



First Aid Policy

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1. Statement of Purpose

Redhill High School wishes to provide excellent care for its students, and this includes when First Aid is required. First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill. Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

2. Scope

The policy applies to all staff; the procedures and preparations outlined must also apply on activities outside the normal school day e.g. parents' evenings, rental of school. This is not an admission of liability for any injury arising from illness or accident in such circumstances.

3. Statement of First Aid Provision

The School's arrangements for providing First Aid will:-

- Place a duty on the Headmaster and Board of Directors to approve, implement and review the First Aid policy, and designate an Appointed Person to manage First Aid responses;
- Place individual duties on all employees;
- Report and record accidents using relevant form;
- Record all occasions when First Aid is administered to employees, students and visitors;
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements to provide First Aid training to employees, maintain records of training and review annually;
- Establish a procedure for managing accidents in school which require First Aid treatment;
- Provide information to employees on the arrangements for First Aid;
- Undertake a risk assessment of the First Aid requirements of the School and review on a regular basis;
- Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (e.g. specialised training for students with particular medical needs);
- Notify parents / guardians that first aid treatment was given to the child.

4. Arrangements for First Aid

The School will provide materials and equipment and facilities to provide First Aid, as well as ensuring there is a member of staff trained to act as Principal First Aider and an Appointed Person to manage First Aid responses.

4.1 Medical Room

In compliance with The Education (School Premises) Regulations 1996, the governing body will ensure that a room will be made available for medical treatment. This facility contains the following and is readily available for use:

- Sink with running hot and cold water;
- Drinking water and disposable cups;
- Paper towels;
- Smooth-topped work surfaces;
- Range of first aid equipment and proper storage;
- Chairs;
- Low bed, blankets and pillows;
- Soap;
- Clean protective garments for first aiders;
- Suitable refuse container (foot operated) lined with appropriate bag;
- Appropriate record keeping systems and facilities;
- Telephone.

The Medical Room is located upstairs in the corridor by the library.

4.2 First aid Boxes

These are located in the School as follows: in the Medical Room and the Science Lab.

In addition, there are travel kits for trips and matches. The contents of these boxes vary according to location and are checked on a regular basis by the School First Aider who retains a log of the contents of each box/kit. Staff attending an accident should use the nearest first aid box to access materials to deal with the accident, if possible. The nearest box to the playground is in the School Reception. If the teacher requires assistance, they should send the accompanied student to the office for attention from the Principle First Aider or send a student to request that he/she comes to the scene of the accident. If the contents of the boxes become depleted, staff should inform the School First Aider.

A standard First Aid Kit will contain the following items:

- Leaflet giving general advice on First Aid;

- 20 individually wrapped sterile adhesive dressings assorted sizes;
- 4 triangular bandages;
- 2 sterile eye pads;
- 6 safety pins;
- 6 medium wound dressings;
- 2 large wound dressings;
- 3 extra-large wound dressings;
- Pair of disposable gloves.

Before undertaking any off site activities the level of first aid provision will be assessed by the Headmaster and at least one First Aid Kit will be taken along.

4.4 Principal First Aider(s)

This is Mr A Millington (Headmaster). At school, the main duties of the Principal or any First Aider are to:

- Take charge when someone becomes injured or ill;
- Look after the first aid equipment, including restocking when required;
- Check all first aid materials are within their 'use by' date;
- Ensure that an ambulance or other further professional medical help is summoned when appropriate;
- Oversee records of all first aid incidents at the school;
- Manage records of first aid training in order to provide first aid for students and visitors.

First aiders must complete a training course approved by the Health and Safety Executive (HSE).

4.5 Appointed Person

An appointed person is someone who:

- Takes charge when someone is injured or becomes ill;
- Looks after the first-aid equipment e.g. restocking the first-aid container;
- Ensures that an ambulance or other professional medical help is summoned when appropriate.

Appointed persons are not first aiders. They should not give first aid treatment for which they have not been trained. However, it is good practice to ensure that appointed persons have emergency first aid training/refresher training, as appropriate. These courses do not require HSE approval. They normally last four hours and cover what to do in an emergency; cardiopulmonary resuscitation; first aid for the unconscious casualty; first aid for the wounded or bleeding.

5. Reporting to Parents

If a student receives more than a minor cut or graze, the accident should be reported to the parents. Staff should, therefore, report all accidents to the Main Office so that parents/carers may be informed.

Bumps to the head suffered by students must always be reported to parents who should be given the choice whether or not to collect them from school. Students who begin to feel unwell during the school day should be sent to the Main Office if unable to participate in class activities. The Principle First Aider will look after them and decide whether or not parents need to be informed or be asked to collect them from school.

6. Transport to Hospital or Home

The Principle First Aider will determine the sensible and reasonable action to take depending on the circumstances of each case:

- Where the injury is an emergency an ambulance will be called, following which the parents will be called;
- Where hospital treatment is required but not in an emergency, the Principle First Aider will contact the parents in order for them to take over responsibility for the student.

Where arrangements are made for transporting a child then the following points will be adhered to:

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the student in a vehicle;
- A second member of staff will be present to provide supervision of the injured student.

7. Record Keeping

The School will keep a record of any first aid treatment given by first aiders and appointed persons. This should include:

- The date, time and place of incident;
- The name (and class) 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);
- The name and signature of the first aider or person dealing with the incident.

The School is required to maintain a record of injuries and accidents to employees and students. These records are placed in the accident book and are to be retained in the Main Office for a minimum of three years.

All accidents and dangerous occurrences, however minor, arising out of or in connection with work and school activities must be reported to the Headmaster or through the Principle First Aider. The requirement applies to accidents involving staff, students, parents, contractors, visitors and members of the public. It applies to accidents and incidents that occur on and off site when a school activity is involved. A regular report is to be made to the Health and Safety Committee by the Headmaster. Accident/incident report forms produced by The Health and Safety Executive (HSE) are used (see <https://www.hse.gov.uk/forms/incident/index.htm>)

Written notification should be made as soon as possible after the event and no later than the next working day. The Principle First Aider maintains the Accident Book as a central log of all accidents. They consider this and decide on any further action required before copying the details and placing it in the student's individual file. Serious accidents/incidents should be reported verbally as quickly as possible.

8. Hygiene Procedures for Disposal of Body Fluids (Clinical waste management)

The legal definition of clinical waste is given in the Controlled Waste Regulations 1992 as: "Any waste which consists wholly or partly of human or animal tissue, blood or other bodily fluids, excretions, drugs or other pharmaceutical products, swabs or dressings, or syringes, needles or other sharp instruments, being waste which unless rendered safe may prove hazardous to any person coming into contact with it; and any other waste arising from medical, nursing, dental, veterinary, pharmaceutical or similar practice, investigation, treatment, care, teaching or research, or in the collection of blood for transfusion, being waste which may cause infection to any person coming in contact with it". The safe disposal of clinical waste is a shared responsibility of the Principle First Aider and the school caretaker. Approved 'yellow' bags must be used for the temporary storage of such waste in clearly defined and safe areas prior to removal from the school by an authorised contractor.

9. Staff Responsibilities

All members of staff receive basic one day first aid training every three years. There are several members of staff who have additional 3 or 4 day training and at least one of these is always present on the premises when students are present.

10. Administration of First Aid and Medicines to Pupils

The School acknowledges that students may require medication during the school day as part of either long-term management of a health condition or during a short period of illness/injury. The School will administer medication provided that the parent(s) of the student adheres to the following safety guidelines:

- The School will administer medication in school provided a letter giving written permission and with full instructions regarding frequency and dosage etc. has been received;
- Medication must be received by the school in the original, intact container or packaging. The pharmacy label should be clear and not obstructed in any way;
- Medication should be brought to school by a responsible person. This person will, if possible, be the parent. A written letter stating all information contained on the 'Administration of Medication to Student' form must also accompany the medication. Relevant forms are available in the appendices to this policy.

11. Information on First Aid Arrangements

The Headmaster will inform all employees at the school of the following:-

- The arrangements for recording and reporting of accidents;
- The arrangements for First Aid;
- Those employees who are qualified First Aiders;
- The location of the First Aid Kits.

All members of staff will be made aware of the School's First Aid policy. No member of staff should attempt to give First Aid unless they have been trained.

12. Arrangements for students with particular medical conditions

Parents are required to give details in writing and discuss with the Main Office staff any long term health care needs, for example asthma, allergies, epilepsy and diabetes. This will ensure that the School has the necessary medication and that the appropriate information is recorded and held on record. Staff are given lists of students with medical conditions who they are likely to work or come into contact with. The kitchen staff have details of students with allergies attached to their photographs. Students suffering with asthma are required to have an in date inhaler/reliever in school. Students suffering with allergies who have been prescribed epi-pens are required to have an in date epi-pen plus Piriton in school.

13. Communicable Diseases

The Main Office should be informed immediately by parents if a child has been diagnosed with a communicable disease such as Chicken Pox or Measles. The school will then inform any parents of children who may have been in contact with this child.

14. Return to school after Illness

If a child is ill/unwell he/she should remain away from school until able to fully participate in the school day. In particular if he/she has had diarrhoea or vomiting within the last 24 hour period or if the child has had a higher than normal temperature, this must be registering with the 'normal' range for a 24 hour period before returning to school.

15. Reporting

The Board of Directors is aware of its statutory duty under The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) in respect of reporting the following to the Health and Safety Executive (telephone 08453009923) as it applies to employees:

- An accident that involves an employee being incapacitated from work for more than 3 consecutive days (excluding the day of the accident but including non-working days)
- An accident which requires admittance into hospital for an excess of 24 hours
- Death of an employee
- Major injury such as a fracture, amputation, dislocation of hip, shoulder, knee or spine

For non-employees and students an accident will only be reported under RIDDOR:

- Where it is related to work being carried out by an employee or contractor and the accident results in death or major injury or;
- It is an accident in school which requires immediate emergency medical treatment at hospital.

The Headmaster is responsible for notifying the Health & Safety Executive Incident Contact Centre in applicable cases.

Where an employee, student or visitor has been injured or becomes ill as a result of a notifiable accident or dangerous occurrence which is a cause of death within one year of the date of that accident the HSE must be informed in

writing as soon as this is known. It is also a statutory duty to keep a record following enquiries from the DSS concerning claims for any of the prescribed industrial illnesses.

16. Reviewing the Policy

This policy has been produced with reference to: Health and Safety (First Aid) Regulations 1981; Department of Health Guidance on Infection Control in Schools and Nurseries; The Education (School Premises) Regulations 1996; The Controlled Waste Regulations 1992; The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR); Social Security (Claims and Payments) Regulations 1979; Health and Safety at Work Act 1974; Social Security Administration Act 1992; Data Protection Act 1998.

This policy will be discussed, reviewed and revised annually, in consultation with students, parents, staff and members of the school community, including the Board of Directors. It should also be reassessed in the light of any serious or potentially serious incidents.



MEDICATION PLAN FOR A STUDENT WITH MEDICAL NEEDS

Details of Student

Surname:

Forename(s):

Address:

Date of Birth:

Male/Female

National Health No.:

Condition or Illness:

Contact Information

1 Family Contact 1

Name:

Relationship:

Phone Number/s:

2 Family Contact 2

Name:

Relationship:

Phone Number/s:

3 GP

Name:

Phone No:

4 Clinic/Hospital Contact

Name:

Phone No:

Plan prepared by:

Name:

Designation:

Date:

Describe condition and give details of student's individual symptoms:

Daily care requirements (e.g. before sport, dietary, therapy, nursing needs):

Members of staff trained to administer medication for this child (state if different for off-site activities):

Describe what constitutes an emergency for the child, and the action to take if this occurs:

Follow up care:

I agree that the medical information contained in this form may be shared with individuals involved with the care and education of _____ .

Signed:

(Parent/Carer)

Date:



REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

The school will not give your child medicine unless you complete and sign this form and the Headmaster has agreed that school staff can administer the medicine.

Details of Student

Surname: Forename(s):

Address:

Date of Birth: Male/Female

Condition or Illness:

Medication

Parents must ensure that in date properly labelled medication is supplied.

Name/Type of Medication (as described on the container):

Date dispensed: Expiry date:

Full Directions for use

Dosage and method:

NB. Dosage can only be changed on a Doctor's instructions

Timing:

Special precautions:

Are there any side effects that the School needs to know about?

Self-Administration? Yes / No (delete as appropriate)

Procedures to take in an Emergency:

Contact Details:

Name:

Phone number: (home/mobile)
(work)

Relationship to student:

Address:

I understand that I must deliver the medicine personally to the School Office/Headmaster and accept that this is a service, which the school is not obliged to undertake. I understand that I must notify the school of any changes in writing.

Signature:

Date:

Agreement of Headmaster

I agree that (name of student) will receive (quantity and name of medicine) every day at (time(s) medicine to be administered eg lunchtime, break time etc).

This child will be given/supervised whilst he/she takes their medication by (name of staff member).

This arrangement will continue until (either end date of course of medicine or until instructed by parents).

Signature:

Date:



RECORD OF MEDICINE ADMINISTERED TO AN INDIVIDUAL STUDENT

Surname		
Forename(s)		
Date of Birth		Male/Female
Condition or illness		
Date medicine provided by parent		
Name and strength of medicine		
Quantity received		
Expiry date		
Quantity returned		
Dose and frequency of medicine		

Checked by:

Staff Signature:

Parent Signature:

Date			
Time given			
Dose given			
Any reactions			
Staff name			
Staff signature			

Date			
Time given			
Dose given			
Any reactions			
Staff name			
Staff signature			

Date			
Time given			
Dose given			
Any reactions			
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Date			
Time given			
Dose given			
Any reactions			
Staff name			
Staff signature			



AUTHORISATION FOR THE ADMINISTRATION OF RECTAL DIAZEPAM

Student name: _____

Date of birth: _____

GP: _____

Hospital consultant: _____

_____ should be given Rectal Diazepam ____mg if he/she has a
*prolonged epileptic seizure lasting over ____ minutes

OR

*serial seizures lasting over ____ minutes.

An ambulance should be called for *at the beginning of the seizure

OR

If the seizure has not resolved *after ____ minutes.

(* please delete as appropriate)

Doctor's signature: _____ Parent's signature: _____

Date: ___ / ___ / ___

NB Authorisation for the administration of rectal diazepam

As the indications of when to administer the diazepam vary, an individual authorisation is required for each child. This should be completed by the child's GP, Consultant and/or Epilepsy Specialist Nurse and reviewed regularly. This ensures the medicine is administered appropriately.

The Authorisation should clearly state: when the diazepam is to be given e.g. after 5 minutes; how much medicine should be given; if a second dose of Rectal Diazepam can be given; and how the child presents before, during and after a seizure. Included on the Authorisation Form should be an indication of when an ambulance is to be summoned.

This form should be completed in conjunction with Form AM7.

Records of administration should be maintained using Form AM4 or similar.