



# Normanthurst School

## First Aid Policy

### Main School and EYFS

Normanthurst School has a number of teachers and support staff trained as 'First Aiders' and/or 'Paediatric-Trained First Aiders'. They are all qualified to give emergency aid as and when needs arise. Our First Aid provision meets and indeed exceeds the recommendations of the Approved Code of Practice of the Health and Safety Executive.

#### **Purposes**

1. The provision of First Aiders is a statutory requirement of Section 2(3) of the Health and Safety at Work Act 1974.
2. Provision of First Aid for emergencies helps ensure a safe working environment for all staff and pupils, both in School and on School trips.

#### **Guidelines**

1. Staff should be aware of the First Aid facilities in the School. All the First Aid boxes are checked regularly by a competent member of staff designated by the Health and Safety Coordinator. Any shortages, which arise between times, should be reported to the designated member of staff or, the Health and Safety Coordinator.
2. First Aid boxes containing the necessary First Aid equipment and content for use with children are located within easy reach throughout the school, and their locations are detailed on the "Health & Safety" notices which are posted in all occupied rooms.
3. A full list of qualified First Aiders is posted adjacent to all First Aid boxes as well as in the School Office, all of which can be called upon to administer emergency aid.
4. A trained classroom based First Aider should only be called out of a lesson for a serious emergency.
5. All injuries must be dealt with in a trained manner. If children are distressed their class teacher should be called.
6. If a Trained First Aider deems it necessary, the office staff will telephone for emergency services first, and then inform the parents that an ambulance has been called. The office staff can obtain immediate "contact" information using the "Personal and Medical Form" database.
7. If parents are unable to accompany the ambulance, a member of staff known by the child, will follow by car and meet parents in the Accident and Emergency Department. A member of staff may need to travel in the ambulance with the injured child. In these circumstances, arrangements will be made by the Senior Leadership Team to organise collection of this staff member once the parents have arrived at the hospital.

8. Any accident causing injury must be recorded in the Accident Book, which is kept in the Medical Room. The following information should be included:

- The name of injured person
- Nature of accident
- When and where and how it occurred
- Who reported it / was supervising
- Treatment given.

All accident forms are kept in a filing cabinet in the School Office and are read and co-signed by the Health and Safety Officer. Any investigation/advice/additional information is recorded on the form by the Health and Safety Coordinator. The Early Years department follows the School's procedure of Accident Reporting.

#### Accident Reporting:

- There are two means of reporting accidents:
  - 1) School Accident Book – minor accidents/injuries to pupils (seen and signed by the H&S Coordinator).
  - 2) Report to the Health and Safety Executive (HSE) through (RIDDOR) – more serious accidents. These will include fractures, amputations, serious burns, loss of consciousness caused by a head injury, gas incidents or hospitalisation among other incidents. Reporting must happen on the same day as the accident. Full details are available from: <http://www.hse.gov.uk/riddor> .

- All accident forms are logged onto a database by a member of staff on a weekly basis.
- The First Aid Coordinator/Health and Safety Coordinator analyse the Accident Report from the database every half term for discussion at the half-termly Health and Safety meeting.
- Parents and/or carers of any accident or injury sustained by a child must be informed on the same day, or as soon as reasonably practicable, of any first aid treatment given.
- The school must notify Ofsted of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. Without reasonable excuse, the school would be committing an offence if it fails to comply with this requirement.
- The school must notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies.

10. If a child has suffered a head injury, he/she will be issued with a Head Bump letter to take home. These letters are kept with the Accident Book in the Medical Room, and should be signed by the individual class teachers.

11. Children who are genuinely ill during lesson times should be sent to the School Office and the parents contacted. They should be looked after in the School Office or the Medical room until the parent/carer arrives. The child will be kept under close supervision and kept as comfortable as possible.

12. The School emphasizes that parents have the prime responsibility for their child's health and must provide annual/up to date information about their child's medical conditions by completing a confidential Personal and Medical Information Form (including allergies, vaccinations etc) with emergency telephone numbers and GP's number at the beginning of each academic year. All information is stored on the office database programme. The parents have the responsibility to advise the school of any changes to this information during a school academic year.

13. The School recognizes that there is no legal duty that requires staff to administer medicines. Consequently, staff managing the administration of medicines should receive appropriate training and support from

health professionals and feel confident in this role. The Health and Safety Co-ordinator arranges First Aid training when necessary for staff members, including Epipen training and other specialist first aid procedures relevant to the needs of the pupils.

14. Medicines can only be administered to children once the "Permission to Administer Medicine Form" has been completed by a parent. Any medicines administered by a First Aider to a pupil on behalf of a parent should be noted in the School's Medicine Log. These medicines must be kept locked in the first aid cabinet in the School Office, or in the fridge by the staff room which is in an adult only area. All medicines must be clearly labelled with name and dosage.
15. Staff may administer medication to the child if it is prescribed by a GP, dentist, nurse prescriber or pharmacist prescriber and if the request to do so is from the child's parent/carer on the required form.
16. Staff have the right to decline such a request if they are in any way uncomfortable with this, especially if it involves technical knowledge or training.
17. If for any reason, a child refuses to take their medication, staff will not attempt to force them to do so against their wishes. In these circumstances, the Health and Safety Coordinator and class teacher will be informed and the child's parent/carer immediately notified.
18. Parents of a child requiring emergency health care e.g. suffer anaphylactic reaction, are requested to complete an Emergency Health Care Plan. This sets out an appropriate individual procedure. If the child requires an Epipen to be administered, the parents will be required to sign the 'School Agreement Protocol' form. This is a contract between the Headmistress and the parents regarding the health care of their child.

The School should then:

- copy the Health Care Plan to the relevant staff, i.e class teacher
  - inform the staff where all the medication is kept
  - ensure one set of medication is taken by a staff member on all trips off the school site.
  - train staff in the proper and safe use of the medication
  - reassure staff that those who act in an emergency are acting within the scope of their employment and are indemnified provided they follow the recommended guidelines or act as a reasonable person would in the circumstances
  - display photographs of any children requiring specialised treatment following an allergic reaction in the School Office, Hall and Staffroom
  - maintain an 'Allergies' Register to be kept in the School Office, containing the Health Care Plan (and the 'School Agreement Protocol' Form where necessary) for each child
  - ensure that extra-curricular and peripatetic staff are aware of the child's medical needs
19. All soiled materials should be deposited in one of the Clinical Waste Bins, one of which is located in the Medical Room.
  20. Should an emergency arise in the playground, the member of staff can contact the School Office via the walkie-talkie system to summon a First Aider, or additional help as soon as possible.
  21. Staff will be advised by the First Aid Coordinator for First Aid qualification, re-qualification Emergency Aid Training, and any related/specialist First Aid Training e.g.: Epipens.
  22. All qualified First Aiders are covered by insurance for liability.

23. The School ensures that there is at least one person who has a current Paediatric First Aid Certificate in each of the Early Years Foundation Stage working areas, who is on the premises at all times when children are present. There must also be at least one person on EYFS outings who has a current Paediatric First Aid Certificate. Such paediatric training is consistent with the guidance set out in the Practice Guidance for the Early Years Foundation Stage.
24. Information regarding Infectious Diseases is displayed on the office Notice Board. The School can contact the local District Health Authority for advice if necessary. Letters are sent to parents should an outbreak of a disease occur which the School considers to be of a serious threat to the school population (e.g.: German measles – pregnant mothers). The Health and Safety Coordinator obtains an annual update on childhood/infectious diseases and ‘exclusion’ times for reference.
25. Major injuries must be reported by completing the Incident Report Form, and a full investigation undertaken so that corrective measures can be implemented as necessary. RIDDOR reports should be completed if required.
26. A bed is available in the Medical Room should a child require its use prior to receiving further medical attention/transportation to hospital. The movement of an ‘injured child’ to the medical room will only occur once permission has been given by NHS medical professionals. The washbasin and toilets in Medical Room will be available for use by the patient and First Aider supervising the child.
27. Teachers organising educational visits include first aid in their Risk Assessment. The same procedure for administering medicines on a school visit applies.
28. An asthma register has been established and is updated annually/when necessary throughout the year. All necessary medicine is kept in a designated safe place known to the child, parent and staff member.

### **Defibrillator**

A Defibrillator is kept on site in the Medical Room this is for emergency use on Staff, Visitors and children when required with a number of trained staff on site. These are designed however to be administered by a responsible adult thus ensuring they are used in a timely manner.

### **Administering Medicines to Pupils**

More detailed information regarding the health and safety procedures for administering medicines to pupils can be found in the ‘Sickness and Medication Policy’ Parts 1 and 2.

### **Health – Infectious Diseases:**

If a child has to go home prematurely due to illness they should remain at home until they are better for at least 24 hours, or according to the times indicated on the list of infectious diseases. If a member of staff becomes ill at work, similar restrictions on their return apply. In some circumstances parents of other children will need to be informed e.g. German measles.

The local District Health Authority is responsible for all aspects of pupil health. They employ a Medical Officer for environmental health. In some cases infectious diseases are notifiable. The Health and Safety Co-ordinator uses the Health Authority for clarification on such issues. Ofsted will be informed by the School if a child in the Early Years Foundation Stage is believed to be suffering from a notifiable disease. The School will act on any advice given by the Health Protection Agency in these circumstances, and inform Ofsted of any action taken. A list of the Protection Agency’s list of notifiable diseases is located in the School’s First Aid Policy file.

## **Staff Medication**

Staff taking their own medication during the school day must follow the following procedure:

- Staff should inform the School Office, a line manager or the Headmistress that they are taking specific medication during the school day.
- Staff should be aware of any possible side effects of the medication that they are taking, such as drowsiness, and let the School Office, a line manager or the Headmistress know.
- Staff with a particular medical need that may require specific medication on a regular basis, for example those with allergies who may need an epipen, must complete the necessary forms available from the School Office and notify the Headmistress.
- Staff with asthma who might require the use of an inhaler pump must complete the necessary forms available from the School Office, including the asthma register, and notify the Headmistress.
- Any medication should be taken in the staff room, medical room or another area out of sight of children.
- The medication must be stored securely, either in a lockable cupboard/drawer etc in their own area or in the staffroom (the door is permanently locked).