not give prescription medicines to any student, under 16, without their Parents/Carers written consent, except in exceptional circumstances, where verbal confirmation may be provided by a Parent/Carer. Where the medicine has been prescribed to the student without the knowledge of the Parent/Carer we will make every effort to encourage the student to involve their Parents/Carers while respecting their right to confidentiality. Written records will be maintained of medication administered to individual students. These will then be added to the student's electronic record on SIMS.

Prescribed medicines will only be accepted by Robert May's School if they are in date, labelled, provided in the original container as dispensed by the pharmacist and include instructions for administration, their dosage and storage. Insulin is the exception, which must still be in date but will

First Aid Policy

generally be inside an insulin pen or a pump, rather than its original container. The name of the student, dose, expiry and shelf life dates will be checked before medicines are administered. On occasions where a student refuses to take their medication the Parents/Carers will be informed at the earliest available opportunity.

Students who use their own inhalers and auto-injectors themselves are encouraged to carry them. An emergency Asthma inhaler and 2 x auto-injectors are held in the First Aid Room and written permission is required from Parents/Carers for their use. The school applies the Department of Health Guidance on the use of emergency salbutamol inhalers in schools. These inhalers or auto-injectors may only be used by a person who has previously been prescribed their use and where parental permission has been given.

Controlled Medicines

Controlled medicines may only be taken, on school premises, by the individual to whom they have been prescribed. Passing such medicines to others is an offence, which will be dealt with under our Behaviour Policy. Controlled medicines will be securely stored in the First Aid Room cabinet which only nominated staff will have access.

Written records will be maintained of all controlled medicines brought into the First Aid Room by students or Parents/Carers. There may be instances where it is deemed appropriate for a student to administer their own controlled medication. This would normally be at the advice of a medical practitioner and monitoring arrangements will be in place.

Non Prescribed Medicines

Non-prescribed medicine, including paracetamol, will not be held by the school nor will it be administered to any student. If the first aider covering the First Aid Room, is placed in a position of being aware that a student wishes to take their own paracetamol, they will telephone the Parent/Carer to gain verbal permission and check that students have not taken any other paracetamol containing products within the preceding 4 hours. Details of this call including the time of the call, the person permission was received from will be recorded on the First Aid Room log. A child under 16 should never be given medicine containing Aspirin unless prescribed by a doctor.

Emergency Medicines

Emergency medicines will be stored in the First Aid Room, but not locked away to ensure they are easily accessible in the case of an emergency. All other medication will be stored safely in the locked cabinet or lockable refrigerator. Access will be restricted to the duty First Aiders.

Parents/Carers will be informed of any medicines left over at the end of the course, and asked to collect. Medication returned to Parent/Carers will be documented on the tracking medication form. A sharps box is in place in the First Aid Room for the disposal of needles. Collection and disposal of these is arranged through an authorised company.

Off site Visits and Trips

Specific details for the management and control of prescribed and non-prescribed medicines for visits and residential trips - including rescue medications, inhalers, auto-injectors and medications, are included in Robert May's School's Educational Visits Policy.

First Aid Policy

This policy is to be read in conjunction with the school's Supporting Pupils with Medical Conditions Policy, the school's Child Protection and Safeguarding Policy and Keeping Children Safe in Education (September 2020 version).

Reviewed: Chief Financial Officer and Health & Safety Co-ordinator

Date: January 2021

Approved: Headteacher

Date: **January 2021**

Next Review Date: January 2022