



FIRST AID & MEDICINES AT WORK POLICY

General Statement

It is our policy to ensure that appropriate first aid arrangements are in place for our pupils, staff and any visitors to our premises. This includes providing sufficiently trained employees for our business needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal working hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

It is our policy to work to the guidelines of the Department of Education Supporting Pupils at School with Medical Conditions (April 2014).

The Legal Position

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine which first aid facilities and personnel are necessary to meet the needs of our business.

We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- Size of the school.
- Building layout.
- Past history of accidents.
- Proximity of business location to emergency medical services.
- Needs of traveling and/or lone workers.
- First aid cover in times of sickness or annual leave.

Responsibilities of First Aid Personnel

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. First-aiders are responsible for:

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided.

Appointed persons are responsible for:

- Taking charge when a person has been injured or falls ill.
- Calling an ambulance where necessary
- School office regularly check and look after the first aid equipment ensuring that containers are re-stocked when necessary.

Procedures

The following are general first aid related procedures to be followed by all staff:

- if you are aware that an employee/pupil/ Visitor has been taken ill, or has had an accident, do not attempt to deliver first aid call: **One of the first aiders below** in the first instance for assistance.

First Aid at Work trained staff are:

- Mr Magee
 - Mrs Done
 - Mrs Hailwood
 - Mrs Yeoman
 - Miss Mahila
 - Miss Carter
 - Mrs Bealey
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- No employee should use their private car to transport a student casualty to hospital. A member of staff will accompany the sick or injured to hospital and remain until a family member, parent or guardian attends.
 - If you need to access a first aid kit for personal use, do not remove it from its designated place.
 - Any loss or damage to first aid equipment must be reported to **School Office**.
 - If a first aid kit is poorly stocked, this should be reported to **School Office**.
 - First Aid kits are provided for all school trips.
 - All coaches and minibuses are expected to carry a first aid kit with them at all times. They are responsible for its safe-keeping and to keep it adequately stocked.

Dealing with Visitors

It is our policy to offer first aid assistance to visitors to our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first-aider/appointed person. If the visitor has had an accident, call **the office** for assistance. These staff are responsible for ensuring that an entry is made in the accident book/form.

Staff Training

All staff undertaking first aid duties will be given full training in accordance with current legal requirements. This means that a first-aider will attend an approved Health & Safety Executive course and any appointed persons will attend a basic four-hour course.

Where necessary, all line managers will be expected to organise shifts and rosters to enable staff to attend. We will do our best to ensure that sufficient notice of both initial training courses and any refreshers are given to managers to assist with this planning.

Medicines in school

All staff are required to follow guidance with regards to the dispensing and storing of medication and this will be co-ordinated by School Office. The full guidance can be found in the DfE Guidance Supporting Pupils at School with Medical Conditions which is in the School office.

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so
- No child under 16 should be given prescription or non-prescription medicines without their parent's written consent by completing the school medical form – except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort should be made to encourage the child or young person to involve their parents while respecting their right to confidentiality. Schools should set out the circumstances in which non-prescription medicines may be administered
- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours
- Schools should only accept prescribed medicines if these are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container
- All medicines should be stored safely. Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when outside of school premises, e.g. on school trips
- If medicine is administered, this must be recorded on the school administering form and the person administering the medication should sign the form saying they have done so.

Epi pen trained staff are: - School Office **have a list of trained staff**

Information for Employees

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff.

This and further information is also included in our staff handbook. Information on the current first-aider/appointed person will be provided on the **Fire Evacuation** and **First Aid Notices**. These can be found in the following locations: - **All classrooms and Public areas.**

First aid boxes can be found in the following areas:

- **In the School Office**
- **In the Nursery**
- **In the Kitchen**
- **In the Staffroom**
- **Outside the Staffroom**
- **Outside the Year 5 Classroom**
- **In the Family Room**
- **Before and After School Room**
- **Pastoral Room**

Accident Reporting

If an accident occurs an ARF1 form for all accidents must be completed . If the accident is serious and thought to be reportable and the form to be passed to the Business Manager for further action.

Accident and near misses will be reviewed half termly by the Estates Manager and reported through to Governors and SLT meetings.