

## Browns School

# First Aid and Healthcare Policy

The health and safety of all members of the school community and visitors to the school is of utmost importance. This first aid policy is created with the aim of ensuring that all staff members, pupils, parents and visitors are aware of standard first aid procedures that will be followed in the event of any major or minor illness, accident or injury, and how they can contribute to the effective resolution of such incidents.

The school recognises that under Section 100 of the Children and Families Act 2014 it has an additional duty to make arrangements for supporting pupils with medical conditions. This is done through the creation of individual healthcare plans. These will be drawn up in consultation with health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported and that no pupil will be excluded from full access to education, including school trips and physical education, on the grounds of their medical condition.

This policy is created and maintained by the Headteacher and First Aid Coordinator, and is put into practice in conjunction with the school's **Health and Safety Policy**. The school expects all staff and pupils to be familiar with this policy, as with all school policies. The Headteacher will ensure that this policy and all individual healthcare plans will be reviewed regularly and be readily accessible to parents and school staff.

The policy is to be found in the School Policy Folder on the policy bookshelf outside the business managers office.

**Staff should always dial 999 for emergency services in the event of a serious emergency, medical or otherwise, before implementing the terms of this policy.**

### 1. Roles and responsibility

The Headteacher holds the overall responsibility for ensuring that the school has an up-to-date First Aid Policy, and effective first aid provision, personnel, and equipment in place.

The Headteacher must further ensure that arrangements are in place to support pupils with medical conditions and in doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child. The Headteacher should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. However, it is the Headteacher and Senior Leadership Team that are in the best position to monitor the first aid provision in the school on a day-to-day basis.

### The Headteacher

The Headteacher is responsible for ensuring that first aid provision is up to standard on a day-to-day basis. If this task is delegated to another member of staff, the Headteacher is responsible for ensuring that the member of staff is adequately equipped, qualified and willing to carry out this role, and that first aid risk assessments are carried out regularly.

The Headteacher (or their nominated representative) will ensure that all individual healthcare plans are regularly reviewed and remain relevant and up to date. The plans will be reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They will be developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social wellbeing and minimises disruption. The Headteacher is responsible for ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. Headteachers should ensure that all staff who need to know are aware of the child's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.

### **The First Aid Coordinator : Mr Bushnell**

The First Aid Coordinator is responsible for ensuring that the first aid provision in school is up to standard and that any shortfalls in are reported immediately to Senior Management. This person holds a First Aid at Work Instructor Certificate (Nuco Training).

### **First aiders**

In addition to the First Aid Co-ordinator the school has six first aiders. First aiders are members of staff who have completed a Health and Safety Executive (HSE) approved first aid course and hold a valid certification of competence in *First Aid at Work [FAW]/Emergency First Aid at Work [EFAW]*. First aiders receive updated training every three years and must make sure that their certificates are kept up to date, through liaison with the school's First Aid Co-ordinator. First aiders are required to give immediate first aid to staff, pupils and visitors to the school when it is needed and ensure that emergency services are called when necessary. First aiders are not paramedics.

The current school first aiders are:

- Mr Bushnell – P.E. Teacher
- Ms Stanley – Occupational Therapy Assistant
- Mrs Gordon – Learning Support Assistant
- Mr Mitchell – Teacher
- Mr Jones – Fitness Instructor
- Mrs Mitchell – Business Manager

There will be at least one first aider on the school site when children are present. Pupils will be made aware of which members of staff are designated first aiders and will be notified of any changes to these personnel.

### **School staff**

School staff, who are not designated first aiders, still have responsibility for first aid provision throughout school. All staff should be aware of this policy, the school's **Health and Safety Policy**, and basic first aid. Staff should:

- Ensure that they are familiar and up to date with the School's First Aid Policy and standard procedures
- Keep their managers informed of any developments or changes that may impact on the school's first aid provision, including any incidents that have already occurred
- Ensure that all the correct provisions are assessed and in place before the start of any activity

- Ensure that activities in school, that they are supervising or organising, are risk assessed; this should be in line with the school's Health and Safety Policy, to reduce the risk of accident or injury
- Co-operate fully with the School to enable fulfilment of legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance
- Ensure that any equipment used is properly cared for and in the proper working order, including first aid boxes around the school. Any defects should be immediately reported to a senior manager and that piece of equipment should not be used
- Be aware of the needs of pupils with medical conditions; knowing what to do and respond accordingly when a pupil with a medical condition needs help
- Where appropriate to the needs of the pupil, teachers and other school staff may be asked to provide support, including the administering of medicines for pupils with individual healthcare plans. Staff should receive sufficient and suitable training to achieve the necessary level of competency before taking on responsibility to support children with medical conditions
- Staff will not be asked to administer prescription medicines or undertake healthcare procedures without appropriate training or guidance (updated to reflect any individual healthcare plans)
- Make appropriate records of any accidents or incidents that occur (Recreation time monitor sheets etc)

Volunteers at the school have the same responsibilities for health and safety as any other staff, and will be expected to be familiar with the school's health and safety policy and procedures.

### **Pupils**

Pupils at the school should be familiar with this policy and should ensure that they are aware of who the school staff first aiders are. If they are unsure, they should ask a member of staff. Pupils can help the school ensure first aid provision is effectively put into practice by:

- Reporting any medical emergencies or incidents to a member of staff immediately
- Reporting anything that they feel to be a hazard to health and safety on or near the school premises
- Taking care for their own and others safety. Pupils that put themselves, staff, or visitors to the school in danger, through reckless behaviour, may be dealt with under the School's Behaviour Policy
- Informing staff members of their own health conditions or ailments that may require first aid assistance. This is particularly important in circumstances where pupils will be travelling off the school premises, for example for a sports match or a school trip
- Wherever practicable, be involved in discussions regarding their medical support needs and be compliant with their healthcare plan
- Acting in a way which demonstrates a positive awareness to the needs of those with medical conditions; taking appropriate action if a pupil requires medical support

### **Parents**

Parents can help the school maintain effective first aid provision by:

- Alerting the School, in writing, to any ongoing or temporary medical conditions that their child has that may require first aid
- Informing the School, in writing, of any prescribed medicines either for a set timescale or as an ongoing provision. Medication will be kept by the Headteacher in school office or medical room unless there is a specific reason for the child to have it on them at all times.
- Being involved in the development and review Healthcare Plans. Parents are expected to carryout necessary action they are responsible for, to ensure its implementation, eg provision

of medicines and equipment, ensuring that they, or a nominated adult, are contactable at all times

- Working with the school to instil a sense of first aid responsibility in their children. This means being alert of health and safety practicalities, and promoting safe behaviour at home
- Making the school aware of anything that they feel to be a hazard to health and safety on or near the school premises
- Familiarising themselves with this policy to ensure they understand the steps that will be taken if their child requires emergency first aid

Pupils **must not** be sent to School with medication without giving prior notification to staff.

### **Visitors to the school**

Visitors are expected to take care around school and have reasonable responsibility for the safety of themselves and other members of the school community. All visitors will have access to this first aid policy, as well as the school **Health and Safety policy**. Names of school first aiders are displayed around the school.

### **2. First aid boxes**

First aid boxes, are situated in the Medical Room, DT Workshop, Food Technology Room, Science Lab., Orchard Block (Maths Room) and Gym. There are also portable first aid boxes available in the Medical Room. It is the responsibility of all First Aiders to ensure that first aid boxes are fully stocked at all times, with items that are within expiry dates. Supplies for the first aid boxes can be ordered from the School Office.

First aid boxes should only be used by qualified first aiders and can be used in the time it takes for the emergency services to arrive (if necessary).

**For off-site activities**, portable first aid boxes should be taken from the Medical Room and returned back to the same place. These will be taken on any off-site activity and should be signed out and back in from the School Office.

**School mini bus:** A first aid box is permanently kept on board. This is maintained by Mr Bushnell and is kept in good condition, ready for use at all times.

### **3. Information on students**

Medical information about a child is gathered through the Pupil Questionnaire. Parents are regularly reminded to keep the School updated of any changes to this information.

All important medical information is provided for staff on the Pupil Medical Information Sheet. Records about those children with particular medical conditions or allergies are kept in the School Office. They are kept in a folder to protect pupil confidentiality. All emergency phone numbers are kept in the office.

All staff will be made aware of which pupils have access to asthma inhalers, EpiPens, injections or similar medical equipment and for whom individual healthcare plans have been created.

### **4. Policy for pupils with medical conditions that are known to the school**

This covers pupils with medical conditions such as diabetes, epilepsy and asthma. When the school is notified by a parent or healthcare professional that a pupil has been diagnosed with a medical condition, or will be transferring to the school, or returning after prolonged absence, the Headteacher will implement the procedure outlined in Appendix A to draw up an individual healthcare plan. It is vital that all staff are prepared for a medical emergency as far as is practicably possible.

If a pupil needs to be taken to hospital, a member of staff will stay with the child until the parent arrives, or accompany the child in the ambulance.

### **5. Managing medicines on school premises**

The school is only responsible for administering medicines when not to do so would be detrimental to the pupil's health or school attendance. The school requires that parents should always notify the school of any side effects of any medication to be administered at school. The following key points guide the school's policy on managing medicines in accordance with the statutory guidelines for [Supporting Pupils at School with Medical Conditions](#).

- Prescribed medicine will not be accepted in School without complete written and signed instructions from a parent
- A record of all medication administered will be kept with dosages and times logged in each instance. This will also show who administered the dose and to whom.
- No pupil under the age of 16 will be given medicine containing aspirin unless prescribed by a doctor. Where such medication is administered, the time of previous dosage and the maximum dosage will be checked prior to administering the medication and parents will be informed that the medication has been administered.
- Wherever clinically possible, the school requests that medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist. They must include instructions for administration, dosage and storage. It is accepted that insulin will be provided in pen/pump form.
- Medicines will be stored safely at all times but readily available to pupils when needed
- Items such as inhalers, blood glucose meters and adrenaline pens should be always readily available
- Where a child has been prescribed a controlled drug, this will be administered by a member of staff in accordance with the prescriber's instructions
- The school will keep a record of any controlled drugs that have been prescribed for pupils and these will be stored in a locked container. This will be accessible only to nominated staff but will be easily accessible in an emergency. A record will be kept of all dosages administered
- Where it is appropriate to do so, pupils will be encouraged to administer their own medication under staff supervision
- Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school
- If pupils refuse to take medication, staff will not force them to do so, but parents will be informed as a matter of urgency
- Parents should inform the School in writing if medication has ceased; this will then be returned to the parent to arrange for safe disposal
- Sharps boxes will always be used for the disposal of needles and other sharps.

### **Procedure in the event of an illness**

If a child becomes ill during a lesson they should be accompanied to the School Office. The nearest first-aider will administer the appropriate first aid, and parents will be called to pick up their child if they are too unwell to complete the rest of the school day. They will remain in the medical room until they are collected.

If a child who is sent home early is still too unwell to attend school the next day, parents should follow the absence reporting procedure. The school aims to reduce the risk of a spread of infection or illness and asks parents to keep their child at home where there is risk.

## **6. Procedure in the event of an accident or injury**

In the case of an accident or injury, a First Aider should be informed immediately. They will assess the situation and determine whether or not emergency services need to be called. First aiders are not paramedics, if they cannot adequately deal with the injury then they should arrange for access to appropriate medical care without delay.

### **Emergency services**

**An ambulance should always be called by staff in the following circumstances:**

- a significant head injury
- fitting, unconsciousness, or concussion
- difficulty in breathing and/or chest pains
- a severe allergic reaction
- a severe loss of blood
- severe burns or scalds
- the possibility of a serious fracture
- if the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, or if they are unsure of the correct treatment.

If an ambulance is called, the member of staff in charge should ensure that access to the school site is unrestricted and that the pupil can be easily accessed by emergency services. Pupils who are taken to hospital in an ambulance will be accompanied by a member of staff, unless parents are able to reach the school site in time to go with their child themselves. Parents will be informed immediately of any medical emergency and told which hospital to go to.

All accidents and injuries must be reported. First Aiders must complete the First Aid report form, sending a copy home to parents/carers, and record the accident details in the First Aid log book.

## **7. Procedure in the event of contact with blood or other bodily fluid**

It is important that the First Aider at the scene of an accident or injury takes the following precautions to avoid risk of infection to both them and other pupils and staff:

- cover any cuts and grazes on their own skin with a waterproof dressing
- wear suitable disposable gloves when dealing with blood or other bodily fluids
- wash hands after every procedure.

If the first aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids that are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water
- wash splashes out of eyes with tap water or an eye wash bottle
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water
- record details of the contamination
- report the incident to the School Office; the appropriate containment, clear-up and cleaning of the spillage site will be organised

## **8. First aid in the physical education department and off-site provision**

The risk of injury is increased during increased physical activity. Mr Bushnell will ensure that first aid boxes in the Gym are kept fully stocked.



**For off-site activities and away fixtures**, first aid boxes will be taken from the medical room and returned back to the same place. The first aid box in the Gym is for use in school only and should not be removed from the site.

**It is good practice for staff who are in charge of away fixtures and off-site activities to check there is** adequate first aid provision in place; risk assessments should be carried out. If an accident or injury does occur, treatment should be sought from the host school's first aiders. A member of staff from our school should be with the pupil at all times. Where necessary in an emergency situation, students should be taken to the nearest Accident and Emergency Department.

Injuries that occur off-site should be reported to the Office on return to school, to ensure the necessary recording takes place.

Where pupils have individual healthcare plans, sufficient active support will be provided to permit them to take part in sporting and off-site activities as fully as possible. Pupils will be encouraged to participate according to their own abilities and reasonable adjustments will be made ensure that this is practicable. A separate risk assessment will be carried out as appropriate prior to off-site activities and consultation will take place with appropriate parties (pupils, parents, health specialists) during this process.

### **9. Reporting accidents, emergencies, and first aid administration**

All accidents should be recorded on the First Aid report form and logged in the First Aid book; a copy of the form should be sent home with the pupil. First Aid report forms and the log book are kept in the school office.

Accidents that fall under health and safety issues should also be reported in line with procedures outlined in the school **Health and Safety policy**.

The Headteacher will review First Aid data regularly to ensure that it is an effective method of record keeping, and that all incidents are being recorded as is school policy. A written record should also be kept of all medicines that are administered to children, including those prescribed for pupils with individual healthcare plans.

The Headteacher is also responsible for ensuring that parents are kept up to date as is appropriate regarding the health of their child in school, injuries that they have sustained, and medical treatment that they are receiving. In an emergency situation or in the case of a serious injury, parents will be informed as soon as is practicably possible.

#### **Serious incidents**

Serious incidents will also be recorded, and reviewed by the Senior Management team. They will review any cases of serious incidents and determine what, if any, steps could be taken in order to ensure that the same accident does not happen in the future. The types of minor accidents reported (no personal details discussed) will be reviewed at senior leadership team meetings to determine whether there are any accident trends that could be avoided.

#### **Reporting to HSE**

The school is legally required to report certain injuries, diseases and dangerous occurrences to the HSE. Where there is a death or major injury this should be reported by calling the Incident Contact

Centre (ICC) on 0845 300 9923 (opening hours Monday to Friday 8.30am to 5pm). All other reportable injuries should be reported online [<http://www.hse.gov.uk/riddor/report.htm>]

It is the responsibility of the Headteacher to report to the HSE when necessary. Incidents that need to be reported include, but are not limited to:

### **Involving staff**

- work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs)
- work related accidents that prevent the injured person from continuing with his/her normal work for more than seven days. which must be reported within 15 days (note that even though over-three-day injuries do not need to be reported, a record must still be retained)
- cases of work related diseases that a doctor notifies the school of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
- certain dangerous occurrences (near misses – reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substances that may cause injury to health).

### **Involving pupils, parents, or school visitors**

- accidents which result in the death of a person that arose out of or in connection with the school's activities
- accidents which result in an injury that arose out of or in connection with the school's activities and where the person is taken from the scene of the accident to hospital.

### **Incident investigations**

An investigation may be launched by *external authorities* in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed.

Senior managers may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

### **Reviewed by staff : Jan 2018**

Person responsible for editing: Denise Mitchell

**Signed by:**

\_\_\_\_\_ **Headteacher**

**Date:** \_\_\_\_\_



## **APPENDIX A: Devising an Individual Healthcare Plan**

On being informed, by a parent or healthcare professional, that a pupil has been newly diagnosed, or is due to attend or return to school after a prolonged absence the school will begin the following process to devise an individual healthcare plan to ensure that the pupil is actively supported:

1. A delegated member of the leadership team will meet with key school staff, child, parent and relevant healthcare professionals (or to read written evidence provided by them) to determine the pupil's needs. They will also identify a member of staff to provide support to the pupil.
2. In conjunction with input from the healthcare professionals, an individual healthcare plan will be drawn up.
3. The plan will also identify any school training need required and, in conjunction with healthcare professionals, this specialist training will be undertaken and school staff signed off as competent.
4. The plan will be circulated to all relevant parties and a review date set.
5. The plan is implemented. The plan will be reviewed at the annual review date by all parties; this may be sooner if parents or healthcare professionals feel there is a change in circumstances.

## **Contents of an individual healthcare plan**

Where a pupil has an emergency healthcare plan prepared by their lead clinician, this documentation will be used to inform development of their individual healthcare plan. Every individual healthcare plan will contain:

1. Details of the medical condition, its triggers, signs, symptoms and treatments.
2. An explanation of the pupil's individual needs, including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing and how this impacts on aspects of day-to-day living, eg access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, eg crowded corridors, travel time between lessons.
3. Details of any specific support required for the pupil's educational, social and emotional needs, eg how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions.
4. Details of the level of support required and the level to which they can take responsibility for managing their own health needs. This will include details of support required in emergencies.
5. Details of monitoring arrangements required if a pupil is self-managing their medication.
6. Details of who will provide support within the school along with an explanation of how they will be trained and how their proficiency will be evaluated.
7. Details of cover arrangements for when the key support member of staff is unavailable.

8. Written consent from parents and the Headteacher for medication to be administered by a member of staff, or self-administered by the pupil.
9. Arrangements for procedures for school trips or other school activities outside of the normal school timetable to ensure the child can participate, eg risk assessments.
10. An explanation of what to do in an emergency, including contact details and contingency arrangements.
11. Where confidentiality issues have been raised by either parent or child there will be a list of designated individuals to be entrusted with information about the child's condition.
12. Details of how complaints may be made and how these will be handled concerning the support provided to pupils with medical conditions.

## **APPENDIX B: Implications of the Statutory Guidance Document: Legal Concerns**

In making arrangements for supporting pupils with medical needs, Senior Managers are legally obliged to consider that some medical conditions requiring support at school will affect quality of life and may be life-threatening. Some of these will be much more obvious than others; it should never be assumed that two individuals with the same condition will have the same needs or require the same treatment. Senior Managers are obliged to ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.

The aim of Senior Managers is to ensure that any arrangements made give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. The arrangements should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. They should ensure that staff are properly trained to provide the necessary support, ensuring that the school makes explicit behaviour that is not acceptable in relation to the medical needs of pupils. This should include preventing them from taking part in normal activities, requiring parents to attend school to administer medication or provide medical support on out-of-school activities, ignoring the views of children, parents or medical evidence, penalising pupils for absence where this is related to a medical condition etc.

The Headteacher is legally obliged to ensure that the school has an appropriate level of insurance in place, which appropriately reflects the level of risk involved for staff providing support. It is important that the school policy sets out the details of the school's insurance arrangements which cover staff providing support to pupils with medical conditions. Insurance policies should be accessible to staff providing such support and must provide liability cover relating to the administration of medication. Additional cover may be needed for dealing with specific healthcare issues and for items such as off-site activities.

### **ADDITIONAL ISSUES FOR CONSIDERATION**

The following issues should also be considered in conjunction with the new guidance:

1. Home-to-school transport: once a plan is devised the Local Authority should be informed if transport is required. They should also be notified of emergency procedures, particularly in potential life threatening cases.
2. Schools are able to hold asthma inhalers for emergency use. This is entirely voluntary, and further guidance on the topic is available.
3. Defibrillators – A defibrillator is a machine used to give an electric shock to restart a patient's heart when they are in cardiac arrest. Sudden cardiac arrest is when the heart stops beating, this can happen to people at any age and without warning. Quick action (in the form of early CPR and defibrillation) can help save lives. Schools are not legally required to carry a defibrillator as part of their first aid equipment. If a school installs a defibrillator they should notify the local NHS ambulance service of its location. Staff members appointed as first aiders should already be trained in the use of CPR, however, it would be good practice to then extend knowledge of these techniques amongst staff and pupils. Brown's School provides timetabled First Aid lessons to Senior pupils, covering CPR.