



Claremont Fan Court School

First Aid Policy

Policy Statement: This policy applies to the whole School including the Early Years.

The main policy objectives are to ensure adequate provision of first aid related to School activities and, if individuals are injured, that there are suitable mechanisms in place to provide remedial treatment.

In order to meet these objectives it is this School's policy that:

- Pupils' care needs will be met in the way most appropriate to their needs.
- Pupils' health information will be recorded on the pupil database (Sims) in order that their needs can be met appropriately by the Care Centre or other health care professional.
- There will be sufficient numbers of trained personnel together with appropriate equipment clearly labelled and easily accessible to ensure a competent basic first aider will rapidly attend to an incident during normal school hours.
- Appropriate first aid arrangements are made whenever staff and pupils are engaged in offsite activities and visits.
- A paediatric first aider will be on site at all times in the Pre-Preparatory and Nursery School.
- A paediatric first aider will accompany all off site activities and visits in the Pre-Preparatory and Nursery School.

Responsibilities:

The Senior Leadership Team, together with the School Nurses and the Health and Safety Officer will be responsible for the implementation of this policy and procedure.

The Bursar, together with the school nurses, the Health and Safety Officer and other staff will undertake a risk assessment to determine the first aid needs. Factors to consider will include:

- Size and complexity of School e.g. different buildings, age range of pupils
- Location of Care Centre in relation to the three Schools and playing field and areas
- Specific hazards or risks e.g. levels, steps, stairs
- Staff or pupils with specific needs or disabilities
- Record of accidents/incidents
- Cover for absence of first aiders
- Offsite activities including trips

- Practical departments e.g. science, technology, games and PE, kitchen and catering
- Out of hours activities
- Contractors on site and third party providers e.g. co-curricular club staff and sports coaches and their arrangements.

Pupil Illness

- If the pupil becomes ill during the day, the School will contact the parents so the pupil can be collected
- There is access to the Care Centre during the School day; this is managed by the School Nurses
- The School nurses are on duty from 8.15am until 4.15pm during term time and they will administer first aid and deal with accidents and emergencies or when someone is taken ill.
- The School will notify parents if a pupil suffers anything more than a minor injury or becomes ill during the School day.

Specific First Aid Provision

Staff trained in First Aid are responsible for:

- Responding promptly to calls for assistance
- Providing first aid support within their level of competence
- Summoning medical help as necessary
- Recording details of any accident on the appropriate accident forms

Teachers of PE/Games are responsible for:

- Summoning medical help as necessary
- Ensuring appropriate first aid cover is available at all sports activities
- Ensuring first aid kits are taken to all practice sessions and matches
- Ensuring that pupils who carry emergency medication have it with them prior to away matches/fixtures
- Emergency Inhalers and Auto injectors are taken with pupils to fixtures and lessons
- Recording details of any accident on the appropriate accident forms

All staff are responsible for:

- Ensuring the needs of the pupil are met in the most appropriate way for them.
- Acting in a responsible manner in the event of an accident/emergency
- Summoning medical help as necessary
- Carrying out risk assessments for off-site trips and ensuring adequate first aid provision. It is preferable that a qualified first aider accompanies all School trips where possible
- Ensuring that pupils who carry emergency medication have it with them prior to off site visits and residential trips
- Recording details of any accident on the appropriate accident forms

First Aid Kits

First aid kits are located in many areas of the school and are easily recognisable with a white cross on a green background in accordance with the British Safety Standards.

- A first aid kit should be taken to all offsite activities and visits
- Kits are available from the Care Centre
- First Aid kits are replenished by the Care Centre who should be notified of any missing or used items immediately
- The contents of the first aid kits may vary depending on particular risks in that location

First Aid Notices

Lists of qualified first aiders and paediatric first aiders will be displayed on noticeboards in the School.

Records

Details of any incident which requires treatment will be recorded in the accident books and also on the pupil database.

Calling an ambulance

Anyone can call an ambulance in an emergency but usually the School Nurse will do so. A staff member will accompany the pupil to hospital and stay with them until their parents have been contacted.

Emergency Medical Treatment

In accepting a place at this School, parents are required to give their consent for the Head of School to provide, on the advice of qualified medical opinion, emergency medical treatment including general anaesthesia and surgical procedure under the NHS if the School is unable to contact a parent.

Medical Care

This policy is limited to the provision of first aid but the School has arrangements in place for:

- Dealing with pupils with individual needs (special educational needs)
- Immunisations - are offered to all pupils in accordance with the Government programme and administered by a team from Central Surrey Health. Information and consent forms will be sent home when the pupil is in Year 8 and 10.
- Dealing with medicines and treatments brought to School for pupils – see below

Qualifications and Training

A qualified first aider will hold a valid certificate of competence in first aid. The certificate must be issued by an appropriately qualified provider and must be renewed every 3 years. The Senior Leadership Team with the Health and Safety Officer and the Nurses will arrange for staff to attend first aid courses, updates and requalification courses as necessary.

All new staff and pupils are provided with information about how to obtain emergency assistance and first aid as part of their induction and/or in the Parent Information Booklet. This will include:

- Names and locations of qualified First aiders
- Location of first aid kits
- How to contact the school nurse in an emergency
- Location of the Care Centre
- How to call an ambulance in an emergency

Administration of Medicines

1 Protocol

Agreement for the administration of medication to pupils is via loco parentis and the duty of care held by the School.

A pupil will never be forced to accept medication. The School Nurse will document refusal to accept medication and notify parents/guardians accordingly.

2 Non-prescribed medication

All non-prescribed medicines are stored in a locked cupboard. The key to the locked cupboard is held by the Nurse on duty.

The following protocol is used for the administration of non-prescribed medication by trained nursing staff:

- The reason for giving the medication is established;
- a check is made to ensure the pupil is not allergic to the medication;
- a check is made to establish the last time the medication was taken to ensure the maximum dose is not exceeded;
- pupils are asked if the medication has been taken before and, if so, were there any problems noted;
- a check is made of the expiry date on the medication package or container;
- pupils take medication under the supervision of the person issuing it except in a few situations where the pupil is deemed Gillick competent to self-administer medication;
- a confidential record is kept both in the treatment book and on the pupil database.

3 Prescribed medications

Prescribed medications are only issued to the pupil to whom they have been prescribed (i.e. the pupil named on the label of the medicine to be administered). The School does not hold a stock of prescribed medicines.

Individual prescriptions, such as antibiotics, are processed for the named pupil.

4 Receiving medication from home to administer in School

The School Nurse must be notified of all medication brought into School by any pupil

All medication must be in the original container. All medication MUST be clearly labelled with:

- pupil's name
- reason for taking the medication
- name and strength of the medication
- dosage and frequency the medication should be given
- expiry date.

If two medications are required, these should be in separate, clearly and appropriately labelled containers.

On arrival at School all medication is to be handed to the School Nurse unless there is prior agreement between School and parent(s) for the pupil to carry medication (e.g. asthma inhalers)

5 Controlled drugs

The Care Centre holds controlled drugs where these have been prescribed for pupils. These drugs are stored in a locked non-portable container and only the School Nurse or named staff have access. A record of the drug and usage is kept for audit and safety purposes.

6 Administration of medicines in an emergency

Only the qualified School Nurses are to dispense pharmaceutical products including aspirin and related products. The exceptions are:

- the member of staff has completed the Medicines Awareness for Schools training.
- staff trained to administer adrenaline auto-injectors, and
- following an emergency 999 call a non-qualified person is directed, by a clinician, to administer pharmaceutical products.

7 Storage of medication in School

Medication must be stored in a locked, wall mounted cabinet with the keys held by the School Nurse or kept in an accessible but restricted place known to the Care Centre nursing and teaching staff, e.g. emergency adrenaline auto-injectors and inhalers. A fridge is available for items requiring cold storage.

8 Self-administration of medication (Gillick Competency)

Parents must provide a written request/information to the School Nurse if a pupil wishes to self-medicate (examples include insulin, asthma medication, allergies requiring adrenaline auto-injectors). This will be authorised if a pupil is over sixteen years of age or, if under sixteen, is deemed Gillick Competent and has been trained and is considered to be competent to administer their own medication.

9 Overdose of medication

If there is a suspicion of overdose of medication the Care Centre should be contacted immediately for emergency advice and treatment or referral as necessary.

10 Emergency medication

- Emergency medication will be detailed in the pupil's individual care plan.
- This type of medication will be readily available.
- The Care Plan will be checked and reviewed at least at the start of each term.

The school has some asthma inhalers and auto injectors for emergency use only. This medication does not replace the pupil's medication.

It is the parents' responsibility to notify the Care Centre of any change to the medication prescription for emergency treatment.

Procedures in the Care Plan will identify

- Medical details of reasons for medication
- How to administer
- Any other action to take
- Where the medication is stored
- Who should collect it in an emergency
- Contact arrangements for parents/guardians
- Support for pupils witnessing the event
- Recording systems.

12 Alternative medicines

All complementary or alternative therapies being taken should be notified to the Care Centre to ensure avoidance of potential interaction with other medications being taken or considered for use.

Parents should be aware that some medications prescribed overseas may not be licensed for use in the UK. No overseas medicine will be given by the School Nurse. A pupil will be required to have a UK prescription written by a UK GP or Consultant.

13 Disposal of medication

A record is kept of unused or expired prescribed medication returned from the Care Centre to the parents of pupils. The record includes:-

- Name of medication
- Name of pupil
- Reason for of medication such as expired or no longer required
- Strength of medication
- Quantity returned to pharmacy
- Signature of the member of staff returning the medication
- Signature of pharmacist receiving the returned medication

14 Over the Counter medicines on School trips.

Medicines may be given by non-medical staff when there is no nurse available, (such as during a school trip) when they have been trained in the administration of specified medication and have the parents' consent. These medicines will be over the counter medicines. Where the pupil has been assessed by the School Nurse and deemed to be competent to take their own medication (Inhalers, adrenaline auto injectors, insulin and any emergency medicine) staff will still supervise these pupils. The medicines must be administered according to the agreed protocol below.

Prior to administration a full assessment of why the medication is needed and if it is safe to give it must be carried out.

- The reason for giving it must be established.
- The pupil must be asked if he has had the medication before and if so, were there any problems?
- The medication must be undamaged, including the packing, and in date. It must be stored in an appropriate environment.
- The medication must be given according to manufacturer's guidelines on the container.
- The pupil must be asked if they have taken ANY medication recently and what for and it checked if it is contraindicated to give any further medication.
- The pupil must take the medication under the supervision of the person issuing it.
- The details of the administration must be recorded in the book supplied.
- A specimen signature must be provided and kept of all those administering medication for future reference.
- Details to record are: - date, time, name of pupil, reason for administration, medication, dose, signature of pupil and staff, stock level and if the care centre has been notified of the administration.
- All records are liable for inspection by CSCI under relevant legal powers so an audit trail must be provided for any treatment.
- An accurate record of stock held must be kept and any need for restocking requested from the Care Centre.
- If a pupil refuses an offered medication, this will be recorded with the reason.
- If medication is dropped or wasted it must be recorded.

Medical matters are confidential so, while acting in a medical role, the non-trained member of staff must abide by these ethics and only discuss with medical staff for support or reporting. Any discussion with non-medical staff must be agreed and on a need to know basis in the best interest of the pupil.

15 Drug Administration Errors

- If an error is realised, clinical advice must be sought immediately no matter how trivial it may seem
- Appropriate line manager, School Nurse and pupils parents must be informed

IF THERE IS ANY DOUBT ON ANY ISSUE THEN FURTHER ADVICE MUST BE SOUGHT BY DIALLING 111 OR THE LOCAL ACCIDENT AND EMERGENCY DEPARTMENT

16 Reporting Accidents

- Certain incidents and accidents must be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (Riddor).
- This reporting must be done within specific times. Guidelines are set out at the front of the accident report books or for further advice, please contact the Health and Safety Officer or School Nurse.

17 Biohazard Waste

- Good hygiene reduces the risk of infections passing between a first aider and a casualty.
- Wear disposable gloves provided for first aid use, cover cuts and grazes with waterproof dressings and always wash your hands after providing first aid.
- Dispose of all waste safely. All soiled material should be placed in a yellow (biohazard) bag for incineration. Biohazard bags are kept in some first aid kits and in the care centre. Used needles and sharps should go in a sharps container which are held in the care centre.

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