



<b>Headstart School First Aid &amp; Administration of Medication Policy</b>	
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### **Rationale**

It is a statutory requirement for employers to make adequate first aid provision for all employees. At Headstart, we recognise that this provision should cover all staff, students, and visitors.

### **Provision**

**Important concepts relating to First Aid at Headstart are as follows:**

- All users of the school will be able to contact the duty first aider via the office or via a member of staff
- There is a rota to ensure that a qualified first aider is on the premises and on call during the school day
- There will be at least four people on the staff who will have current first aid training
- The named first aiders for the school are listed at the end of this document and also published in school on the wall in every room
- The qualified first aiders provide first aid support and office administrators maintain supply of first aid materials to supplement first aid boxes. Parents will be expected to inform the school if their child has an allergy and a list of any such children will be kept and displayed

### **Procedures**

**In the event of an accident the following procedure must be followed:**

- Render any equipment inoperative
- Once informed of an incident, the duty first aider will go to the casualty without delay and provide emergency care
- The appropriate adult (Parent/Carer) will be informed
- Summon further assistance if necessary
- If the injury is of a minor nature such as cuts, grazes and bruises these can be dealt with by any member of staff (Cleansing cuts and applying plasters, where it is established that there is no allergy to plasters, are deemed to be within the competence of all staff). Ensure follow-up treatment is carried out by reporting to the qualified First Aider. All cuts, scratches and abrasions on exposed skin should be covered by a suitable dressing or bandage
- If the injury is of a major nature, then an ambulance should be summoned immediately without undue delay caused by attempting to contact parents or guardians. If in any doubt then the incident should be treated as major, including where there is evidence of or suspicion of a head injury. The Headteacher must be informed at the first opportunity
- If a parent / carer / responsible adult cannot accompany a casualty to hospital, a member of the school staff will accompany him/her. The member of staff will remain with the casualty at hospital until the arrival of their parent / carer / responsible adult
- If the injured is mobile and it is felt appropriate, then he/she could be taken for emergency treatment to the hospital. However, this should only be done if it is felt safe to do so and will not be to the detriment of the casualty. For example, if instructed by the emergency services. The headteacher is responsible for making this decision under advice from the emergency services and arranging for a member of staff to transport the student/staff to hospital. No student may be sent to hospital unless accompanied by an adult
- Every effort should be made to contact Parents or Carers in time for them to accompany the casualty or meet the ambulance at the hospital; but removal should not be delayed on this account. Where a student is sent to hospital before parents have been informed the school office must be made aware of this and they will continue trying to contact the parent
- Where an accompanying adult is delayed at the hospital pending parental arrival, emergency cover for their teaching commitments must be arranged by a member of the Senior Leadership Team. Where necessary, eventual return to school can be by taxi and reimbursement claimed in the usual way
- Where time permits the casualty should be accompanied to hospital with a written report of the circumstances, to assist diagnosis and treatment, and a printout of the pupil's medical history can



always be obtained from the medical section of the student folders. Where appropriate COSHH product safety data sheets may also be required. However, medical intervention should never be delayed by the absence of any of these purely supportive documents

- All staff must report any accident (or near misses) no matter how slight, involving either themselves, visitors or volunteer helpers by recording the details in the Accident Report Book. Pupil accidents, depending on the severity will be reported in the First Aid book and reported to Reception. This shall be completed by the staff member who witnessed the accident, or in the event of no witness, by the staff member(s) on duty at the time, for the attention of the Headteacher
- As the school is obliged to report certain categories of injury or dangerous occurrence to the Health and Safety Executive it is important that Nicki Dann is notified at the earliest opportunity of accidents or incidents that are of a serious nature to determine if the HSE should be informed
- All accidents will be investigated to prevent re-occurrence and risk assessments will be modified
- The responsible person (Health & Safety Officer) to report certain serious workplace accidents which result in external medical treatment such as an ambulance being required, occupational diseases and specified dangerous occurrences (near misses) should be reported to (RIDDOR) Reporting Injuries, Diseases and Dangerous Occurrences Regulations

### **General**

#### **Spillages of body fluids (blood, vomit, etc) should be dealt with as follows:**

- Use specialist bodily fluid cleaning kit – if not available follow the following procedure:
  - Wear disposable gloves and use a supply of disposable absorbent tissue
  - Use the tissue to mop up the spillage and either flush down a toilet or place in a plastic bag, being careful not to allow contact with the exterior of the bag, tie the bag and place this bag in another plastic bag. Dispose of the bag in the provided yellow human waste bin
  - Disinfect the area with a mild solution of disinfectant in water and wipe as in (1) above
  - Unroll the gloves carefully and place in a plastic bag. Place this in another plastic bag and dispose of in the provided yellow human waste bin
  - Do not clean up spillages if you have exposed broken skin. Cover all such cuts, wounds and abrasions with suitable plaster or bandage

### **Student Feeling Unwell**

In the event of a pupil feeling unwell during a lesson, they should be sent to the front office accompanied by an adult and a decision will be made as to next steps in order to support the student appropriately, if necessary, Parent/Carer may be called and the student allowed to go home. They will be recorded with an 'I Code' in the register.

### **Location of First Aid Boxes**

#### **Crouch Farm:**

First Aid boxes are situated in the:

- First Aid Room
- Reception
- Kitchen
- Room 3
- Room 12
- Landbase
- All School Vehicles



### **Oakfield:**

First Aid boxes are situated in the:

- First Aid Room
- Barn
- Kitchen
- All School Vehicles
- Reception

**All staff should be familiar with the location of the first aid boxes and the contents in them.**

### **Qualified First Aiders**

The qualified first aiders at work on each site are as follows:

- Carol Collingwood – Crouch
- Sue Carnell - Oakfield
- Sue Sheeran – Oakfield/Crouch

### **Administration of Medicines**

- A qualified first aider will supervise self-administration and complete the medicines record. Students should not be at school if they are unwell and where possible, students should receive their medication at home
- Permission for self-medication will only be given if advised by the doctor and the appropriate form has been completed. If a student arrives at school with medication and no written instructions or authorisation, a telephone authorisation will be accepted for one day only
- Medication to be given at school should be sent as a single dose, wherever possible, clearly marked with the name of the child and will be stored securely in the office
- Inhalers for asthmatics will be kept in the office but available for immediate use. This is in order to prevent damage or loss which might occur if they are kept on a child's person, to allow an accurate record of usage to be kept and for the safety of other pupils in the school. Asthma medication must be taken on all school visits
- The school will keep medicines and type 1 equipment such as insulin in a locked secure place with access only by trained staff
- Type 1 diabetes blood sugar monitoring and all insulin injections will be carried out by trained staff members. Any concerns regarding blood sugar levels contact the diabetes nurse for advice and to follow instructions given
- All sharps will be disposed of in the appropriate sharps bin and disposed of in the appropriate manner
- Use of auto-injectors – all staff are trained in the use of auto-injectors, with staff working with students requiring the use of an auto-injector receiving individualised training. For further guidance staff should refer to the following link:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/645476/Adrenaline\\_auto\\_injectors\\_in\\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf)

### **Drugs/Medicines**

- All drugs, medicines and pills must be kept locked in the First Aid Room or Reception.
- Students may not have unsupervised access to rooms containing medical cabinets.

All drugs, medicines, pills will only be administered if:

- It has been prescribed by a medical practitioner
- A parental consent form is completed:
  - The medication is in its original packaging clearly stating
  - Child's name



- Dose
- Instructions on when to administer
- Is in date

Any packages showing signs of alteration will not be accepted.