

NORTH CESTRIAN SCHOOL **FIRST AID POLICY**

As a school our duty of care encompasses the physical well-being of the pupils and staff.

All staff are encouraged to hold (and maintain) a First Aid qualification, for emergencies and illness can happen at any time and the appointed First Aider may not be available.

Name	Responsibility	Qualification	Expiry date
Yvonne Stevenson	First Aid co-ordinator	2 day refresher	25 th May 2019
Andrew Heslop	First aider including outdoor pursuits	(6hrs) + (16 hrs)	March 2018
Sharon Williams	First aider	1 day refresher	June 2017

The School has 1 "Four Day" First Aider, Mrs Williams, 1 "Three Day" First Aider Mrs Stevenson, 1 "One Day" First Aider, Mrs Ratcliffe and 1 "Two Day" First Aider, Mr Heslop and update their qualifications every three years. The First Aid Policy is reviewed annually and outlined to new staff as part of their induction programme. Notices about first aid are displayed on the electronic noticeboards and are regularly published in the School Newsletter.

First Aid Room:

There is a First Aid Room situated adjacent to the School Office which can be used for diagnosis of problems and treatment of minor injuries, or for individual rest or recovery. It is not normally locked, but may be used by pupils only with the permission of an Appointed First Aider and after informing the Office.

What to do if a Pupil (or adult) needs First Aid treatment:

Emergencies: unconsciousness, fits, major broken bones, severe burns. If an emergency occurs, carry out essential treatment while sending messengers to the Office and to one of the appointed persons with a clear message of what and where the problem is. Help will arrive as soon as possible; nobody should feel hesitant about calling an ambulance immediately if there is any suggestion that the incident may be life threatening.

Illness:

If a pupil feels ill he/she should be sent to the Office with another pupil, or to an appointed person.

The Actions of an Appointed Person:

The appointed person(s) will decide on the course of action based on training and experience. It will usually follow one of five paths:

- a) being reassured and returned to lessons with the advice to return if the condition deteriorates.
- b) being seated quietly in the Medical Room (within call of the School Office and the Bursar) to be re-assessed after half an hour. In cases where the Appointed First Aider decides this is appropriate, the Office will be informed.
- c) Being sent home in consultation with the Head or Deputy Head. The Office will contact parents if a pupil is to be sent home – pupils should not phone home.
- d) A parent being contacted to take the pupil to hospital or, if no parent is available, being removed to hospital by staff car (check business use insurance of driver) accompanied by a teacher.

- e) Being removed to hospital by ambulance accompanied by a teacher. Parent, will be contacted by the Office.

The Accident Book – is kept in the Office and must be filled in whenever a pupil is sent to hospital.

Certain injuries or accidents must be reported to the HSE under the RIDDOR regulations. This includes certain breaks and any accident causing the injured party to be off school for more than three days. Full regulations and reporting forms are kept in the School Office.

First Aid Recording – the visit to the medical room is recorded on the school database.

Medicines – First Aiders must not give any medicines.

Some pupils' parents have sent in specialised tablets and sprays to aid certain conditions. These are kept in the small cupboard inside the Office, each box/bottle being clearly labelled with the pupil's name, dosage and when the medicine should be given.

EpiPen

The Office has a record of those children who may need treatment by EpiPen and individual EpiPens are kept in named boxes in the Office, first cupboard on the left. In certain cases these may be administered by the child but the First Aiders are all trained in their use. Older children are encouraged to be responsible and carry their own.

Asthma

Asthmatics are listed on the Medical Information Form on the Staffroom Noticeboard. Sufferers should carry their own blue inhaler. In case of a serious attack encourage the child to use his/her inhaler and a First Aider should be called.

Spilt Body Fluids

In cases where body fluids have been spilt the resultant spillage will be immediately removed and the surrounding area cleaned with disinfectant by a person wearing protective gloves. These will be placed in a sealed bag along with any contaminated material and disposed of in a special container.

First Aid – Boxes

First Aid Boxes are maintained by the Appointed First Aiders. The First Aid Boxes must not contain antiseptics, witch hazel, analgesic, or any other of the proprietary preparations often kept for home use. The basis of the Health & Safety Executive list of items to be included in the First Aid Boxes is that the items can be used by another person, in the absence of the First Aider, without aggravating the injury, until further help can be summoned, if necessary.

First Aid Boxes are situated:

Playing Fields/Staff Changing Room (multiple bags)

Groundsman's garage

Tractor

Sports Hall/Sports Science Room

Science Building (All Labs and Technician's Office)

Art Room

Technology Rooms (Both DT rooms and Food Technology Room)

Minibus

Disabled Toilet opposite Room 15

First Aid Room

They are checked and replenished once a year by the appointed person, but if stocks of any item are running low the Office should be notified.

Sports Staff should carry the First Aid bags to all matches.

Staff taking school trips/holidays should take a First Aid Kit with them and, on overnight trips, be prepared for minor illnesses. Before departure on an overnight trip staff must acquaint themselves with any individual medical condition using Holiday Form C. In certain circumstances they may need to look after spare medication whilst away.

Staff needing First Aid treatment should see the appointed person. In case of staff illness during the day, the Head or Deputy Head should be consulted so that appropriate arrangements can be made to cover lessons and duties.

Signing out/Signing in:

If a pupil has a medical or dental appointment during the school day he/she must obtain permission from their Form Tutor, by providing a note from his/her parents. The pupil must report to the Office to sign out before leaving school.

Medication

The Head may agree to deal with the administering of medicines to pupils at school in cases of chronic illness and long term complaints. However, the following safeguards will be required:

- a) a doctor's note, delivered by the parent, to the effect that it is necessary for the pupil to take medicine during school hours. Clear instructions about the required dosage must be included.
- b) the medicine, in the smallest practicable amount, should be brought to school by the parent, not the child, and delivered personally to the Head or an appropriate member of staff.
- c) the medicines must be clearly labelled with the contents, owner's name and dosage, and must be kept in a designated cupboard in the School Office.
- d) the medicine should be self-administered, under adult supervision, and a written record kept of the dates and times of administration.

The School will not accept any responsibility for the administration of medicine to pupils:

- a) where the timing of its administration is crucial.
- b) where some technical or medical knowledge or expertise is required.
- c) where intimate contact is necessary.

If painkillers would benefit the pupil the Office will telephone the parents for permission for them to be given. In exceptional circumstances when no parent contact can be made the Appointed Person may (in locum parentis) issue a painkiller. All issues of painkillers are recorded in the Office and parents will be informed of the medication given to the pupil.