

FIRST AID POLICY

Moon Hall School, Reigate

Governor responsibility	Premises Committee
Governor Lead	Jo Roche
Status & review cycle	Annual
Policy details (date & version)	March 2018 (version i)
Next review date	February 2019

A list of those qualified to administer First Aid is shown in Appendix A to this Policy

POLICY STATEMENT

In accordance with Health and Safety legislation (Health and Safety (First Aid) Regulations 1981), it is the responsibility of the Governing Body to ensure adequate and appropriate first aid provision at all times when there are people on the school premises and during off-site visits and activities.

Supporting pupils with medical conditions:

Supporting pupils with medical conditions in education settings: who is responsible? It is important that responsibility for children / young people's medication is clearly defined and that each person involved with children / young people with medical conditions is aware of what is expected of them.

Close co-operation between settings, parents, health professionals and other agencies is essential to ensure that any necessary medical interventions during setting activities are undertaken safely and correctly. Settings need to agree and record secure arrangements to provide appropriate medical support for each child / young person needing it, via prior discussion with their parents and relevant health professions before commencement. In most circumstances the administration of medicines is the responsibility of parents and they should be administered at home unless it is essential they are administered during the school/ setting day.

Legislation

The Children and Families Act 2014 changed the way children and young people with special educational needs and disabilities (SEND) are supported.

The new law aims to improve the system by giving more importance to the views, wishes and feelings of children and young people and their families.

It is based on these principles:

• Participation

o Local authorities and health partners must work with parent carers and young people to improve services in their area, for example through their local parent carer forum.

• Outcomes

o Local authorities must offer support in a way that enables children and young people with SEND to achieve the best possible educational progress, and helps them do what they want in their lives as they grow up.

• Joint decisions

o Local authorities must make sure that young people and their families get the right information and support to take part in decisions which affect them.

• Joint working

o Education, health and social care services must work more closely together when they are deciding on the support available for children and young people with SEN and disabilities in their area. The expectation continues to be that all children / young people with SEN but without a Statement of Special Educational Need (SSEN) or Education, Health and Care Plan (EHCP) will be educated in mainstream schools, as will many children / young people with SSEN/EHCPs. The implication therefore is that mainstream schools will be making provision for children / young people with a wide variety of needs, which might include children / young people with medical conditions on a long or short term basis. (refer to Appendix C for “Supporting Pupils with Medical Conditions” Surrey Guidance January 2016)

In order to ensure adequate first aid provision, it is the School policy that:

- There are sufficient numbers of trained personnel together with appropriate equipment to ensure someone competent in basic first aid techniques can rapidly attend an incident at all times during normal school hours.
- There will be at least one person qualified in first aid on site at all times when children are on the site.
- Appropriate first aid arrangements are made whenever staff and pupils are engaged in off-site activities and visits.
- The first aid qualifications referred to must be renewed at least every three years to remain valid.

RESPONSIBILITIES UNDER THE POLICY

The Compliance Manager, Ken Hedley, is responsible, on behalf of the Governors for:

- Arranging training and maintaining records thereof.
- Liaising with the Health and Safety Committee on first aid issues.
- When appropriate, ensuring that information about medical conditions is passed to third parties involved in off-site activities.
- Notifying the HSE in the event of any serious accidents.
- Reviewing accident forms.

The Health and Safety Committee of the School is responsible for:

- Reporting to the Governing Body with their recommendations.
- Requiring an adequate number of suitably qualified first aiders to be available.
- The adequate provision of first aid services during school hours.
- Appropriate first aid cover being available for off-site school organized activities.

The premises Manager is responsible for:

- Organising provision and replenishment of first aid equipment.
- Induction of staff in first aid issues.
- Liaising with the Health and Safety Committee on first aid issues.
- Ensuring appropriate first aid cover and equipment for all outings and residential trips.
- Ensuring that the list of medical conditions of all children kept in the school office is kept up to date.
- Ensuring that the Medical Concerns notice board is kept up to date

First Aid Officers (see Appendix A for names) are responsible for:

- Responding promptly to calls for assistance.
- Providing first aid support within their level of competence.
- Summoning medical help as necessary.
- Recording details of treatment given.
- Maintaining accurate records of first aid treatments given
- Giving assistance to the qualified first aiders.
- Taking charge when someone becomes ill.
- Ensuring that an ambulance or other professional medical help is summoned as appropriate.

ADMINISTERING MEDICATION CONSENT FORM (see Appendix B)

Parent/Guardian is responsible for:

- Completion of the medical form/s issued by the school annually. Any changes to any new or existing medical condition must be notified to the school as soon as possible.
- Providing a signed consent form for administration of medication.
- Ensuring that a member of the family or other nominated person is easily contactable at all times in the event of an emergency or a child requiring to be sent home from school due to illness or injury.
- Ensuring that medicines provided to the school are in date & replaced when necessary.

GENERAL APPLICATION

FIRST AID RISKS

An assessment of first aid needs should be carried out on an annual basis by the Compliance Manager. The assessment takes into account:

- Numbers of pupils, staff and visitors on site.
- Layout and location of buildings and grounds.
- Specific hazards.
- Special needs.
- Hours of work.
- Out of hours and off-site activities.

The assessment will identify:

- How many first aiders are needed during the school day.
- Out of hours and off-site arrangements.
- Back-up arrangements to cover absence of first aiders.
- Which departments require a qualified first aider.
- What equipment is needed.
- Where equipment is to be located.
- Where notices and signs are displayed.
- Good practice in record keeping.

Numbers of pupils, staff and visitors on site

During the majority of school days there are between 150 - 160 people, 112 pupils and up to 40 staff (including part time and visiting staff), on site.

Layout and location of buildings and grounds

Premises Manager has map of school locations

Specific hazards

Injuries and accidents are most likely to occur during Games/PE lessons and matches, at forest school and at break times. Out of hours and off-site activities may present particular risks depending on the location and nature of the activity and the numbers of pupils and staff involved.

Hours of work

The school office/medical room is open in school hours from 08.00 to 1630 Monday to Friday during term time. However, staff who remain on site after 1630 will still be able to access the First Aid provision in the medical room.

Out of hours and off-site activities

Some school activities take place outside of normal school hours and/or off-site. First aid provision is available at all times while people are on the school premises and when on school trips or visits. Relevant information taken from the medical file, must be recorded on risk assessments for all off-site trips/activities. Inhalers and medication must be taken on trips by the lead teacher when necessary.

FIRST AID KITS

First aid kits are clearly labelled with a white cross on a green background in accordance with Health and Safety regulations. The contents of the first aid kits may vary depending on the particular needs in each location. The Admissions Officer will supply first aid kits as appropriate. First aid kits are currently situated in:

- Medical Room
- Art room
- DT room
- Gym
- Science labs
- Top landing
- Maths block
- Kitchen
- TA room
- Minibuses x 5 No.

Person Responsible for Supplies

First Aid kits are looked after by the Premises Manager and checked at the beginning of each half term. All staff are responsible for notifying the Premises Manager if the supplies in any of the first aid kits are used and need replacing.

INFORMATION

This First Aid Policy is located on the school website where it is available to parents.

New staff are briefed on the first aid policy and procedures as part of the induction process and new pupils are briefed by their teacher when they start school. The briefing should include:

- Location of the school office (first aid station)
- What to do in an emergency
- Names of first aiders and appointed persons
- Location of first aid kits
- Who to notify when they use supplies so they can be replaced.

First aid notices are posted in the staff room and school office. Notices give the names of first aiders and location of first aid boxes.

There is a locked **medicine cupboard** in the **Medical Room** where all medicines are stored. Keys are kept by the office staff.

TRAINING

A **qualified first aider** is someone who holds a valid certificate of competence in First Aid at Work. The certificate must be issued by an organization approved by the Health and Safety Executive, such as St John's Ambulance, and must be renewed every three years. The Compliance Manager will arrange for staff to attend the First Aid at Work course as required.

A **first aider** is someone who has attended a minimum of 4 hours first aid training (renewable every three years) and is competent to give emergency aid until further help arrives.

PROCEDURES

Medical Room

The room off the school office is equipped with a bed, and medical cabinet and doubles up as the Medical Room.

If a child needs to be sent home from school, he/she will remain in the school office or the Medical Room with a member of staff until collected by a parent/carer. The parent/carer is to collect the child as promptly as possible.

Minor Incidents/Illness

Any child sustaining an injury or suffering illness whilst at school will be treated by the school staff who will inform the parent/carer of any treatment given either by telephone, or a note sent home with the child.

All minor incidents should be treated in the medical room (cuts and grazes). The wound should be cleaned with sterile water and covered with a dressing. Staff should send the casualty with an escort to the school office or accompany them themselves if the casualty is in distress. Following this treatment, the child will return to their classroom and their teacher will monitor their condition.

If an accident occurs in the playground and first aid is required, then one of the staff on duty will take the child to the first aid room.

Major Incidents

In the case of severe bleeding, possible serious injury to legs, back, head or abdomen, eye injuries and severe nose bleeds, the casualty **must not be moved** and a qualified first aider called to the scene as soon as possible.

In cases of emergency, the Prime First Aider should be contacted on extension 201. If the emergency services are called to the school to attend to a casualty, that person must obey the advice of the attending paramedics.

Hospitalisation

In the event of a child needing to be taken to Hospital, the parent/carer is to be responsible for taking him/her to hospital, unless an ambulance has been called in which case the parent/carer will be notified as soon as possible. If a parent/carer is unavailable, a member of staff will escort the child, together with a driver, and remain with him/her until the parent/carer arrives.

Calling an Ambulance

The First Aider on site must make a decision to call an ambulance. **It is always best to err on the side of caution**, bearing in mind that additional injuries may be caused if unqualified persons move a casualty. An ambulance should be called if there is **significant bleeding, shock, head injury with possible concussion, serious fractures which are disabling, cardiac arrest or breathing difficulties.**

- Dial 999
- State which service(s) you require: Ambulance (Additionally call for Police/Fire/Coastguard as necessary)
- Give the age and sex of the casualty and state whether breathing/not breathing, conscious or unconscious and a brief description of the injury. Any additional factors known e.g. asthmatic, anaphylactic, diabetic etc.
- Give the address of the School:

**Moon Hall School, Reigate
Flanchford Road
Leigh
Reigate
Surrey
RH2 8RE**

Telephone: 01306 611372

Asthma / “Epipens”

Inhalers and “epipens” (or any other treatment) must be kept in the school office/medical room, suitably labelled. Parents/carers should ensure that they are not out of date and replace when necessary.

Medical history of pupils

Staff must ensure that they are aware of the medical history of the children they teach.

The Registrar will ensure that such information is available to members of staff. It is also essential that staff are aware of any children suffering from potentially life-threatening conditions such as diabetes, asthma or allergies which could give rise to anaphylactic shock, and the action necessary to take in the event of such an attack.

An up-to-date list of medical conditions & allergies of all children by class is kept in the school office and updated by the Registrar each term.

Staff are informed by the Registrar if children with serious medical problems join the school.

A Medical Concerns (including allergies) notice board is maintained in the Staff Room which members of staff should check regularly.

Swimming pool

Children with open wounds must not swim.

Matches and off-site activities

A first aid bag must be taken on all trips. Each minibus has a first aid kit. A travelling first aid kit must be taken on all coach trips and to matches. When travelling by car it is the responsibility of the member of staff to carry a travelling first aid kit in their vehicle.

The class list of pupils’ medical conditions should also be taken on all trips together with medication/inhalers, etc.

Exclusion Illnesses

A list of these illnesses is kept in the Medical Room.

Body fluids

Gloves should be worn at all times if in contact with body fluids and any spillages cleaned up immediately. Vomit should be covered with absorbent deodorizing

powder (kept in the staff kitchen sink cupboard) and then swept up using the supplied dustpan and brush.

All items that come into contact with body fluids, including medi-wipes, cleaning cloths, tissues, gloves, etc. are to be disposed of in a plastic bag and tied up and placed in the pedal bin in the Medical Room which is emptied each evening.

For off-site trips, a sick bucket or absorbent pad sick bags must be taken.

REPORTING AND RECORD KEEPING

Accidents

All accidents should be reported immediately. An Accident Book is kept in the school office and includes:

- Date and time of incident
- Name of casualty
- Details of injury/illness
- Treatment and/or advice given
- Signature or person dealing with the accident
- Whether parents have been informed

Accident records should be reviewed by the Health & Safety Committee each term. Accident records must be kept for a minimum of three years.

Any member of staff or visitor to the school who has an accident must also complete an accident form (in the school office) which should then be filed in the Accidents Book in the School Office. Any visitor to the school who has an accident should receive a follow up call as to their welfare.

Head Injuries

Any child, who has sustained a head injury at School, needs to be reported to the Headmistress (or in her absence the Deputy Head), who will inform parents immediately if deemed necessary and in any event at the end of the School day.

RIDDOR

In the case of serious injuries, diseases, deaths and dangerous occurrences the RIDDOR section of an accident report form must be filled in (forms are kept in the School office) and the Headmistress must inform the Health and Safety Executive.

All accidents, diseases, deaths and dangerous occurrences may be reported to the Incident Contact Centre (ICC) by either of the following routes:

- Online: www.hse.gov.uk/riddor/report.htm
- Telephone: 0345 300 9923 (available Monday to Friday from 8.30am to 5.00pm).

Safeguarding

In the case of any serious accident or injury to, or the death of, any child while in our care we will notify the local Safeguarding Agencies and we will act on any advice from these agencies. For details of the agencies refer to the Safeguarding Policy.

POLICY FOR THE ADMINISTRATION OF MEDICINES

The School will inform and discuss with parents its procedures for responding to pupils who are ill or infectious. It will inform parents of the period a child who is ill or might still be infectious should remain at home.

Doctor prescribed medication may be administered by the staff in accordance with the written prescription. If a child needs to take medication whilst at school, the parent/carer should hand it in to the school office. Medication should be clearly labelled and a medication consent form signed giving clear instructions.

No non-prescription medication will be administered by school staff unless the parent/carer has provided written, signed consent which is sought from parents at the time of acceptance to the school and thereafter annually by completion of the medical consent form.

No child will be given any treatment or medication against his/her will.

Where medicine is administered to a child, other than by prior arrangement with the parents, the parents will be informed the same day.

Any treatment or medication administered should be recorded in the Medicine Book kept in the school office and should include:

- Date and time of administration
- Name and amount of medication or treatment given
- Name of person receiving medication
- Signature of administrator

The Medicine Book is reviewed by the Health & Safety Committee each term and records are kept for a minimum of five years.

Training will be provided to any staff for the administration of medicine which requires medical or technical knowledge.

Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If staff are taking medication which may affect their ability to care for children, they must seek medical advice. Staff may only work directly with children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.

Staff medication on the premises must be securely stored, and out of reach of children, at all times.

Accident Investigation

All serious accidents and an injury/accident that frequently occurs should be investigated. Accident Investigation Forms are kept in the school office and once completed should be filed with the Compliance Manager for review by the Health and Safety Committee.

Appendix A

First Aid Register of Trained Staff 2017 - 2020 on page 13

Updated October 2018

ATKINS Lorraine	First Aid – Inset Training – Expires on 17/04/2020
BATES Reg	First Aid – Inset Training – Expires on 17/04/2020
BATES Thelma	First Aid – Inset Training – Expires on 02/09/2019
BESIM Hakan	First Aid – Inset Training – Expires on 17/04/2020
BOCKING Sarah	First Aid – Inset Training – Expires on 02/09/2019
BRADY Caroline	First Aid – Inset Training – Expires on 17/04/2020
BULLERWELL Ruth	First Aid – Inset Training – Expires on 02/09/2019
CALMI Simona	First Aid – Inset Training – Expires on 17/04/2020
CLARK Roz	First Aid – Inset Training – Expires on 02/09/2019
CLAXTON Angela	First Aid – Inset Training – Expires on 02/09/2019
DUKE Tom	Sports First Aid – Expires on 01/11/2020
DYER Donna	First Aid – Inset Training – Expires on 17/04/2020
FITZGIBBONS Betsie	First Aid – Inset Training – Expires on 17/04/2020
FOWKE Teresa	First Aid – Inset Training – Expires on 17/04/2020
GOLDING Brian	First Aid – Inset Training – Expires on 17/04/2020
HADLEY Jacqui	First Aid – Inset Training – Expires on 02/09/2019
HEDLEY Ken	First Aid – Inset Training – Expires on 17/04/2020 F.A. Emergency First Aid – Expires on 31/10/20
HUNTER Marilyn	First Aid – Inset Training – Expires on 17/04/2020
JONES Sue	3 day First Aid at Work – Expires on 01/06/2021
KOIKE Sue	First Aid – Inset Training – Expires on 02/09/2019
KOWAL Eve	First Aid – Inset Training – Expires on 17/04/2020
LODER Ann	3 day First Aid at Work – Expires on 01/01/2021
MARTIN Dave	First Aid – Inset Training – Expires on 17/04/2020
MARTIN Karen	First Aid – Inset Training – Expires on 17/04/2020
MILLS Hilary	First Aid – Inset Training – Expires on 02/09/2019
MULLIGAN Nicola	3 day First Aid at Work – Expires 18/11/2018 Update course booked for 29 th October 2018
NOBES Peter	First Aid – Inset Training – Expires on 17/04/2020
SCORZIELLO Michelle	First Aid – Inset Training – Expires on 17/04/2020
SHARP Sharon	3 day First Aid at Work – Expires on 01/08/2020
SQUIRE Eve	First Aid – Inset Training – Expires on 02/09/2019
WEXLER Elanor	First Aid – Inset Training – Expires on 17/04/2020

Appendix B - ADMINISTERING MEDICATION CONSENT FORM

The School and its First Aid Officers require parental/guardian permission to administer medication, as and when necessary. Please therefore, 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 speak to the School Office to ask for clarification.

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

PLEASE COMPLETE AND RETURN TO THE SCHOOL OFFICE

I hereby give permission for a School First Aider to administer prescribed/preferred medicine as instructed by me.

Personal Details:

Child's name (please print): _____

Year group: _____

Medication:

Name of medication: _____

Amount to be given:

Times to be given:

Date: _____

Any other information you think is relevant:

Signed (Person with parental responsibility)

Name(please
print)_____

Appendix C

Surrey County Council link for Supporting Pupils with Medical Conditions

<https://www.surreycc.gov.uk/.../Supporting-Pupils-with-Medical-Conditions>

