

# **First Aid Policy**

## **Moon Hall School**

September 2010

## **FIRST AID POLICY**

This policy is designed to ensure that all children can attend school regularly and participate in appropriate activities.

Should a pupil feel unwell or be injured at school he/she will see the First Aid Officer or an appropriate trained deputy who will respond in accordance with the standard procedure.

The First Aid Officer or an appropriate deputy (usually the Form Teacher) will administer prescribed medicines in accordance with parental wishes. No member of staff will be obliged to dispense medicines without their agreement to do so. The First Aid Officer or an appointed deputy will also administer proprietary medicines as required and in accordance with a signed prior agreement. The First Aider or an appointed deputy is present at the school whenever pupils are in attendance.

Prescribed or preferred medicine should be brought to the First Aid Officer in the original container with the child's name and dosage instructions. If the medicine needs to be refrigerated the bottle should be placed in a plastic container labelled with the child's name.

Prescribed or proprietary medicine administered will be recorded in the day book detailing the child's name, dose and time given. Before medicine is given the day book will be checked to ensure that a duplicate dose is not given. With the exception of the First Aid Officer and the pupil's Form Teacher, staff will not administer medicine of any sort. The First Aid Officer and other trained First Aiders are authorised to apply dressings and compresses and take reasonable steps to facilitate symptom relief. Fully stocked First Aid kits are available in the First Aid cupboard in the school office and in the staff toilets. Any action taken should be recorded in the day book. Accidents of a more serious nature should be recorded in the accident book and parents should be informed either by telephone or when they arrive to fetch their child. If an injury or illness involves spillage of body fluids gloves should be worn.

Children who use asthma inhalers, EpiPens and diabetic pens may keep these with them and store a spare in the First Aid cupboard in the school office. Children are not permitted to carry medicines other than the above. All medicines brought to school must be handed to the First Aid Officer or the child's Form Teacher.

Medicines held by the First Aid Officer, other than those refrigerated, will be held in a locked cabinet. The First Aid Officer will hold the key to the cabinet but administration staff will be aware of the location of the spare key. (Asthma inhalers, not held by the children, will not be locked away but labelled and available to the children concerned through consultation with the First Aid Officer.

Information given by parents regarding their child's health will be treated in confidence and only shared with other staff when necessary or appropriate.

The First Aid Officer is First Aid trained and has had specific instruction regarding some other health conditions. There are other staff in the school with current First Aid Certificates whose names are listed in the First Aid room and in the staff room. All First Aid qualifications are updated every three years in accordance with regulations.

The First Aid Officer's procedure for dealing with sick or injured pupils:

1. Ascertain by inspection and discussion with child or staff member the nature of the child's injury or illness.
2. Comfort or advise as necessary. This may be sufficient and child can return to class or break.  
Inform staff member of nature of any concerns if appropriate.
3. Treat injury or illness if required. Clean wound with antiseptic wipe or running water and cover with a plaster if still bleeding and no allergy exists. If child is in pain and four hours have elapsed since last painkiller provided, another may be given. Parents will be informed if a painkiller is given after lunch.
4. Record action taken in daybook.
5. If child is then well enough he/she will return to class.
6. If problem persists or there are doubts as to the seriousness of any injury then parent(s) will be telephoned and asked what they would like to do. If he/she wishes to collect their child appropriate arrangements are made.
7. If a severe illness or injury is suspected then the First Aid Officer will take the child to hospital or the emergency services will be called and administrative staff will contact the parents to inform them. No child under 14 years old will travel in an ambulance unaccompanied.
8. If any issue arises during treatment or discussion with the child that the First Aid Officer feels should be taken further, she will telephone or speak to the parents and/or the Child Protection Officer or most appropriate member of staff.

N.B. The First Aid Officer has a full and current First Aid at Work Certificate. She is not, however, medically qualified and hence cannot give medical advice.

Administering Medication

Administering medication (proprietary brands)

The First Aid Officer needs parental/guardian permission to administer medication as and when necessary. I would be grateful, therefore, if you would complete and return the form below. Please be assured that the medication will be administered according to the manufacturers' instructions regarding frequency and appropriateness for the age of the child. Should you have any concerns regarding the nature of any of the medicines please do telephone the First Aid Officer and ask for clarification.

Otherwise it will be assumed that in signing this form you understand the implications of these medicines being administered.

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PLEASE COMPLETE AND RETURN TO THE FIRST AID OFFICER

ADMINISTERING MEDICATION

I hereby give permission for the First Aid Officer, or an appropriate deputy, to administer prescribed/preferred medicine as instructed by me.

Name of child: .....

Form of child: .....

Name of medicine: .....

Administrative instructions: .....

Signed: .....

Name (please print) .....

Date: .....

## REGISTERED FIRST AIDERS

Catherine Gear, First Aid Officer  
Pam Lore  
Kate Aiken  
Maria Cole  
Christine Domican  
Lilly King  
Anne Mitchell  
Marion Newton  
Claire Preece  
Jude Schenk  
Anna Stockdale  
Valerie Sutherland  
Jessica Thurtell  
Julie White  
Geraldine Williams

## FIRST AID INFORMATION

### Administration

1) This first aid information is a sub-section of the school's Health and Safety Policy. Responsibility for health and safety rests with the Headteacher and bursar.

1a) The First Aid Officer controls the first aid budget and has authority to purchase supplies.

1 b) The first aid team currently consists of 15 qualified first aiders.

### The role of teachers in supporting the first aid team

2) Teachers should refer to the First Aid Officer only those pupils who have a current illness or injury. Pupils with ongoing medical issues should visit the First Aid Officer before school, during registration with tutors' consent, break and lunchtimes and immediately after school.

2a) Teachers should exercise their judgement when allowing pupils out of their lessons. Some pupils have a tendency to malingering. The Form Teacher will share information of this nature at staff meetings.

2b) Teachers should ensure that pupils feeling unwell or sustaining minor injuries in morning break or lunch proceed to their period 3 and period 6 lessons, and not directly to the first aid officer. It is the duty of their teachers in periods 3 and 6 to decide whether to allow the pupil to report to the First Aid Officer.

2c) In cases of emergency, please contact the site 4 day trained First Aider, Belmont's Matron, on extension 116.

2d) Teachers organising school trips will ensure appropriate access to first aid, whilst ensuring that daily first aid cover is not depleted. Please also liaise with the First Aid Officer for First Aid bag supplies and relevant medical information for pupils on a trip.

2e) Any member of the school community who perceives that he or she is dealing with an emergency requiring the immediate calling of an ambulance, for example, the onset of a heart attack or stroke, should phone for an ambulance immediately rather than wait until the First Aid Officer or an appropriate deputy appears.

### First Aiders' responsibilities

3) To provide cover in the First Aid Officer's absence and support at all other times as necessary.

3a) To give first response treatment

3b) To summon an ambulance through the school office, when necessary.

3c) To inform the school office when pupils are too unwell to stay at school. The school office will contact parents to collect their child and, when required, inform them of the accident and the hospital to which their child is being taken.

3d) In cases when the First Aid Officer can see no medical reason for a child to go home, to refer the child to the Form Teacher or Headteacher, who will decide whether or not the child should be collected by parents.

3e) To keep a legible written record of attendances, with dates, times and treatment given and a signature of the First Aid Officer with a pencilled name in block capitals.

### Reporting

4. The First Aider should complete a record of first aid provision.

4a) All injuries, accidents and illnesses, however minor, must be reported to the School Office who are responsible for ensuring that the accident report forms and books are filled in correctly and that parents and HSE are kept informed as necessary.

4b) School Accident and Illness book: All injuries, accidents, illnesses and dangerous occurrences (unless very minor) must be recorded in the School Accident Book. The date, time and place of the event or illness must be noted with the personal details of those involved with a brief description of the nature of the event or illness. What happened to the injured or ill person immediately afterwards should also be recorded. Records should be stored for at least 3 years or if the person injured is a minor (under 18), until they are 21.

4c) Accident report form: The First Aid Officer will fill in an accident report form for every serious or significant accident that occurs on or off the School site if in connection with the School. This will be kept by the Office. Records should be stored for at least three years or if the person injured is a minor (under 18), until they are 21.

4d) Reporting to Parents: In the event of accident or injury parents must be informed as soon as practicable. [The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the Head if necessary

4e) Reporting to HSE: The School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) (RIDDOR) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 08453009923):

4f) Accidents involving Staff

1. work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs)
3. work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days
4. cases of work related diseases that a doctor notifies the School of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
5. certain dangerous occurrences (near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

#### **4g) Accidents involving pupils or visitors**

- accidents where the person is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:
- any School activity (on or off the premises)
- the way a School activity has been organised or managed (e.g. the supervision of a field trip)
- equipment, machinery or substances
- the design or condition of the premises.

#### Boarding Pupils

Where pupils are boarding with Belmont Preparatory School, their First Aid Policy will apply. It is incumbent on the Form Teacher and FAO to establish whether a flex-boarder is due to board on any given night. Where pupils are boarding, for the sake of establishing an overall picture of the child's condition, the pupil should be referred to the Belmont FAO, Matron, Mrs. Brenda Nagle.

Signed: P. M. Lore

Date: August 2010

To be reviewed annually.

For more information on how and what to report to the HSE, please see <http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link.