

1: Purpose of the Policy

- To preserve life
- To limit worsening of the condition
- To promote recovery
- To provide first aid as necessary from trained adults
- To promote health and safety awareness in student and adults, to prevent first aid being necessary
- To encourage every student and adult to begin to take responsibility for their health needs

This policy applies to:

- All staff, students and visitors at our School Hub
- All staff, students and visitors at our Employability Centre (construction, hair & beauty, and catering)
- All staff and students engaged in Outreach Learning
- All educational visits and off-site activities

At Progression 2Work, we are committed to ensuring the safety, wellbeing and medical care of all student during the school day and on educational visits. This policy explains how we respond to injuries, administer first aid and medication and support students with both physical and emotional health needs.

2: First Aid Provision

- The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders.
- Portable First Aid kits are taken on educational visits and are available from the medical cupboard
- We maintain a minimum of 3 qualified First Aiders with Paediatric First Aid certification at each site
- All First Aiders must renew their qualifications every 3 years as a minimum
- A current list of qualified First Aiders, their qualifications and expiry dates is maintained by Human Resources and displayed at each site

- The First Aiders will ensure the maintenance of the contents of the first aid boxes and other supplies.
- All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an Epi-pen.

All staff will ensure that they have read the school's First Aid Policy.

3: Multi-Site First Aid Arrangements

3a: School Hub

- Location of First Aid Room: SEN Corridor
- First Aid boxes located: Reception First Aid Room, Admin Office, Kitchen
- Emergency contact number for site: 01773 710118

3b: Employability Centre

- Location of First Aid Room: Ground Floor off Lounge Area
- First Aid boxes located: Main office, First Aid Room, Construction workshop, Hair & Beauty area, Catering kitchen
- Emergency contact number for site: 01773 303660

3c: Outreach

- All staff conducting community-based sessions carry a portable kit in their cars

First Aid Boxes should contain: micropore, scissors, triangular bandage, wound dressing/bandage, and gloves. No medicine/tablets are to be kept in the first aid boxes.

4: Procedures

4a: In School Hub & Employability Centre:

- In the event of injury or medical emergency, if possible, contact the appointed First Aider(s) or another staff member
- Any pupil complaining of illness or who has been injured is sent to the medical room for the qualified First Aider(s) to inspect and, where appropriate, treat. Constant supervision will be provided (this designated facility has access to a wash basin and within easy access to toilet facilities). Where appropriate,

parents should be contacted as soon as possible so that the student can be collected and taken home.

- Parents are contacted within an hour if there are any doubts over the health or welfare of a pupil, or where the pupil has a mark on their body caused whilst at school.

- **IF THE SITUATION IS LIFE THREATENING THEN AN AMBULANCE SHOULD BE CALLED (999) AT THE EARLIEST OPPORTUNITY WITHOUT WAITING FOR THE APPOINTED PERSON TO ARRIVE ON THE SCENE.**

- First Aid should be administered in a public area where other people are present/likely to be present wherever possible. Where this is not possible, staff should follow safeguarding procedures including: informing another member of staff, explaining actions to the student, positioning appropriately, and completing a safeguarding record (CPOMS)..

- No member of staff or volunteer helper should administer first aid unless he or she has received proper training, except in the case of minor cuts and grazes, which can be dealt with by members of staff.

following basic first aid principles.

- For their own protection and the protection of the patient, staff who administer first aid should take the following precautions.

- ✓ Exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing. Hands should be washed before and after administering first aid.
- ✓ Disposable gloves should be worn.

- All serious accidents should be reported to Headteacher or First Aider who should call an ambulance and the student's parents ASAP (numbers located in office Emergency Contacts file and on the students ARBOR profile)

- In the event of a serious incident an ambulance is called, and a member of staff accompanies the pupil to hospital unless a parent/carer is present. Parents are asked to go immediately to the hospital.

- If staff are concerned about the welfare of a pupil, they should contact the Headteacher immediately. If an injury has been sustained, the pupil should not be moved (always check the student can move themselves, do not move them).

4b: Out of School (Outreach and Trips):

- ALWAYS take a MOBILE TELEPHONE when out of school.

- Teachers to check that pupils who have asthma take their inhalers.
- Pupil emergency contact details to be taken on trips.
- A first aid kit will be taken on all visits/trips outside the school grounds.
- The Head of School has responsibility for ensuring staff have adhered to the school's procedures (as set out in the Trips and Educational Visits Pack) when organising a visit
- A Risk Assessment will need to be carried out as part of an educational trip (forms a part of Trip Pack documentation).

Particular attention needs to be paid to:

- Ages of pupils, type of activity and recommended number of (DBS checked) adults to accompany the trip
- Hazardous Activities

4c: Action at an Emergency (To be undertaken by trained First Aider)

- Assess the situation: Are there dangers to the First Aider or the casualty?
Make the area safe, look at injury: Is there likely to be a neck injury?
- Assess the casualty for responsiveness: Does the casualty respond.

IF THERE IS NO RESPONSE:

- Open airway by placing one hand on the forehead and gently tilt the head back. Remove any obvious obstructions from the mouth and lift the chin.
- Check for breathing. If the casualty is breathing assess for life threatening injuries and then place in the recovery position. If the casualty is not breathing send a helper to call an ambulance and give 2 rescue breaths making 5 attempts at least.
- Assess for signs of circulation. Look for breathing, coughing or movement. If present, continue rescue breathing and check signs for circulation every minute. If breathing is absent begin Cardiopulmonary Resuscitation (CPR).

Note: This guidance should be updated to reflect current resuscitation guidelines. All First Aiders should follow the protocols taught in their most recent training.

5: Incident Reporting

• All incidents, injuries, head injuries, ailments and treatment are reported in the accident book, kept in the staff office at each site. Should the accident happen off site, staff are to call Progression 2 Work on 01773 710118 to report the accident, this will then be recorded in the appropriate accident book.

The accident record must include:

- Date, time and location of incident
 - Name and role of person completing the record
 - Student's name and details
 - Description of the incident
 - Injuries sustained
 - First aid treatment given
 - Whether parents were contacted and when
 - Whether emergency services were called
 - Any follow-up actions required
- Parents are informed of a head injury by letter and by phone call on the same day. The letter outlines the injury and symptoms to look out for.
- First Aiders contact parents by phone after any injury which requires first aid.
- HSE reporting of accidents is co-ordinated through the SLT. If in doubt as to whether an accident is reportable, speak to the headteacher.
- Staff should report if they sustain an injury at work using the same procedures as student accident reporting. If a staff accident has occurred off site, they must ensure that they have returned to the School Hub to sign the accident form by the end of the working week.

An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed.

The member of staff or other supervising adult concerned should seek medical advice without delay.

The headteacher should be informed of any accident or injury causing more than a minor cut or graze.

6: RIDDOR Reporting

The Headteacher and the Health & Safety Lead is responsible for determining whether an incident is RIDDOR reportable

- RIDDOR reportable incidents include:
 - Death or major injury
 - Injuries resulting in more than 7 days off school
 - Specific injuries (fractures, amputations, serious burns, loss of consciousness, etc.)
- Reports must be made to the Health and Safety Executive:
 - Immediately for deaths and major injuries
 - Within 15 days for injuries resulting in more than 7 days off school
- A copy of the RIDDOR report must be sent to:
 - The student's commissioning school
 - LADO (if safeguarding concerns)
 - Social care (if the student is looked after)

7: Administration of Medicines

Prescription medicines and non-prescription medicines can be administered following written permission by the student's parent using the Medication Consent Form (see Appendix A).

7a: A designated member of staff administers medication which is stored in the site's medical safe or fridge if appropriate. Immediate use medications such as inhalers or AAI's are kept in the staff office during school hours for easy access. A record will be kept of any medicine administered under these circumstances (using the Medication Administration Record (see Appendix B).

Before any of these medications are given, parents must give consent and complete a care plan.

Outreach and School Trips:

- If a student requires medication during off site learning, the medication must be:
 - Carried by the supervising staff member in a secure, labeled container

- Administered according to the student's care plan
- Recorded on the Medication Administration Record immediately upon return to school
- Staff must not carry controlled drugs during community-based sessions unless specifically authorized and trained

7b: Other prescribed medicines are not stored or administered by the school.

If any medications (such as, asthma inhalers and AAI's) are brought into the school it is a parent's responsibility to ensure that they inform the school, and that they understand that their student will take responsibility for it. If there are any doubts about a student's ability to take responsibility for their own medication, then a parent should be advised to maintain that responsibility and decide to administer the medication themselves.

7c: Controlled Drugs:

- Controlled drugs (e.g., some ADHD medications) will only be stored and administered following specific written consent and a detailed care plan
- Controlled drugs must be stored in a locked cabinet within the medical safe
- Two members of staff must witness the administration of controlled drugs
- A separate record must be kept for controlled drugs showing:
 - Date and time of each dose
 - Name of student
 - Dose given
 - Signatures of both staff members
 - Running balance of medication held

8: Body Spillages/HIV

- No person must treat a pupil who is bleeding, without protective gloves.
- Protective gloves are stored in the medical room at each site and in all first aid kits.

- Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination.
- All body fluid spillages (Vomit, diarrhoea, and Blood) must be cleaned immediately. This is vital if the spread of infection is to be reduced. Gloves should be worn when in contact with blood or body fluid is likely. Ordinary rubber gloves (located with Body Spillage granules in the Caretaker cupboard) are suitable for dealing with spillages. They must be kept for this purpose only. Following use, gloves must be rinsed and left to dry.
- Absorbent granules should be dispersed over spillage and left to absorb for a few minutes then swept up into newspaper. A designated dustpan and brush are available for body spillages and is kept in the Caretaker's Cupboard. Wash the affected area with warm water and detergent and dry. Single use latex gloves should be available for first aid and hygiene care procedures (these are available in the medicine safe and caretaker cupboard)
- Once spillages have been put into newspaper, hands must be washed and dried after removal of protective gloves.
- Once spillages have been put into newspaper it must then be placed in a sealed black plastic bag and put in the external dustbins for domestic waste disposal.

9: Head Lice

- A general letter is sent to the parents of all students in a class if there is a case of head lice in the class.
- If live lice are noticed in a student's hair the parents are contacted by telephone and asked to collect him/her from the school or Employability Centre and guidance on treatment given. This information will be placed on the general letter.

10: Medical Emergency Procedures

It is the aim of Progression 2Work to keep all students safe and secure and to respond appropriately to unforeseen circumstances. In the event of an emergency, staff will follow Progression 2Work procedures and protocols where possible and adhere to the any guidelines issued by commissioning schools, Local Authorities or medical professionals.

In the event of a medical emergency, whereby a student has an identified Medical Protocol, all procedures will be followed.

In the event of a medical emergency, whereby a child does not have any identified conditions or illnesses, staff will contact the Emergency Services (Ambulance) to attend.

In the event of an accident at Progression 2Work and the student does not require emergency care, parents /carers / commissioning school and or Social care should be contacted and advice taken. Where a child receives a head injury, the First Aider, will assess the situation and contact parents /carers / commissioning school and or Social care where appropriate. A letter advising parents/carers of the incident will be sent home to ensure appropriate aftercare can be provided and a phone call will be made on the same day.

In the event of an accident at Progression 2Work and the student does not require emergency care and parents cannot be contacted, the First Aider, in consultation with Senior Member of the Management Team will decide if child should attend hospital.

If parents cannot be contacted after 3 phone call attempts over 15 minutes, the school will:

- Continue to attempt contact using all available numbers
- Contact the student's commissioning school
- Contact emergency contacts listed on the student's file
- Make decisions in the best interests of the child's health and safety

In the event that a student should be transported to hospital, the First Aider and SLT Member will decide if an Ambulance is required or if member of staff should transport pupil. Two members of staff should accompany the student. Staff should also take a student's file and any relevant Medical Protocol including medication.

If staff transport a student to hospital:

- The school's insurance must cover staff for this purpose
- Two members of staff must accompany the student
- The school office must be informed immediately
- Parents must be contacted and asked to meet staff at the hospital
- A record must be made of the journey (time, route, staff members, student condition)

The First Aider should remain at school unless there is concern that child may be unwell during journey. Parents/carers should be contacted by office staff and arrange to meet school staff at hospital.

Where parents/carers are unable to be contacted, staff will follow advice and guidance of the medical professionals as to the care which should be administered to a student

Following an accident within Progression 2Work which resulted in more than minor first aid (i.e. cuts, bruises, bumps), if this incident is deemed to be a RIDDOR reportable incident a Senior Member of the Management Team will complete a Health and Safety Accident Report (PER/SAF/109) and parents/carers would be requested to sign this form on behalf of the student concerned.

This should then be sent to Health and Safety Executive within the required timeframe (see RIDDOR Reporting section above).

This should be reported through the RIDDOR process. Any incidents/accidents reported to the Health and Safety executive should also be notified to the commissioning school, LADO, and Social care in event of a LAC student being involved.

11: Communication with Parents and Carers

In the event of a medical emergency, significant injury or health related incident involving a student, Parent or Carers will be contacted as soon as possible using the emergency contact details held on file.

For incidents such as head injuries, allergic reactions or any situation that requires emergency medical treatment contact will be made immediately after first aid has been administered and emergency services (if required) have been called.

A written record of the incident and actions taken will be logged and where appropriate a copy will be shared with parents and carers within 24 hours

Methods of Communication:

- Phone call (primary method)
- Email (for non-urgent follow-up)

- Letter (for head injury notifications and formal records)
- Text message (only if unable to reach by phone and urgent)

Information Shared with Parents:

- What happened and when
- What injuries were sustained
- What first aid was given
- Whether medical professionals were consulted
- What the student should do at home (e.g., rest, monitor symptoms)
- When to seek further medical attention
- Who to contact if they have concerns

12: Epi Pens and / or Diabetes

All members of staff who work with a young person who carries an epi pen, or a young person who has diabetes will undertake appropriate training in order to ensure the safety of the young person.

Epi-Pens (Anaphylaxis)

- All students with prescribed epi-pens must have an Individual Healthcare Plan
- Epi-pens are stored in Admin Office at both sites, in a clearly labelled, accessible location
- **For off-site learning:** The student's epi-pen must be carried by the supervising staff member
- All staff working with the student must know:
 - The signs of anaphylaxis
 - Where the epi-pen is stored
 - How to administer the epi-pen
 - That 999 must be called immediately if the epi-pen is used
- Training is refreshed annually

- For vocational areas (particularly catering and hair & beauty): Extra vigilance is required due to food allergens and chemical exposures

Diabetes

- All students with diabetes must have an Individual Healthcare Plan
- Staff must be trained to recognize signs of hypoglycaemia (low blood sugar) and hyperglycaemia (high blood sugar)
- Emergency supplies (glucose tablets, sugary drinks) are stored in the Admin Office
- Students' diabetes management equipment is stored in the Admin Office
- **For community-based learning:** Staff must carry emergency glucose supplies
- Staff must know when to call 999 (if student is unconscious or having a seizure)

13: Mental Health and Emotional wellbeing

Progression 2Work recognises that medical emergencies can include mental health related incidents, such as panic attacks, emotional distress, self harm or suicidal thoughts. In the event of a mental health emergency:

- Staff will respond calmly and sensitively ensuring the student is not left alone
- The Designated Safeguarding Lead (DSL) and the Designated Mental health Lead (DMHL) will be contact immediately
- If DSL/DMHL are at a different site, contact should be made by phone immediately
- DSL contact School Hub: Danielle Ford – 01773 710118
- DDSL Contact Employability Centre: Lorna Ochedusko – 01773 303660
- DMHL contact: Kerryanne Austin – 01773 710118
- If neither are available, ask to speak to a DDSL
- If there is a risk to life or serious harm the emergency services (999) will be called without delay
- Parents or carers will be contacted as soon as possible

13a: Specific Mental Health Emergency Procedures:

Panic Attacks

- Move the student to a quiet, safe space if possible
- Speak calmly and reassuringly
- Encourage slow, deep breathing
- Do not leave the student alone
- Contact DSL/DMHL
- Contact parents
- Record the incident

Self-Harm Incidents

- Ensure the student's immediate safety
- Administer first aid for any injuries
- Contact DSL immediately (safeguarding concern)
- Do not leave the student alone
- Contact parents
- Follow safeguarding procedures
- Record the incident and actions taken

Suicidal Thoughts or Threats

- Take all threats seriously
- Do not leave the student alone
- Contact DSL immediately
- Contact parents immediately
- If there is immediate risk to life, call 999
- Follow safeguarding procedures
- Arrange appropriate support and monitoring

13b: This policy should be read in conjunction with:

- Safeguarding and Child Protection Policy

- Mental Health and Wellbeing Policy
- Behaviour Policy

Our aim is to keep all students safe and supported both physically and emotionally and work with families where appropriate to ensure the right support is in place.

If you have any questions about medical care, medication or emergency procedures please contact our designated first aid coordinator / School office on: 01773 710118

14: Policy Review and Training

Policy Review

- This policy will be reviewed annually by the Directors / Executive Head Teacher / Health & Safety Lead
- The policy will be approved by Directors
- Staff will be informed of any changes and required to confirm they have read the updated policy

Staff Training

- All staff will receive first aid awareness training as part of induction
- First Aiders will maintain current qualifications (renewed every 3 years)
- Specialist training will be provided for:
 - Epi-pen administration (annual refresh)
 - Diabetes management (annual refresh)
 - Mental health first aid
 - Vocational area-specific first aid (construction, hair & beauty, catering)
- A training matrix will be maintained showing all staff qualifications and renewal dates

Emergency Drills

- First aid emergency drills will be conducted termly at each site
- Drills will include scenarios relevant to each site (e.g., construction injury, allergic reaction in catering)
- Community-based learning emergency procedures will be reviewed with all relevant staff termly.

15: Contact Information

If you have any questions about medical care, medication or emergency procedures please contact our designated first aid coordinator / School office on: **01773 710118**

Emergency Contacts:

- **School site:** 01773 710118
- **Vocational site:** 01773 303660
- **Executive Headteacher:** 01773 710118 / 01773 303660
- **First Aid Coordinator:** Sara Jenkins – 01773 710118
- **DSL:** Danielle Ford – 01773 710118 Lorna Ochedusko – 01773 303660
- **DMHL:** Kerryanne Austin – 01773 710118

I confirm that I have read and understood the First Aid / Medical Emergency and Managing Medication Policy and confirm I will adhere to this.

Print Name _____ Signature _____

Date _____

Appendix A: Medication Consent Form



Administer
medication agreemen

Appendix B: Medication Administration Record



paracetamol
administration form.d



medication
administration form.d

[ADDED] Appendix C: Emergency Contact Card for Outreach Learning and School Trips

PROGRESSION2WORK EMERGENCY CONTACTS

Emergency Services: 999

School Office (Classroom site): 01773 710118

School Office (Vocational site): 01773 303660

Executive Headteacher: Jake Cosford 01773 710118 / 01773 303660

DSL: Danielle Ford – 01773 710118 / Lorna Ochedusko – 01773 303660

First Aid Coordinator: Sara Jenkins – 01773 710118

Student Emergency Contacts: [Carried separately for each student]

In an emergency:

1. Ensure safety
2. Call 999 if life-threatening
3. Administer first aid
4. Call school office
5. Call parents/carers
6. Complete accident report