



Carshalton High School for Girls

Excellence: everywhere, every day.

First Aid Policy

Reviewed and Agreed by Carshalton Local Governing Body:

Apr 2021

Next Review:

Jul 2022

Policy Notes may be subject to review and revision at any time by the Carshalton Local Governing Body notwithstanding that the next review date has not been reached.

Review dates are for guidance only and whilst the intention is always to arrange reviews within the stated time frame all Policy Notes will remain in force until this has taken place and been formally approved by the Carshalton Local Governing Body.

Contents

	Policy Statement
1	Medical Facilities
2	Accident Procedure
3	Accident Reporting
4	Illness
5	First Aid Training & Qualifications
6	School Journeys
7	Students' Medical Conditions
8	Hygiene/Infection Control
9	Emergency Procedures
10	Accident Recording
11	Informing Parents
Appendix A	Administration of Medicines in School
Appendix B	First Aid Kit Provision
Appendix C	List of Qualified Staff
Appendix D	Student Unwell & Travelling Unaccompanied
Appendix E	Medical Conditions/Illnesses
Appendix F	Administration of Medicines in School

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 B)
- 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)

1. Medical Facilities

The School is required by the Education (School Premises) Regulations 1999 to have nominated accommodation for medical examinations assessments, treatment and care of students, staff and visitors. The School's nominated accommodation for first aid is the Medical Room (A25) and for large scale examinations (e.g. injections) Room F9 or School Hall should be used.

2. Accident Procedure

1. An adult at the scene of an accident needs to make an immediate 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 2106) to summon a First Aider to assess the injury. The teacher or supervising adult must stay with the casualty while awaiting assistance. Where the casualty cannot be moved due to an illness or injury, the supervising teacher should relocate the 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. Completed forms are collated into the Accident Book. Where it has been recommended by the First Aider that professional medical assessment should be sought by, advised that the casualty to go to Accident and Emergency for further treatment or taken by ambulance to hospital, the Accident Form is submitted to the Borough Health and Safety Team by the Principal First Aider.

3. Accident Reporting

It is essential 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 remedial action required to prevent further accident/injury

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)
- Any remedial action taken to prevent further accidents/injuries

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

Termly statistics on accidents/near misses are produced by the Principal First Aider and reported to governors via the Premises Health & Safety Sub-Committee.

4. 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 Aider.

When a student is assessed by the first aider as being too unwell or injured to remain in school, a parent or contact will be telephoned to arrange for the student to be collected. Students who are unwell/injured must not be sent home unaccompanied. Students, must never be sent home if there is nobody at the home address. When necessary, the first aider will recommend the student seeks immediate medical advice or a visit the Accident and Emergency Department at Queen Mary's Hospital for Children, St Helier.

In the event of a parent/carer or nominated person being unable or unwilling to collect a sick/injured student the parent/carer will take responsibility for the homeward journey of the student and this will be recorded on "Student Unwell and Travelling Unaccompanied" Form (see Appendix C).

5. 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 the table below. This list will be kept up to date, made available on the notice board in the Staff Room; and published in the Staff Handbook.

6. 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~~ the school's Educational Visits Coordinator.

7. Students' Medical Conditions

~~A list of students who suffer from medical conditions, together with details of those conditions, is held~~ **Students' medical conditions are recorded in SIMS and accessible by all staff. Medical conditions and records are updated annually by the First Aider. A copy of this list is kept in the School Office and shared via the School Bulletin.**

Individual health care plans are prepared by **Heads of Year**, in conjunction with the **Principal First Aider** and School Nursing Service for **those** students with more serious medical conditions such as diabetes, anaphylaxis or epilepsy. **This** information is available from the **Principal** First Aider or from linked documents in the student's SIMs profile.

8. 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 Principal 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
- To **assist the Heads of Year** to coordinate the record keeping of individual Health

Care Plans and Personal Emergency Evacuation Plans.

- To liaise with the Immunisation Team and facilitate the school's vaccination programme arrangements.
- To make regular checks of the school's defibrillators to ensure they are functioning properly.

9. 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 Principal 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 (this would generally be the Principal First Aider) will accompany the student to hospital and remain with them until the parent(s) can take over responsibility.

10. 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 Principal First Aider and passed to the member of staff reporting the accident for completion ~~before being forwarded to the Trust 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. **Where any health and safety issue has been identified this should be reported to the Premises Manager for investigation and remediation.**

11. Informing Parents

Where the incident has required a dressing, which will need reviewing 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.

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 Principal 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 (see Appendix C)

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 (see Appendix E):

- 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 update the school with any new or changing 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" (Appendix F); 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 Principal 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~~ detailed by the a medical practitioner and recorded in the student's records. In the case of serious conditions these decisions will be made by the Head of Year in partnership with the Principal First aider and School Nursing Service.

An adult must supervise any administered medicine.

The Principal 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.

Medicines will be stored securely in the School Office.

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 (Appendix F).

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 Principal First Aider will keep the record and, in conjunction with the Office Manager and the student's ~~Tutor~~ **Head of Year** 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 **first aid and** the administration of medicines.

Monitoring and Review

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

First Aid Kit Provision

First aid kits are available at the following locations:

<p><u>A Block (Red Zone)</u></p> <p>A1 A4 A8 A11 A14 A15 A24 – School Office A29 A30 A32 – Premise Staff Office A37</p>	<p><u>B Block (Yellow Zone)</u></p> <p>B3 B6 B7 B9 B10 – Staff Room B13 B19 B24</p>	<p><u>C Block (Pink Zone)</u></p> <p>C1 C2 (Technology Workshop) C4 C5 C6 C7 (Science Prep Area) C8 C9 C11 C14 C15</p>
<p><u>D Block (Brown Zone)</u></p> <p>D1 D2 D5 D6 D7 D11</p>	<p><u>E Block (Blue Zone)</u></p> <p>E6 (Box Office) E18 - Exams Office E17 - PE Store E21 E22</p>	<p><u>F Block (Green Zone)</u></p> <p>F2 F6 F7 F8 F9 F10 F11</p>
<p><u>G Block (Orange Zone)</u></p> <p>G8 G10 G13 G17 G22 G30</p>	<p><u>S Block (Purple Zone)</u></p> <p>S6 S9 S19 S20 S21</p>	<p><u>Off-Site Visits</u></p> <p>Portable first aid kits available from the First Aider in the School Office</p>
<p><u>J Block (Grey Zone)</u></p> <p>J3 J15 J19 J24 J33 J42 J48 J50</p>	<p><u>School Canteen</u> (Harrison Catering are responsible for maintaining this)</p> <p>Kitchen</p>	

List of First Aid Qualified Staff



QUALIFIED FIRST AIDERS - 2020



Staff Member	Qualifications	Expiry Date
Sam McLaren	First Aid at Work	21/09/2023
Susan Pye	First Aid at Work	05/02/2022
Katy Buchanan	First Aid at Work	25/07/2022
Jack Rendle	Emergency First Aid at Work	06/11/2020
Pam Alexander	Emergency First Aid at Work	21/01/2022
Becca Watkins	Emergency First Aid at Work	21/01/2022
Suhaila Nadeem	Emergency First Aid at Work	14/11/2022
Michelle Crockett	Emergency First Aid at Work	14/11/2022
Amanda Baker	Emergency First Aid at Work	06/10/2023
Rebecca Golightly	Emergency First Aid at Work	06/10/2023
Katy Johnson	Emergency First Aid at Work	06/10/2023
Nita McDowell	Emergency First Aid at Work	06/10/2023
Kas Wynn	Emergency First Aid at Work	06/10/2023



Form No:

STUDENT UNWELL & TRAVELLING UNACCOMPANIED

Student Name:		Tutor Group:	
Date:	Medical Room		
	Time In:	Time Out:	
First Aider(s) Dealing:			
Injury / Symptoms			
Parent/Carer Contact Info:			
Advice given by First Aider:			
Parent/Carer Response to First Aider advice:			
Method of Travel for Unaccompanied student:			

Final Checklist to ensure parent/carer is aware of:

- Injury / Symptoms
- Advice of First Aider
- Responsibility for care of the student becomes the parent/carer's when student leaves the Medical Room.
- Request for phone call to school to confirm student has arrived safely at her destination

Parent agreed/did not agree to take responsibility for students travelling alone.

Student confirmed arriving home safely

Additional Information:

MEDICAL CONDITIONS / ILLNESS

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

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"/> Dietary conditions | <input type="checkbox"/> Eczema |
| <input type="checkbox"/> Heart condition | <input type="checkbox"/> Hayfever |
| <input type="checkbox"/> Fits, fainting or blackouts | <input type="checkbox"/> Migraine |
| <input type="checkbox"/> Severe headaches or migraine | <input type="checkbox"/> Allergies eg nuts, bees, penicillin |
| <input type="checkbox"/> Sickle Cell | |
| <input type="checkbox"/> Any other condition (please give detail: below) | |

Please provide additional details of any condition ticked above:

Is any medication required by your daughter? YES* / NO

***If yes, please make an appointment to see the Principal First Aider to discuss your daughter's condition and medication requirements.**

General Pain Relief

For students with a medical condition or who suffer general aches and pains in school parents/carers can provide medication eg paracetamol, ibuprofen, which would be recorded by the Principal First Aider and stored securely in the School Office.

For a member of staff to administer medication to a student, a signed consent form must be completed and submitted with the relevant medication. Please discuss this with the Principal First Aider.

I declare that all the above information is correct and undertake to advise the school should my child develop any medical problem or come into contact with any infectious disease. I understand that if my child becomes unwell with sickness/diarrhoea or an infectious disease eg chicken pox, s/he must not attend school until no longer infectious. For sickness/diarrhoea this is 24 hours after the last episode, for other infections please consult school or your GP.

Signed: (Parent/Carer) **Date:**

ADMINISTRATION OF MEDICINE IN SCHOOL

No medication, including painkillers, can be administered to your daughter unless this form is completed and returned to the School Office with medicine.

STUDENT'S NAME:	TUTOR GROUP:
------------------------	---------------------

PRO FORMA:
I, _____ Parent/Guardian of the above student wish medication to be administered to my daughter
◆ I give my permission for this medicine to be administered to my daughter. ◆ I understand and accept that this is a service which the school is not obliged to undertake.
Signed: _____ (Parent/Guardian) Date: _____

CONDITION OR ILLNESS THAT WILL BE MEDICATED
If your daughter's medical condition changes would you please inform us in writing immediately.

Please tick here if you are providing pain killing medication (e.g. paracetamol) for **general pain relief**.

MEDICATION:
Name/Type of medication:
For approximately how long will your daughter take this medication:
Date provided to School Office:

DIRECTIONS FOR USE:
Dosage:
Timing:
Special precautions:
Side Effects (if applicable)