



First Aid Policy

Agreed by Governors	June 2018
Chairman of Governing Board	Cees Uijlenhoed
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First Aid Policy

It is the school's policy to provide first aid support to someone if they are injured or become unwell in school, and to ensure that the school complies with the Health and Safety (First Aid) Regulations 1981. It is our policy that all staff are trained and certified in first, and we have at least 3 fully trained first aiders in the school based within 2 minutes walk from any classroom, who will provide first aid support as and when necessary.

NB: First Aiders are not legally permitted to give any medication to students.

1. Number of qualified First Aiders

Legally there is no set limit for the number of first aiders that are required but based on the nature and size of the school, the level of risk present in the school and the distance we are from medical facilities we aim to have at least one first aider present at all times in each school building allowing us to fulfill our First Aid policy.

1.1 First Aiders

Mrs. Dipa Donald-Horsfall

Ms. Naomi

Mrs. Pamela Brand

- i. Qualified First Aiders are able to recognise and manage any immediately life-threatening conditions. If the First Aider feels that further medical assistance is required, they will arrange for an ambulance to be called. All first aiders have attended an approved course in first aid and undertake yearly refresher courses.

2. Equipment

2.1 First Aid Boxes

There is a First Aid box in each block and in the school office. All qualified First Aiders are responsible for replenishing the First Aid boxes and ensuring that it contains all necessary equipment and that the equipment is in date. On the inside of the First Aid boxes is a recommended contents sheet. The boxes are checked at least once a term by one of the first-aiders in each school office prior to the health and safety meeting.

3. Equipment

All new staff are provided with information at induction on how to obtain first aid assistance and who the qualified first aiders are. First aid notices naming the qualified first aiders are on display in all the classrooms, staff room and school office.

4. Updating

All first aid notices are regularly checked for accuracy and updated. Notices will need to be altered if a listed first aider leaves, moves location or does not renew their certificate. In these instances, a new first aider will be appointed.

5. Training

All first aiders have to attend an assessed training course in Emergency First Aid at Work to be recognised as a first aider. We recommend that first aiders attend a refresher course every year.

6. Procedure

- i. If someone is injured, becomes unwell and needs help, the nearest first aider should be contacted, and asked to attend. The first aider will assess the situation, provide help, request assistance from other first aiders if necessary, and stay with the casualty until they are recovered or make arrangements for further medical assistance if they deem this necessary.
- ii. **When giving first aid to under 18s which involves physical contact, the first aider should first explain what they need to do and then ask the child's permission to go ahead before starting.**
- iii. In the rare case that no first aiders are available, the casualty will be assisted in getting to the nearest hospital A&E department

7. Medical Support

- i. When a first aider thinks that a casualty needs urgent medical treatment, the first aider will arrange for the casualty to be taken to the nearest hospital accident & emergency department – if the first aider thinks it necessary, an ambulance will be called. If the situation isn't an emergency but the casualty does need to go to

the hospital then we will call a taxi. Either the first aider will remain with the casualty and accompany them to the hospital or they will ask a friend or other appropriate member of staff to stay with them.

- ii. When appropriate or if asked to by the casualty, we will contact their next of kin. Emergency contacts for pupils are recorded on the school's database and for staff are kept in the Health and Safety Files in the main school building.

8. Spillage of Body Fluids

These must be dealt with by a qualified first aider. Spillages of blood, vomit, urine and excrement should be cleaned up promptly. The area should immediately be cleared and cordoned off and the first aider should use the spillage kit found in the first aid box to clean up. The first aider should wear protective gloves and the waste be cleared into the bag provided in the spillage kit. The incident should be reported in the accident book. Spillage kits are also available on the coaches used for our excursions.

9. Records

An accident form should be completed every time a first aider provides assistance to a casualty, including whether the problem was illness rather than accident. As well as the usual details of the accident (if appropriate) the name of the person giving first aid and summary details of the treatment given should be recorded. The accident book are kept locked away in the main school office.

10. Medical Care of Under 18s

- i. In the event of illness or accident or the need for emergency dental treatment, all pupils are accompanied to the local Doctor's surgery, hospital or dental hospital if it is deemed by the member of the Senior Management to be necessary and practical.
- ii. NIS requires to be fully informed of any medical condition/disability of a prospective student in order to be able to provide appropriate care for the pupil. In the case of such information not being provided we may have to refuse acceptance of the pupil or have the individual removed from the school roll.

11. Administering of Medication

Many pupils will need to take medication, or be given it at school at some time in their school life. For most, this will be for a short period to allow them to finish a course of antibiotics or apply a lotion. In some cases, there may be a long term need for pupils to take medication. Working in partnership with parents/carers, pupils and fellow professionals to allow pupils to take or be given medication at school minimises the disruption which could be caused by illness and allows their education to proceed at a steady rate alongside their peers.

12. Legal Requirements for the Administration of Medication

In general, school staff cannot legally be required to administer medication or supervise a pupil taking it. However, all staff in school have a duty to act as any reasonable prudent parent would, to make sure that pupils in their care are healthy and safe and this might extend to administering medicine or taking action in an emergency.

12.1 Duty of Care

We will administer prescription medicines during the school day if absolutely necessary, i.e., in cases where it would be detrimental to the child's health if it were not administered during the school day.

13. Emergency Situations

13.1 Pupil Procedures

In an emergency, pupil will have prompt access to their medicine through a recognised procedure. It is the duty of the Principal to ensure that all staff are familiar with the emergency procedure.

13.2 Staff Procedures

The Principal will ensure that all staff know how to call the Emergency Services. All staff should know who is responsible for carrying out emergency procedures in the event of a particular need and who are the school first-aiders.

14. Agreement to Administer Medicines

14.1 Principal's Role

Agreement for administering medication **MUST** come from the Principal after adequate consultation with parents/carers and pupils. **No staff member should enter into individual agreements with parent or child.** Information about an individual pupil's medical condition and related needs will only be disseminated to those staff who require to know in order to ensure the pupil's wellbeing. Information can only be passed on with the consent of parents/carers.

14.2 School-Parent/Carer Agreement Form

No pupil under 16 should be given medication without his/her parent's/carers written consent. The school should ensure that a School-Parent Agreement Form is available to parents (see Appendix II). Parents/carers are required to complete this form, detailing doses and times.

15. Partnership Working

15.1 Pupil Involvement

It is important that pupils who need to take medication at school are involved as closely as possible in the arrangements made for them. When making arrangements for medical care at school the following should be considered:

- i.** Independent management of needs.
- ii.** Supervised administration of medication.
- iii.** Staff administration of medication.

If a pupil refuses to take medication the school will record this and inform the pupil's parents/carers. If the medication is essential to the pupil's continued wellbeing, the school will call the emergency services and inform the parents/carers.

STAFF MUST NOT COMPEL A STUDENT TO TAKE MEDICATION

15.2 Parent/Carer Involvement

We will inform all parents/carers of school policy and procedures for addressing the medical needs of pupils and will respect the cultural and religious views of pupils and their family.

We ask parents/carers to help by:

- i.** Administering medicines out of school hours wherever possible.
- ii.** Offering to administer medication during the school day themselves.
- iii.** 'Training' inhaler users to self-administer.
- iv.** When the above options are not available, ensuring that medicines are provided in their original containers.
- v.** Ensuring that medicines are 'in date' and collecting medication no longer required.
- vi.** Ensuring that current and accurate medical information, including medical condition, treatment, any special care needed at school, etc, is passed to the office.
- vii.** Sending only the required amount of medication required for the pupil on a daily basis.
- viii.** Where a pupil needs two or more prescribed medicines, ensuring that these are provided in their separate original containers.
- ix.** Ensuring that the school is notified of any changes in the medication administered to their child at the earliest opportunity.

NIS retains the right to make decisions regarding the appropriateness of pupils participating in certain activities if there is a medical condition and possible risks attached.

16. Review

This policy is reviewed on an annual basis or as when necessary, for example if a First Aider leaves the school.

---- End of First Aid Policy NISL ---