

THE PARK SCHOOL

FIRST AID POLICY

We ask parents to please keep your child at home if he or she is ill or infectious, and phone us on the first day that s/he is ill. An ill child will not be happy in school, and will only infect others. We will therefore telephone you and ask you to collect your child if he or she becomes ill during the day.

We will *always* contact parents at once if their child suffers anything more than a trivial injury, or if he or she becomes unwell during school day, or if we have any worries or concerns about his or her health. We will ask parents to collect their child if he or she becomes ill during the school day. We will inform parents if he or she has a minor accident or graze at school.

The Park School is totally committed to ensuring the highest level of Health and Safety in and around its premises and therefore every member of staff is regularly trained or updated in skills of basic first aid. In the event of an accident occurring, any member of staff in the immediate vicinity would be expected to assess the situation and make the initial decisions. Pupils are supervised throughout the school day whether in the classroom or outside it. A member of staff would be on duty at any particular time, please refer to latest duty list published elsewhere for details. This would also be true in the event of an accident occurring to a member of staff or visitor. A message would also be sent to the school office, where staff have undertaken first aid training. The office would inform a pupil's parents where this necessary and the incident logged in the accident book, which is kept in the medical room. The date and time of the accident, details and nature of the accident and action taken must all be recorded in the accident book. If in any doubt of the seriousness of the accident, phone the parents and let them make a decision on any action needed.

REPORTING AN ACCIDENT

The Park School reports to the Health and Safety Executive (telephone 0845 300 99 23) under 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations', 1995 (RIDDOR)

The school will report;

- Deaths
- Major injuries
- Over-three-day injuries
- An accident causing injury to pupils, members of the public or other people not at work
- A specified dangerous occurrence, where something happened which did not result in an injury, but could have done

First Aid Provision

- The Head Teacher is responsible for ensuring that there is an adequate number of qualified First Aiders (having at least one qualified person on each school site when children are present.)
- Portable First Aid kits are taken on educational visits and are available from the School Office.
- The First Aiders will ensure the maintenance of the contents of the first aid boxes and other supplies.
- All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epipen.
- All staff will ensure that they have read the school's First Aid Policy.

First Aid Boxes

First aid boxes are placed in all the areas of the school where an accident is considered possible or likely (such as the Science Department). We always take first aid boxes with us when groups of pupils go out of school on organised trips or to participate in sporting events. A first aid box is located in the Junior office. All boxes are checked and, if necessary, replenished every week.

First Aid Boxes are located in the following places:

- Medical Room
- Chemistry Laboratory
- Kitchen

- Food Technology Room
- Boarding House
- Minibuses.
- Main Office

The P.E. Department has portable equipment.

One person for each department is responsible for keeping the first-aid boxes re-stocked e.g. the Administrative Assistant is responsible for keeping the supplies re-stocked in the Medical room.

First Aid Boxes should contain: micropore, scissors, triangular bandage, wound dressing/bandage and gloves. No medicine/tablets are to be kept in the first aid boxes.

Access to First Aid

All new pupils (and staff) are given information on where to go for help in the event of an accident as part of their induction into the school.

CALLING AN AMBULANCE

If someone at the school has an accident, staff are trained to summon medical help immediately. The School secretaries are normally responsible for summoning an ambulance and for escorting the pupil to hospital; but all staff are advised in their induction training that if s/he is unavailable, they should summon an ambulance themselves. A member of staff will always stay with a child in hospital until their parents have been contacted.

First Aiders

First Aiders are staff who hold a current first aid certificate issued by a Health & Safety Executive approved organisation. A First Aid at Work Certificate is awarded upon successful completion of a full 4 day training course. The certificate is valid for 3 years and the refresher two day course must be undertaken before the expiry date of the certificate, otherwise the full training course must be undertaken to renew it.

The names of those qualified in First Aid are as follows;

(Emergency First Aid at Work course completed on 05.09.09)

Sarah Scannell, Karen Vinall and Jane Huntington (hold enhanced First Aid certificates) Duncan Smith, Malcolm Evans, Vivien Wiles, Sue Hutton, Larry, Tulett, Pip Warr, Patrick Pender-Cudlip, Jenny Ellis, Sharon Stosiek, Hannah Topliss, Alexandra Briggs, Theresa Gordon, Belinda Stephens, Susan Twist, Marion Partington, Heather Pardon, Lawrence Gentis, Angela Meller, Rose Edney, Stephanie Shillito, Ted Winter, Melanie Gifford and David Ennals.

Boarders

The Park School aims to ensure that boarders are;

- Adequately supervised when ill
- Supported in relation to any health or personal problem
- Suitably accommodated when ill

Furthermore, the school will keep detailed records of illness, accidents and injuries, together with an account of any first aid treatment, non-prescriptive medication or treatment given to a pupil.

Procedure

for staff to follow in case of pupil injury in school;

1. In the event of injury or medical emergency, if possible contact the appointed First Aider(s) or other teacher.
2. If injury is of minor nature, send pupil to office.
3. Check if accident report form from office is needed, complete if required.
4. Complete incident slip for notification of pupil's tutor.

5. If accident is a result of ill discipline, see that correct procedures are followed.
6. Any pupil complaining of illness or who has been injured and sent to the School Office will be inspected by the qualified First Aider(s) and, where appropriate, treated. Constant supervision will be provided.
7. Parents should be contacted as soon as possible so that the child can be collected and taken home.
8. IF THERE ARE ANY DOUBTS OVER THE HEALTH OR WELFARE OF A PUPIL OR THE SERIOUSNESS OF ACCIDENT, CONTACT PARENTS.
9. The school recommends that, unless it cannot possibly be avoided, no member of staff should administer first aid without a witness (preferably another member of staff).
10. No member of staff or volunteer helper should administer first aid unless he or she has received proper training, except in the case of minor cuts and grazes, which can be dealt with by members of staff under St. John's Ambulance guidelines.
11. For their own protection and the protection of the patient, staff who administer first aid should take the following precautions. Exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing. Hands should be washed before and after administering first aid. Disposable gloves should be worn.
12. All serious accidents should be reported to Head Teacher or First Aider who should call an ambulance and the child's parents ASAP
13. In the event of an accident of a serious nature occurring, immediate steps would be taken to summon an ambulance to the site. If an ambulance is called by a member of staff and not the general office staff, **the office staff should be informed immediately**, so that they may direct the ambulance staff to the incident without any delay.

Out of School:

- Whenever possible take a MOBILE TELEPHONE on trips out of school. Teachers to check that pupils who have asthma take their inhalers.
- If the trip is via Minibus or coach teachers must take a first aid kit.

Action at an Emergency (To be undertaken by trained First Aider)

- Assess the situation: Are there dangers to the First Aider or the casualty? Make the area safe, look at injury: Is there likely to be a neck injury?
- Assess the casualty for responsiveness: Does the casualty respond.
- IF THERE IS NO RESPONSE:
- Open airway by placing one hand on the forehead and gently tilt the head back. Remove any obvious obstructions from the mouth and lift the chin.
- Check for breathing. If the casualty is breathing assess for life threatening injuries and then place in the recovery position. If the casualty is not breathing send a helper to call an ambulance and give 2 rescue breaths making 5 attempts at least.
- Assess for signs of circulation. Look for breathing, coughing or movement. If present, continue rescue breathing and check signs for circulation every minute. If breathing is absent begin Cardio Pulmonary Resuscitation (CPR).

In emergencies involving a pupil with a particular medical condition (for example asthma, epilepsy or diabetes) staff know that they are to get hold of Sarah Scannell, Jane Huntington or the Boarding House Assistant Karen Vinall, who are qualified to handle the situation.

Incident Reporting

- All incidents, injuries, head injuries, ailments and treatment are recorded in one of 4 accident books (Sixth form, Senior Department, Junior Department, Boarding House)
- First Aiders contact parents by phone if they have concerns about the injury.
- Staff should complete the accident book if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

We keep records of all accidents and injuries, and have a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence.

Administration of Medicines

Regular school attendance is vital for every child and The Park School does all that it can to maintain high attendance figures. Nevertheless, from time to time every child will become ill and may require some time out of school to recover. In general, where a child requires medication (or treatment) they should be kept at home until the course of treatment is complete. There are, however, a few exceptions:

- When a child has almost fully recovered and simply needs to complete a course of medication (e.g. antibiotics) for a day or so.
- Where a child suffers from asthma (or any other occasional ailment) and may need to use an inhaler.

Where equipment such as an inhaler is necessary, we strongly encourage children to take personal responsibility for these items as soon as possible. If any medications (such as, asthma inhalers) are brought into the school it is a parent's responsibility to ensure that they inform the school, and that they understand that their child will take responsibility for it. If there are any doubts about a child's ability to take responsibility for their own medication then a parent should be advised to maintain that responsibility and make arrangements to administer the medication themselves.

There is a list of children with particular medical conditions in the Medical room, the Main office, the Junior office and the staff room so that staff are aware at all times.

Legal Aspects;

There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it. *This is purely a voluntary role.* Staff should be particularly cautious agreeing to administer medicines where:

- the timing is crucial to the health of the child;
- where there are potentially serious consequences if medication or treatment is missed;
- or where a degree of technical or medical knowledge is needed.

Staff who volunteer to administer medicines should not agree to do so without first receiving appropriate information and / or training specific to the child's medical needs.

Under no circumstances must any medication, even non prescription drugs such as *paracetamol*, be administered without parental approval.

In the case of an emergency where a pupil has a particular medical condition (for example asthma, epilepsy or diabetes) as not all staff are trained to deal with such cases they are asked to contact the trained person; Sarah Scannell, Jane Huntington or the Boarding House Assistant Karen Vinall, who are qualified to handle the situation.

Whenever possible parents should ask their GP to prescribe medication in dose frequencies which enable it to be taken outside school hours. However, if parents wish the school to administer the medication they should give the Headteacher a written request detailing the medication to be given along with the frequency, dosage and any other relevant information (e.g. interaction with other medicines such as paracetamol). Oral information from the pupil or parent will not be acted upon.

If required, the parents will be able to visit the establishment during the day to administer medication in person.

The parent must supply the medication in a suitable container clearly labelled with:

- the child's name
- the name of the medicine
- the method, dosage and timing of administration
- the date of issue
- the expiry date

Details of possible side effects should also be given.

The medicines should preferably be packed and labelled professionally. Where possible not more than one week's supply should be sent at one time.

It is important that an up-to-date record of the parent's home and work telephone numbers be kept so that they can be contacted at any time.

Medicines will be kept in a safe place, separate from the first aid box. Bronchodilators and medications needed in an emergency will be readily accessible. A designated member of staff will be made responsible for administering medication.

Medicines no longer required will be handed back to the parent. If parents do not collect medicines after a reasonable period of time they will be given to a pharmacist for disposal.

A record will kept of any medicine administered.

Hygiene Procedures / Spillage of body fluids / HIV

Q. Are First Aiders at risk from infections such as HIV when dealing with bleeding or when trying to resuscitate someone?

A. No, provided that all sensible precautions are taken. The Human Immuno-deficiency Virus (HIV) is passed on through exchange of bodily fluids.

- No person must treat a pupil who is bleeding, without protective gloves.
- Disposable gloves should be available for use by First Aiders
- Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination.
- All body fluid spillage's (Vomit, diarrhoea and Blood) must be cleaned up immediately with a disinfectant such as diluted Dettol solution. This is vital if spread of infections to be reduced. Gloves should be worn when in contact with blood or body fluid is likely.

Early Years Foundation Stage Requirements;

First Aid Boxes

First Aid boxes are located in the following places:

- **Junior Department Office**
- **Kindergarten Classroom**

1. Administering medicines and care of sick children

In order to control the spread of infection we need to exclude sick children with infectious illness from the school. It is also our belief that sick children need to be at home in order to recover from sickness where they are more comfortable.

In the case of children having diarrhoea and or vomiting, with or without a specified diagnosis, they will be excluded from attending school until completely recovered.

If a child becomes ill while at school, staff will make every effort to make the child comfortable until the parent arrives.

Staff will contact parents in order to arrange for the child to be collected and to ask permission to administer medicine (infant paracetamol or ibuprofen) in the case of a high temperature.

If parents cannot be contacted, the manager/supervisor will make the decision whether to administer medicine for a high temperature or as pain relief.

If a child is prescribed Antibiotics, then we request that the child does not attend school for the first 48 hours.

Medicines can only be accepted for children with on going non-infectious ailments or where a course of medicine is being completed, e.g. antibiotics.

Staff will not administer medicines to children who are unwell and need to recover at home.

It is imperative that parents/carers notify staff if they have administered medicine or if they suspect their child is unwell.

If it is the case that the parent has administered medicine for high temperatures that morning then the child should not attend school until consulting their GP.

Staff will not keep medicines in a refrigerator with food but in a separate chiller next to the first aid box in the Junior Department Office, well away from the children.

Medicines should be administered from the same bottle as they were dispensed in, with the dosage recommendation on the label. Every time medicine is administered staff will record the amount administered as well as the time and date given.

The staff member will sign the form and have it countersigned by another member of staff, who will have checked the details.

- Staff will always check in the child's file and parents written instructions to make sure when the next dose is due, how much to administer and whether or not the child may have any allergies.

If you are in doubt about giving medicine check with the Head of Junior Department.

2. Paediatric first aid

At least one person on the premises and at least one person on outings must have a paediatric first aid certificate.

At the Park School the current certificate holders are Sue Southwood, Elaine Smith, Jane Ennals and Barbara Johnson.

Please read this policy in conjunction with;

- Health and Safety Policy
- Smoking, Alcohol & Drugs Policy
- Educational Visits Policy
- Educational Visits for EYFS
- EYFS Outings Risk Assessment

Approved by the governing body 17th May 2010