

Porchester Junior School



First Aid Policy

Review = September 2024

Next review due September 2025

1.1 First Aid

In accordance with regulations and guidance schools have a responsibility to ensure first aid provision for all employees appropriate to the needs of the staff. The Health and Safety at Work Act 1974 imposes duties to safeguard the health and safety of employees and others who may be affected by work activities, including pupils. This guidance summarises the Health and Safety (First Aid) Regulations 1981 which required all employees including schools to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are ill or become ill at work.

The regulations do not oblige employers to provide first aid for anyone other than their own staff, however, employers do have health and safety responsibilities towards non-employees.

Although there is no statutory requirement for schools to provide First Aid arrangements for pupils or other visitors to the school, common law provides a duty of care. Consequently, schools should make proper provision for non-employees including pupils, parents, governors, clients, contractors and other visitors. In the case of pupils, the requirement to act 'in loco parentis' does extend to providing First Aid arrangements.

The school will regularly review its First Aid needs, particularly after changes, to ensure the provision continues to be adequate.

1.2 Definition of First Aid

The treatment of injury or illness suffered at work, whether or not caused by the work being undertaken, in order to save life and prevent conditions worsening plus the calling of the Ambulance Service when required. This definition does not include giving tablets or medicines.

1.3 First Aid Personnel

On Site

The management of Health and Safety at Work Regulations 1999 require employees to carry out suitable and sufficient risk assessments in order to identify and evaluate hazards, and devise and implement control measures. At Porchester Junior School there are six designated qualified First Aiders: Mrs Heather Parr, Mrs Natasha Green, Miss Lauren Mintey, Mrs Victoria Bacon, Mrs Emma Edwards and Miss Nicola Renshaw, who are appointed to administer first aid, look after first aid equipment and call an ambulance if necessary. All our first aiders are qualified paediatric first aiders.

1.4 First Aid Boxes and Kits

At Porchester Junior School we have first aid boxes situated in the school kitchen, staffroom, all classes and the school office. All first aid boxes are marked with a white cross on a green background. The contents of the first aid boxes conform to Health and Safety Executive guidelines. Travelling first aid kits are also available in the First Aid room for use on off site visits or in the school grounds.

The designated First Aiders are responsible for checking and replenishing first aid kits on a rota basis. Items of equipment must be disposed of if they are out of date or if the sterile wrapping is no longer intact.

1.5 Communication

All staff shall be made aware of the school's First Aid arrangements. New members of staff and those working on a temporary basis shall be given details of the arrangements for First Aid at the earliest available opportunity during their induction.

1.6 Personal Safety

Protective gloves and aprons must be made available and used at all times.

1.7 Transport of the Injured Person

Where it is necessary to go to hospital, persons with the following injuries/conditions must be transported by ambulance:

- Head and neck injuries
- Drowning incidents
- Suspected fractures
- Chest pain
- Severe bleeding
- Asthmatics who do not respond to treatment
- Epileptic seizures which are prolonged, or the person has not been known to suffer from this condition in the past
- Electric shock
- Severe burns and scolds
- Chest and abdominal injuries

It may be more appropriate to transport pupils with other injuries in staff or school vehicles. This can only be decided at the time with due consideration of all factors (e.g.) the type of injury, age of pupil, etc. Where pupils are transported in this way the school must ensure that the vehicle/driver carries appropriate insurance, i.e. that they have checked with their insurers that they are insured to transport pupils. The driver must ensure that the vehicle is roadworthy. It is important to ensure that another adult as well as the driver accompanies the child on the journey. The pupils must sit in the back of the vehicle on a booster seat if appropriate and wear the seat belt provided.

If the parent or guardian of the child cannot be contacted, a member of staff should accompany them into hospital because waiting for a parent to arrive could delay treatment. The member of staff should stay with the pupil at all times until relieved by the parent.

2.1 Record keeping

For legal reasons records of all medicines administered are kept at the school until the pupil leaves the school. This includes medicines administered by staff during all educational visits. All medicine that is administered in school is recorded on a whole school medicine tracker each time it is given and it is signed off by the person giving it.

2.2 When a First Aider administers First Aid

First Aiders must make a note of the main details of the incidents in the first aid record book. In the event of an injury to the head, a first aid slip is sent home with the child. The accident or incident will be recorded in the accident book. The member of staff dealing with the accident will inform the office and the child's parent will be contacted by telephone as soon as possible. If the child has an accident and there is a visible mark, an incident note will be sent home. Where appropriate the details of the incident/ill health must be recorded on the school's accident system run by YMD Boom.

2.3 Accident and Incident Reporting

In the event of an injury to the head, a first aid letter (Appendix 3) is sent home with the child. The accident or incident will be recorded in the accident book. The member of staff dealing with the accident will inform the office and the child's parent will be contacted by telephone immediately. If the child has an accident and there is a visible mark, an incident note will be sent home. All injuries are audited each year, by the Health and Safety Leader.

3 Emergency procedures

In a medical emergency, first aid is given, an ambulance is called and parents/carers are notified. Should an emergency situation occur to a pupil who has a Health Care Plan, the emergency procedures detailed on the plan are followed and instructions for calling an ambulance are displayed prominently by the telephone in the school office.

4 Day trips, residential visits and sporting activities

4.1 Educational Visits

Staff will administer prescription medicines to pupils when required during educational visits. Parents should ensure to complete a consent form (appendix 2) and to supply a sufficient supply of medication in its pharmacist's container. Non-prescription medicines (apart from travel sickness medication) cannot be administered by staff and pupils must not carry them for self-administration. Hay fever remedies etc should therefore be provided, if necessary, on prescription.

Pupils with medical needs shall be included in educational visits as far as this is reasonably practicable. School staff will discuss any issues with parents and/or health professionals in suitable time so that extra measures (if appropriate) can be put in place for the visit.

4.2 Local Authority

The LA policy for Off Site Visits requires first aid provision for all off-site activities. At least one person, trained to an appropriate level based on risk assessment, should accompany each visit. Where the visit takes place in remote areas, as is often the case for Outdoor Education activities, a higher standard of training may be required. Details can be obtained from the Environmental Education Support Service on 0115 9535054. In remote off-site situations specialist evacuation arrangements may be necessary through emergency services.

4.3 Risk Assessments

For all off site visits a specific risk assessment is completed by the trip leader. The risk assessment includes risks to all pupils, as well as including specific risks to individual pupils. The assessment is shared with all staff attending the visit after it has been approved by the headteacher and registered on Evolve.

5 Unacceptable practice

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged);
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, send them to the school office unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- prevent children from participating or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.

6 Liability and indemnity

Porchester Junior School follows the Flying High Trust Insurance guidelines.

7 Complaints

Please refer to our 'Complaints Procedure Policy'.

Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted.

If a parent or carer has any concerns regarding the care or welfare of their child, an appointment can be made by them to speak to the SENCO and Class Teacher, who will be able to offer advice and support.

Appendix 1- Healthcare Plan



Healthcare Plan for a Child with Medical Needs

Child's name

Name of child: Date of Birth:

Class:

Medical Condition/ illness:

Date of plan:

Review Date:

Parents Contact Details

Name:

Contact Number:

Relationship to child:

Address:

Medical Contacts

Clinic/Hospital contact:

Name:

Phone number:

GP contact:

Name:

Phone number:

Medical Needs

Medical needs/ condition including child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues:

Daily Care Requirements:

Medicine Instructions:

Arrangements for School Visits/Trips:

Emergency Care Requirements:

Plan discussed and agreed with:

Parent agreement:

I understand that I must notify the school office/ SENCO of any changes required to the plan. This plan will be reviewed on an annual basis, unless changes are needed.

Name:

Relationship to child:

Signature:

Date:

Appendix 2- Administration of medicines form



Porchester Junior School Consent Form for the Administration of Medicines

Name of child	
Class	
Date of birth	
Medical condition or illness	

MEDICINE – MUST BE IN THE ORIGINAL CONTAINER AND PACKAGING WITH THE CHILDS NAME CLEARLY DOCUMENTED.

Name/type of medicine (as described on the container).	
Expiry date	
Dosage and method	
Time to be given	
Date(s) to be given from/to	
Is your child currently taking this medicine at home?	YES/NO
If so, please state dosage and time last administered	
Is your child taking any other medicine at home?	YES/NO
If so, please state the name and dosage of medication	
Any other instructions	
Are there side effects that school need to be aware of?	

CONTACT DETAILS

Name	
Day time telephone number	
I understand that I must deliver the medicine personally to	The Main Office

I give consent for a member of staff to administer the above medicine. I understand that the same member of staff may not be available at all times and the medicine may be administered by a different member of staff.

I accept that no member of staff will force administering medicine if my child refuses. A member of staff will contact me if this happens. I understand that this a service that the school is not obliged to undertake.

I acknowledge that any staff involved in the administering of medication in school are not qualified medical practitioners, nor holding themselves out to be qualified medical practitioners.

I undertake to deliver the medication to a member of the office team in a clearly labelled child proof container and in the original packaging with my child's name clearly marked. The supply of medication will be kept in a locked cabinet or secure fridge at all times. I will collect any unused medicine when it is no longer required in school.

I understand that it is my responsibility to ensure that school is provided with new supplies of ongoing medicine to the School Office, in plenty of time, to ensure that my child is not without adequate medication.

I understand that the staff in school will take reasonable care in the administration of medication in school and will endeavour to respond appropriately in all circumstances should emergency treatment be required.

Signed: _____ Parent/Carer Date _____

Appendix 3- First Aid form

School Accident / Illness Report Slip			
Report issued by:		Pupil's Name:	
		Date:	Time:
		Class:	
Location and details of accident/incident/illness			
<input type="checkbox"/> Head injury	<input type="checkbox"/> Vomiting/Nausea	<input type="checkbox"/> TLC applied	IMPORTANT: Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.
<input type="checkbox"/> Asthma	<input type="checkbox"/> Sprain/Twist	<input type="checkbox"/> Collected from school	
<input type="checkbox"/> Bump/bruise	<input type="checkbox"/> Nosebleed	<input type="checkbox"/> Parent/Carer contacted	
<input type="checkbox"/> Cut/Graze	<input type="checkbox"/> Stomach pain/Upset tummy	<input type="checkbox"/> Unable to contact parent	
<input type="checkbox"/> Headache/High temperature	<input type="checkbox"/> Mouth injury/Toothache/Loose or missing tooth	<input type="checkbox"/> Well enough to stay in school after first aid	
Details of treatment and additional comments:			
			Authorised signature:

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