



HYLAND HOUSE SCHOOL

FIRST AID & MEDICINE POLICY

Ratified by governors Sep 2023

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Introduction

'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill.

(The Joint First Aid Manual 8th Edition).

Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life-threatening condition and, where necessary, obtain medical assistance or refer the casualty to hospital as quickly as possible.

Aims

- To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1999
- To ensure that the provision is available at all times while people are on school premises, off the premises whilst on school visits and on the journeys to and from school for those pupils travelling in school arranged transport.
- To provide adequate first aid provision and medical care for pupils and school personnel.
- To have in place qualified first aid personnel.
- To have in place adequate first aid equipment.

Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils.

Strategy

a) Identification & Awareness

- Parents must inform the school of their child's medical condition and any medical condition of their child that may be a cause for concern.
- School personnel must be suitably trained in identifying pupils where a medical condition may be developing.
- School personnel must report any concerns they have on the medical welfare of any pupil.

b) Training

- For all nominated personnel to undertake training in first aid and awareness of medical problems in pupils.
- A record of trained personnel is kept centrally.

c) House Keeping

- All medicines must be securely stored.

d) Emergencies

- A procedure for dealing with accidents is in place.

e) Records

- Records are to be kept for all pupils in a secure area in accordance with data protection requirements. The Headteacher will have access to all files and data stored in the school and must be made aware of any pupil records and their location.

f) Reporting

- Parents are to be informed of accidents especially head injuries.

First aid procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and provide the required first aid treatment
- The first aider will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the School Secretary will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone

- A portable first aid kit
- Information about the specific medical needs of pupils

Risk assessments will be completed by the teacher prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

First aid equipment

A typical first aid kit in our school will include the following:

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Main Office
- The school staffroom
- All classrooms
- The school kitchen
- School vehicles

Record-keeping and reporting

First aid and accident record book

- An accident form will be completed by the teacher or lunchtime assistant on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident

- Records held in the accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979.

Reporting to the HSE

The Headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

Notifying parents

The class teacher will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted and all relevant agencies of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

Intimate care

In the event of an injury/soreness in an area of the body that could be described as intimate, 2 or more first aiders must be present.

Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

MONITORING

The First-aid policy will be monitored by the Head Teacher and Governing Body. It will be updated (if necessary) every 2 years.

CONCLUSION:

It is the responsibility of all members of Hyland House School community to make these arrangements work. By achieving this collective responsibility there is much greater likelihood of achieving a healthy and safe environment for the whole school community.

THERE ARE TWO ATTACHMENTS TO THIS DOCUMENT:

APPENDIX 1

APPENDIX 2

APPENDIX 1:

RESPONSIBILITIES

(i) The Governing Body

The governing body accepts its corporate responsibility as an employer, under the Health and Safety at Work etc Act 1974 (HSWA), for providing a safe and healthy working environment for teaching and non-teaching staff in its employment, for the children attending the school and for other people who are users of the school. They will also ensure that their insurance arrangements provide cover for claims arising from actions of staff acting within the scope of their employment. All reasonable steps will be taken to fulfil these responsibilities.

(ii) The Headteacher

The Headteacher has primary responsibility for Health and Safety matters (in this instance First-aid) within the school. In the Head's absence the Leadership team will assume this responsibility.

The Headteacher is responsible for:

- a) Setting up arrangements to cover all First-aid legal requirements;
- b) Monitoring the effectiveness of the arrangements;
- c) Producing a written statement to be approved by the Governing Body and bringing this document to the attention of all staff, including new staff on taking up post, and to revise and reissue the document as may be necessary from time to time.
- d) Resolving First-aid problems;
- e) Noting all the guidance produced by the Health and Safety Adviser from the Local Authority on First aid issues and bringing them to the attention of relevant staff;
- f) Keeping a file or record of such guidance, including that issued by other competent authorities, to which all staff can have access;
- g) Ensuring that elected personnel are in possession of qualified First-aid status and that they have an option to renew their certificate after each three year period;
- h) Maintaining a list of qualified First-aid representatives on site;
- i) Being readily available to First-aid representatives and co-operating with them as far as is reasonable in their efforts to carry out their duties;
- j) Receiving reports from First-aid representatives and responding to them within a reasonable time;
- k) Ensure that a regular risk assessment* is undertaken by the Head, Health and Safety Committee to determine any additional provision; *(The Management of Health and Safety at Work Regulations 1992)
- l) Ensure that arrangements are made for every employee to be given a copy of this First-aid policy;
- m) Ensure that parents are aware of the school's First-aid policy;
- n) Ensuring that First-aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits;

(iii) Teachers and other school staff

- a) Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks.
- b) Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.
- c) The school will ensure adequate and appropriate training and guidance for staff who volunteer to be first-aiders/appointed persons.
- d) The school will ensure that there is sufficient trained staff to meet the needs of the school community.

Designated First-aiders

- a) Appointed First-aid representatives must complete a training course approved by the Health and Safety Executive (HSE);
- b) First-aiders will give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- c) When necessary, First-aiders will ensure that an ambulance or other professional medical help is called;
- d) At all times First-aiders will ensure that health and safety guidelines are followed when administering first-aid as outlined below:
 - Protective gloves are worn at all times when dealing with incidents;
 - Bodily fluids are cleaned up with appropriate treatments and disposed of immediately;
 - Waste products from treatments are disposed of in a designated disposal unit specified for such waste products;
 - Hands are washed before and after dealing with each incident;
 - Each minor incident is recorded in the Incident book, which must include:
 - ✚ The date, time and place of the event;
 - ✚ The name (and class) of the injured or ill person;
 - ✚ Details of the injury/illness and what first aid was given;
 - ✚ What happened to the person immediately afterwards (for example went home, went back to class, went to hospital);
 - ✚ Name and signature of the first aider or person dealing with the incident;
 - Any serious incident/accident will be reported to the Headteacher immediately and be recorded by the Head in the B1510 Statutory accident book or the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations book (RIDDOR);

Parents/Guardians:

- Must be informed by the school immediately when a serious injury or accident occurs;
- Are responsible for informing the school of any infectious/contagious illnesses and diseases their child may have;
- The school has the right in accordance with the HSE rulings and the Department of Health guidelines to refuse a child to attend school whilst they are being treated for the above, particularly if they are contagious and may affect the wellbeing of the children and staff.

APPENDIX 2:

FIRST AID MATERIALS, EQUIPMENT AND FIRST AID FACILITIES:

It is the Governing Body and Headteacher's responsibility to provide proper materials, equipment and facilities at all times.

The Education (School Premises) Regulations 1996 require that the school has a suitable room that can be used for medical treatment when required and for the care of pupils during school hours. This must contain a wash hand basin and be reasonably near to a WC.

The Headteacher will ensure that this facility is well maintained and kept in a hygienic condition.

- The School Secretary will ensure that all first-aid equipment is clearly labelled and easily accessible.
- All first-aid containers must be marked with a white cross on a green background.
- First-aid materials will be ordered, stocked and monitored by the School Secretary.
- A travelling first-aid container must be taken on all school outings;

SUPPORTING PUPILS WITH MEDICAL NEEDS:

At Hyland House School staff do not administer medicines of any kind. There is no legal or contractual duty on school staff to do so or to supervise a pupil taking medicine.

However, in an emergency, staff would of course do everything necessary to make sure pupils are healthy and safe at school and this might in exceptional circumstances extend to administering medicine.

There are certain medical conditions for which the school accepts certain responsibilities.

These require a school medical plan which is drawn up in collaboration with the Headteacher. These are the four named conditions below:

Asthma:

Parents must inform the school if their child is asthmatic. Pupils are encouraged to bring inhalers to school. They will be allowed easy and immediate access to their inhalers at any time during the school day. The inhalers are kept in the classroom. Children take their inhalers with them for school trips and where necessary for PE and swimming lessons.

Diabetes:

Parents must inform the school if their child is diabetic. Most children will have type 1 diabetes, which has to be treated with injections of insulin (as well as a balanced diet and regular physical activity). The injections are given with an 'insulin pen' not a syringe. Injections would not normally be needed during the school day. The pupil's parents will demonstrate the use of the pen and agree practical arrangements with the school in case of emergency or use during a school trip.

Epilepsy:

Parents must inform the school if their child is epileptic. This is a very individual condition varying from person to person. The seizures can be triggered by excitement or anxiety. The school needs to be briefed by the parents on what best to do for the child in the event of a seizure. Common issues are: Does the child need to go to sleep? Do they need to go home? Are they confused afterwards?

Anaphylaxis:

This is a severe allergic reaction to certain food products that can in certain circumstances be life threatening. Authorised volunteers from the school staff are trained to recognise symptoms, to use an epi-pen and to monitor the pupil's condition while awaiting an ambulance.

School Action:

Training will be provided for the treatment of diabetes as and when required.

In all cases where there is a special medical condition, parents must explain in writing what should be done in case of emergency.