

Coxlease School – First Aid Procedure

Coxlease School

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Introduction

This policy is applicable to Coxlease School. Coxlease School recognises its legal duty to make suitable and sufficient provision for first aid to young persons, staff and visitors, including those travelling or working away from the School premises and to appropriately respect the confidentiality and the rights of young persons.

Written consent of the administration of medical treatment, first aid and non-prescription medicine is required from parents/carers

Management responsibility for all first aid functions is held by the Health and Safety Committee. The Senior Leadership Team is responsible for promoting and implementing the policy by:

- Reporting accidents to the appropriate authority;
- Encouraging staff to take training in first aid;
- Authorising refresher training;
- Providing first aid cover;
- Maintaining adequate first aid supplies and equipment;
- Recording details of individual records (including personal health and welfare information), administration of medication, treatment and first aid (kept confidentially), significant illnesses, significant accidents and injuries, parental permission for medical treatment, first aid non-prescription medication, Care Plans for Day young persons and with Special Needs (where applicable);
- Notifying Senior Management within the Aspris Group immediately of serious accidents.

The head teacher will regularly monitor systems and management of medical welfare and records of significant accidents to identify whether review or change in welfare practice is needed.

The Purpose of the Policy is therefore:

- To provide effective, safe First Aid cover for young persons, staff and visitors.
- To ensure that all staff and young persons are aware of the system in place.
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

First Aid

There is provision for having at least one qualified person when children are present.

NB: The term 'First Aider' refers to those members of the school community who are in possession of a valid First Aid at Work (FAW) certificate or equivalent. The names of those qualified and details of their qualifications can be accessed in appendix 1.0.

FIRST AIDERS will:

- Ensure that their qualifications are always up to date.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that their portable first aid kits are adequately stocked and always to hand.
- Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of all head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is either:
 - Accompanied in the ambulance at the request of paramedics.
 - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted or the parent is not present e.g. at a sports fixture.
 - Met at hospital by a relative.
- The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.

- Liaison **must** occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher.
- Keep a record of each young person attended to, the nature of the injury and any treatment given. In the case of an accident, the DATIX reporting system acting as accident book must be completed by the appropriate person.
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

The Senior Leadership Team will:

- Ensure that there is always a qualified First Aid person available on each school site.
- Report to the Health Centre all staff accidents at work that fall under RIDDOR.

The Head Teacher will:

- Provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- Ensure all new staff members are made aware of First Aid procedures in school.
- Ensure that relevant insurances are in place.

Staff Members will:

- Familiarise themselves with the First Aid procedures in operation and how to contact the Health Centre. They will also ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual young persons.
- Ensure that their young person's/tutees are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help to a member of staff as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty.
- Reassure, but never treat a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Ensure that they have a current medical consent form (including contact details of each young person's own GP) for every young person that they take out on a residential school trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.
- Report all accidents, no matter how trivial, to themselves at work.

Accident Prevention

The School assesses risks and makes appropriate First Aid arrangements to deal with these risks. First Aid provisions are to be reassessed annually, or whenever there is a relevant change concerning those for whom the School is responsible, or the hazards to which they are exposed.

Additionally, the School will ensure that contractors on its premises either have suitable and sufficient First Aid provision, or if the work involves no special risks, that the contract may include their use of the School's First Aid facilities, by agreement.

SCHOOL PROCEDURE

Practical Arrangements at the Point of Need

Minor injuries will be dealt with by staff who are qualified First Aiders. Staff should not provide First Aid treatment for which they have not been trained.

In the event that emergency services are required, staff are reminded to inform Reception that they have called for the emergency services.

In cases of obvious serious injury, the First Aider will be expected to:

- Assess the situation.
- Make the area safe.
- Give emergency First Aid, for which they have been trained and are competent.
- Get help – summon an ambulance by ringing 999. As soon as possible ask another person to inform Reception. The receptionist will ensure that a nominated person is asked to guide the emergency services to the nearest convenient point.

Qualified First Aiders and Access to First Aid Equipment

The names and normal location for each First Aider and the location of First Aid kits are available throughout school. All members of staff are required to identify the nearest First Aid qualified staff and location of the nearest First Aid kit to their normal working area.

The School recognises the need for training in First Aid; qualification is to be updated every three years. Records and dates shall be kept by the Office of all First Aiders' qualifications and training shall be provided by suitable external organisations, such as St John's Ambulance.

There is at least one person qualified in First Aid on each school site when children are present. **Recording Accidents, Informing Parents and RIDDOR**

An accident report must be fully completed by the staff member, young person or visitor for all injuries incurred at work, on school premises or off site activities, however minor, this will be via the DATIX reporting system.

If, because of their injury, staff members, young persons or visitors are incapable of completing a report, then that report is to be completed by a person nominated by the injured person or those involved assisting or treating the injured person.

The head teacher (through delegation to a member of SLT) is responsible for reporting all notifiable accidents to the enforcing authorities, and when necessary, to parents of young persons. Any injury to the head must always be reported to parents. In the absence of the head teacher or appointed representative, an appropriate person will report. A record must be kept of all accidents, near misses and injuries.

Access to First Aid Kits

First Aid kits are located in:

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All School Vehicles.

Staff members who use contents of First Aid kits are to ensure that they are replenished from stores held on site. The nominated First Aider must also conduct regular checks of First Aid kits to ensure contents are adequate for purpose.

Arrangements for Young persons with Particular Medical Conditions

Before trips, expeditions and activities, young persons are assessed with specific needs for asthma, epilepsy, diabetes, allergies and other declared medical conditions, including medication; these needs should be indicated on a form as part of the risk assessment process.

Epi pens are kept in marked boxes (with young persons' names) in AM/WK's office. Administration of epi pens will normally be by medically qualified or trained staff.

Hygiene Procedures for Dealing with the Spillage of Body Fluids

In the event of the spillage of body fluids, staff members should contact the cleaning supervisor, who will deal with the situation.

Calling an Ambulance

If an ambulance is needed, call (9)999. In the event of a casualty being a young person, he or she must be accompanied to hospital by a member of staff. Under no circumstances must another young person be used as an escort.

Notifiable Incidents and Diseases

In line with the Accident, Records and Notification procedures Coxlease will notify the HSE, under RIDDOR, of any serious accident, illness or serious injury to, or death of, any young person whilst in our care, and of action taken in respect of it. A young person's GP has the responsibility of reporting notifiable diseases and ensuring that a young person is safe to return to school and not cause public health problems from infections. However, the School may seek advice from the Health Protection Agency if a young person is believed to be suffering from a notifiable disease as identified under the Health Protection (Notification) Regulation 2010 (see Appendix).

Lessons Learned

The school will review all incidents recorded on DATIX system acting as an Accident Book. The school will examine whether a future, similar incident could be avoided and what procedures, if any, could be put in place to reduce the likelihood of a recurrence.

Administration of Medicines

Two members of staff should be present (only those who have agreed) when administering medicines to young persons in cases where a child is prescribed medicine. In these cases the school MUST receive written request, stating dosage and time. In other cases parents may by arrangement visit the school to administer medicines to their own child. All medicines that require refrigeration will be kept in the fridge within the staff room. Any staff medication will be kept in a separate labelled container within the fridge.

- Where young people have an inhaler, this is kept in the medicine cupboard.

Physical Sickness

If a young person is physically sick inside the school building the school maintenance team should be notified. They then are responsible for the cleaning of the area affected.

Appendices held as separate documents:

- List of current staff and their First Aid qualifications

IMMEDIATE ACTION FOLLOWING A SERIOUS ACCIDENT OR INCIDENT ON A SCHOOL VISIT

A Serious Accident is Defined as:

- "An accident leading to a fatality, serious or multiple fractures, amputation or other serious injury."
- "Circumstances in which a party member might be at serious risk/have a serious illness."
- "Any situation in which the press or media might be involved."

1) Be Prepared

Brief your group on emergency procedures before they set off, including details of communications, so that they know how to deal with these should the party get split up.

2) Care of Group in an Emergency

- Establish nature and extent of the emergency. Advise other school trip staff of the incident and that emergency procedures are in operation.
- Ensure safety from further danger.
- Contact local emergency services immediately and follow their advice.
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for.

3) Communication

- Contact the school
- Be ready to give the following information:
 - i. Telephone number you are calling from (and an alternative)
 - ii. What happened including details of injuries
 - iii. To whom
 - iv. Where
 - v. When
 - vi. What has happened since.
- If a fatality is involved, has this been confirmed? By whom?

4) Next Steps and General Advice

- Parents and relatives will naturally be anxious to establish what is happening, but do NOT let party members (staff or young persons) telephone home until after you have made contact with the school and this has been agreed. The school will arrange to contact the parents of those involved. In serious incidents the parents of all party members should be informed.
- Do NOT speak to the press or media. Refer enquiries to the local emergency services handling the incident on the ground and promise that "an official statement will be made through the school as soon as possible". Under no circumstances should the name of the casualty be divulged to the media.
- Do NOT admit liability of any sort to anyone.
- Do NOT allow anyone, apart from medical services, to see any party member without an independent witness being present.
- Retain all equipment involved in an unaltered condition.
- As soon as possible keep a written record of all that happens.
- Be as compassionate as possible with anyone involved.
- If you change location, remember to let the school/home based contact have the new telephone number at which you can be contacted.
- You should follow the instructions from the local police/emergency services and, unless they request otherwise:
- The Party Leader should write down as soon as practicable all relevant details. A record should be made of any witnesses. Any associated equipment should be kept in its original condition.
- Keep the party together – if a young person has to go to hospital, if at all possible, a member of staff should accompany them and stay with them until a relative arrives.
- Keep in close contact with the school so that you can decide jointly what the next steps should be.

HEALTH PROTECTION (NOTIFICATION) REGULATION 2010

Regulation 2(7)

SCHEDULE 1 Notifiable Diseases

Acute Encephalitis, Acute Meningitis, Acute Poliomyelitis, Acute Infectious Hepatitis, Anthrax, Botulism, Brucellosis, Cholera, Diphtheria, Enteric Fever (Typhoid or Paratyphoid Fever), Food Poisoning, Haemolytic Uraemic Syndrome (HUS), Infectious Bloody Diarrhoea, Invasive Group A Streptococcal Disease and Scarlet Fever, Legionnaires' Disease, Leprosy, Malaria, Measles, Meningococcal Septicaemia, Mumps, Plague, Rabies, Rubella, SARS, Smallpox, Tetanus, Tuberculosis, Typhus, Viral Haemorrhagic Fever (VHF), Whooping Cough and Yellow Fever.