

The Willows School Academy Trust



First Aid & Medical Policy

Reviewed: October 2023
Next Review: October 2024

Introduction

The Willows School Academy Trust has a responsibility to consider the risks to pupils, visitors, and employees both onsite and offsite during all activities and must ensure adequate first aid arrangements are in place. The Headteacher is responsible for ensuring this policy is put into practice and ensuring detailed procedures are in place. The Headteacher may delegate these responsibilities to an appropriate person/s.

Policy Statement

- Parents should keep children at home if they are ill or infectious, and phone the school each day that a child will be absent from school.
- An ill child will not be happy in school, and will only infect others. Everyone in the school have access to our medical rooms which are staffed by the First Aider and his/her team. They are responsible for any medical care or first aid that your child may require during the school day, or at other times when the School is open.
- A nominated member of staff will be on duty from 08:15 to 16:15 every day during term time, or at other times when children are in School, and will be available to administer first aid, to deal with any accidents or emergencies, or if someone is taken ill.
- The School will always contact parents at once if a child suffers anything more than a trivial injury, or if he or she becomes unwell during school day, or if there are any worries or concerns about her health. The School will ask you to collect your child if he or she becomes ill during the school day. We will inform you if he or she has a minor accident or graze at school.
- This policy is supported by the School's Medical Procedures Handbook, details of which are at Appendix 1. The Handbook is available, located in the staffroom and is issued to all staff.

Risk Assessment

The Deputy Head, and the school site manager carry out a general onsite risk assessment to assess first aid needs taking into account the School layout, activities, number of pupils/staff/visitors, access to emergency services or health care professionals, specific onsite risks hazards or risks, age of pupils and specific needs of those in its care, e.g. those with disabilities.

This risk assessment is reviewed annually or sooner if there are any changes which are likely to affect the level of risk, e.g. an increase in pupil numbers or building works.

Specific attention should be paid to the level of risk during the following activities:

- Staff breaks e.g. pupil break times and lunchtime
- Trips and visits
- Lone working
- Out of normal school hours activities
- Practical departments i.e. D&T, Science, PE, Maintenance, Grounds
- Special events involving large numbers of visitors e.g. Open Day, School Fair or picnic.

First Aiders

The number of first aiders and the type / level of training they receive is determined by the risk assessment. The following minimum first aid cover will be provided by:

- All Teachers and Teaching Assistants are qualified with an Emergency First Aid Qualification to ensure an appropriately qualified first aider is always available
- A minimum of one first aider on any overnight school trip or on any school trip/visit
- Two Paediatric First Aid

Selection of first aiders

- All employees will be contractually obligated to qualify as a first aider
- All employees will be encouraged to participate in training
- Other staff such as supply can volunteer to become a first aider
- First Aiders will have training appropriate to mitigate the risks identified. However, all aiders will be able to:
 - Know what to do in a first aid emergency
 - Know how to keep themselves safe
 - Deliver first aid to an unconscious patient
 - Deliver first aid to the wounded or bleeding
 - Be aware of their responsibilities for reporting accidents/injuries
- In addition, the majority of first aiders will also be able to:
 - Deliver first aid to a patient suffering an allergic reaction
 - Deliver first aid to a patient suffering from an asthma attack
 - Deliver first aid to a choking patient
- Some first aiders will have additional defibrillator training (although it is not essential for the use of this equipment). There will always be one first aider onsite who is defibrillator trained.

It is the responsibility of the First Aid Lead to source and arrange first aid training with the most appropriate training provider to meet identified training needs. All training will be certificated. The First Aid Lead will also inform first aiders when their qualifications are due to expire, arrange refresher courses and ensure a list of first aiders is available in all sections of the School.

The nominated First Aid Co-ordinators for the academic year 2023/24 are Nadia Moreno – Class Teacher, and William Roberts – Specialist Support Assistant.

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.

First Aid Equipment

The first aider will be responsible for ensuring first aid equipment is available and fit for use at all times including offsite trips and visits. In the case of a pupil trip or visit, the trip organiser should also carry out this assessment. First aiders are responsible if items have been used to replenish the items in the First Aid box.

The risk assessment of first-aid needs will determine what first-aid equipment should be provided in each area of the School and for offsite activities. First-aid boxes (stocked in accordance with the Workplace first aid kits, specification for the contents of workplace first aid kits, BS 8599-1:2011)

Calling an Ambulance

If someone at the school has an accident, staff are trained to summon medical help immediately. The First aider is normally responsible for summoning an ambulance, and for escorting the pupil to hospital; but all staff are advised in their induction training that if the First aider 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.

Examples of medical emergencies which would immediately require an ambulance are:

- 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.

Emergency Medical Treatment

In accepting a place at the School, the School requires parents to authorise the Headteacher, or an authorised deputy acting on his behalf, to consent on their behalf to the Pupil receiving emergency medical treatment including blood transfusions within the United Kingdom, general anaesthetic and operations under the National Health Service or at a private hospital where certified by an appropriately qualified person as necessary for the Pupil's welfare and if the Parents cannot be contacted in time.

Reporting and monitoring of accidents

Accident/near miss forms are available from the First Aid File located in Staff Room and should be completed promptly and sent on the day of the incident to the Parents.

The School will inform parents of any accident, injury to or first aid treatment provided on the same day or as soon as reasonably practicable.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the Lead First Aiders – Nadia Moreno and William Roberts. All accidents are monitored and recorded on CPOMS which will also be checked by the Lead DSL

This will include:

- The date and method of reporting;
- Time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

This record will be combined with other accident records. A record of all accidents and near misses are submitted to CPOMS to analyse and track any recurrent trends.

Hygiene and infection control

All staff take precautions to avoid infection and follow basic hygiene procedures. Staff have access to single-use disposable gloves (in first aid boxes) and hand washing facilities, and care is taken when dealing with blood or other body fluids and disposing of dressings or equipment. The School first aider can advise on specific situations and have specific medical procedures for disposal of dressings, medical equipment including needles.

Medical Records

A confidential medical record on each pupil is kept securely in the in the first aider's office and electronically. The medical record contains the information provided by parents, together with the medical questionnaire that the parents completed when their child joined the School. It will also contain details of any treatment that a pupil receives during their time at the School, including records of all accidents and injuries. Confidential medical/health data is computerised and records are kept securely with access strictly restricted to medical and key pastoral staff only. Medical information is not routinely accessible by all administrative staff. A designated staff member may provide a list of the names of current pupils with medical conditions, or social information of a sensitive nature that may be of relevance to designated staff in their dealings with pupils in the classroom or, for example, when arranging trips and visits. The catering staff may also be given the names of pupils with food allergies.

All medical records are stored securely in the relevant file until the pupil's 25th birthday, when they will be securely destroyed. Parents must advise the First aider of any medication that is brought into the School for their child. If a child has a medical condition which necessitates regular access to medication, parents are asked to inform the Headteacher so that an appropriate regime can be devised. The relevant staff will be informed of any condition that is likely to affect a child in any area of school life.

The School will work with parents in making arrangements that work best for their son or daughter. The Deputy Head is responsible for the effectiveness and review of this policy, including:

- Liaising with the First aider in terms of the procedures outlined above.
- Reviewing the extent to which pupils and staff are making informed choices concerning their health
- Evaluating the appropriateness of the associated records and any trends that can be determined from accident reporting.
- An annual review of the policy

Signed: Malcolm Shaw
Headteacher