

### 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

### 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
- 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.

### First Aid Boxes

First Aid Boxes are in:

- The medical room

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.

## Procedures In Hub:

- 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 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 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 take account of safeguarding procedures and act accordingly.
- 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 under St. John's Ambulance guidelines.
- 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)
- 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).

### Out of School:

- ALWAYS take a MOBILE TELEPHONE on trips 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 Teacher 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

### 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).

## **Incident Reporting**

- All incidents, injuries, head injuries, ailments and treatment are reported in the accident book, kept with all first aid kits
- Parents are informed of a head injury by letter. The letter outlines the injury and symptoms to look out for.
- First Aiders contact parents by phone if they have concerns about the injury.
- 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.

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.

## **Administration of Medicines**

Prescription medicines and non-prescription medicines can be administered following written permission by the student's parent.

a) A designated member of staff administers medication which is stored in the medical safe or fridge if appropriate. A record will be kept of any medicine administered under these circumstances.

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

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

If any medications (such as, asthma inhalers) 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.

### **Body Spillages/HIV**

- No person must treat a pupil who is bleeding, without protective gloves.
- Protective gloves are stored in the medical room.
- 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.

### **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 Hub and guidance on treatment given. This information will be placed on the general letter.

## 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.

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.

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.

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 RIDOR 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.

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.

### **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.



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 \_\_\_\_\_