

**Carshalton High School for Girls**

***First Aid Policy***

October 2015

## **POLICY STATEMENT**

Carshalton High School for Girls will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for students, staff and visitors and will make sure that procedures and guidance are in place to meet this responsibility.

### **Aims**

- To identify the first aid needs of the school, establish procedures for managing these and provide guidance for students, staff and visitors
- To ensure that first aid provision is available at all times when people are on the school site and that suitable provision is made for off all off-site activities

### **Objectives**

- To keep accident records and to report to the Health and Safety Executive (HSE) as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- To manage the administration of any medicines to students (see Appendix C)
- To provide equipment and materials (as recommended by HSE) necessary to carry out first aid treatment
- To identify and train the relevant number of Emergency First Aid Workers (EFAW) and First Aid Workers (FAW) to meet the needs of the school, maintaining a record of all trained staff that is reviewed annually to ensure qualifications are kept up to date
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the school's first aid arrangements
- To respond to Government or Authority guidelines in the event of any local or national medical emergency (e.g. flu epidemic)

### **Medical Facilities**

The School is required by the Education (School Premises) Regulations 1999 to have nominated accommodation for medical examinations, treatment and care of students. The School's nominated accommodation for first aid is the Medical Room and for large scale examinations (e.g. injections) the Classroom G9 (old 6<sup>th</sup> Form Common room) should be used and for smaller examinations the Main Reception area may be used.

## **Accident Procedure**

1. An adult at the scene of an accident needs to make a quick assessment of the severity of the accident.
2. Minor cuts and grazes occurring during a lesson can be cleaned and a plaster applied by a supervising adult if the injury occurs in an area where there are first aid boxes (see Appendix A for location map) as this will enable the lesson to continue with minimum of disruption to the teaching and learning.
3. In the event of a more serious injury a messenger should be sent or a phone call made to the School Office (extension 148) to summon a First Aider to assess the injury. The teacher or supervising adult must stay with the casualty while waiting assistance. Where the casualty cannot be moved due to an illness or injury, the supervising teacher should relocate class to another location.
4. Accident Report Forms are completed immediately after any injuries and these forms are obtained from the First Aider in the School Office.

## **Accident Reporting**

The is responsible for ensuring that a record is kept of all accidents and all treatment given. The accident book is located in the School Office and records the following:

- The date and time of the accident
- The name of the sick or injured person
- The action taken and treatment given
- The length of any rest period
- Contact with home and any reference for medical treatment

Any major injuries must be reported to the Health and Safety Executive via the accident/incident reporting form, which is available from the First Aider. The member of staff reporting the accident should ensure that the following sections are fully completed before returning the form to the First Aider:

- About the Accident/Incident (first page)
- Details of any witnesses (second page)
- Violent incident details if appropriate (second page)

If necessary the First Aider will assist with the completion of these forms. Major injuries include the following:

- Fracture other than to fingers, thumbs or toes
- Amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness; or requiring admittance to hospital for more than 24 hours

- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material
- Any condition which results in a student or member of staff attending A+E

### **Illness**

1. Any student feeling unwell should be sent to the Medical Room accompanied by another student who should be told to return as soon as the student is received by the First Aider.
2. Any student having difficulty with breathing, dizziness, or feeling faint must remain with the teacher or other member of staff and a messenger should be sent to fetch the .

### **First Aid Training & Qualifications**

1. An Emergency First Aid Worker (EFAW) is qualified to give emergency first aid to someone who is injured or becomes ill while at work.
2. A First Aid Worker (FAW) is EFAW qualified, but also trained to apply first aid to a range of specific injuries and illnesses.
3. Where a First Aider wishes to continue as such, their qualification must be renewed every three years.
4. A list of staff qualified as FAWs and EFAWs are shown in Appendix B. This list will be kept up to date, made available on the notice board in the Staff Room, and published in the Staff Handbook.

### **School Journeys**

The first aid requirements for all school journeys are detailed in the School Journey Procedures and a copy can be obtained from the Finance Office.

## First Aid Kit Provision

First aid kits are available at the following locations (see location map Appendix A):

<p style="text-align: center;"><b><u>A Block (Red Zone)</u></b></p> <p>A1 A4 A8 A11 A14 A15 A24 – School Office A29 A30 A32 – Premise Staff Office A37</p>	<p style="text-align: center;"><b><u>B Block (Yellow Zone)</u></b></p> <p>B3 B6 B7 B9 B10 – Staff Room B13 B19 B24</p>	<p style="text-align: center;"><b><u>C Block (Pink Zone)</u></b></p> <p>C1 C2 (Technology Workshop) C4 C5 C6 C7 (Science Prep Area) C8 C9 C11 C14 C15</p>
<p style="text-align: center;"><b><u>D Block (Brown Zone)</u></b></p> <p>D1 D2 D5 D6 D7 D11</p>	<p style="text-align: center;"><b><u>E Block (Blue Zone)</u></b></p> <p>E6 (Box Office) E18 - Exams Office E17 - PE Store E21 E22</p>	<p style="text-align: center;"><b><u>F Block (Green Zone)</u></b></p> <p>F2 F6 F7 F8 F9 F10 F11</p>
<p style="text-align: center;"><b><u>G Block (Orange Zone)</u></b></p> <p>G8 G10 G13 G17 G22 G30</p>	<p style="text-align: center;"><b><u>S Block (Purple Zone)</u></b></p> <p>S6 S9</p> <p style="text-align: center;"><b><u>School Canteen</u></b> <b>(Harrison Catering are responsible for maintaining this)</b></p> <p>Kitchen</p>	<p style="text-align: center;"><b><u>Off-Site Visits</u></b></p> <p>Portable first aid kits available from the First Aider in the School Office</p>

## Students' Medical Conditions

A list of students who suffer from medical conditions, together with details of those conditions, is held and updated annually by the First Aider. **A copy of this list is kept in the School Office.**

Individual health care plans are prepared, in conjunction with the School Nursing Service for students with more serious medical conditions such as diabetes, anaphylaxis or epilepsy, and information is available from the First Aider.

### **Hygiene/Infection Control**

Basic hygiene procedures must be adhered to by staff. Single use disposable gloves must be worn when treatment involves blood or other body fluids and appropriately disposed of in the medical bin located in the Medical Room.

### **Responsibilities**

Included within the responsibilities of the First Aider are:

- To ensure that there are an adequate number of qualified First Aiders and Appointed Persons
- To monitor the contents of first aid kits each term and re-stock as necessary
- To keep records of all accidents, injuries and other circumstances requiring medical or first aid attention
- To report any major injuries to the Health and Safety Executive as required by RIDDOR

### **Emergency Procedures**

Where an injury or other medical condition is an emergency, an ambulance should be called. Ideally, this will be on the advice of the First Aider or a First Aider, but there may be circumstances where it is apparent that such a call must be made immediately.

Parents must be informed when an ambulance has been required to be called. If a parent cannot accompany a student to hospital, a member of staff will accompany the student to hospital and remain with them until the parent(s) can take over responsibility.

### **Accident Recording**

All accidents must be reported to the School Office as soon after the incident as possible. An Accident Report Form is then generated by the First Aider and passed to the member of staff reporting the accident for completion before being forwarded to the School Business Manager. If the accident has resulted in a major injury (see page 2) the form is required to be forwarded to the London Borough of Sutton's Corporate Health Team.

### **Informing Parents**

Where the incident has required a dressing, which will need review after School, the First Aider will provide the Student with a note to take home or will make a phone call to the parent/carer. The parents will be telephoned in the event of any head or leg/ankle/foot injury, if an ambulance is called, or any other circumstances where the professional judgment of the First Aider dictates that such contact should be made.

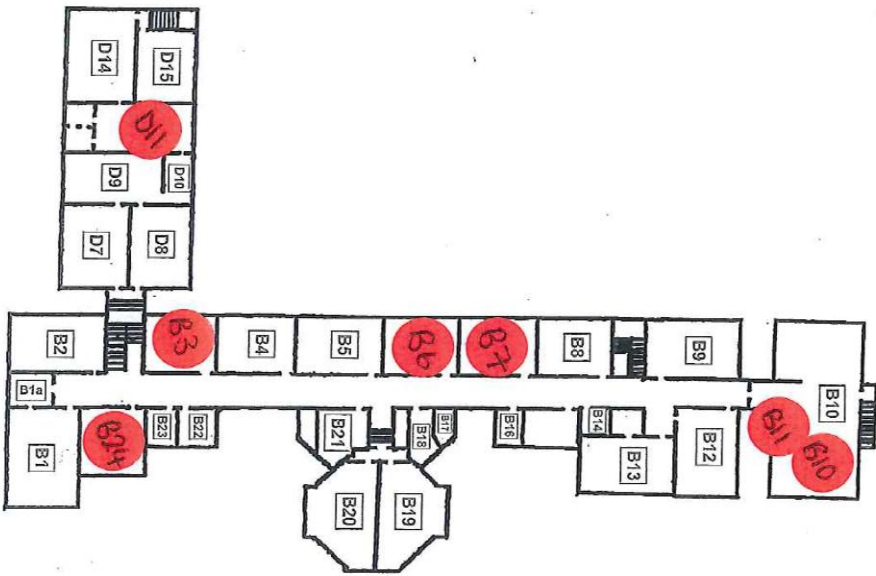
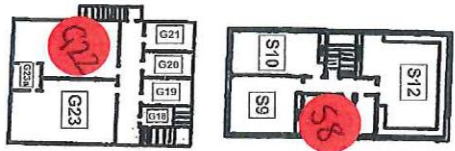


GROUND FLOOR



Sept 2015

UPPER FLOORS



Sept 2015



### List of First Aid Qualified Staff

#### (a) Qualified First Aiders – First Aid at Work

Name	Post	Location	Qualification expiry date
McLaren Sam	Teacher Assistant/ Principal First Aider	School Office	18/09/2017
Pye Susan	Deputy Office Manager	School Office	30/04/2016

#### (b) Emergency First Aiders – Emergency First Aid at Work

Name	Post	Location	Qualification expiry date
Alletson Mark	Teacher of Maths	Maths Dept	11/11/2017
Brice Sonia	Teacher of D&T/Food	D&T/Food Dept	11/11/2017
Brunoro Nielson	Premises Assistant	Premises Office	11/11/2017
Burrows Terry	Premises Assistant	Premises Office	11/11/2017
Cassell Brigitte	Teacher of Food Tech	Food Tech Dept	11/11/2017
Castro Jose	Teacher of MFL	MFL Dept	11/11/2017
Chamberlain Beverley	Learning Support Assistant	Learning Support	11/11/2017
Elliott Christine	Teacher of RS	Religious Studies	11/11/2017
Greenland Jenny	Careers & Work Related Learning Manager	Careers Room	11/11/2017
Holland Anne	Assistant Headteacher	A35	11/11/2017
Johnson Katy	Teacher of Dance	PE Dept	11/11/2017
Kealy Sheena	Learning Support Assistant	Learning Support	11/11/2017
McDowell Nita	DT Technician	Technology	11/11/2017
Mills Tracy	Art Technician	Art Dept	11/11/2017
Norman Sam	Curriculum Leader Geography	Geography Dept	29/01/2017
Longman Wendy	Teacher of Geography	Geography Dept	29/01/2017
Smith Amelia	Learning Support Assistant	Learning Support	11/11/2017
Tierney Frederique	Learning Support Assistant	Learning Support	11/11/2017
Willard Sam	HR Admin Assistant	School Office	11/11/2017
Wynn Kas	Office Manager	School Office	11/11/2017

## Administration of Medicines in School

### General

Carshalton High School for Girls school recognises that some students will at some time need to take medication at school. Whilst parents retain responsibility for their daughter's medication, the school has a duty of care to students while at school and to do all that is reasonably practicable to safeguard and promote student's welfare.

### Responsibilities

The school takes responsibility for the administration of medicines during school time having taken due consideration of Government guidelines. Whilst staff have neither a legal nor contractual duty to administer medicines, they will in most cases be able to administer medicine, or supervise the student while they self administer their medicine.

The First Aider will implement the Carshalton High School for Girls policy on a day-to-day basis and report as required to the Office Manager. The Office Manager will ensure that procedures are understood and adhered to, that training is provided and that there is effective communication and consultation with Parents, Children and Health Professionals concerning students' medical needs.

At Carshalton High School for Girls there will be named First Aiders who will hold a current first aid certificate. Some specified staff (e.g. Emergency First Aiders, PE and Staff taking educational visits) who volunteer their services, will be given FAW and EFAW training as appropriate.

### Staff Indemnity

Carshalton High School for Girls fully indemnify all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following Carshalton High School for Girls guidelines.

The indemnity covers situations where an incorrect dose is administered or where any other mistake in the procedure is made. Carshalton High School for Girls will meet any claims in these circumstances.

### Guidelines

#### **Records**

On admission of the student to the school, all parents will be required to provide information giving full details of:

- medical conditions
- allergies
- regular medication
- emergency contact numbers
- name of family doctor/consultants
- special requirements (e.g. dietary)

At the beginning of each academic year parents will be required to up-date the medical information when reviewing the student's data collection form.

## **Administration of the Medication**

Parents should ensure that they are familiar with the advice and guidelines the school provides with respect to health, in particular diseases caused by infectious and contagious organisms. The school expects Parents to respect the advice and guidelines.

Any requests for medicine to be administered must come from a parent in writing on the school's "Administration of Medicine in School Form"; and each request will be considered on an individual basis.

**The form must be signed and dated by a parent or someone with parental control before any medicines are administered.**

A separate form must be completed for each medicine to be administered.

Parents will be expected to notify any requests for the administration of medicines at the earliest opportunity and to discuss with the First Aider what can be done in the school, before a decision is made. This applies to medication for an ongoing condition, (e.g. epilepsy) and for self administered medication (e.g. use of an inhaler). In the case of common, but long-term ailments, such as epilepsy and asthma, the facts of the illness, and the action to be taken by the school, should be spelt out by the medical practitioner and recorded in the student's records.

An adult must supervise any administered medicine.

The First Aider will decide whether any medication will be administered in school. Medication can be administered by qualified First Aiders. The medication must be in a container as prescribed by the doctor and dispensed by a chemist with the student's name and instructions for administration printed clearly on the label. Only the smallest amounts of medication should be brought into school.

The school will not deal with any requests to renew the supply of the medication. This is entirely a matter for the parents.

If the student is required and able to administer their own medicine (e.g. inhaler for asthma) the First Aider will check that the student fully understands what has to be done, and will organise or supervise the administration.

Medication will be kept under the control of the School Office unless other arrangements are made with the Parent.

Normally the administration of medication will only be done in school at the following times:

- morning break
- lunch time

However, in exceptional cases administration of medication may take place during lesson time.

## **Long-term Medical Needs**

Carshalton High School for Girls will do all that is reasonably practical to assist students with long-term needs. Each case will be determined after discussion with the parents, and in some cases the school nurse. The Governors reserve the right to discuss the matter with a medical adviser of their choosing.

## **Records**

The school form 'Administration of Medicine in School' must be completed in every instance. It will be kept in the school office.

The form will record:

- the name of the student
- the date and time of the administration
- who supervised the administration
- which medication was given
- how much was given
- a note of any side-effects

The will keep the record and, in conjunction with the Office Manager and the student's Tutor will ensure that the medical record form is filled in correctly and checked regularly.

## **Training**

Carshalton High School for Girls is committed to providing appropriate training for staff who volunteer to participate in the administration of medicines.

## **Monitoring and Review**

The First Aider will be responsible for monitoring the implementation of the policy and to reporting to the Office Manager.

## MEDICAL CONDITIONS/ILLNESS

Please complete this section of the form if your daughter suffers from a medical condition.

<b>STUDENT'S NAME:</b>	<b>TUTOR GROUP:</b>
<b>ADDRESS:</b>	<b>DATE OF BIRTH:</b>
Does your daughter follow any special diet? YES / NO	
Has your daughter ever had any of the following (please tick):	
<input type="checkbox"/> Abdominal Condition	<input type="checkbox"/> Anxiety or depressive tendencies
<input type="checkbox"/> Asthma / bronchitis	<input type="checkbox"/> Diabetes
<input type="checkbox"/> Heart condition	<input type="checkbox"/> Eczema
<input type="checkbox"/> Fits, fainting or blackouts	<input type="checkbox"/> Hayfever
<input type="checkbox"/> Severe headaches or migraine	<input type="checkbox"/> Allergies e.g. nuts, bees, penicillin
<input type="checkbox"/> Sickle Cell	<input type="checkbox"/> Any other condition (please give details below)
Please provide additional details of any condition ticked above:	
Is any medication required by your daughter?	YES / NO*
<b>If yes, please make an appointment to see the First Aider to discuss your daughter's condition and medical requirements.</b>	

\*Delete as applicable

Name: _____
Signed: _____ (Parent/Carer)      Date: _____

