

First Aid Policy

1 Background

The welfare, health and safety of pupils, staff and visitors are a priority at this school. We ensure that First Aid provision is available, at all times, both on, and where pupils are involved, off the school premises.

2 ATB & GDST

The ATB and GDST comply with Health and Safety at Work legislation and have a comprehensive Health and Safety Policy, which includes first aid arrangements, for all ATB and GDST schools. BHSA has an individual Health and Safety Officer and staff representatives. Each term, health and safety meetings take place in school and are attended by designated members of school staff. The Trust health and safety manager also attends on a regular basis.

3 DfE

School has access to information from the DfE, including their “Guidance on First Aid for Schools” and other similar publications.

4 Academy Provision

In accordance with legislation and good practice, Birkenhead High School Academy will ensure that:

- An assessment is carried out to determine the needs of the Academy and the level of provision required. This should include the recommended number of first aiders.
- Appropriate training and guidance is available for all first aiders and appointed persons.
- Adequate facilities and the appropriate equipment are available.
- Staff are given information on first aid in the ‘Annual Health & Safety Statement’ as part of the induction process for new staff.
- A record is kept of any first aid treatment.
- A register of qualified first aiders/appointed persons etc are available on Google Drive

5 Roles and Responsibilities

All members of staff should follow guidelines and endeavour to ensure the safety and welfare of the pupils in their care.

The School Nurse:

This is allocated by the 0-19 Health and Well-Being Team (contact: 0151 514 0219) who can offer training in medicine management and the use of emergency medicines i.e. Auto Adrenaline Injectors (epi-pens) and Asthma inhalers.

First Aid Policy

First Aiders:

Members of staff volunteer to be first aiders. The Academy will arrange the necessary training via a HSE approved course and staff will receive a certificate of competence. A copy of this certificate is kept with the Principal's PA. The First Aid Co-ordinator (Mrs E. Stewart) will arrange refresher courses prior to the renewal date. This qualification enables first aiders to treat casualties with common injuries, assist those with illness and to arrange further assistance as necessary.

PE staff and staff undertaking lifeguard duties at swim sessions should have appropriate Lifeguard Certificates as directed by the Trust.

First Aiders are indemnified by the Trust against claims of negligence providing they hold a valid certificate, act within the school's guidelines for first aid and within the scope of their employment.

Defibrillator:

BHSA has two defibrillators and key staff have been trained in using them. This is a real bonus to the First Aid resources we have available on site. The Junior school defibrillator is located in the main foyer near the disabled lift. This is checked periodically by the lead first aider and pads are kept in date.

The Principal will:-

- Be responsible for implementing this policy
- Ensure all staff are aware of their responsibilities
- Staff are provided with appropriate facilities & training

6 Emergency Procedures

Staff guidelines on dealing with illness or accidents can be found in the Staff Handbook and the Annual Health and Safety Statement. The casualty should not be left unattended. If an extreme emergency, the procedures for calling an ambulance should be followed. All accidents need to be documented. The Duty First Aider will be called in such incidents.

7 Children with Medical Conditions

BHSA is an inclusive community that welcomes and supports pupils with medical conditions. We understand that children can suffer from long term, short term, chronic and acute illnesses and will provide for all pupils without exception or discrimination. This includes both physical and mental health conditions. BHSA provides all children with any medical condition the same opportunities as others at school, enabling them to play a full and active role in school life, remain healthy and achieve their academic potential.

BHSA will make sure all staff understand their duty of care to children and young people in the event of an emergency. All staff feel confident in knowing what to do in an emergency. This school understands the importance of medication and care being taken as directed by healthcare professionals and parents. All children with long term medical conditions/needing clinical intervention will have a Health Care Plan (HCP) written as soon as possible after diagnosis and reviewed at least annually or more often if necessary.

First Aid Policy

8 Storing & Administering Medicines

Senior School

Medicines are brought to school by parents/carers to the school office; they must complete a 'Parental agreement for setting to administer & store medicine' form. Medicines are administered by Inclusion Team staff and first aid trained staff. Student's medication is in the locked medical cupboard in 'The Loft'; there is also a file with each signed permission form in. Medication requiring storage in a fridge will be kept in senior reception and administered by the Inclusion team staff or first aiders when required. Parents/carers are responsible for this medication being in date and the school will communicate with parents/carers if new medication is required and a record of these communications will be kept. Medication is reviewed termly, medication that is out of date will be taken to the local pharmacy to be destroyed.

Most adults in school have received training by the First Aid Trainer to enable them to administer the epi-pen in emergencies. This training is updated every year. All classrooms have a basic first aid kit and full, portable first aid kits are taken on any off-site visits.

All pupils with inhalers or Epi-pens are required to carry their own medication. Parents/Carers are made aware of this at the start of the academic year.

Junior School:

Medicines are brought to school by parents/carers to the school office; they must complete a 'Parental agreement for setting to administer & store medicine' form. Medicines are only administered by fully trained staff. Members of Junior School staff who are trained as first aiders can administer medicines in school. At the end of a term or academic year, or whenever medicines/epi-pens are required to be returned home, they will be collected by a parent/carer from the school office.

Non-prescribed medicines such as Calpol or Ibuprofen can be administered by first aiders in pre agreement with a parent or guardian. It is the responsibility of the parent to speak to the office and collect their non prescribed medication.

Medications are stored safely in the first aid cupboard in the office, which is locked, or the medical fridge if required to be stored at a controlled temperature. All classrooms have a basic first aid kit and full, portable first aid kits are taken on any off-site visits. Inhalers and epi-pens must be accessible by all staff, with epi-pens kept at height, away from the reach of children. These are kept in a consistent location in each classroom in a clearly labelled box: bright pink for inhalers and bright blue for epi-pens. The epi-pen box is clearly labelled with a photograph of the child as well as their name. In accordance with the Medicines and Healthcare Products Regulatory Agency (MHRA) advice, the school will ask parents/carers to provide 2 auto-injectors for school use. Parents/carers are responsible for this medication being in date and the school will communicate with the parents if new medication is required and a record of these communications will be kept. The majority of adults in school have received training by the school nurse to enable them to administer the epi-pen in emergencies. This training is updated every year.

First Aid Policy

School will store medication that is labelled and in its original container. Medication will only be accepted where it is in its original container, complete with dispensing label including the child's name and instructions for administering from a qualified healthcare professional. The exceptions to this are insulin and adrenalin (auto-injector), which although must still be in date, will generally be supplied in an injector pen or pump and non-prescribed medications. This school will check all medication held in school on at least a termly basis (with the appropriate records kept) and all medicines which will expire before the end of the following term will be returned to parents and replacements requested.

This school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication / equipment (i.e. inhaler, epi-pen) is readily available wherever the child is in the school and on off-site activities, and is not locked away. Children may carry their emergency medication / equipment with them if this is appropriate (inhalers) or know where and how to access it. Children at this school know to ask any member of staff and that they may have immediate access to their medication when required.

Parents/carers are asked if their child has any medical conditions on the admissions form and uses a HCP to record the support an individual child needs around their long term medical condition. The HCP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services. The school keeps a centralised register of HCPs, and an identified member of staff who has responsibility for this register (Miss A. Crosby: Juniors). HCPs are reviewed regularly, at least every year or whenever the child's needs change. Parents, specialist nurse (where appropriate), and relevant healthcare services hold a copy of the HCP. Other school staff, including lunchtime supervisors, are aware and have access to the HCPs for children in their care. This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff. The school keeps an up to date record of all training undertaken and by whom.

BHSA ensures this policy is applied across the curriculum, including PE, swimming and Educational Visits. This school makes sure that a risk assessment is carried out before any out of school educational visit. The needs of children with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

All first aid incidents are recorded on CPOMS. Midday supervisors and TAs can also use a first aid book to record first aid notes, which are confidentially stored and then regularly updated onto CPOMS, then any notes confidentially shred.

Administering Basic First Aid

We have a high proportion of our staff first aid trained and the majority of our staff in EYFS are paediatric first aid trained. There is always a paediatric first aid trained staff member on site and accompany all EYFS classes on trips.

Playground

It is every supervising adult's responsibility to provide First Aid in case of a minor accident. Should an adult not have First Aid training, they then can request help/ second opinion from a qualified First Aider. In case of a major accident or a head injury a qualified First Aider should be asked to assist in

First Aid Policy

giving First Aid. It is the responsibility of the staff member on playground duty to ensure that they take out a first aid bag. Parents should be informed if their child has received first aid at the end of the day.

Cuts

The nearest adult deals with small cuts. All open cuts should be covered after they have been treated with a cleansing wipe. Any adult can treat more severe cuts, but a fully trained first aider must attend the patient to give advice. Minor cuts should be recorded on a minor injury form and children should take this home. Severe cuts should be recorded on CPOMS. Parents and Guardians should be informed by telephone if required before the end of the day or at home time.

ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES.

Head injuries

Any bump to the head, no matter how minor, is treated as serious. All bumped heads should be treated with an ice pack or cold compress. Parents and Guardians must be informed by telephone, a note or via a conversation. The adults in the child's classroom should be informed and keep a close eye on the child. All bumped head accidents should be recorded on CPOMS. Children with a bumped head should be given an 'I bumped my head' note to take home and the class teacher should discuss this with parents or guardians at the end of the day. This is recorded as stated above.

It is the responsibility of the adults in the classroom to keep their first aid bags stocked and if supplies are running low to alert the main first aider.

Checking private places

If a child has hurt themselves in an area covered by underwear including vests a member of staff will ask to check the area with another member of staff present. The aim is to protect both the adult and the child. This will be relayed to parents or guardians. For more information on our intimate care policy, please see attached document in the appendix.

Allergies

It is the responsibility of the parent or guardian to inform the school of their child's allergy when they join our school. A health care plan will be put in place to protect the child but allow them to fully access school life. A list of children with known allergies are clearly displayed in each classroom and within the staffroom. A child with an allergy will wear a clearly labelled purple band at lunchtimes. Their photograph will be clearly visible for lunch staff to see.

We aim for all children to be fully involved within school life. When preparing or eating food with a child with an allergy it is the responsibility of the class teacher to discuss this prior to the event with the parent or guardian to ensure that the child is fully involved and safe.

9 Recording Errors & Incidents

If, for whatever reason, there is a mistake made in the administration of medication and the pupil is:

- Given the wrong medication
- Given the wrong dose
- Given medication at the wrong time (insufficient intervals between doses)

First Aid Policy

- Given medication that is out of date
- Or the wrong pupil is given medication

Incidents must be reported to the School's Senior Leadership Team who will immediately inform the pupil's parent/carer. Details of the incident will be recorded on CPOMS and a RIVO completed. Records must include details of what happened, the date, who was present and any effect the mistake has caused. SLT will investigate the incident and change procedures to prevent reoccurrence if necessary.

Appendices

- Appendix 1: Health Care Plan template
- Appendix 2: Parental agreement for setting to administer + store medicine
- Appendix 3: Record of medicine administered to a child
- Appendix 4: Contacting Emergency Services
- Appendix 5: Model letter to parents re: completing a HCP
- Appendix 6: Intimate Care Plan

First Aid Policy

Appendix 1: Health Care Plan Template



Health Care Plan 2021

Child's name:..... **Form / Class:**.....

Date of birth	
Child's address	
Medical diagnosis or condition	
Today's date	

Family Contact Information

Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Who is responsible for providing support in school

Class teachers, Inclusion Team and First Aiders.

First Aid Policy

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

First Aid Policy

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency? (State if different for off-site activities)

Parent/Carer Declaration

Signed (By entering your name this will be classed as your electronic signature)	
Print Name	
Relationship to child	
Date	

First Aid Policy

Appendix 2: Parental agreement for setting to administer medicine

CONSENT TO ADMINISTER MEDICATION WHILE AT SCHOOL

Student's name:

Date of birth: Class / Form:

Medical condition medication required for:

Name of medicine to be given by member of staff:

Expiry date of medication:

Dosage:

Time to be administered:

Special instructions / precautions provided by the prescriber

Any potential side effects the school needs to know about?

Procedures to take in an emergency: (if applicable)

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent / Guardian Name: Contact Tel. No.

Signature: Date:

- Notes**
- If more than one medicine is to be given a separate form should be completed for each one.
 - All medication must be prescribed for the named child; it must be in the original packaging and labelled with the child's name, dose and time that the medication has to be given.
 - If this is not adhered to the staff will not be able to administer the medication.

First Aid Policy

Appendix 4: Contacting Emergency Services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. **telephone number**

School telephone

2. **your location as follows [insert school/setting address]**

School address

3. **state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code**

Postcode

4. **inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient**

Best entrance is:

5. **your name**
6. **provide the exact location of the patient within the school setting**
7. **provide the name of the child and a brief description of their symptoms**
8. **put a completed copy of this form by the phone**

First Aid Policy

Appendix 5: Model letter inviting parents/carers to complete a HCP

Dear (name of parent/carer),

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information. A central requirement of the policy is for an individual healthcare plan (HCP) to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents/carers, pupils and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom.

Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed. If your child's condition worsens or they develop any further conditions, please contact the school as soon as possible in order to ensure school has the correct and most up to date information.

In order to start the process of developing your child's individual health care plan, please complete the health care plan template enclosed and return it, together with any relevant evidence and details of other medical practitioners, healthcare professionals or specialists involved.

I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely

Appendix 6: Intimate Care

Please refer to the separate 'Intimate Care Policy' document.