



## MEDICAL AND FIRST AID POLICY

### Policy Statement

Westfield School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff and visitors and will make sure that procedures are in place to meet that responsibility. This policy complies with the school's Health and Safety Policy and is reviewed annually. This policy applies to the whole school, including the Early Years Foundation Stage.

### Aims and Objectives

To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1999.

- To ensure that the provision is available at all times while people are on school premises, off the premises, whilst on school visits and on the journeys to and from school for those pupils travelling in the school mini buses.
- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the School's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. (RIDDOR)
- To manage the needs of those with long term medical difficulties

### Duties and Responsibilities

The Board of Governors is responsible for the health and safety of their employees and anyone else on the premises. This includes the Headmistress and teachers, nonteaching staff, pupils and visitors (including contractors).

The **Health and Safety Co-ordinator** must ensure that a risk assessment of the school is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place. The Health and Safety Co-ordinator should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ. The Health and Safety Co-ordinator is responsible for putting the policy into practice and for developing detailed procedures. She should ensure that the policy and information on the school's arrangements for first aid are communicated to all staff and parents. Information packs are given to new staff as part of their induction programme and staff training is given in response to need.

**All staff** are expected to do all they can to secure the welfare of the pupils.

**The Appointed Person** need not be a First Aider but should have undertaken emergency first aid training. She will:

- Take charge when someone is injured or becomes ill.
- Look after the first aid equipment.
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

**The First Aider** must have completed a training course approved by the HSE, and will be updated every three years. She will be contacted to give immediate help to casualties if required.

<u>Role</u>	<u>Person</u>	<u>Location</u>
Health and Safety Co-ordinator	Mrs Duffey	Bursar's Office
Appointed Person and First Aider	Mrs Oldroyd	Bursar's Office
First Aider (including Paediatric)	Mrs Baines	Junior House
First Aider (including Paediatric)	Mrs McNaught	Junior House
Paediatric First Aider	Mrs Dryden	Junior House
Paediatric First Aider	Mrs Kendall	Junior House
Paediatric First Aider	Mrs Alexanders	Junior House
First Aider	Miss Baguley	Senior House

### **Procedure in case of accident or injury**

If you witness an accident ask the office to send for the Appointed Person or a First Aider. Any pupil sustaining an injury whilst at school should be seen by the Appointed Person or a First Aider who will provide immediate first aid and summon additional help as needed. Do not leave any pupil unattended. The Appointed Person or First Aider will organise an injured pupil's transfer to hospital in the case of an emergency. Parents should be informed as necessary by telephone by the Appointed Person, a First Aider or a member of the office staff.

### **Contacting parents**

Parents should be informed by telephone as soon as possible after an emergency or following a serious/significant injury. A member of staff will accompany the pupil until a parent arrives. In Junior House parents can be informed of smaller incidents by telephone or at the end of the school day by the form teacher. Senior House pupils should be encouraged to inform their parents at the end of the school day.

### **Contacting the Emergency Services**

An ambulance should be called for any condition or injury that requires emergency treatment. Any pupil taken to hospital by ambulance must be accompanied by a member of staff until a parent arrives. All cases of a pupil becoming unconscious (not including a faint) or following the administration of an EpiPen, must be taken to hospital.

### **Accident reporting**

An accident form must be completed for any accident or injury occurring at school or on a school trip. Please return all completed forms to the Health and Safety Coordinator as certain injuries require reporting to RIDDOR. Any subsequent visit to hospital by the child arising from this accident will need to be noted on the original accident form. This should be updated by the person who originally completed the accident form and the Health and Safety Co-ordinator informed. Accident forms are kept in the school office in both Junior and Senior House. Minor accident books are held in the Junior House office and the Twilight Care Supervisor.

Accident and first aid treatment records can be used to help the Health and Safety Committee to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes. A termly review and analysis of accident records is conducted by the Health and Safety Co-ordinator and an annual accident analysis report is reviewed by the Health and Safety Committee.

### **First Aid equipment and materials**

Westfield School provides a Sick Bay in both Junior House and Senior House, with medical couch and sink facilities (toilet facilities are also available in Senior House.)

First Aid kits are available at the following destinations

- The Junior House staffroom
- The Senior House staffroom
- The School Office Senior House
- The Kitchen
- The Home Economics Room

- Biology Lab
- Portable first aid kit for sports use kept in the PE office Senior House
- Portable first aid kit for use during off site trips kept in both Senior and Junior House offices

The Appointed Person is responsible for stocking and checking the first aid equipment.

## **Medicines**

### **Non-Prescription Medication**

Detailed codes of practice appropriate to different age groups are published in the staff handbook. Within these codes of practice, it is clearly understood that no member of staff may allow a pupil to take a medicine without parental authority. This may be a general authority, renewed annually by parents, to administer paracetamol (or Calpol) or Ibuprofen.

### **Prescription-Only Medication**

Prescribed medicines may be given to a pupil by the Appointed Person or a designated person and written consent must be obtained from the parent or child's guardian clearly stating name of medication, dose, frequency and length of course for each and every medicine.

### **Administration of Medication**

The medication must be checked before administration by the member of staff confirming the medication name, pupil name, dose, time to be administered and the expiry date. What has been administered must be documented, dated and signed for. Medication must be stored out of reach of pupils in a secure location in the main office. Antibiotics may be stored in the fridge in the Junior House or Senior House staffrooms. The school cannot take responsibility for giving medicines which are dangerous and where timing is of vital importance.

### **Management of Long Term Medical Difficulties**

Some children have longer term medical needs and may require medicines on a long term basis to keep them well, for example children with well controlled epilepsy, cystic fibrosis, diabetes or asthma. Where this requires medication to be given in schools hours the class teacher or TA will administer this following the guidelines given in writing by the parents/carers and/or the medical practitioner. Where any special training is required to administer the medication, eg epipens, advice and training will be sought through the medical profession.

Older children with a long term illness should, where possible, assume responsibility under the supervision of their parents. The decision as to when the child is mature enough to manage their own needs rests with the parents.

A list of all children with any known medical condition is drawn up annually and amended on an ongoing basis. All staff are given copies of this list and it is displayed in the staff room. All children with specific dietary needs or allergies are made known to kitchen staff.

### **Precautions for Dealing with Spillages of Body Fluids**

The following precautions should be taken when dealing with a bleeding casualty or clearing up spillages of body fluids and products.

- First aiders, and others rendering assistance, should ensure that any cuts, abrasions or other wounds on their hands are covered with waterproof adhesive dressings.
- As far as is practicable, hands should be thoroughly washed with soap and water before commencing treatment.
- Disposable gloves should always be worn when dealing with profusely bleeding patients or when mopping up body fluids.
- Disposable aprons should also be worn where large quantities of body fluids are involved.
- Blood splashes to other parts of the body should be washed off immediately with soap and water.
- Splashes into the eye will require irrigation with running water or an eye wash bottle.

- Any contaminated materials are placed in a suitably labelled yellow plastic bag and treated as special waste.
- After giving treatment or clearing up spillages, gloves should be washed with soap and water before removal. They may then be discarded into a dustbin.
- Hands should be thoroughly washed with soap and water following the removal of gloves.
- Any contaminated dressings, cotton wool or other first aid materials should be placed in a bucket and subsequently flushed away down a toilet or suitable drain.

### **Parental Responsibility**

In line with government guidelines we would ask that children are not sent to school when they are clearly unwell or infectious.

Parents have the prime responsibility for their children's health and are asked to provide detailed information in writing about their child's medical condition on admission to school or when the medical need arises.

If a child is able to manage their own medical needs, the parent should inform the school in writing so that arrangements can be made for the safe storage of the medicine concerned.

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