



First Aid and Medicine Policy

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Policy Upholder:	Andrew Bradley

Contents

Section	Title
1	Statement of Intent
2	Specific requirements
2.1	Number of First Aiders and Cover Arrangements
2.2	Training and Competence
2.3	First Aiders at Work (FAW) and Appointed Persons (AP) Role and Responsibilities
2.4	First Aid Kits / Boxes
2.5	First Aid Facilities
2.6	Payment for First Aiders
3	Arrangements
3.1	Academy Visits
3.2	Administering Medicines in Academy
3.3	Storage/Disposal of Medicines
3.4	Accidents/Illnesses requiring Hospital Treatment
3.5	Pupils with Special Medical Needs – Individual Healthcare Plans
Appendices	Academy use – to be amended / made specific to the Academy as required
Form 1:	Contacting Emergency Services
Form 2:	Health Care Plan
Form 3:	Parental agreement for academy to administer medicine
Form 4:	Record of regular medicine administered to an individual child
Form 5:	Indication for administration of medication during epileptic seizures
Form 5A:	Epileptic seizure chart
Form 6A:	Emergency instruction for an allergic reaction - EpiPen®
Form 6B:	Emergency Instructions for an allergic reaction - Anapen®
Form 7:	Medication given in academy (note to parent/carer)
Form 8:	Record of staff training

I. Statement of Intent

The Trust believes that ensuring the health and welfare of staff, pupils and visitors is essential to the success of the academy.

We are committed to:

- Providing adequate provision for first aid for pupils, staff and visitors.
- Ensuring that pupils with medical needs are fully supported at academy.

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.

The Health and Safety Coordinator at each Academy / establishment will ensure that the arrangements for First Aid are adequate.

Employees, temporary workers will be made aware of these arrangements during their induction training, and thereafter, will be informed of any amendments to the arrangements.

Third Party Lettings are responsible for appointing and arranging training for their own First Aiders. However, the Academy First Aiders will assist (if required and available) in any emergency event.

The Academy /establishment Health and Safety Coordinator will ensure that a suitable and sufficient assessment of first aid requirements has been carried out. This assessment will be documented and a copy made available at the medical room/area and main reception, and on the establishments intranet system.

2. Specific Requirements

2.1 Number of First Aiders and Cover Arrangements

Category of Risk	Numbers	Recommended number of First Aid Personnel
Low Risk	Fewer than 50	At least one Appointed Person
	50-100	At least one First Aider
	More than 100	One additional for every 100 persons
Medium Risk	Fewer than 20	At least one Appointed Person
	20-100	At least one First Aider for every 50 persons
	More than 100	One additional for every 100 persons
High Risk	Fewer than 5	At least one Appointed Person

	5-50	At least one First Aider
	More than 50	One additional for every 50 persons

- First Aid personnel should be nominated across all departments and especially wherever higher risk of injury is considered present (e.g., Physical Education/Games, Science, Drama, working at height etc.)
- A First Aid personnel rota should be developed
- The Health and Safety Co-ordinator will oversee that the rota is completed and displayed in the Staff Room, Reception, Medical Room and Health and Safety Notice boards
- The names of all First Aiders and location contact number will be displayed in the staff room & other prominent positions and areas

2.2 Training and Competence

- The Emergency First Aid in the Work Place, (“EFAW”) is a basic qualification aimed at lower risk premises and is suitable for teachers taking students on trips
- Personnel who complete the Emergency First Aid in the Work Place course are referred to as ‘Appointed Persons’
- In medium to high risk premises/departments Certificated First Aiders (three-day training course - FAW)) are also required, the aforementioned table sets out the number of First Aiders at Work (“FAW”) and Appointed Persons required
- Annual refresher training should be facilitated for all first aid personnel
- Employees and temporary workers will be made aware of the first aiders within their workplace during the induction process
- First Aid personnel training will be arranged locally by the designated person
- Training can be arranged to be delivered internally, or externally
- Wherever Academies have swimming pools on site, or at another location, qualified life-guards with first aid training must be on duty during swimming lessons at all times

2.3 First Aiders at Work (FAW) and Appointed Persons (AP) Role and Responsibilities

The First Aider’s and Appointed Person’s role includes:

- The administration of First Aid up to, but not exceeding the level of her/his training
- Ensuring that any incident and treatment given is recorded on the First Aid Treatment Log
- Reporting immediately to the Principal or Duty Officer and the Health and Safety Co-Ordinator all incidents requiring the attendance of a student, member of staff or other person to hospital.
- Ensuring that all spillages of body fluids are cleared up promptly and safely using gloves. These should be disposed of in an appropriate way so that they do not come into contact with others.
- Maintaining stocks in First Aid kit/box (Form 9 lists the minimum content for a 1st aid box)
- Ensure that appropriate documentation is completed and that reportable accidents are reported to the line manager and that they are recorded via the Accident and Incident reporting procedure as soon as possible after dealing with the immediate effects.
- Ensuring her/his own recommended immunizations / injections are current (as appropriate)
- Report to HR any illness or injuries which would preclude her/his ability to administer First Aid, in order that alternative cover can be arranged
- In First Aid cases where there is a suspected head injury staff/students etc. should not be left

unaccompanied. All other First Aid cases must be monitored sufficiently and appropriately in accordance with a risk assessment

2.4 First Aid Kits / Boxes

- The Academy will provide sufficient and suitably stocked first aid kits at all sites and portable kits will be available for off-site events
- The location of these kits will be clearly indicated with appropriate signs
- First Aiders will monitor that there are sufficient supplies of first aid equipment and first aid kits/contents within their department
- A checklist will be used for each first aid kit/box, as the content of the first aid kits will depend upon the location and the type of work being carried out in the relevant location (Form 9 lists the minimum content for a 1st aid box)

2.5 First Aid Facilities

- A first aid/medical treatment room must be provided as an appropriate environment to render First Aid, or allow a person to rest (minor illness)
- This environment should be private, allow access to hand washing facilities, drinking water and toilet facilities and should enable the casualty to sit or lie down as needed
- If the Academy has a school nurse they will be responsible for the management of the first aid/medical treatment room
- A school nurse is primarily appointed to treat students but will support First Aiders and treat staff as necessary
- Eye wash stations must be sited where there is a risk of dust, fibres, slashes from hazardous chemical etc.

2.6 Visits and Trips

- Before undertaking any off site activities an assessment must be made of the first aid provision required for the visit
- It is recommended a travelling first aid kit is taken on all off-site activities which are away from access to normal first aid provision
- It is recommended that all drivers of vehicles used for such activities are trained to at least to an Appointed Person level
- It is the duty of the driver to check that the first aid kit is available and contents full
- All accidents occurring during any trip and visit must be recorded via the Academy's Accident reporting procedure

2.7 Payment for First Aiders

An allowance will be paid to all First Aiders who have a valid current First Aid Certificate and have attended the appropriate training course (FAW). This is to be arranged by each establishment with the central HR and Finance departments.

This payment becomes invalid if the First Aider:

- chooses not to continue as a First Aider, or

- does not attend the 12 monthly refresher courses, or
- allows her/his certificate to lapse, or
- relocates to a unit/establishment which already has sufficient First Aiders, or leaves the Academy

Note: Appointed Persons do not receive this allowance

3 Arrangements

3.1 Academy 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 Centre. In the case of **day visits** a trained First Aider will carry a travel kit in case of need.

3.2 Administering Medicines in Academy

Prescribed medicines may be administered in academy (by an appropriately trained staff member) where it is deemed essential. Most prescribed medicines can be taken outside of normal academy 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 child refuses to take their medication, staff will accept their decision and inform the parents 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 academy office.

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

Non-prescribed medicines may not be taken in academy.

3.3 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 Academy office for self-medication, quickly and easily. Pupils' medicine will not be locked away out of the pupil's access; this is especially important on academy trips. It is the responsibility of the Academy to return medicines that are no longer required, to the parent for safe disposal.

Asthma inhalers will be held by the academy for emergency use, as per the Department of Health's protocol.

3.4 Accidents/Ilnesses requiring Hospital Treatment

If a child has an incident, which requires urgent or non-urgent hospital treatment, the academy 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 will then be informed and arrangements made regarding where they should meet their child. It is vital therefore, that parents provide the academy with up-to-date contact names and telephone numbers.

3.5 Pupils with Special Medical Needs – Individual Healthcare 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

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

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

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

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

An individual health care plan can help Academy's to identify the necessary safety measures to support pupils with medical needs and ensure that they are not put at risk. It is understood that pupils with the same medical condition do not necessarily require the same treatment.

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

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

Further information regarding First Aid in Schools can be found in the DfE publications and website links below;

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf

<https://www.gov.uk/government/publications/first-aid-in-schools>

Appendix for Academy use – to be amended / made specific to the Academy as required

Index

Form 1:	Contacting Emergency Services
Form 2:	Health Care Plan
Form 3:	Parental agreement for academy to administer medicine
Form 4:	Record of regular medicine administered to an individual child
Form 5:	Indication for administration of medication during epileptic seizures
Form 5A:	Epileptic seizure chart
Form 6A:	Emergency instruction for an allergic reaction - EpiPen®
Form 6B:	Emergency Instructions for an allergic reaction - Anapen®
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FORM I**Contacting Emergency Services****Request for an Ambulance**

Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number:

2. Give your location as follows (.....)

3. State that the postcode is:

4. Give exact location in the academy (brief description)

5. Give your name: _____

6. Give name of child and a brief description of child's symptoms

7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the casualty

Speak clearly and slowly and be ready to repeat information if asked

Put a completed copy of this form by the telephone

FORM 2
Health Care Plan

Academy	
Pupil Name & Address	
Date of Birth	
Class	
Medical Diagnosis	
Triggers	
Who Needs To Know About Pupils Condition & What constitutes and Emergency	
Action to Be Taken in Emergency and by whom	
Follow Up Care	
Family Contacts Names Telephone Numbers	
Clinic/Hospital Contacts Name Number	
GP Name	

Number	
Description of medical needs and signs and symptoms	
Daily Care Requirements	
Who is Responsible for Daily Care	
Transport Arrangements <i>If the pupil has life-threatening condition, specific transport healthcare plans will be carried on vehicles</i>	
Academy Trip Support/Activities Outside Academy Hours (e.g. risk assessments, who is responsible in an emergency)	
Form Distributed To	

Date _____

Review date _____

This will be reviewed at least annually or earlier if the child's needs change

Arrangements that will be made in relation to the child travelling to and from Academy. *If the pupil has life-threatening condition, specific transport healthcare plans will be carried on vehicles*

FORM 3A**Parental agreement for ----- Academy to administer medicine****(one form to be completed for each medicine)**

The academy will not give your child medicine unless you complete and sign this form.

Name of child _____

Date of Birth _____ / _____ / _____

Medical condition or illness _____

Medicine: To be in original container with label as dispensed by pharmacyName/type and strength of medicine _____
(as described on the container)

Date commenced _____ / _____ / _____

Dosage and method _____

Time to be given _____

Special precautions _____

Are there any side effects that the
Academy should know about? _____

Self-administration Yes/No (delete as appropriate)

Procedures to take in an emergency _____

Parent/Carer Contact Details:

Name _____

Daytime telephone no. _____

Relationship to child _____

Address _____

I understand that I must deliver the medicine safely to academy office

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to appropriately trained academy staff administering medicine in accordance with the academy policy. I will inform the academy immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.



Parent's signature

Print Name

Date

FORM 4**Record of regular medicine administered to an individual child**

Name of academy _____

Name of child _____

Date of medicine provided by parent ____/____/____

Group/class/form _____

Name and strength of medicine _____

Quantity returned home and date _____

Dose and time medicine to be given _____

Staff signature _____

Signature of parent _____

Form 4 (continued)

Date	___/___/___	___/___/___	___/___/___
Time given	_____	_____	_____
Dose given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____
Observations/comments	_____	_____	_____
Date	___/___/___	___/___/___	___/___/___
Time given	_____	_____	_____
Dose given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____
Observations/comments	_____	_____	_____
Date	___/___/___	___/___/___	___/___/___
Time given	_____	_____	_____
Dose given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____
Observations/comments	_____	_____	_____
Date	___/___/___	___/___/___	___/___/___
Time given	_____	_____	_____
Dose given	_____	_____	_____

Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____
Observations/comments	_____	_____	_____

Form 4 (continued)

Name of child _____

Name and strength of medicine _____

Dose and time medicine to be given _____

Date	___/___/___	___/___/___	___/___/___
Time given	_____	_____	_____
Dose given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____
Observations/comments	_____	_____	_____
Date	___/___/___	___/___/___	___/___/___
Time given	_____	_____	_____
Dose given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____
Observations/comments	_____	_____	_____

Date	___/___/___	___/___/___	___/___/___
Time given	_____	_____	_____
Dose given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____
Observations/comments	_____	_____	_____
Date	___/___/___	___/___/___	___/___/___
Time given	_____	_____	_____
Dose given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____
Observations/comments	_____	_____	_____
Date	___/___/___	___/___/___	___/___/___
Time given	_____	_____	_____
Dose given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____
Observations/comments	_____	_____	_____
Date	___/___/___	___/___/___	___/___/___
Time given	_____	_____	_____
Dose given	_____	_____	_____
Name of member of staff	_____	_____	_____

Staff initials	<hr/>	<hr/>	<hr/>
Observations/comments	<hr/>	<hr/>	<hr/>

FORM 5**INDICATION FOR ADMINISTRATION OF MEDICATION DURING SEIZURES**

Name _____ D.O.B. _____

Initial medication prescribed: _____

Route to be given: _____

Usual presentation of seizures: _____

When to give medication: _____

Usual recovery from seizure: _____

Action to be taken if initial dose not effective: _____

This criterion is agreed with parent's consent. Only staff trained to administer seizure medication will perform this procedure. All seizures requiring treatment in academy will be recorded. These criteria will be reviewed annually unless a change of recommendations is instructed sooner.

This information will not be locked away to ensure quick and easy access should it be required.

FORM 6
SEIZURE MEDICATION CHART

Name: _____

Medication type and dose: _____

Criteria for administration: _____

Date	Time	Given by	Observation/evaluation of care	Signed/date/time

FORM 6A EpiPen®**EMERGENCY INSTRUCTIONS FOR AN ALLERGIC REACTION**

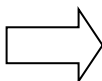
Child's Name: _____

DOB: _____

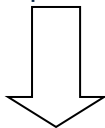
Allergic to: _____

ASSESS THE SITUATION**Send someone to get the emergency kit, which is kept in:****IT IS IMPORTANT TO REALISE THAT THE STAGES DESCRIBED BELOW MAY
MERGE INTO EACH OTHER RAPIDLY AS A REACTION DEVELOPS****MILD REACTION**

- Generalised itching
- Mild swelling of lips or face
- Feeling unwell/Nausea
- Vomiting

**SEVERE REACTION**

- Difficulty breathing/choking/coughing
- Severe swelling of lips/eyes/face
- Pale/floppy
- Collapsed/unconscious

**ACTIONS**

1. Get _____ EpiPen® out and send someone to telephone 999 and tell the operator that the child is having an **'ANAPHYLACTIC REACTION'**
2. Sit or lay child on floor.

ACTION

- Give _____ (Antihistamine) immediately
- Monitor child until you are happy he/she has returned to normal.

3. Take EpiPen® and remove grey safety cap.
4. Hold EpiPen® approximately 10cm away from outer thigh.
5. Swing and jab black tip of EpiPen® firmly into outer thigh. **MAKE SURE A CLICK IS HEARD AND HOLD IN PLACE FOR 10 SECONDS.**
6. Remain with the child until ambulance arrives.
7. Place used EpiPen® into container without touching the needle.
8. Contact parent/carers as overleaf.

FORM 9A**Emergency Contact Numbers**

Mother: _____

Father: _____

Other: _____

Signed Head teacher: _____ Print Name: _____

Signed parent/guardian: _____ Print Name: _____

Relationship to child: _____ Date agreed: _____

Signed Pediatrician/GP: _____ Print Name: _____

Care Plan written by: _____ Print Name: _____

Designation: _____

Date of review: _____

Date	Time	Given by (print name)	Observation/evaluation of care	Signed/date/time

Check expiry date of EpiPen® every few months

FORM 6B**ANAPEN®****EMERGENCY INSTRUCTIONS FOR AN ALLERGIC REACTION**

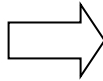
Child's name: _____

DOB: _____

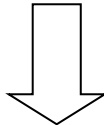
Allergic to: _____

ASSESS THE SITUATION**Send someone to get the emergency kit, which is kept in:****IT IS IMPORTANT TO REALISE THAT THE STAGES DESCRIBED BELOW MAY
MERGE INTO EACH OTHER RAPIDLY AS A REACTION DEVELOPS****MILD REACTION**

- Generalised itching
- Mild swelling of lips or face
- Feeling unwell/Nausea
- Vomiting

**SEVERE REACTION**

- Difficulty breathing/choking/coughing
- Severe swelling of lips/eyes/face
- Pale/floppy
- Collapsed/unconscious

**ACTIONS**

1. Get _____ ANAPEN® out and send someone to telephone 999 and tell the operator that the child is having an
'ANAPHYLACTIC REACTION'
2. Sit or lay child on floor.

ACTION

- Give _____
(Antihistamine) immediately
- Monitor child until you are happy he/she has returned to normal.
- If symptoms worsen see –
SEVERE REACTION

3. Get ANAPEN® and remove black needle cap.
4. Remove black safety cap from firing button.
5. Hold ANAPEN® against outer thigh and press red firing button.
6. Hold ANAPEN® in position for 10 seconds.
7. Remain with the child until ambulance arrives. Accompany child to hospital in ambulance.
8. Place used ANAPEN® into container without touching the needle.
9. Contact parent/carer as overleaf.

FORM 7**Medication given in Academy (note to parent/carer)****Name of academy** _____**Name of child** _____**Group/class/form** _____**Medicine given** _____**Date and time given** _____**Reason** _____**Signed by** _____**Print Name** _____**Designation** _____



FORM 8

STAFF TRAINING RECORD – Administration of Medicines

ACADEMY _____

Name	Job Title	Training	Date Undertaken	Date Refresher Required	Date Refresher Undertaken

Form 9

Minimum 1st Aid Kit box contents;

- 1 x Guidance Leaflet
- 6 x Medium Sterile Dressings
- 2 x Large Sterile Dressing
- 3 x Triangular Bandages
- 12 x Safety Pins
- 3 x Eye Pad Sterile Dressings
- 60 x Sterile Adhesive Dressings (Plasters)
- 30 x Sterile Cleansing Wipes
- 1 x Adhesive Tape
- 9 x Nitrile Disposable Gloves (Pairs)
- 3 x Finger Sterile Dressings
- 2 x Resuscitation Face Shield
- 10 x Foil Blanket
- 2 x Hydrogel Burn Dressing
- 1 x Shears (blunt ended scissors)
- 2 x Conforming Bandage
- 2 x Washproof Dressing Strips
- 10 x Sterile Eyewash pods - 20ml
- 1 x Steristrip 3x75mm (Pack of 5)
- 2 x Cold & heat packs
- 1 x Green Case

Useful Contacts

Allergy UK

Allergy Help Line: (01322) 619864

Website: www.allergyfoundation.com

The Anaphylaxis Campaign

Helpline: (01252) 542029

Website: www.anaphylaxis.org.uk and www.allergyinacademys.co.uk

Association for Spina Bifida and Hydrocephalus

Tel: (01733) 555988 (9am to 5pm)

Website: www.asbah.org

Asthma UK (formerly the National Asthma Campaign)

Adviceline: 08457 01 02 03 (Mon-Fri 9am to 5pm)

Website: www.asthma.org.uk

Council for Disabled Children

Tel: (020) 7843 1900

Website: www.ncb.org.uk/cdc

Contact a Family

Helpline: 0808 808 3555

Website: www.cafamily.org.uk

Cystic Fibrosis Trust

Tel: (020) 8464 7211 (Out of hours: (020) 8464 0623)

Website: www.cftrust.org.uk

Diabetes UK

Careline: 0845 1202960 (Weekdays 9am to 5pm)

Website: www.diabetes.org.uk

Department for Education and Skills

Tel: 0870 000 2288

Website: www.dfes.gov.uk

Department of Health

Tel: (020) 7210 4850

Website: www.dh.gov.uk

Disability Rights Commission (DRC)

DRC helpline: 08457 622633

Textphone: 08457 622 644

Fax: 08457 778878

Website: www.drc-gb.org

Epilepsy Action

Freephone Helpline: 0808 800 5050 (Monday – Thursday 9am to 4.30pm, Friday 9am to 4pm)

Website: www.epilepsy.org.uk

Health and Safety Executive (HSE)

HSE Infoline: 08701 545500 (Mon-Fri 8am-6pm)

Website: www.hse.gov.uk

Health Education Trust

Tel: (01789) 773915

Website: www.healthedtrust.com

Hyperactive Children's Support Group

Tel: (01243) 551313

Website: www.hacsg.org.uk

MENCAP

Telephone: (020) 7454 0454

Website: www.mencap.org.uk

National Eczema Society

Helpline: 0870 241 3604 (Mon-Fri 8am to 8pm)

Website: www.eczema.org

National Society for Epilepsy

Helpline: (01494) 601400 (Mon-Fri 10am to 4pm)

Website: www.epilepsynse.org.uk

Psoriasis Association

Tel: 0845 676 0076 (Mon-Thurs 9.15am to 4.45pm Fri 9.15am to 16.15pm)

Website: www.psoriasis-association.org.uk/



First Aid Procedures for Staff and Supply Staff in School

CONFIDENTIAL INFORMATION ENCLOSED

(Supply Staff please return to reception when signing out)

Zakyyah Hussain is our Lead First Aider (Ext: 201)

Health Care Plans for Pupils with Serious Health Issues:

- Copies are kept in a folder in the filing cabinet in the Main Office in case of emergency. (SEND hold the originals and the information is on BromCom)
- In school training for staff is arranged with the School Nurse for pupils with medical needs with HCPs.
- **Details for pupils with serious health issues are attached at the back of this booklet. A red flag on Bromcom indicates a pupil with a serious Health issue. Please ensure you are familiar with them.**
Emergency inhalers and EpiPens are available from the Medical Room. Any first aid given MUST be noted on Bromcom.

Minor Injuries / illness:

- Pupils who are ill or have had an accident in the classroom – staff to call for Patrol / HOY. Telephone 200, 201 or 207 and ask for Patrol / HOY.
- Pupils must see their Head of Year who should bring them to the medical room.
- If a pupil is bleeding or being sick send them directly to the medical room and then the Head of Year will be contacted. Pupils must be moved away from the area and the Estates team to be called to clean up.
- HOY will decide if the pupil needs to go home.
- HOY to contact home if needed and authorise them to be signed out.

More serious Injury / illness:

- Ensure a first aider is called. First Aiders extension numbers are displayed in classrooms and around school, alternatively ring 200, 201 or 207.
In an emergency ring 200, 201 or 207
- A wheelchair is available from Reception if required.
- First Aider/ HOY will determine whether an ambulance needs to be called.
- If an ambulance needs to be called for a student/member of staff the person with the patient needs to call the ambulance as once 999 has been called questions will be

asked about the patient's condition and advice given from the medical team on the phone.

- Inform Reception that an ambulance has been called.
- If an ambulance is called a member of staff needs to stay with pupil until ambulance/parent arrives.
- Parents informed of accident by HOY and arrangements made.

Bodily Fluids:

- When dealing with bodily fluids e.g. blood, vomit, please ensure gloves / PPE is worn. These are available from the Medical Room.
- **Ring 200, 201 or 207 and ask to radio the Estates Team**
- Bodily fluids must be double bagged and disposed of correctly by the Estates Team.

Recording of accidents / Injuries:

- An accident form **MUST** be filled in if a pupil or member of staff has an accident in school.
- **An Accident Form need to be completed by the member of staff who has dealt with the accident.**
- Accident forms can be collected from the Main Office and must be returned within 5 working days.
- The accident / injury will then be recorded. Currently this is on a spreadsheet and in the accident book, but going forward this will be on CPOMS.
- If a pupil needs to be sent home, the HOY should make ring home.
- An accident overview report is sent to SLT monthly to be reviewed.
- If an injury has occurred outside of school, first aid should not be administered, but can be at the discretion of a First Aider. Any treatment **MUST** be recorded in the accident book / CPOMS.

First Aid:

- A number of staff in school are first aid trained.
- Names of all current first aiders in school emailed out to all staff and updated regularly.
- The list is displayed around school and staff are asked to display in classrooms.
- The Medical Room is located at Reception.
- The **defibrillator** is located in the Medical Room at Reception. **2 further portable defibrillators** are located in PE and the Pastoral Office in the Blue area.
- Disabled toilet provided in the main reception area.
- Portable First Aid kits are held by each member of the Pastoral Team First Aid trained and one in SEND/ Endeavour. Other equipment/ kits are kept in the Medical Room.
- Portable first aid kits available for off-site events/ trips are held in the Medical Room.
- First aid equipment/kits are monitored monthly and sufficient supplies ordered from YPO through PSF Finance system.
- Refresher First Aid training is annual.

Medicines:

- All medication that is brought into school is kept locked in the filing cabinet in the Medical Room
- Parents must sign a medical form stating the type of medicine, dosage and the time the medication needs to be given. These forms are available in the Main Office
- Records are kept of medication given.

First Aiders in School

1 day course done in school by Heather Alexander (BwD) on

10th December 2020 – Expires December 2023

Debbie Welsh
Donna Gray
Nicola Morini
Sophia Sidat
Claire McKenna
Kelly Lamster

**1 day course done in school by M Brown (BwD) on Wednesday 9th & Friday
11th June 2021 – expires June 2024**

Darren Adcroft
Steve Broderick
Zakyyah Hussain
Melissa Jones
Leanne Padmore

**3-day course (external) by BwD on 21st/22nd/23rd June 2021 – expires June
2024**

Traci Scott

1 day course done in school by M Brown BwD on Wednesday

8th December 2021 – Expires December 2024

India Adcroft
Rebecca Loudonsack
Leah Walters
Elliot Welsh

**1 day course done at DACA by Iain Wilkie, Nuco Training on Friday 24th
March – Expires March 2026**

Jonathan Ainsworth
Adam Smith
Daniel Maynard
Rebecca Bridges
Phil Baines
Claire Twist
Junaaid Abbas
Lydia Boffey

First Aiders - Darwen Vale High School

In an emergency, please ring 200, 201 or 207

May 2023

Pastoral Team

Mr J Ainsworth Extension: 233	Mr D Maynard Extension: 234	Miss T Scott Extension: 228	Miss C Twist Extension: 229	Mr A Smith Extension: 227
Miss K Lamster Extension: 230	Mr D Adcroft Extension: 231	Mrs C McKenna Extension: 232		

Support Staff

Main Office	Miss Z Hussain Extension: 201	Miss L Walters Extension: 200		
SEN Department/ TA's/mentors	Miss R Loudonsack Extension: 211	Miss N Morini Extension: 237	Mrs S Sidat Extension: 241	Miss D Gray Extension: 235

Teaching Staff

	Mr S Broderick Extension: 261	Miss M Jones Extension: 257	Mrs L Padmore Extension: 322	Mr E Welsh Extension: 240
	Mr P Baines Extension: 258	Miss L Boffey Extension: 254	Miss R Bridges Extension: 206	Mr J Abbas Extension: 255

All pastoral staff have their own first aid boxes. There is also a first aid box located near the main office in the medical room and within the SEN area.

The defibrillator is located in the medical room at the front of school. Two portable defibrillators are located in PE and in the Pastoral office in STEM (blue area)