

DUMPTON SCHOOL



FIRST AID POLICY

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This policy document takes into consideration the requirements of the Health and Safety (First Aid) Regulations 1981 and Approved Code of practice and Guidance by the Health and Safety Executive, revised 1997.

1. First Aid means:

- a. To provide treatment for the purpose of preserving life and minimising the consequences of injury and illness until help from a qualified medical practitioner or the emergency services is obtained.
- b. The treatment of minor injuries which would otherwise receive no treatment or do not need treatment by a medical practitioner.
- c. All people whilst at work, are entitled to attention should they suffer injury or fall ill, irrespective of whether or not the illness or injury was caused by the work they do. It is important that all casualties receive immediate attention and assistance is sought when necessary. First aid does not extend to giving medical treatment or medications.
- d. Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the School site.

2. Qualified First Aiders

- a. At Dumpton School, we employ a Matron and two Assistant Matrons, all of whom are qualified Paediatric First Aiders. Their primary role is to care for unwell and injured children. All First Aiders will have undergone a full training course in administering first aid and hold a valid First Aid at Work certificate. These certificates are valid for three years and re-certification must be taken before this period expires for the individual to continue as a First Aider.
- b. Early Years Foundation Stage (EYFS) and KS1 Teaching Assistants complete Paediatric First Aid Training. If this period is exceeded, (i.e. certification expires) then it is necessary to re-qualify by taking the full course again. There is always a paediatric qualified first aider on site and on Pre-Prep off-site visits at all times. The Matron and Assistant Matrons look after the first aid equipment and restock first aid boxes.

3. Appointed Persons

- a. An appointed person is a member of staff who is responsible for looking after the First Aid equipment and facilities and for taking charge when someone is injured or taken ill, including calling an ambulance if required.
- b. In the EYFS and KS1 a Teaching Assistant qualified in paediatric first aid will accompany children on outings.

4. Provision for Pupils, Students and Visitors

Dumpton School has considered pupil numbers when assessing the number of first aiders needed. Pupils, students and visitors are not regarded as “employees” under safety law and have no explicit entitlement to First Aid as employees. This would result in an unacceptable situation as they are entitled to a common law duty of care and are known to be the major recipient of first aid in schools. The suggested minimum scale of First Aid personnel for schools (DCC Directorate of Education) is as follows:

No of pupils	First Aider	Appointed Person
Less than 100	1	1
100 – 250	2	1
250 – 500	2	1
500 – 1000	2	2

Currently there are less than 500 pupils and staff at Dumpton School at any one time.

5. First Aid Equipment

The school provides a stock of first aid items including the following:

- a. Individually wrapped sterile adhesive dressings
- b. Sterile eye pads with attachments
- c. Triangular bandages
- d. Medium sized sterile un-medicated dressings
- e. Extra-large sterile un-medicated dressings
- f. Individually wrapped moist cleansing wipes
- g. Safety pins
- h. Disposable gloves
- i. Adhesive tape

6. Medications - including procedure for administration of medication.

- a. The School requests that medication be only taken to School if it is essential and where it would be detrimental to the pupil's health not to administer the medication during the School day. EYFS staff keep personal medication locked away at all times.
- b. Staff at the School will not administer any medication to a pupil without obtaining prior written permission from his or her parents. This is in addition to the rights of a child of sufficient understanding and intelligence to understand fully what is proposed, from giving or withholding consent to medical treatment or from seeking advice or treatment in confidence.
- c. Parents must complete and sign ‘Parental agreement for schools/settings to administer medicine form’ before any medication (both prescription and non-prescription) can be administered.
- d. All medicines supplied to the School by parents must be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration. Parents must inform staff the date and time the medication was last administered. Staff administering medication will check with a second member of staff; the pupil's name, the name of the medication, the prescribed dose, the expiry date, the method of administration, the time/frequency of administration, any side effects and the written instructions on the container before providing the medicine to the pupils.

- e. Prescribed medicines are stored in a locked non-portable container, excluding anaphylactic kits and medication self-administered by children with specific medical conditions.
- f. The School will ensure that only those members of staff who are appropriately trained to manage medicine as part of their duties administer medication to pupils.
- g. Staff may only administer non-prescription medication such as pain and fever relief if parents have already provided their written consent for this to happen in relation to specific medicines and only if there is a health reason to do so. Parents will be asked verbally on these occasions to provide consent. Medication will not be given until this verbal consent is gained.
- h. As a rule, staff will not administer any medication that has not been prescribed for that particular pupil by a doctor, dentist, prescribing nurse or pharmacist. Some children require regular medication and some children self-medicate in accordance with the nature of their medical condition. In these cases a Health Care Plan is completed. Close links are established with the multi-disciplinary team regarding specific training needs of medical conditions, training needs are identified and action taken. Training is provided where the administration of medicine requires medical or technical knowledge.
- i. No pupil shall be given medicine containing aspirin unless prescribed for that particular pupil by a doctor.
- j. The School retain a written record each time prescribed medicine is administered and inform parents of EYFS pupils on the same day or as soon as reasonably practicable.

7. Asthmatics

Pupils are expected to keep inhalers readily available. Emergency inhalers and volumatics are kept in the Medical Room and First Aid bags. Annual consent is obtained on 'The School Asthma Card' (see Appendix A) to permit emergency inhaler usage.

8. Diabetics

In the event of a Diabetic becoming hypoglycaemic, Hypostop and Dextrose are kept in the matron's refrigerator. See Appendix B to this policy for further details on Diabetes.

9. Acute Anaphylaxis

The school must be informed of any staff and pupils who have had an acute anaphylaxis or has been prescribed adrenalin (in the form of an Epipen). This must be re-enforced termly. The child's/staff's own must always be taken if the sufferer goes off-site. It is matron's responsibility to make sure the Epipen is in date. Annual consent is obtained to permit emergency epipen usage see Appendix C.

10. First Aid Boxes

First Aid boxes are currently located:

Kitchen	Female staff changing room
Boys' changing room	Science Laboratories
Sports Hall	Matron's workroom
Bursar's office	Maintenance area (Clerk of Works Office)
Design Technology lobby	Assembly Hall

In addition, each of the school minibuses is equipped with a first aid box and matron holds travel kits for groups going off-site. There are also First Aid bags with Pre Prep and Nursery for when they are using their respective play areas. During all sports matches and on-site events such as camping and pond dipping, the teacher must ensure a first aid kit is taken and the use of an internal network DECT phone is taken for emergency communications.

11. Medical Room

This is located with the matrons on the first floor off the Link. The following features are included:

1. Sink with hot and cold running water
2. WC with wash basin
3. A supply of drinking water
4. Soap and paper towels
5. A locked store for first aid materials
6. A sharps bin for the disposal of needles and blades etc.
7. Chairs, a bed, blankets and pillows

12. Records of First Aid Treatment

- a. Any injury occurring anywhere on the school site and requiring treatment is to be recorded in the Accident Book. Any person can enter details and sign the Accident Book on behalf of the casualty. The Accident Book records:
 1. Name of the person
 2. Date and time of the incident
 3. Detail of the injury/illness and first aid given. In Pre-Prep any pupils suffering a head injury will be given an additional wrist band to notify parents.
 4. Signature of the person who dealt with the casualty
 5. Time the injured/sick child was collected

This action should be taken for members of staff, Dumpton children, visitors, staff and children from other schools.

- b. An accident report, Annex A to Dumpton School Health & Safety Policy, is to be completed in the case of an accident, which results in a member of staff or child being:
 1. Sent home
 2. Taken to a doctor
 3. Taken to hospital
 4. Becoming unconscious

If the accident comes within the definition of "reportable" to the local Health and Safety Executive. HSE document RIDDOR, Reporting of Injuries, Diseases and dangerous Occurrences Regulations (copy held by the Bursar) gives full details.

- c. If any item of School equipment was either the cause of the accident or was damaged as a result of the accident.
- d. The accident report form is completed by one of the Matrons and the member of staff who attended the accident, or if no one was present, by the member of staff first on the scene. The Bursar will complete any other details as required. The Bursar should be sent the completed forms as soon as possible after the incident. In every case where the action required is listed in this paragraph, the Bursar should be informed immediately.
- e. An accident report form is also to be completed if a member of staff or a child is injured on a School activity or sports fixture away from School.
- f. The EYFS document any injuries sustained at home on My Concern as directed by Ofsted.

13. Follow Up Action

- a. In the event of an accident or injury, parents must be informed as soon as practicable.
- b. The School will inform parents of any accidents or injury or First Aid treatment that is given to pupils in the EYFS on the same day or as soon as is reasonably practicable.
- c. Should any incident occur where an accident form is completed, it is the responsibility of the matrons to contact the parents or next of kin to enquire about the well-being of the injured person. A record of this follow-up action is written into the Accident book and passed on to the form teacher and the bursar, who will inform the headmaster if necessary.

14. Reports and records

- a. If an accident defined as “reportable” occurs, the Bursar and Headmaster are to be notified as quickly as possible by the matrons or member of staff concerned. The Bursar will make an immediate report to appropriate bodies or agencies e.g. RIDDOR, HSE. The EYFS manager will inform Ofsted and other agencies (e.g. Safeguarding) as appropriate.
- b. If an accident should occur which, by definition, is “non-reportable” but it falls within categories listed in paragraph 12 above, the Headmaster and the Bursar are to be informed by the Matrons and the member of staff involved.
- c. All visits to the medical room for treatment are recorded.
- d. Records are retained for three years or until the child reaches the age of 21 even if the child or member of staff involved has left the School.

15. Special Points Relating to Children Requiring First Aid

- a. Every care is to be taken to ensure that injuries are not missed. If a child sustains any injury or accident, every effort must be made to contact the parents or emergency contacts and notify of any treatment or medication given, as recorded on the child’s records

- b. Even if there is uncertainty, medical assistance is to be sought and, where it is required urgently, this must be done by ambulance.
- c. Staff should always call an ambulance when there is a medical emergency and / or serious injury. Examples of medical emergencies include:

<ul style="list-style-type: none"> 1. a significant head injury 2. fitting, unconsciousness, or concussion 3. difficulty in breathing and / or chest pains 	<ul style="list-style-type: none"> 4. a severe allergic reaction 5. a severe loss of blood 6. severe burns or scalds 7. the possibility of a serious fracture
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- d. When an ambulance is called the First Aider in charge should arrange for the ambulance to have access to the accident site. For the avoidance of doubt, the address and/or GPS co-ordinates should be provided and arrangements should be made for the ambulance to be met.
- e. When parents cannot arrive at school before the ambulance, they should arrange to meet their child at the hospital. When a child is taken to hospital, an adult must accompany them from the school and will remain with the child until the parents arrive to relieve them.
- f. All staff are to be kept informed of any child's special needs by the School's Red Alert list. This information is prepared and amended by Matron and distributed at the start of each term.

16. Hygiene and Infection Control

- a. Anyone giving first aid at school must take precautions to avoid infection. Hands must be washed before and after giving any first aid and single use disposable gloves must be used and care taken when dealing with blood and other body fluids. All bandages, sharps or body fluids should be disposed of in the YELLOW infectious waste bins held in Matrons Room or in the larger YELLOW bin in the refuse area. Please refer to Dumpton School Infection Control Policy.

First Aid at Work certificates (valid 3 years)

Mrs Janette Clayden	7 th December 2021	Assistant Matron
Mrs Hayley Corben	22 nd September 2021	Assistant Matron

First Aid trained members of staff (valid 3 years) - All qualified-on 7th September 2021

Miss Mandy Anson	Mrs Helene Tulodziecki	Mrs Sharon Morton
Mr Gary Ashworth	Mrs Nikki Williams	Mrs Vikki Wakefield
Mme Corinne Curson	Mrs Wendy Roberts	Miss Lucy Stafford
Mrs Margo Cox	Mr Adrian Field	Mrs Sarah Bolter
Mrs Liz Fox	Mr Michael Giles	Mr Daniel Clark
Mr Tim Loe	Mr Paul Whitmarsh	Mrs Suzan Brown
Mr Samuel Moulton	Mr Simon Wilkinson	Mrs Lucy Al-Masri
Mrs Ros Parker	Mrs Anna Appleby Ingram	Mr Sam Ryan
Mr Aissa Randle	Mr Justin Perry	Mrs Ali Catton
Mr William Grogan	Mrs Amanda Goodhew	Mrs Liz Murfin
Mrs Olivia Brass	Miss Tonya Monaghan	Mr David Morgan
Mr Matthew Smith	Mrs Chinyere Meredith	Mrs Natalie Warde

Paediatric Appointed Persons

All qualified on the 7th September 2021 unless otherwise specified

Mrs Suzy Dillingham	Mrs Carol Hargreaves
Mrs Lisa Smith	Miss Clare Goulding
Mrs Hannah Boughton	Mr Tim Yorke
Mrs Beverley Brehaut (6 th October 2022)	Mrs Janette Clayden
Mrs Hayley Corben	Mrs Susan Goodwin
Miss Louise Edwards	Mrs Jazmine Williams
Mrs Sophie Skinner	Miss Becky Taylor
Mrs Gemma Harper (6 th October 2022)	
Mrs Sue Richards	“

Lifesaving qualification September 2022:

Mrs Jo Jeremiah	Mrs Sue Goodwin
Mrs Heidi Clemmitt	Mr Chris Jeremiah
Mr Rob Cox	

Authorised by	The Board of Governors
Date	20 th June 2022

Effective date of the policy	1 September 2022
Circulation	Governors / teaching staff / all staff Parents / pupils on request Parents section on the school website

Appendix A to Dumpton School First Aid Policy – Asthma

A spare salbutamol inhaler is kept with Matron for use for diagnosed asthmatics if their own is unavailable or out of date/damaged. Parents must complete a consent form if they require their child to have access to this. Additionally, an Asthma Card must be completed for all diagnosed Asthmatics.

Appendix B to Dumpton School First Aid Policy – Diabetes

1. Diabetes

Children with diabetes will almost always be Type 1 diabetics and be insulin dependent. Adults, on the other hand, if diagnosed in later life, will usually be Type 2 diabetics with their condition controlled by either diet alone or by diet and tablets.

2. Hypoglycaemia

Any diabetic might suffer from Hypoglycaemia (Hypo) and the causes might be:

1. Too much insulin or tablets
2. Not eating enough food
3. Unusual amount of exercise
4. Delayed meal or snack
5. Stress
6. Hot weather

Some of the symptoms of Hypoglycaemia are hard to identify but the person suffering will usually be aware that they are becoming Hypo and will alert an adult or school friend. However, the onset might be rapid and unexpected.

Symptoms are:

Shakiness, Trembling
Sweating
Pallor
Bad temper
Dizziness
Moody
Bad temper
Headache
Weakness
Hunger or nausea
Confused

Sleepiness
Tingling of lips, tongue, hands or feet
Sudden blurred vision
Sudden uncharacteristic changes in behaviour
Palpitations
Uncoordinated movements, staggering
Difficulty with concentrating

“I DO NOT FEEL WELL” could be a person’s first reaction to becoming Hypo and IMMEDIATE action should be taken. The patient should be taken without delay to Matron who will administer Hypostop or Dextrose, although this should not be used if the patient is unconscious. Should there be no response or improvement in the person’s condition within 10 – 15 minutes Matron is to call for an Ambulance as an untreated Hypo may lead to Coma. Too much sugar or Hyperglycaemia comes on slowly and characteristically the person is thirsty and short of breath.

Appendix C to Dumpton School First Aid Policy - Anaphylaxis

Parents/guardians of pupils who have been prescribed an adrenaline auto-injector must complete a consent form if they wish their child to have use of the school's emergency adrenaline auto-injector, should their own be unavailable, out of date or damaged.