



The Parks School

First Aid Policy

“Our mission is to **inspire** growth, **nurture** potential and **support** one another with **passion**, upholding **integrity** and fostering **respect** whilst promoting **empowerment** with everything we do”

Introduction

The Board of Directors and Headteacher at The Parks School believe that ensuring the health and welfare of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- Following the good practice guidance, Guidance on first aid for schools: Advice for governing bodies, school leaders and school staff, DFEE-20025-2000, February 2014 and Supporting pupils at school with medical conditions, Ref: DFE-00393-2014, December 2015.
- Providing adequate provision for first aid for pupils, staff and visitors.
- Ensuring that pupils with medical needs are fully supported at school.
- Reviewing the school's first-aid needs annually and particularly after any changes, to ensure the provision is adequate

Procedures for administering medicines and providing first aid are in place and are reviewed regularly. We will ensure all staff (including supply staff) are aware of this policy and that sufficient trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. We will also make sure that the school is appropriately insured and that staff are aware that they are insured to support pupils in this way.

In the event of illness, a staff member will accompany the pupil to the medical room. In order to manage their medical condition effectively, the school will not prevent pupils from eating, drinking or taking breaks whenever they need to.

In the event of a child or staff member sustaining slight injury as a result of an accident then minor first aid treatment should be administered. Any first aid should only represent management not treatment.

The Appointed Person responsible for first aid.

The **appointed person** for first aid at the Parks School is **Danny Leyland** who:

- Takes charge when someone is injured or becomes ill.
- Looks after the first-aid equipment e.g. restocking the first aid kits.
- Ensures that an ambulance or other professional help is summoned when appropriate.

First Aid Procedure

- Ascertain by inspection and discussion with child or staff member the nature of the child's injury or illness.
- Comfort or advice as necessary. This may be sufficient, and child can return to class or break. Inform staff member of nature of any concerns if appropriate.
- Treat injury or illness if required. Clean wound with antiseptic wipe or running water and cover with a plaster if still bleeding and no allergy exists. When working with open wounds and other body fluids, staff **MUST** wear single use disposable gloves.
- Record action taken on accident report form. If child is then well enough, he/she will return to class.
- If problem persists or there are doubts as to the seriousness of any injury, then parent(s) will be telephoned and asked what they would like to do. If he/she wishes to collect their child appropriate arrangements are made.
- If a severe illness or injury is suspected then the most appropriate member of staff will take the pupil to hospital or the emergency services at: **Royal Albert Edward Infirmary, Wigan Lane, Wigan. WN1 2NN. Tel: 01942 244000** will be called and administrative staff will contact the parents to inform them. No pupil will travel in an ambulance unaccompanied.
- Inform the house manager/parent if hospital admission is imminent.
- If any issue arises during treatment or discussion with the pupil that the First Aid Officer feels should be

taken further, she/he will telephone or speak to the parents and/or the Designated Safeguarding Officer or most appropriate member of staff. N.B. The First Aiders will have up to date Emergency First Aid training and some will have a full and current First Aid at Work Certificate. They are not, however, medically qualified and hence cannot give medical advice.

First Aid kits will be checked on a monthly basis by the appointed person school manager / Lead Teacher and replenished as needed.

FIRST AID KITS ARE AVAILABLE IN THE SCHOOL AND ON OFFSITE ACTIVITIES

First aid kits held on-site will at the minimal contain:

- a leaflet giving general advice on first aid.
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- two sterile eye pads.
- four individually wrapped sterile triangular bandages.
- six safety pins.
- six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings.
- two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings.
- one pair of disposable gloves

First aid travel kits to be used off-site will at the minimal contain:

- a leaflet giving general advice on first aid.
- six individually wrapped sterile adhesive dressings (assorted sizes)
- two individually wrapped sterile triangular bandages.
- two safety pins.
- one large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings.
- individually wrapped cleaning wipes.
- one pair of disposable gloves

The First Aiders

The first aiders in school who are able to administer medicines are:

- Daniel Leyland
- Steven Williams
- Chelsea Colville
- Tom Pilkington

Medication

If required pupils' medication is stored in the medical cupboard (locked cabinet, key kept in staff office)

Medication should be administered as set out on the label or instructed by the GP/Medical Practitioner.

Errors in administering medication can have devastating effects, so to protect people from any accidental harm you should always remember the **Six Rights of Administration** - they go as follows:

Right Person – Children can have remarkably similar, or even the same names. Always make sure you have the right person.

Right Medicine – Many medicines have similar names so thoroughly check the name on the prescription.

Right Dose – No matter how many times you have done it in the past, always read the directions and measure correctly. Too little and the medicine will be ineffective, too much and the person could become ill.

Right Time – Make sure enough time has passed since their last dose, otherwise you could end up giving them too much. Check to see when the medicine was last administered.

Right Route – Make sure you carefully read how to administer the medication. Getting it wrong can cause harm.

The right to refuse – If a person refuses to take their medication you should **NOT** force them to do so. Take note of their refusal and any reasons they give. It may be that a different medication can be given which is more suitable.

Do not give the medication if one or more of the above rights is incorrect. Seek further guidance, initially from the home manager.

Administration should be recorded in the Medication Administration Record (MAR), if a Controlled Drug has been administered, 2 staff are required to record/sign the record.

First Aid

In the case of a pupil accident, the procedures are as follows:

- The member of staff on duty calls for a first aider; or if the child can walk, takes him/her to a first aid post and calls for a first aider.
- Full details of the accident are recorded in our accident book
- If the child has to be taken to hospital or the injury is 'work' related then the accident is reported to the Governing Body.
- If the incident is reportable under RIDDOR (*Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995*), then as the employer the Governing Body will arrange for this to be done.

School Insurance Arrangements

Inspire TES, Products & Employer's liability policy number S16256 insured through Gallagher insurance brokers. This covers the school for the administration of prescribed drugs as instructed by the pupil's personal GP/Healthcare professional.

School Visits

In the case of a **residential visit**, the residential first aider will administer First Aid. Reports will be completed in accordance with procedures at the Residential establishment. In the case of **day visits** a trained First Aider will carry a travel kit in case of need.

Administering Medicines in School

Prescribed medicines may be administered in school (by a staff member appropriately trained by a healthcare professional) where it is deemed essential. Most prescribed medicines can be taken outside of normal school hours. Wherever possible, the pupil will administer their own medicine, under the supervision of a member of staff. In cases where this is not possible, the staff member will administer the medicine.

If a pupil refuses to take their medication, staff will accept their decision and inform the parents/carers accordingly.

In all cases, we must have written parental permission outlining the type of medicine, dosage and the time the medicine needs to be given. These forms are available in the school office.

Staff will ensure that records are kept of any medication given.

Non-prescribed medicines may not be taken in school.

Storage/Disposal of Medicines

Wherever possible, children will be allowed to carry their own medicines/ relevant devices or will be able to access their medicines in the school for self-medication quickly and easily. Pupils' medicine will not be locked away out of the pupil's access; this is especially important on school trips. It is the responsibility of the school to return medicines to pupils for disposal by their parents or carers.

Accidents/Illnesses requiring Hospital Treatment

If a child has an incident, which requires urgent or non-urgent hospital treatment, the school will be responsible for calling an ambulance in order for the child to receive treatment. When an ambulance has been arranged, a staff member will stay with the pupil until the parent arrives, or accompany a child taken to hospital by ambulance if required.

Parents / carers will then be informed and arrangements made regarding where they should meet their child. It is vital therefore, that parents provide the school with up-to-date contact names and telephone numbers.

Pupils with Special Medical Needs – Individual Support Plans

Some pupils have medical conditions that, if not properly managed, could limit their access to education.

These children may be:

- Epileptic
- Asthmatic
- Have severe allergies, which may result in anaphylactic shock
- Diabetic
- Other medical needs that require support

Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities, unless evidence from a clinician/GP state that this is not possible.

The school will consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on school visits. A risk assessment will be used to take account of any steps needed to ensure that pupils with medical conditions are included.

The school will not send pupils with medical needs home frequently or create unnecessary barriers to pupils participating in any aspect of school life.

However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

A Student Support Plan can help schools to identify the necessary safety measures to support pupils with medical needs and ensure that they are not put at risk. The school appreciates that pupils with the same medical condition do not necessarily require the same treatment.

Parents/carers have prime responsibility for their child's health and should provide schools with information about their child's medical condition. Parents/carers and the pupil, if they are mature enough, should give details in conjunction with their child's GP and Paediatrician.

Procedure that will be followed when the school is first notified of a pupil's medical condition

- The parent / carer to complete the relevant medical forms detailing any medical conditions and return these to school.
- Medication that is to be administered at school has to be brought in by a responsible adult and must be in original packaging with instructions of times and dosage to be given.
- Medication will be kept in a locked medication cabinet, and pupils will be made aware who is responsible for the access to the cabinet.
- Any medication that is surplus must be sent home to parent/guardian or carer at the end of every term.

This will be in place in time for the start of the relevant school term for a new pupil starting at the school or no longer than two weeks after a new diagnosis or in the case of a new pupil moving to the School mid-term.