

DUMPTON SCHOOL

19 – FIRST AID POLICY

Person(s) responsible:	Matron/Bursar
Last updated:	September 2023
Review period:	12 months
Next review:	September 2024

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 and Emergency First Aiders. Matron has also completed First Aid at Work.
- b. Paediatric First Aid training: Matrons, Early Years Foundation Stage (EYFS) and KS1 Teaching Assistants complete Paediatric First Aid Training. There is always a paediatric qualified first aider on site and on Pre-Prep off-site visits at all times.
- c. Emergency First Aid training: This is completed by other members of staff in Prep school and other departments within the school.
- d. All staff hold a relevant 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. If this period is exceeded, (i.e. certification expires) then it is necessary to re-qualify by taking the full course again.
- e. A separate list naming all qualified members of staff trained in first aid is held in the medical department.

3. **Appointed Persons**

- a. Matron and Assistant Matrons primary role is to care for unwell and injured children.
- b. 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.

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.

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

Matron and Assistant Matrons look after the first aid equipment throughout the school and restock first aid boxes.

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 **prescription** 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. 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

Inhalers for regular use and emergency use 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 adrenaline (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 in school is in date. 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.

10. First Aid Boxes/Bags

First Aid boxes are currently located:

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

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 in the main building next to Reception. 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 store for first aid materials
6. A sharps bin for the disposal of needles and blades etc.
7. A locked cupboard for medication
8. A double locked cupboard for controlled drugs
9. Chairs, a bed, blankets and pillows

12. Records of First Aid Treatment

- a. The Medical department record injuries requiring a referral, digitally on Smartlog.
- b. Injuries not requiring referral are entered into the daybook in the Medical room.
- c. In prep prep if first aid is not administered by Matron(s), an 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. 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.

d. An accident report, 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.

Or If any item of School equipment was either the cause of the accident or was damaged as a result of the accident.

f. The accident report form is completed online 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.

g. If a member of staff or a child is injured on a School activity or sports fixture away from School, matron is informed.

h. Matron is informed of any injuries sustained at home, out of school hours and these are documented and if necessary are recorded on My Concern.

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/Preprep and Prep school 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. Medical Records are retained for 25 years from date of birth for pupils or for 7 years after an employee 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:

1. a significant head injury
2. fitting, unconsciousness, or concussion
3. difficulty in breathing and / or chest pains
4. a severe allergic reaction
5. a severe loss of blood
6. severe burns or scalds
7. the possibility of a serious fracture

d. When an ambulance is called the First Aider in charge should arrange for the ambulance to have access to the accident site. The address and location within the school 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 (or alcohol hand rub if no facilities available) 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.

