First Aid and Medical Conditions Policy

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1. Policy statement

Hamwic Education Trust (HET) will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at a school is held by the school leader who is the responsible manager.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

2. Aims and objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Risk Assessment to determine the first aid provision requirements for our premises;
    - It is our policy to ensure that the first aid risk assessment will be reviewed periodically or following any significant changes that may affect first aid provision;
    - the first aid risk assessment form will be used to produce the first aid needs assessment for our site;
- ensuring that there are a sufficient number of trained first aiders on duty and available for the numbers and risks on the premises in accordance with the first aid risk assessment;
- ensuring that there are suitable and sufficient facilities and equipment available to administer first aid/medicines in accordance with the first aid risk assessment;
- ensuring the above provisions are clear and shared with all who may require them.

The responsible manager/designated person will ensure that appropriate numbers of qualified first aiders or appointed persons are nominated as identified by completion of the first aid needs assessment and that they are adequately trained to meet their statutory duties.

3. First aid provision

It is the responsibility of the First Aid at Work (FAW)/first aiders to check the contents of all first aid boxes half termly, or if large amounts of stock have been used. The first aiders are responsible for maintaining first aid supplies for the first aid boxes ensuring they are equipped at all times, along with administering first aid in the school to pupils & adults.

All first aiders to receive the first aid allowance must have an in date first aid certificate and be administering first aid when needed.

They must notify the Business Manager/ Operations Manager when supplies need ordering.

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid, and make a balanced judgement as to whether there is a requirement to call an ambulance. If the incident is more serious and they need to call the FAW for support, then they must do so and remain with the injured

person until a complete handover has taken place. The injured person should not be moved if there is any possibility of a spinal or neck injury.

The first aider/appointed person is to always request an ambulance on the following occasions:

- In the event of a serious injury;
- in the event of any significant head injury;
- in the event of a period of unconsciousness;
- whenever there is the possibility of a fracture/dislocation or where this is suspected;
- whenever the first aider is unsure of the severity of the injuries;
- whenever the first aider is unsure of the correct treatment;
- in the event of a severe allergic reaction or following the administration of an EpiPen;
- in the event of the person having difficulty breathing;
- severe seizure if person has not had a seizure before.

In the event of an accident involving a pupil/student, where appropriate, it is policy to always notify parents of their child's accident if it:

- Is considered to be a serious (or more than minor) injury;
- requires first aid treatment for serious (or more than minor) injury;
- requires attendance at hospital;
- if there has been an injury to the head.

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the pupil/student until the parents can be contacted and arrive (as required).

In the event that the pupil requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the student to hospital and remain with them until the parents can be contacted and arrive at the hospital.

All accidents requiring first aid treatment are to be recorded on the minor accident form if it involves a pupil. For more serious accidents/incidents use the online form for pupils & for staff, visitors etc.

All accidents requiring hospital treatment will be reported to the head of estates immediately in line with RIDDOR. There will then be an accident investigation by the head of estates and relevant staff.

4. Supporting pupils with a medical condition

All schools will ensure that relevant trained staff will be made aware of a child's condition and all arrangements needed are in place to ensure such children can access and enjoy the same opportunities at school as any other child and that no child shall be discriminated against.

Individual health care plans can help ensure that schools effectively support pupils with medical conditions. Also to ensure they support their social & emotional needs & managing medication. They will be written in partnership with staff, parents, & relevant health care professionals.

The level of detail needs to be suitable to the child's need. It should contain all the relevant medical information, contact details and any emergency procedures specific to that child. All relevant staff will need to be made aware of its content. The plans will need to be reviewed yearly, or as & when changes occur.

5. Managing medicines

Medicines should only be administered at school when it would be detrimental to a child's health or social attendance not to do so.

No child under 16 will be given prescription or non-prescription medicines without their parents/ carers written consent.

Where possible medicines should be taken in dose frequencies which enable them to be taken outside school hours.

Schools should only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by a pharmacist and include the instructions (the exception is insulin which must be in date but may be available in a pen or pump rather than original container) for administration, dosage & storage.

All medicines should be stored safely, and children should know where they are at all times and be able to access them immediately (if relevant).

Medicines and devices such as asthma inhalers, blood glucose testing meters and EpiPen's should always be readily available & not locked away.

Therefore, all schools will, before administering medicine, ensure that the administering medicine form is completed & signed by a parent/carer giving consent. Any member of staff administering medicine must be competent and receive sufficient & suitable training. The form must be completed every time the pupil receives their medication & witnessed. There will always be two members of staff present when administering any form of medicine/medical procedure. Any side effects of the medication should be noted down.