

KINGSDOWN SECONDARY SCHOOL FIRST AID POLICY

We have a duty of care to our staff and pupils. As part of the exercise of that duty it may from time to time be necessary to administer First Aid.

The School 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 school also recognises that its responsibility for the safety and welfare of all the pupils at the school is paramount. We understand that prevention is better than reacting to an event and through adherence to the health and Safety Policy and a robust culture of Risk Assessments we will endeavour to avoid situations where First Aid is required.

First Aid matters will be raised at Staff Briefing and staff meetings. First Aid notices will be prominently displayed and all staff/new pupils will be informed about First Aid arrangements during induction.

FIRST-AID PROVISION AT KINGSDOWN:

1. A suitably stocked and labelled first-aid container situated in the school office.
2. Trained First Aiders to take charge of first-aid arrangements.
3. Information for employees, pupils, parents/carers on first-aid arrangements
4. On going risk assessment carried out periodically.
5. 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)
6. The mini bus and Zaphira have stocked first aid boxes and a portable one is carried on outside visits.

Kingsdown will provide 2 qualified First Aiders who have received training approved by the HSE and updated every 3 years. One First Aider will be on site whenever the school is open (including parents' evenings and other out of hours events) and one will normally accompany off site visits.

We will ensure all staff are informed about individual pupil's health issues and any special action which may be needed, this will include training if required. We may complete an individual health care plan for pupils with specific medical needs eg Anaphylaxis, diabetes, asthma, epilepsy etc.or we may do this via a pupil's individual risk assessment. We will ensure that explicit permission is given for the administration of any medications required. (see Policy) Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical conditions. This will be prompted by the use of an Medical Form at induction which will be reissued for updates at least annually. The Medical Form will be shared with off-site providers etc as necessary.

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 school in the same way that parents might be expected to act towards their children, this may include offering First Aid even if the teacher/support staff has no specific training. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

In school, the main duties of a first-aider 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.
- * 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;

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

1. In case of an accident at the School, the following procedures should be followed:

- * The injured party should be seen by a qualified First Aider
- * If the injuries can not be treated at the school arrangements should be made for transportation to hospital.
- * All witnesses must complete an Accident Report; Accident Reports can be found in the administration area at the Centre.
- * If the accident is as a result of an incident on site, all parties involved and any witnesses need to file an incident report.

2. 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

3. Kingsdown School keeps a record of any first aid treatment given by first aiders/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.

EMERGENCY SITUATIONS:

First Aiders are trained to recognise and respond appropriately to the emergency needs of children with chronic medical conditions the most common ones being asthma, diabetes, epilepsy and severe allergic reaction. 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 schools.

Children with epilepsy-concerns about safety should be discussed with the

child and parents as part of the health care plan. Children with diabetes should be able to manage their own medication. This should be discussed with child and parent as part of the health care plan.

Anaphylaxis– parents and child should discuss allergies as part of the health care plan. Pre-loaded injection devices should be provided by the parents in the correct container, labelled with their child’s name and updated medicines.

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

CHILD PROTECTION:

If any concerns are raised that have Safeguarding implications (eg 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 in physical contact with children.

Any treatment should:

- * Not involve more contact than necessary
- * Be undertaken by staff who have volunteered to be 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.

Qualified First Aiders

Lisa Courtney
Luke Brownford

Contents of a first-aid container:

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 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.

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 and car have on board a first-aid container.

Mark Courtney is responsible for maintaining it.

ACCIDENTS

All accidents that occur on school premises must be reported to the Head teacher 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.

A serious (one that involves hospitalisation, 3+ days off work or death) accident that 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 school activity or a result of defective premises or equipment within the school.

All records are being kept for a **minimum of 3 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.

Related Policies

- Health and Safety
- Administration of medicines

Reviewed Feb 2014

Next review Feb 2017