

CARMEL COLLEGE

FIRST AID POLICY

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INTRODUCTION

This Policy is written in the context of the College's Mission Statement and conforms to the DFE Guidance on First Aid in Schools. The College will conform to all statutory legislation 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. The College also recognises that its responsibility for **the safety and welfare of all students at the school is paramount.**

AIMS AND OBJECTIVES

- To identify first aid needs in line with the Health and Safety at Work Regulations.
- To ensure that first aid provision is available at all times while people are on the school premises and also off the premises whilst on school trips or visits.
- To appoint the appropriate number of suitably trained people as Appointed First Aiders to meet the needs of the school and to maintain a record of that training and review it annually.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To provide awareness of H & S issues within the College and on College trips, to prevent where possible potential dangers or accidents.
- To inform staff and parents of the College's First Aid arrangements.
- To report, record and where appropriate investigate all accidents.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

FIRST AID PROVISION

- a) A dedicated medical room near the student support office.
- b) A suitably stocked and labelled first-aid container situated in the student support office.
- c) * Trained First Aiders to take charge of first-aid arrangements.
- d) Information for employees, pupils, parents/carers on first-aid arrangements. Carmel provides qualified First Aiders who have received training approved by the HSE and updated every 3 years.
- e) On-going risk assessment carried out periodically.
- f) First-aid provision available at all times while people are on school premises, and on off-site visits where a risk assessment has indicated this might be necessary (e.g. sports activities).
- g) The minibus has a stocked first aid box and a portable one is carried on outside visits.

* See Appendix 1

RESPONSIBILITIES

Health and safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises.

In line with Health and Safety at Work etc. Act 1974 (HSWA) the College has a health and safety policy which includes arrangements for first aid, based on a risk assessment of the College.

One first aider will be on site whenever the College is open (including parents' evenings and other out of hours events). A trained first aider will normally accompany off site visits. Individual health care plans for pupils with specific medical needs will be carried (anaphylaxis, diabetes, asthma, epilepsy etc.) to ensure that explicit permission is given for the administration of any medications. Parents have the prime responsibility for the child's health and should provide the school with information about their child's medical condition so that care plans can be updated annually.

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

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 approved by the Health and Safety Executive (HSE) and ensure they receive refresher training **every 3 years**.

The College employs a Student Support Officer whose main duties in relation to first aid are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called, especially in the case of a head injury or loss of consciousness.
- 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.
- Check contents of the first aid container each half term and restock as necessary.

PROCEDURE IN CASE OF ACCIDENT, INJURY, DEFECTS OR HAZARDS:

In case of an accident at the College, the following procedures should be followed:

- The injured party should be seen by a qualified First Aider/Appointed Person.
- If the injuries cannot be treated at the College, arrangements should be made for transportation to hospital.
- An Accident Report must be completed; Accident Reports can be obtained from Student Support Office.
- If the accident is as a result of an incident on site, all parties involved and any witnesses need to file an incident report.
- In the event of a minor accident or illness, the trained member of staff in first-aid (usually the Student Support Officer) will make an initial assessment and appropriate first-aid administered. The Pastoral Learning Manager (PLM) should be informed of this and a record kept.
- In the event of a child needing to be sent home due to illness or minor accident, the consent of the PLM (or Senior Leader if they are unavailable) must be sought before parents/carers are contacted and the child collected. A child **must never** be sent home without adult supervision being assured beforehand.
- In the event of a head injury, a Senior Leader must be informed immediately (Mrs Hunter in the first instance and if she is unavailable, then another member of the Senior Team).

Mrs Taylor must also be informed so that she can notify the Principal. A 111 phone-call should be made upon the approval of a Senior Leader. A written record should be kept.

- In the event that an ambulance is to arrive on College premises, it is imperative that a Senior Leader is informed (Mrs Hunter and Mrs Moorhouse in the first instance). The Principal should also be made aware of this via Mrs Taylor.
- A child must never leave College premises in an ambulance unaccompanied. They should always be accompanied by a responsible adult – usually a member of the College’s teaching/support staff. Arrangements should be made in advance with a parent/carer for the child to be met at the hospital as soon as possible.

Under no circumstances should a child in distress be left alone or the Student Support Office left unsupervised. Liaison between the two first-aid trained members of staff who work in that area is therefore essential whilst approval and support is being sought.

If a PLM or Senior Leader is contacted, it is expected that s/he will stay with the child until appropriate actions/decisions have been made.

If a child shows signs of illness in the classroom, the teacher should send him/her accompanied by a member of staff/another child as appropriate, to the Student Support Office. A note should be recorded in the attendance register in Sims. Students with medical conditions may have been given an out of class pass. Should they need to use it, classroom teachers must allow the child to leave their classroom and make a note in the register in Sims.

Chronic Medical conditions:

From April 2004 First Aiders must be trained to recognise and respond appropriately to the emergency needs of children with chronic medical conditions, the most common ones asthma, diabetes, epilepsy and severe allergic reaction.

Treatment of Asthma – this section is taken from NHS guidance issued May 2010:

Asthma is a common condition which affects the airways in the lungs, symptoms occur in response to a trigger e.g. dust, pollen or exercise.

This College recognises that asthma and recurrent wheezing are important conditions affecting increasing numbers of school aged children.

All staff that come into contact with these children are given the opportunity to receive training from the school nursing team; it is recommended that this training takes place every two years.

School staff are not required to administer asthma medication to students unless in an emergency. Any administration of medicine should always follow the administration of medicines policy.

All school staff will allow students immediate access to their own asthma medication when they need it.

Generally, only reliever inhalers should be kept in school. On occasions, students may have a white and red inhaler called a ‘Symbicort’ which may also be used as an inhaler.

Students should carry their own inhaler with them at all times. The school should also request that a spare inhaler is kept in the school by a designated first aider. The inhaler should never be locked away or kept in the school office.

Children with asthma need to have immediate access to their reliever inhalers when they need them. Spare inhalers must be provided by parents and kept in an unlocked cabinet by the school.

Epilepsy:

Concerns about safety should be discussed with the child and parents as part of the care plan. Children with epilepsy should be able to manage their own medication. This should be discussed with the child and parent as part of the care plan.

If a child with epilepsy has a fit, then the following advice should be observed:

1. Keep the surrounding area clear of hard/sharp objects
2. Send for help immediately from the student support Office and clear the area of 'spectators'
3. Cushion the head with something soft –e.g. a cardigan
4. Don't attempt to interrupt the seizure unless the head has fallen too far back and breathing has stopped or the child has turned blue.
5. Do not attempt to bring the child round
6. Once fitting has stopped, put the child into the recovery position

A fit should not usually last more than five minutes. If this is the case, this is the first known time a child has fitted, there are repeated fits or the child has banged their head/gone blue, then an ambulance must be called.

Anaphylaxis:

Parents and child should discuss allergies as part of the care plan. Pre-loaded injection devices (e.g. Epi-pens) should be provided by the parents in the correct container, labelled with their child's name and updated medicines. These are kept in the Student Support Office. Staff will be trained annually on how these should be administered. If a child is in a state of anaphylactic shock an urgent message must be given to the Student Support Officer in the first instance

If the school has to give this injection an **ambulance must always be called.**

Diabetes:

Most children in college are in a position to self-medicate if necessary. Arrangements for this to happen should be made through discussions and reflected in the Care Plan. Blood sugar drops and other food/drink items are stored in the student support Office. If a child appears to be 'low' in class s/he should be sent to the Student Support Office, accompanied by a member of staff or another student.

RECORD KEEPING

The College keeps a record of any first aid treatment given by first aider/appointed persons. 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.

In line with the Health & Safety Policy, all employees are reminded that they are responsible for any defects in the equipment or damage to their classrooms and should report such damage to the Business Manager. Any damage to the building that could be dangerous should also be reported to the Business Manager immediately.

SPECIAL ARRANGEMENTS

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

CHILD PROTECTION

If any concerns are raised that have safeguarding implication (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.

PHYSICAL CONTACT WITH CHILDREN

The treatment of children for minor injuries, illness or medical conditions may involve members of staff being in physical contact with children.

Any treatment should:

- Not involve more contact than necessary.
- Be undertaken by staff who have been designated to the task
- Be carried out wherever possible, in front of other children or adults
- Be recorded in appropriate methods
- Parents informed

FIRST-AID MATERIALS, EQUIPMENT AND FACILITIES

First-aid equipment must be clearly labelled, easily accessible and up to date.

Pupils' individual medical containers must be clearly marked on the outside and contain their health care plan plus up to date medicines provided by the parents.

First-aid containers:

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 restocked as soon as possible after use. Items are discarded safely after the expiry date has passed. Out of date medicines should be disposed of via a local pharmacy.

Travelling first-aid containers:

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; prominently marked as a first aid container.

Minibus first-aid containers:

Transport Regulations require that the minibus has a first-aid container on board.

ACCIDENTS

All accidents that occur on College premises must be reported to the Principal and an Incident Report completed. All witnesses should also complete Incident Reports. The accident must be recorded in the Accident Book together with any relevant outcomes. Completed forms relating to staff must be returned to the Business Manager.

All forms relating to children should be given to the Student Support Officer who will forward them to the Vice Principal for Pastoral Care.

A serious accident (one that involves hospitalisation, 3+ days absence or death) which happens to employees, pupils or visitors must be reported to the HSE on Form 2508. Accidents that must be reported are those which are a result of any college activity or a result of defective premises or equipment within the school.

All records will be kept for a minimum of 7 years. They will be analysed to look for trends and patterns and may:

- Be used for reference in future first-aid needs assessments.
- Be helpful for insurance and investigative purposes.

HYGIENE AND 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.

Hands must always be washed before and after giving first-aid.

Single-use disposable gloves must be worn if treatment involves blood or other body fluids. Any soiled dressings must be put in a yellow clinical waste bag and disposed of in a clinical waste box.

Exposed cuts or abrasions should always be covered.

In the event of wide spread viral/bacterial infections across the school the following actions will be taken:

The College will report the situation to parents via the website, newsletters and text messages with guidance regarding avoidance, recognition, treatment and guidance on school attendance.

The guidance materials will also be used to communicate the information to students.

INCIDENT REPORTING

All incidents, injuries, head injuries, ailments and treatments are recorded on the Administration of First Aid sheet in the medical room.

All parents will be contacted if the child has a head injury and a 111 call made. They will then be advised as per the information given (e.g. if they should visit a GP or a hospital). Obviously if the College has any serious concerns then an ambulance will be called.

The student support officer will contact the parents if there are any concerns about the injury, or if the child needs to be sent home through illness. A child must not be sent home without permission from the PLM or in their absence, the Vice Principal for Pastoral Care.

SHARING OF INFORMATION

At the start of the academic year, the relevant members of staff will be given a list of students who are known to have medical problems (to include Asthmatics, Diabetics, Epileptics and others with serious illnesses). This will be reviewed annually or at any change of circumstances as communicated by parents/carers or other appropriate agencies.

Any member of staff organising visits/trips and visits should request from parents/carers an update of medical conditions for those pupils taking part. Any concerns should be reported to the First Aider.

Appendix 1

A list of trained first aiders with note of training.