

First Aid and administration of Medicines for pupils, staff and visitors

CONTACT DETAILS:

999 – in event of serious injury. Then inform Reception in working hours.

Tell: 020 8554 9111

Mobile 07957 777 786 – in event of minor injuries or to report a serious injury once an ambulance has been called.

Introduction

Read Academy recognises its legal duty to make suitable and sufficient provision for first aid to pupils, staff and visitors, including those travelling or working away from School and to appropriately respect the confidentiality and the rights of pupils as patients. This includes the right of the pupil deemed to be 'Gillick competent' to give or withhold consent for his/her own treatment.

Written consent of the administration for the medical and dental treatment, first aid and non-prescription medicine is required from parents and guardians.

Management responsibility for all first aid functions is held by the head. Mr Hussain will be responsible for promoting and implementing the policy by:

- Reporting accidents to the appropriate authority;
- Encouraging staff to take training in first aid;
- Authorising refresher training;
- Providing first aid cover;
- Maintaining adequate first aid supplies and equipment;
- Recording details of individuals (including personal health and welfare information), administration of medication, treatment and first aid (kept confidentially), significant illnesses, significant accidents and injuries, parental permission for medical and dental treatment, first aid non-prescription medication, Care plans for Day pupils with Special Needs (where applicable);
- Notifying Senior Management immediately of serious accidents.

The Head will regularly monitor systems and management of medical welfare and records of significant accidents to identify whether review or change in welfare practice is needed.

The purpose of the Policy is therefore:

- To provide effective, safe First Aid cover for pupils, staff and visitors.
- To ensure that all staff and pupils are aware of the system in place.
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

First Aid

There is provision for having at least one qualified person on site when children are present. NB The term FIRST AIDER refers to those members of the school community who are in possession of a valid First Aid at Work (FAW) certificate or equivalent, currently Mr Gulam Hussain.

First Aiders/Nurses will:

- Ensure that their qualifications are always up to date.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that their portable first aid kits are adequately stocked and always to hand.
- Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of all head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is either:
 - ~ Accompanied in the ambulance at the request of paramedics. Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted or the parent is not present e.g. at a sports fixture.
 - ~ Met at hospital by a relative.
- The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.

- Liaison must occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher.
- Keep a record of each student attended to, the nature of the injury and any treatment given, in the book provided in the Health Centre. In the case of an accident, the Accident Book must be completed by the appropriate person.
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

Read Academy will:

- Ensure that first aid cover is available throughout the working hours of the school week.
- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
- Ensure that in the event that an injury has caused a problem, the student must be referred to a First Aider/Nurse for examination.
- At the start of each academic year, provide staff with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.
- Have a file of up to date medical consent forms for every student. A separate medical consent form is required for each pupil for every trip or outing.

Staff will:

- Familiarise themselves with the first aid procedures in operation and how to contact the Health Centre. They will also ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual students when publicised by Health Centre
- Ensure that their students/tutees are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help to Health Centre as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty.

- Reassure, but never treat, a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Send a student who has minor injuries to first aid room if they are able to walk where a first aider will see them; this student should be accompanied.
- Send a student who feels generally 'unwell' to the first aider, unless their deterioration seems uncharacteristic and is causing concern. Contact the first aider if concerned.
- Ensure that they have a current medical consent form (including contact details of each pupil's own GP) for every student that they take out on a residential school trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.
- Report all accidents to themselves at work

Accident prevention

The School assesses risks and makes appropriate first aid arrangements to deal with these risks. First aid provisions are to be reassessed annually, or whenever there is a relevant change concerning those for whom the School is responsible or the hazards to which they are exposed.

Additionally, the School will ensure that contractors on its premises either have suitable and sufficient first aid provision, or if the work involves no special risks, that the contract may include their use of the School's first aid facilities, by agreement.

Practical arrangements at the point of need

Minor injuries will be dealt with by staff who are qualified First Aiders. Staff should not provide first aid treatment for which they have not been trained. In all cases, except for injuries of a very minor or trivial nature, the Health Centre should be contacted as soon as is reasonably practicable to take over the incident.

In the event that emergency services are required, staff are reminded to inform Reception that they have called for the emergency services. In cases of obvious serious injury, the First Aider will be expected to:

- Assess the situation.
- Make the area safe.
- Give emergency first aid, for which they have been trained and are competent.

- Get help – summon an ambulance by ringing 999. As soon as possible as another person to inform Reception. The receptionist will ensure that a nominated person is asked to guide the emergency services to the nearest convenient point.

Access to first aid equipment

All members of staff are required to identify the nearest first aid qualified staff and location of the nearest first aid kit to their normal working area.

The School recognises the need for training in first aid; qualification is to be updated every three years. Records and dates shall be kept by the Health Centre Manager of all First Aiders' qualifications and training shall be provided by suitable external organisations, such as St John's Ambulance.

Recording accidents, informing parents and RIDDOR

An accident report must be fully completed by the staff member, pupil or visitor for all injuries incurred at work, on School premises or off site activities, however minor. An Accident Book is maintained with the designated first aider; this book must be filled in as soon as possible after any injury. Accident reports will be kept, in accordance with current Data Protection requirements, securely in the Health Centre.

If, because of their injury, staff members, pupils or visitors are incapable of completing a report, then that report is to be completed by a person nominated by the injured person or those involved assisting or treating the injured person.

The First Aid Manager is responsible for reporting all notifiable accidents to the enforcing authorities, and when necessary, to parents of pupils. Any injury to the head must always be reported to parents.

Access to first aid kits

First aid kits are located in the first aid room and reception area. Staff who use contents of first aid kits are to ensure that they are replenished. Regular checks of first aid kits to ensure contents are adequate for purpose.

Arrangements for pupils with particular medical conditions

Before trips, expeditions and activities, pupils are assessed with specific needs for asthma, epilepsy, diabetes, allergies and other declared medical conditions, including medication; these needs should be indicated on a "medical in confidence" form as part of the risk assessment process.

Epi pens are kept in marked boxes (with pupils' names) in the Health Centre. Administration of epi pens will normally be by medically qualified or trained staff.

Hygiene procedures for dealing with the spillage of body fluids

Dealing with spills of blood or other body fluids may expose the health care worker to blood-borne viruses or other pathogens. This policy outlines a safe procedure for dealing with spillages and should be read in conjunction with other policies as directed. Employers have a duty to protect workers from hazards encountered during their work: this includes microbiological hazards

Body fluids include

- i. Blood
- ii. Respiratory and oral secretions
- iii. Vomit
- iv. Faeces
- v. Urine

General

Deal with any spillage of blood/body fluids immediately. Care must be taken to avoid contact with the skin during the cleaning and disinfection of spillages; protective gloves must be worn. Staff dealing with spillages of blood/body fluid should be vaccinated against hepatitis B virus.

Protective Clothing

Wear disposable gloves.

Clinical Waste

Always dispose of contaminated waste in clinical waste bags

Hand washing

Always wash hands after dealing with spillages or contaminated waste.

Disinfection of Blood and Body Fluid Spills

An appropriate disinfectant should be used to clean the area once the spillage has been cleared.

Methods of Treating Body Fluid Spills

Type of Spill: -

Blood and visibly blood stained fluid (except urine and vomit)

- i. Wear disposable gloves.
- ii. Cover with paper towels and dispose of appropriately.
- ii. Clean the area with neutral detergent and water.

Urine or Vomit spill

- i. Wear disposable gloves.
- ii. Absorb the spill using paper towels.
- iii. Remove paper towels and discard into clinical waste bag.
- iv. Disinfect area using appropriate disinfectant solution
- v. Always clean and disinfect the equipment used to deal with the spillage.

Always wash your hands after dealing with spillages.

Carpeted Areas

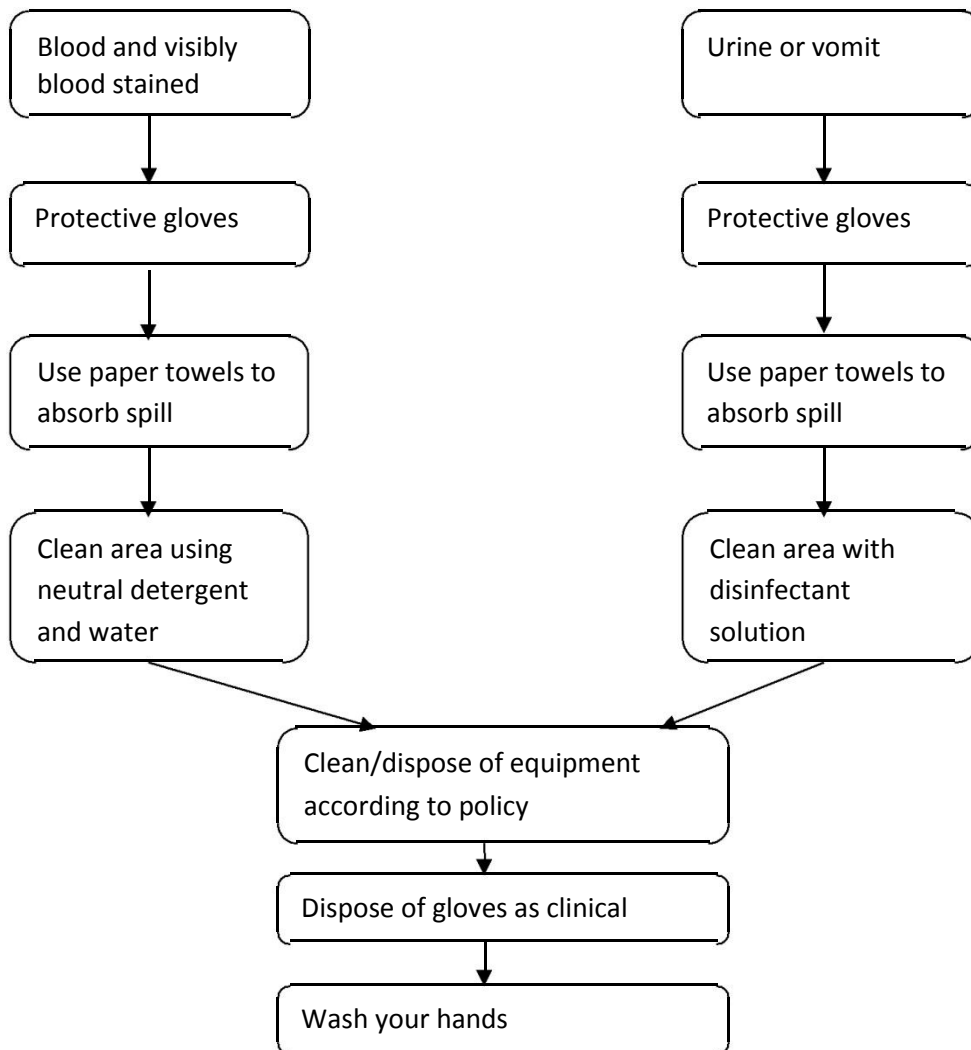
Where spillage has occurred in a carpeted area, treat according to the type of spillage outlined above.

The carpet should then be cleaned using can be a carpet suction cleaner after the spillage has been treated.

Responsibility for Dealing with Spillages

Spillages will generally be dealt with by the on duty site staff during the school day in the school environment.

Trained first aiders will also be responsible for dealing with spillages in the first aid room or at the spillage scene when appropriate.



Calling an ambulance

If an ambulance is needed, call 999 and then inform Reception during working hours to avoid confusion or duplication.

Paediatric first aid

Mr Gulam Hussain

Under Early Years Foundation Stage requirements, at least one person on the premises and at least one person on outings must have a paediatric first aid certificate. It must be clear from the certificate that the course followed has covered first aid for children (with the words 'children', 'child' or 'paediatric' somewhere on the certificate). The course must involve a

minimum of twelve hours training. As a general principle, the first aid training should be appropriate to the age of the children in question.

Notifiable incidents and diseases

Read Academy will notify the HSE, under RIDDOR, of any serious accident, illness or serious injury to, or death of, any pupil whilst in our care, and of action taken in respect of it. For EYFS pupils Ofsted will also be notified and will be notified of any instance in connection to medicines which leads to such an event. A pupil's GP has the responsibility of reporting notifiable diseases and ensuring that a pupil is safe to return to school and not cause public health problems from infections.

Contact details for Ofsted are as follows: www.ofsted.gov.uk or by telephone on 0300 123 4666.

Lessons Learned

The School's Health and Safety manager reviews all incidents recorded in the Accident Book and will examine whether a future, similar incident could be avoided and what procedures, if any, could be put in place to reduce the likelihood of a recurrence.

The **First Aid procedure** at Read Academy is in operation to ensure that every student, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

Any First Aid trained staff may be called upon to make an assessment of the need for the provision of first aid. However, during the normal course of the school day Mr Gulam Hussain forms the first port of call for assessment of first aid needs.

The following ailments / injuries are treated as set out below:-

- Minor grazes and cuts are cleaned with water / wipes and where deemed appropriate covered with a plaster. Details of pupil, date, time, injury, treatment and signature of the attending member of staff are recorded in the '*playground minor injuries book*'.
- Bumps to the head are initially looked at by Mr Hussain: where bumps to the head occur the pupil will always go to the first aid room for assessment.
- Where a suspected broken bone or dislocation has occurred the first aider attends the pupil(s) at the school. Parents are then

contacted. In extreme cases it may be necessary to call for the assistance of ambulance.

- Where a child presents themselves as unwell an initial assessment of their condition is made & they may then be monitored in Reception for a period of time. If deemed necessary the parent(s) are contacted to collect the pupil and take them home.
- Where a pupil is physically sick, the parent(s) are contacted as a matter of course and asked to collect their child. The parent(s) are then asked to keep their child at home for at least 48 hours.
- Headaches may be treated by the administering of Calpol medicine (only if parents have signed an agreement to this on the general medical form they complete when pupil starts at Read Academy).
- Where a pupil presents with a rash this assessed and if deemed necessary the pupil is sent to the first aider.

Administration of Medicines

- Mr Hussain will only administer medicine in the case where a pupil is prescribed four doses per day. In these cases a written request must be given to the school, stating dosage and time required.
- Pupils, who have an inhaler should keep this on their person. A spare emergency inhaler should be handed in to Mr Hussain. These will be kept in a locked cupboard by the kitchen. For P.E and Games the inhaler be kept by the P.E. teacher(s) and kept in the immediate vicinity of where the P.E or Games lesson/ and or inter school fixtures are taking place. A care plan is written for these pupils by the Health Centre.

Physical Sickness

If a pupil is physically sick inside the school building a special disinfectant powder is covered to cover the vomit and the school cleaning department is then notified. They then are responsible for the cleaning of the area affected.

Sanitary Accidents

In the case of a pupil wetting themselves, the attendant members of staff member will wear a pair of gloves, to assist in the changing and washing of the pupil. The soiled clothing is placed in a 'nappy sack'; double bagged using an ordinary plastic bag, kept on the pupil's peg and sent home at the end of the school day. A supply of clean clothing is kept at the school.

IMMEDIATE ACTION FOLLOWING A SERIOUS ACCIDENT OR INCIDENT ON A SCHOOL VISIT

A copy of the following guidelines must be taken by all party leaders and their deputies.

A serious accident is defined as:

- ~ An accident leading to a fatality, serious or multiple fractures, amputation or other serious injury.
- ~ Circumstances in which a party member might be at serious risk/have a serious illness.
- ~ Any situation in which the press or media might be involved.

1) Be Prepared

Brief your group on emergency procedures before they set off, including details of communications, so that they know how to deal with these should the party get split up.

2) Care of Group in an emergency

- a) Establish nature and extent of the emergency. Advise other school trip staff of the incident and that emergency procedures are in operation.
- b) Ensure safety from further danger.
- c) Contact local emergency services immediately and follow their advice.
- d) Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for.

3) Communication

- a) Contact the school (the School Office during working hours or the Deputy Head, Headmaster or Bursar at other times – or the emergency contact number).
- b) Be ready to give the following information:
 - i) Telephone number you are calling from (and an alternative)
 - ii) What happened including details of injuries
 - iii) To whom
 - iv) Where
 - v) When
 - vi) What has happened since.
- c) If a fatality is involved, has this been confirmed? By whom?

4) Next Steps and General Advice

- a) Parents and relatives will naturally be anxious to establish what is happening but do NOT let party members (staff or pupils) telephone home until after you have made contact with the School and this has been agreed. The School will arrange to contact the parents of those involved. In serious incidents the parents of all party members should be informed.
- b) Do NOT speak to the press or media. Refer enquiries to the local emergency services handling the incident on the ground and promise that

"an official statement will be made through the school as soon as possible". Under no circumstances should the name of the casualty be divulged to the media.

- c) Do NOT admit liability of any sort to anyone.
- d) Do NOT allow anyone, apart from medical services, to see any party member without an independent witness being present.
- e) Retain all equipment involved in an unaltered condition.
- f) As soon as possible keep a written record of all that happens.
- g) Be as compassionate as possible with anyone involved.
- h) If you change location, remember to let the school/home based contact have the new telephone number at which you can be contacted.
- i) You should follow the instructions from the local police/emergency services and, unless they request otherwise:
 - j) The Party Leader should write down as soon as practicable all relevant details. A record should be made of any witnesses. Any associated equipment should be kept in its original condition.
 - k) Keep the party together – if a pupil has to go to hospital, if at all possible, a member of staff should accompany them and stay with them until a relative arrives.
 - l) Keep in close contact with the School so that you can decide jointly what the next steps should be.

Monitoring & Review

It is the responsibility of the Head Teacher to ensure the implementation of this policy and to review it every two years.