

FIRST AID POLICY

Ely College

Version Number:	1
Applicable To:	Ely College
Committee:	Academy Councillors
To be approved by Academy councillors on:	November 2016
Review Cycle:	Yearly
Date of Next Review:	November 2017

This Policy conforms to the DFE Guidance on First Aid in Academies.

1 Purpose

The Academy recognises that its responsibility for the safety and welfare of all the students and staff is paramount.

The Academy will conform to all statutory requirements and recognises and accepts its responsibility as an employer for providing so far as reasonably practicable, a safe and healthy work place and working environment, both physically and psychologically, for all its employees, volunteers, and other workers.

First Aid matters will be raised at staff briefing as required and all staff/new students will be informed about First Aid arrangements during their induction.

2 Provision

- A suitably stocked and labelled first-aid provisions cabinet is situated in the medical room.
- Suitably stocked first-aid provisions are situated in key areas around the Academy site
- Trained First Aiders take day to day charge of all first-aid arrangements from either the medical room or the House Offices.
- Other designated staff may be trained as a supportive measure and to deputise in the absence of the main First Aiders.
- Information for employees, students, parents/carers on first-aid arrangements
- Risk assessment for activities and events
- First-aid provision is available during the usual working day, while people are on Academy premises, and on off-site visits where a risk assessment has indicated this might be necessary (e.g. sports activities)
- The mini bus has a stocked first aid box and a portable one is carried on outside visits.

3 Responsibilities

All employees are reminded that they are responsible for any defects in the equipment or damage to their classrooms and should report such to the Site Manager.

Any damage to the building that could be dangerous should also be reported to the Site Manager immediately.

Health and safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. The Academy is responsible, under the Health and Safety at Work etc. Act 1974 (HSWA) and under the regulations for the registration of independent Academies for having a health and safety policy. This should include arrangements for first aid, based on a risk assessment of the Academy, and should cover:

- numbers of first-aiders/appointed persons
- numbers and locations of first-aid containers
- off-site activities/trips/work experience.

This does not conflict with the responsibility of the employers or Academies to undertake a risk assessment to identify significant risk and necessary control measures when students below the minimum Academy leaving age are on or off site.

3.2 Parents have the prime responsibility for their child's health and should provide the Academy with information about their child's medical condition.

3.3 Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students at the Academy in the same way that parents might be expected to act towards their child. In extreme circumstances, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

3.4 Adequate and appropriate training and guidance is given to staff who volunteer to be first aiders/appointed persons. There will be enough trained staff to meet the statutory requirements and assessed needs. First aiders must complete a training course and ensure they receive refresher training every 3 years.

3.5 In the Academy, the main duties of a first-aidер/appointed person are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at Academy;
- When necessary, ensure that an ambulance or other professional medical help is called;
- Enter details of injuries and treatment outcome in the appropriate record;
- Administer medication and keep appropriate records;
- Take charge when someone is injured or becomes ill;
- Look after the first-aid equipment e.g. restocking the first-aid container.

4 Procedure in case of illness, accident or injury.

In the case of illness:

- If a student asks to attend the House Office due to feeling unwell the member of staff in charge will send them to the House office with a brief note, usually in their planner;
- If someone is taken ill and cannot be moved, the first member of staff on the scene will contact the nearest House Office or Reception immediately and summon help from a First Aider.

In case of an accident or injury at the Academy, the following procedures should be followed:

- The injured party should be seen by a qualified First Aider/Appointed Person;
- Parents or next of kin to be contacted as appropriate;
- If the injuries cannot be treated at the Academy, arrangements should be made for transportation to hospital;
- All witnesses must make a statement as requested by appropriate staff to help clarify the cause of injury;
- The First Aider/Appointed Person will keep a record of any first aid treatment given. This includes:
 - 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);
 - Name and signature of the first aider or person dealing with the incident.

4.2 Accidents that must be reported to senior management are those which are a result of any Academy activity or a result of defective premises or equipment within the Academy.

- All records are kept for a minimum of 3 years after leaving the College.
- They will be analysed to look for trends and patterns.
- May be used for reference in future first-aid needs/assessments.
- Be helpful for insurance and investigative purposes.

4.3 If the individual is under 16 and is to go to hospital, they will be accompanied by a member of staff who will remain with them until the parents or responsible adult arrives.

4.4 In the event of a serious accident (one that involves hospitalisation, 3+ days off work or death) that happens to employees, students or visitors, this must be reported to the HSE.

5 Hygiene/Infection Control

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

6 Special Arrangements

In some cases, students with medical needs may be more at risk than another student. Staff may need to take additional steps to safeguard the health and safety of such student. In a few cases individual procedures may be needed and these will be detailed in an individual Risk Assessment. The Principal is responsible for making sure that all relevant staff know about and are, if necessary, trained to provide any additional support these students may require.

7 Emergency Situations

First Aiders must be trained to recognise and respond appropriately to the emergency needs of students with chronic medical conditions, the most common ones being asthma, diabetes, epilepsy and severe allergic reaction.

7.2 Students with asthma need to have immediate access to their reliever inhalers when they need them. Arrangements for the storage of spare inhalers should be agreed between parents and the House Office team.

7.3 Students with epilepsy; any concerns about safety should be discussed with the child and parents as part of the health care plan.

7.4 Students with diabetes should be supported to manage their own medication. This should be discussed with child and parent as part of the health care plan.

7.5 Anaphylaxis – parents and child should discuss allergies as part of the health care plan. Pre-loaded injection devices (Epipen) should be provided by the parents in the correct container, in date, labelled with their child's name and updated medicine, together with a signed, up-to-date protocol from the child's doctor. If the Academy has to administer this injection an ambulance must always be called.

8 Child Protection

If any concerns are raised that have Safeguarding implications (e.g. unexplained marks or scars), whilst a person is being treated for first aid, the First Aider must inform the designated Child Protection officer who will then take appropriate action. Ensure appropriate referral paperwork is completed.

8.2 Physical contact with students during the treatment of minor injuries, illness or medical conditions may be necessary and may involve at least one or more First Aiders. Any treatment should:

- Not involve more contact than necessary;
- Be undertaken by staff who have volunteered to be designated to the task;
- Be carried out wherever possible, in front of other students (if appropriate) or adults;
- Be recorded in appropriate documentation;
- Parents informed.

9 First Aid materials, equipment and facilities

- First-aid equipment must be clearly labelled, easily accessible and up to date.
- Students' individual medical containers must be clearly marked on the outside and contain up to date medicines provided by the parents.
- All first aid containers contain the correct contents (as recommended by the DFE Guidance) to provide first aid to our client groups.

- The First-aider/Appointed Person is responsible for examining the contents of first-aid containers. They are checked frequently and re-stocked as soon as possible after use. Items are discarded safely after the expiry date has passed.
- Before undertaking any off-site activities, the responsible person assesses what level of first-aid provision is needed. A portable first-aid container is maintained in a good condition and readily available for use and prominently marked as a first-aid container.
- Transport Regulations require that the minibus has on board a first-aid container.

10 Administration of medication during the school day

- Please refer to the Supporting Students with medical needs policy

SLT September 2016

Leadership

This policy will next be reviewed in November 2017

Appendix A

Guidance for Staff when encountering an accident or injury

This guidance is to help you if you are the first member of staff called to help a student or member of staff who has had an accident or been injured, it IS NOT a first aid course!

Your main role is to prevent any further damage and summon help from a First Aider. (Contact extension 2874 for the First Aider on duty, or ask the school office to do so ext 2800.)

DO NOT

- Send any injured student to the House Office alone.
- Allow students to treat themselves or each other (unless there is a specific condition eg diabetics etc.)
- Apply ANY form of ointment/lotion or antiseptics.
- Wriggle damaged bones/joints in case they are fractured.
- Allow students who 'feel faint' to go to the toilets etc.
- Send injured students to 'sit on bench' without informing first aider.
- Attempt any first aid.

DO

- Decide if the student can be taken to the First Aid Room or House Office or if the First Aider needs to come to the child.
- Contact the House Office or Main Reception. Request First Aid support and check that the First Aider knows the student is on their way to the medical room/House office or that the First Aider is on their way to the incident.
- Make sure that the First Aider is aware of ALL head injuries even if there are no signs of damage at the time.
- Report all cases of unconsciousness, however brief, to the First Aider.

Immediate action that can help prevent further damage

- Immerse ALL burns/scalds in cold water for at least 10 minutes.
- Apply pressure directly to cuts to stop bleeding (provided there is no object in the wound and taking into account personal safety). Raise the affected part if the bleeding is severe.
- Use the fresh clean tap water to irrigate the eye to remove chemicals/particles. Any student with an eye injury should be referred to the First Aid Room.
- Place unconscious casualties in the recovery position.
- In case of epilepsy, clear a space around the casualty to prevent them injuring themselves but DO NOT try to restrain them, but do try to support the head if possible to prevent any head injuries.
- Always inform a First-Aider of any injuries/accidents.

Accidents and medical room procedure

Serious accidents

- Never move the injured person, unless in danger.
- Contact First Aider who will arrange an ambulance and contact the student's contact person or summon an ambulance and then contact First Aider.
- A student's contact person or member of support staff in car/taxi/ambulance as appropriate will escort the student taken to hospital.
- Accident book will be filled in and returned to First Aid Office. Any knowledge of a broken bone/s must be notified immediately, as Health and Safety Executive will need to be advised.

Minor accidents

- If the injured person is able to walk without risking further injury, they should be escorted to the medical room where the First Aider will take over.

- They will contact the student's contact person if necessary.
- An accident report form is required for all accidents (staff and students) and must be completed by injured person or responsible adult.
- The forms are available from the Medical Room and should be completed and returned to Medical Room as soon as possible.

Student unwell

- Teachers sending student to the Medical Room must complete the relevant section in the Student Planner – occasional passes and check for previous entries that day.
- The student must take his/her Planner to the medical room.
- Break times and at the end of each lesson change student must go/report to next lesson if their condition allows.
- Academy reception students can relay messages to relevant members of staff in an emergency.

Accepted into medical room

- Teacher sending student to Medical Room is to confirm arrival, at earliest opportunity.
- First Aid staff will determine if the student is sent home by contacting parents.
- When students are well enough they are returned to lesson within 10 minutes if possible.
- If students are too ill for lessons a contact person is telephoned and asked to collect the student as soon as possible.
- Students going home through illness must be collected by a contact person recorded on school database only from school.
- If no contact person is available, the student is assessed on an individual basis regarding the severity of the complaint. If possible the student is returned to lessons.

Accident and injuries

Procedures and Treatment

- If a student asks to attend the medical room the member of staff in charge will decide if a visit is necessary and if so, complete the relevant section in the Student Planner– occasional passes.
- If someone is taken ill and cannot be moved, the first member of staff on the scene will contact the medical office immediately and summon help from a First Aider.
- In the case of an accident or injury, the first member of staff on the scene will summon help and will contact the medical office immediately and summon help from a First Aider.
- If the person is found to require specialist treatment, the First Aider will endeavour to contact the parent of the student or the next of kin of the adult. They will also call for an ambulance or other qualified support if they consider such action appropriate.
- The senior staff duty person will also be notified and will attend either at the medical room or where the individual is receiving treatment in order to provide necessary support.

Hospital

- If the individual is under 16 and is to go to hospital, they will be accompanied by a member of staff who will remain with them until the parents or responsible adult arrives.

First Aid Kits

Most departments and House Offices have First Aid kits. There are eye stations in technology and science departments.

Infection Control

The DSF guidelines should be followed at all times to provide protection against a range of infections to which adults in schools may be exposed.

- All games and practices which involve piercing the skin (such as 'blood brothers/sisters' and amateur tattooing) are forbidden.
- All minor cuts and open skin lesions on students or staff should be covered with a dressing. Any student with an open cut or graze should be sent to the medical room.

Appendix B

Epipen letter sent to parents

Dear Parent/Carer

Ref: The use of Epipens

In order for a member of staff to administer treatment involving the use of an Epipen a number of elements need to be in place:

- **The member of staff must be appropriately trained in the process. We have recently undertaken the annual refresher training and have a large number of teachers and support staff accredited.**
- **The Epipen in our possession must not be “out of date”.**
- **We must hold a protocol and a consent form for the use with your child, which again has to be up to date and signed by you.**

It has been brought to my attention as part of our regular review of First Aid issues that in the case of your son/daughter not all of these elements are currently in place. The areas of concern are ticked on the list below. I would appreciate it if you could help us by addressing these matters as quickly as possible. If you have any query, do not hesitate to contact the school office and ask to speak with Mrs C Price who can explain what is required.

We do not hold a signed protocol for Epipen use for your child. Could you please provide us with one.	
We hold a protocol but it is unfortunately out of date. Please supply us with a new copy.	
The Epipen stored in our First Aid Room has passed its use by date. Please could you provide us with a replacement.	

Many thanks for your assistance in this matter.

Lee Mawby
Vice Principal

Appendix C – Medication Consent form

Ely College
CONSENT FORM FOR SCHOOL TO ADMINISTER
MEDICATION TO STUDENTS

The school will not give your child medicine unless you complete and sign this form and agree that the school first aid staff can administer the medication.

DETAILS OF STUDENT

Name of child: _____ Date of birth: _____

Condition or illness: _____

Name of GP: _____ Telephone: _____

I consent to my child receiving the following medication in school:

MEDICATION

Name of Medication (as described on the container): _____

_____ Expiry date: _____

How long will your child take this medication: _____

Dosage: _____ Time: _____ Side effects: yes/no: _____

CONTACT DETAILS

Name: _____

Telephone No 1: _____ Relation: _____

Telephone No 2: _____ Relation: _____

I undertake to ensure that the school has adequate supplies of this/these medication(s).

I undertake to ensure that this/these medication(s) supplied by me and prescribed by my child's doctor is/are correctly labelled, is/are in their correct containers, in date, with storage details attached and that the school will be informed of any changes.

I understand that a member of staff who has received appropriate training in accordance with the Local Authority code of practice will give the medication.

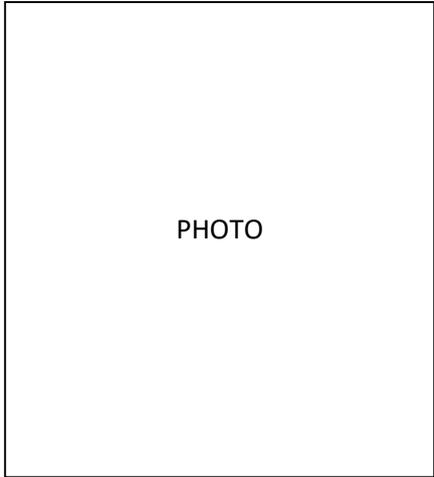
Signed: _____ Date: _____
(parent/guardian)

Appendix D

Health care Plan for a Pupil with Medical Needs

Name _____
Date of Birth _____
Condition _____

Tutor Group _____
Date _____
Review Date _____



CONTACT INFORMATION

Family contact 1

Name _____
Phone Numbers

Relationship _____

Family contact 2

Name _____
Phone Numbers

Relationship _____

G.P _____
Phone _____

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

Daily care requirements: (e.g. before sport/at lunchtime)

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

Follow up care:

To be completed by School

Who is responsible in an Emergency: (State if different on/off-site activities)

Form copied to:
