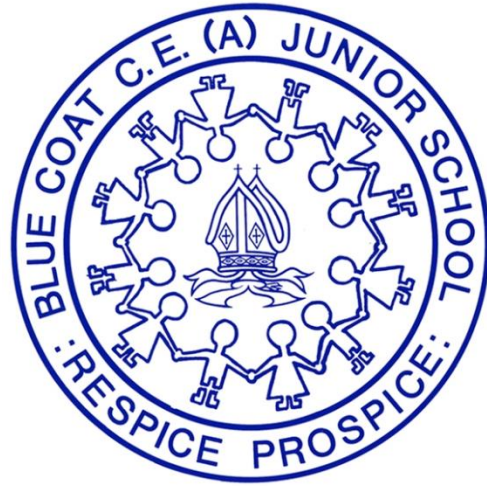


'Love God, Love others' and 'let your light shine'



First Aid Policy and Procedures

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First Aid Policy

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. These Regulations apply to all workplaces, including those with five or fewer employees and to the self-employed.

Assessment of First Aid Needs

Employers are required to carry out an assessment of first aid needs. They need to identify the level of risk to their employees in carrying out their work duties and consider what first aid equipment, personnel and facilities they need to make available. This will include the number of trained first aiders, the number of first aid boxes, their content and location and whether there is the need for a first aid room. The requirements also apply to other people on the site i.e. pupils and visitors.

An assessment of the first aid provision required for a particular site must consider:

- a. Physical size of the site
- b. Number and distribution of employees and pupils on the site
- c. Hazardous nature of the site activities and risks involved.
- d. Work patterns, including travelling, lunchtimes, out of hours and/or off-site activities.
- e. Possible absence of post holders due to holidays, illness etc.
- f. Remoteness of the site from emergency services.
- g. Specific health needs or disabilities.
- h. Site history of accidents.

The level of training for the first aiders can then be assessed and provision made.

First Aid Training

Training must be provided by an HSE approved training organisation. The course for an approved first aider is generally one/two days and the certificate is valid for three years. A paediatric First Aider is present in EYFS. Re-certification is generally one/two days and this must be achieved within the three-year period. Further specific training may be required dependent on the nature of the activities on the site e.g. sports, swimming, etc.

There may also be a requirement for a number of appointed persons. These are persons who can take charge when someone is injured or falls ill, including calling an ambulance, and can look after the first aid equipment e.g. restocking the first aid boxes. Appointed Persons should not attempt to give first aid for which they have not been trained.

First Aid Equipment

The findings of the assessment will be used to decide what first aid equipment should be provided. The minimum level of first aid equipment is a suitably stocked first aid box. This should be stored in a clean environment.

There is no standard list of items to put in a first-aid box. However, as a guide and where there is no special risk, a minimum stock of first-aid items would be:

- A leaflet giving general guidance on first aid.
- Glove 3 pairs
- 1 way valve
- Adherent dressing 10/10cm x2
- Adherent dressing 7.5/7.5cm x2
- Adherent dressing 5.5/5.5cm x2
- Micro porous tape 1.25/5m x 2
- Micro porous 2.5/5 x 2
- First Aid scissors 1
- Finger dressing with applicator 1
- Triangular bandage 1
- Safety pins 10
- Assorted plasters 20
- Saline cleaning wipes 20
- Foil blanket 1
- Tweezers 1
- Thermometer 1

You should not keep tablets or medicines in the first-aid box. The location of first aid boxes (Appendix 1) together with a list of names of suitably trained first aiders, with their usual location is suitably displayed. Appropriate signs will be prominently displayed around the sites giving details of first aiders and the location of first aid boxes.

A designated first aider will be responsible for regularly checking the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

First Aid Procedures

Children will be sent to a trained First Aider if it is felt they require medical attention.

The details of any child seen by a first aider should be recorded in the first aid book. Details should include:

- Full name of child
- Class
- Description of injury. If there is no visible mark this should be recorded
- Description of treatment given
- Indication if slip given
- Staff initials/ signature and date

Injuries should be treated according to guidance given during First Aid training, this should not include the use of a wet paper towel. Wounds should be cleaned with medi-wipes (never use cotton wool). Disposable gloves should be worn when treating an open wound. If treatment is given a slip should be completed in the duplicate book. This should be handed to the class teacher who will send this home to parents. It is the responsibility of the First Aider who completes the slip to hand this to the class teacher before the end of the school day.

Guidance for First Aiders

Legal Responsibility

It is very unlikely that any legal action would be taken against a first aider who was using the first aid training they have received. The school insurance policy should be checked to ensure that adequate cover is provided.

Tablets and Medications (staff)

HSE guidance states that first aid at work does not include giving tablets or medications to staff to treat illness and sickness. Such items should not be kept in the first aid box. However, strictly speaking, there is no legal bar to employers making such items available to employees, if the assessment of first aid needs indicates they should be provided. HSE has no objection to paracetamol or aspirin being made available in the workplace. First aiders issuing these tablets should have a reasonable understanding of what is involved.

Some workers carry their own medications such as inhalers for asthma or 'EpiPens' which contain injectable adrenaline for the treatment of severe allergic (anaphylactic) reactions, for example to peanuts. These medications are prescribed by a doctor. If an individual needs to take their own prescribed medication, the first aider's role is limited to helping them do so and contacting the emergency services as appropriate.

Medicines legislation restricts the administration of injectable medicines. Unless self-administered, they may only be administered by or in accordance with the instructions of a doctor (e.g. by a nurse). However, in the case of adrenaline, there is an exemption to this restriction that means in an emergency, a suitably trained lay person is permitted to administer it by injection for the purpose of saving life. The use of an EpiPen to treat anaphylactic shock falls into this category. Therefore, first aiders may administer an EpiPen if they are dealing with a life-threatening emergency in a casualty who has been prescribed and is in possession of an EpiPen and where the first aider is trained to use it.

General Information

Blue Coat Infant & Junior Federation has laid down the following relevant procedures:

- Asthma Procedure
- EpiPen Administration

The schools will endeavour to have at least the required amount of approved first aiders and, where possible have the remaining staff trained as appointed persons.

First aid materials are situated in clearly indicated, relevant positions around the school together with names and location of first aiders. Portable first aid kits are available for off-site activities when necessary.

All accidents must be recorded in the accident book. In the Infant School this is located in ??????????

and in the Junior school in the medical room. If an accident requires the administration of first aid this should also be recorded on the duplicate paper forms. The top copy of the duplicate form should be handed to the class teacher by the First Aider to ensure timely communication between First Aiders, class teaching staff and parents.

Major accidents e.g. suspected bone fracture, hospitalization, loss of consciousness, etc. must be reported to the HSE by phone immediately.

Illness, serious accident, deep cuts and bumps to the head must be reported to the Head of School. Emergency contact numbers are kept in the main office.

In the event of a serious accident call for an ambulance. Contact the parent(s) if the patient is a child or next of kin if an adult. Staff will familiarize themselves with the separate 999 procedures poster located in central areas the Federation.

Be alert for injuries which may have taken place outside school. Consult the Designated Safeguarding Leads if a child has bruising/injuries which you suspect are non-accidental.

Information concerning medical disorders and diseases can be found in each of the schools medical registers located in the Infant School Year 1, in the Junior School in the main office.

Care plans

Health care plans are in place for those pupils with complex medical needs e.g chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.) These plans are reviewed annually and written precautions/procedures made available to staff. Staff under-go specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate. A pupil with a long term medical need must have a care plan.

The medical need may not mean that medication needs to be administered in school. A care plan is still required. Any medical condition that potentially requires a response beyond basic first aid needs a care plan to be in place.

Pupils who require an inhaler or epi-pen must have a care plan in place. Where the needs of an asthmatic child are greater than the usual use of a blue reliever inhaler their care plan should also be accompanied by an asthma plan from their GP or hospital consultant. On the internal review of care plans by appointed staff parents may be asked to provide additional information regarding their child's needs.

Class teachers must have a copy of care plans for pupils in their classes.

The procedure for administering medicine and associated record must be followed in all cases (see appendix 2 Administering medicine procedures and 3 Record of medicines administered in school)

Asthma reliever inhalers will be stored in the Infants school in each year group and in the Junior School kept in the child's classroom. These are kept in the red medical bags. It is imperative that the red bags accompany the children whenever they are not in the classroom. Medical bags must be taken, by an adult, to PE lessons, on trips, fire drills etc.

Children suffering from epilepsy, allergic reaction, diabetes, fits etc. will be highlighted to keystaff and a care plan set up in liaison with their parents and appropriate medical professionals (where

necessary). It is the responsibility of the parents to ensure that Blue Coat Federation is provided with the most up-to-date and accurate information regarding their child's medical condition.

Asthma Procedure

As a responsible school and with advice from the National Asthma Campaign and Walsall Health Authority, we have established a procedure for managing the condition. All staff have received Asthma training. Please see separate Asthma policy.

Procedure to take in the event of an asthma attack

1. In the event of an asthma attack:-
2. It is most important to keep calm
3. Summon adult help, ideally named first aider
4. Reassure child
5. Loosen clothing at neck, ensure child leans forward slightly
6. Ensure that the child is not too hot/cold or in a draught but make sure that there is sufficient air.
7. Do not crowd, keep other children calm, reassuring them that everything is under control.
8. Allow child to administer normal dose of the child's reliever, an adult may have to help with this. In an emergency a spacer can be used.
9. Stay with the child at all times NEVER leave them alone
10. Check for signs of synosis (i.e. blueness at lips)
11. If no improvement after 5 minutes – give dose again, if the child cannot speak or is still very breathless then dial 999 or 112.
12. If in any doubt, or if you have any concerns then dial 999.
13. Notify parents of action taken
14. Be prepared to resuscitate if necessary.
15. If the child is a severe asthmatic then get someone to dial 999 immediately, continuing treatment until help arrives.
16. A dose of reliever can be "puffed" into the spacer which is then held vertically so that the child can take in the medication more easily.

In the event of a child needing to use their inhaler in a non-emergency situation the child must be supervised by an adult when using their inhaler and this should be recorded on the administration of medication form kept alongside their inhaler. Parents should be informed at the end of the school day about any inhaler usage.

Administration of Medicines

All medication will be administered to pupils in accordance with the DfE document https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf

The only medication kept and administered on site are those prescribed specifically for a pupil at the request of the parent/guardian and with the consent of ELT.

Records of administration of medicines will be kept in the school(s) office(s). No member of staff should administer any medicines unless a request form has been completed by the parent/guardian.

Designated staff receive the appropriate training for administering medicines.

On occasions Parents will be required to come into school to administer medication for their child.

EpiPen Administration

EpiPen training is completed under supervision from Walsall Health Authority and updated as required. It is good practice to have two staff trained staff per year group where there is a child with an EpiPen need, however all staff will receive training on a biannual basis.

A child's EpiPen will be stored in the red medical grab along with a copy of their care plan and administration of medication form. If a child requires the administration of their EpiPen an Ambulance will be called immediately followed by a call to parents to advise them of the situation.

Emergency Contact Forms

As part of accepted good practice, the names of all pupils with a medical condition are recorded on 'Emergency Contact Forms' (Appendix 4) which are kept in the school office. Information is transferred onto a data base and a copy of relevant information given to the class teacher at the beginning of each year.

Parents are asked to keep us informed of any new or updated treatment so that their child's record can be altered accordingly. It is also helpful for our staff to be informed of any 'trigger factors' which may bring on a pupil's asthma attack.

Access to Medication - Medical Grab Bags

All medications kept on site are securely stored with access strictly controlled. Where children need to have access to emergency medication, i.e. asthma inhalers, Adrenaline pen the following has been put in place:

In both the Infant and Junior Schools Asthma inhalers and EpiPens will be stored in the red medical grab bags. Medication will be named and kept separately in pouches within the grab bags. Medication must be accompanied by a copy of the child's care plan (completed by parents) and a record of medication administration form.

In both schools Asthma inhalers are kept centrally in a red medical grab bag in each classroom. This is positioned for easy access for adults but away from children. Each inhaler is labelled and kept in a separate pouch within the bag. All inhalers are administered with adult supervision/support. Relevant forms are completed when inhalers are administered. (See appendix 3).

Long-term Prescription Medication

There are a number of children across the Federation who require long-term prescription medication to be administered during the school day. Following consultation with parents (and the completion of the relevant paperwork) staff are able to administer this medication. In the Infant School prescribed medication is kept centrally in each year group in a locked cupboard. In the Junior School prescribed medication is kept in a locked cupboard in the main school office or in a locked cupboard within the medical room. Prescribed medication must be clearly labelled with the pupil's name. The completed care plan completed by parents is kept with the medication and an additional form that records when medication has been administered is also kept with the medication for each child.

Medication Authorisation Procedure

The school cannot take responsibility for administering non-prescription medication, however we are aware that the attendance of some children can be positively impacted if they have access to paracetamol/ibuprofen during the school day. In the Infant school if a parent wishes that non-prescribed medication be administered in school then the following will apply:

- The parent will be encouraged to administer the medication themselves wherever possible. This may require a parent to visit school at lunchtime. Staff will facilitate this.
- The parent should be informed that it is their responsibility to ensure that the medication is collected at the end of the school day

In the Junior School, following a parental request and the completion of relevant forms office staff will supervise the dispensing of medication and self-administration by the child. Staff will support the child in measuring the correct dose of liquid paracetamol/ibuprofen in accordance with parent instructions and will supervise the administration although will not administer the medication directly to the child. An administration of medication form is completed to record the time and dosage and a courtesy phone call is made to the parents to inform them this has occurred. This procedure does not apply to asthma inhalers or EPIPENS.

Recording of accidents and incidents

Any accident/incident occurring on the site of the Blue Coat Federation School's, must be accurately recorded on the appropriate forms that shows which zone (appendices 7a and 7b) the accident happened (See appendix 4 – accident record) and the relevant information recorded (See appendix 3) followed by a brief note home (see appendix 10 BCI and Appendix 11 BCJ)

For head bumps, staff will follow the directions set out in the head bump flowchart (See appendix 8) all children who received a head bump will be notified via a letter (see appendix 9)

In both schools the top copy of the Accident/incident duplicate form will be sent home to parents if their child has received first aid. An accident/incident involving employees and persons receiving training must complete an accident/aggression/incident form.

Reportable major injuries should be submitted via the website www.riddor.gov.uk.

Emergency Contacts

All new starters entering the schools are required to complete an emergency contact form and medical information and consent forms are passed to the First Aider. A request/reminder for this form to be completed (see appendix 12 – Request/reminder for completion for the consent of medication form).

Parental Consent forms for administration of medicines during the school day must be complete on each occasion and authority obtained from the Head of School.

A request for medication not in school (appendix 10)

Transport to Hospital

If the first aider or a member of ELT considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

Document review

Guidance on First Aid For
Schools Local Arrangement No 9

First Aid

Corporate Performance Management No 25 Reporting and responding to incidents

Liability and Indemnity

Blue Coat C.E. Federation adhere to the DfE's statutory guidance 'Supporting pupils at school with medical conditions', 2015 and Walsall Council/Walsall Public Health Guidance.

Complaints

Any parent/carer that has a complaint against the federation in the treatment or procedure of medical treatment should follow the guidelines for complaints set out in the federation's Complaints Policy.

Further Advice and Support; <https://www.asthma.org.uk/>

EMERGENCY PROCEDURES

REQUEST FOR AMBULANCE TO:

1: Dial 999 or 112, ask for an ambulance and be ready with the following information location as:

Blue Coat C.E. (A) Infant School

Hanch Place
Walsall
West Midlands
WS1 3AF.
Tel: (01922) 720740

Blue Coat C.E. (A) Junior School

Springhill Road
Walsall
West Midlands
WS1 2LP ·
Tel:01922 720921

2. Exact location of child/staff member in school

3. Your name

4. Inform ambulance control of the best entrance and state that the crew will be met at the front door and taken to the casualty.

**SPEAK CLEARLY AND SLOWLY AND BE PREPARED
TO REPEAT INFORMATION IF ASKED TO DO SO.
REMEMBER – IF IN DOUBT, DIAL 999 or 112**