



# Medina House School

## First Aid Policy

Policy created October 2020

Policy approved by Governors on .....

Review date: October 2021

# First Aid Policy

## Contents

Statement of intent.....	2
1. Legal framework.....	0
2. Aims.....	0
3. First aiders.....	1
4. Emergency procedure in the event of an accident, illness or injury.....	1
5. Reporting to parents .....	1
6. Visits and events off-site .....	2
7. Storage of medication.....	2
8. Illness.....	2
9. Consent .....	2
10. Monitoring and review .....	3

## Appendices

Appendix 1 – First Aid Procedures During the Coronavirus (COVID-19) Pandemic

## Statement of intent

**Medina House School** is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regards to all staff, pupils and visitors.

Medina House School will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Administration of Medication Policy
- Behaviour Policy
- Child Protection & Safeguarding Policy
- Food Policy
- Infection Control Policy
- Educational Visits Policy

The schools Leadership and Management Team has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

Signed by:

_____	Headteacher	Date: _____
_____	Chair of governors	Date: _____

## 1. Legal framework

- 1.1. This policy has due regard to statutory legislation, including, but not limited to the following:
  - Health and Safety at Work etc. Act 1974
  - The Health and Safety (First Aid) Regulations 1981
  - The Management of Health and Safety at Work Regulations 1999
  - DfE (2015) 'Supporting pupils at school with medical conditions'
  - DfE (2000) 'Guidance on First Aid for Schools'
  - DfE (2018) 'Automated external defibrillators (AEDs)'

## 2. Aims

- 2.1. All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.
- 2.2. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.
- 2.3. Anyone on the school premises is expected to take reasonable care for their own and others' safety.
- 2.4. The aim of this policy is to:
  - Ensure that the school has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor.
  - Ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
  - Ensure that medicines are only administered at the school when express permission has been granted for this.
  - Ensure that all medicines are appropriately stored.
  - Promote effective infection control.
- 2.5. Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy, and make clear arrangements for liaison with ambulance services on the school site.

To achieve the aims of this policy, the school will have suitably stocked first aid boxes.

The School Business Manager has a list of all the first aid boxes/bum bags that are held at Medina House School and their location. The Receptionist at Medina Cottage has a list of all the first aid boxes and their locations at Medina Cottage. In every first aid box there is a list which details the complete content of each box.

- 2.6. The physio/OT assistant is responsible for examining the contents of first aid boxes at Medina House and the Receptionist is responsible at Medina Cottage. These are checked on a termly basis and restocked, but also restocked as soon as possible after use. Items are discarded safely after the expiry date has passed.

### **3. First aiders**

- 3.1. The main duties of first aiders are to give immediate first aid to pupils, staff or visitors and to ensure that an ambulance or other professional medical help is called, when necessary.
- 3.2. First aiders are to ensure that their first aid certificates are kept up-to-date through liaison with the CPD co-ordinator.
- 3.3. Each classroom's first aiders have a responsibility to ensure to notify the Physio/OT assistant at Medina House or the receptionist at Medina Cottage if first aid stocks have been used or are running low, so they can arrange to re stock supplies.
- 3.4. A list of all first aiders are in the main reception areas at both sites.

### **4. Emergency procedure in the event of an accident, illness or injury**

- 4.1. If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.
- 4.2. If called, a first aider will assess the situation and take charge of first aid administration.
- 4.3. In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.
- 4.4. A defibrillator is held in the main school office and nominated staff are trained to use it.
- 4.5. Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:
  - Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be called, including the school nurse if appropriate. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
  - Call an ambulance or a doctor, if this is appropriate – after receiving a parent's clear instruction, take the accident victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.
  - Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
  - See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.
  - When the above action has been taken, the incident must be reported to:
    - The headteacher
    - The parents/carer of the victim(s)

### **5. Reporting to parents**

- 5.1. In the event of incident or injury to a pupil, at least one of the pupil's parents must be informed as soon as practicable.

- 5.2. Parents must be informed in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop – on a Mr Bump form.
- 5.3. In the event of serious injury or an incident requiring emergency medical treatment, the pupil's parents will be contacted by admin/class team as soon as possible.
- 5.4. A list of emergency contact details is kept at reception/admin office and in every class.

## **6. Visits and events off-site**

- 6.1. Before undertaking any off-site events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. This will be reviewed by the school business manager before the event is organised.
- 6.2. Please see the separate Educational Visits and School Trips Policy for more information about the school's educational visit requirements.

## **7. Storage of medication**

- 7.1. Medicines are always securely stored in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.
- 7.2. All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.
- 7.3. All classes have locked medicine cabinets and separate key safes for keys as recommended by the CQC.
- 7.4. All medicines will be returned to the parent to arrange for safe disposal when they are no longer required.
- 7.5. An emergency supply of medication should be available for pupils with medical conditions that require regular medication.
- 7.6. Parents should advise the school when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy and diabetes. A disclaimer will be signed by the parents in this regard. See Administration of Medication Policy' for more details
- 7.7. Administration of medicine training is given to **ALL** relevant staff on an annual basis

## **8. Illness**

- 8.1. When a child becomes ill during the day, the parents/carer will be contacted and asked to pick their child up from school as soon as possible.
- 8.2. A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents/carer to arrive to pick them up. Pupils will be monitored during this time.

## **9. Consent**

- 9.1. Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically. Those children at Medina House School who have known medical

conditions will have an individual care plan written by the school nurse, which is shared with and signed by parents. Where a child is prescribed emergency medication e.g. buccal midazolam, a flow chart is produced by the school nurse in liaison with the paediatrician and parents. All relevant staff are trained in administration of such medication.

- 9.2. Staff do not act 'in loco parentis' in making medical decision as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind – guidelines are issued to staff in this regard.

## **10. Monitoring and review**

- 10.1. This policy is reviewed annually by the headteacher in conjunction with the governing board; any changes made to this policy will be communicated to all members of staff.
- 10.2. All members of staff are required to familiarise themselves with this policy as part of their induction programme.



# First Aid Procedures During the Coronavirus (COVID-19) Pandemic

## Statement of intent

The school aims to act in accordance with the First Aid Policy set out above as much as possible; however, we understand that we must remain compliant with the relevant first aid legislation while the school observes social distancing and infection control guidelines. This appendix sets out what additional actions the school has taken during this pandemic.

The information in this appendix is under constant review and kept updated to reflect any changes to national or local guidance.

## 1. Enforcing new procedures

- 1.1 The school carries out a risk assessment which is used to help inform any changes to first aid provision, including the number of first aiders needed on site.
- 1.2 The school ensures that additional first aid procedures are communicated effectively to all pupils.
- 1.3 Staff are informed about their legal responsibilities regarding first aid and the additional procedures in place.
- 1.4 The school informs parents of any changes to provision outlined in this policy.
- 1.5 The school acknowledges that where conflicts between the relevant legislation and government guidance on managing the coronavirus pandemic arise, the legislation outlined in [section 1](#) of this policy must be followed.

## 2. Social distancing and infection control measures

- 2.1 When administering first aid, the relevant staff are advised to:
  - Wear PPE- mask, gloves and apron
  - Wash their hands before and after administering first aid, using soap and water or alcohol-based hand sanitiser.
  - Dispose of any waste in a suitable bin.
  - Ensure frequently touched surfaces and equipment have been cleaned and disinfected before use.
  - Keep at least two metres away from others, where practicable.
  - Interact side-by-side where administering first aid requires interaction within a two-metre range.
  - Minimise the duration of face-to-face contact where side-by-side interaction is not possible.
  - Limit the number of people administering first aid in each incident.
  - Ensure that all recipients of first aid are kept at least two metres apart from others, e.g. other recipients.
  - Ensure that first aid is administered in a designated location, where possible, to minimise the spread of infection and any cleaning requirements.

### 3. First aiders

- 3.1 The school ensures that there is a minimum of **two** trained first aiders on site during school hours.
- 3.2 The school ensures that there is a minimum of **two** trained first aiders on site for the duration of any wrap-around care provision, e.g. a breakfast club.
- 3.3 Where children aged 2 to 5 are on site, with no children aged below 24 months, the setting ensures reasonable endeavours are made to have someone with a full Paediatric First Aid certificate on site at all times. If all steps outlined in the DfE's statutory guidance on the EYFS are exhausted and the setting cannot meet this requirement, a risk assessment will be conducted and the setting will ensure someone with a current First Aid at Work or emergency PFA certificate is on site at all times.
- 3.4 Where a first aider must be sent home due to showing symptoms of coronavirus, the school ensures that the minimum number of first aiders on site is maintained and arranges cover where necessary.
- 3.5 Where cover must be arranged, the school ensures that:
  - Adequate cover is in place before the member of staff leaves the premises.
  - In the event that the member of staff must lawfully remain on site, the individual is isolated in a designated room and follows the school's social distancing and infection control measures.
  - Symptomatic individuals strictly do not administer first aid.
  - Alternative arrangements are in place to minimise the need for a symptomatic first aider to administer first aid or where first aid provision is compromised, e.g. high-risk activities are suspended.

### 4. First aid training

- 4.1 First aiders' training is kept up-to-date.
- 4.2 Where a first aider is unable to renew their training due to the coronavirus pandemic, they are instructed to:
  - Check if they are eligible for an extension.
  - Ensure they requalify before 30 September 2020.
  - Undertake any training that can be done online where face-to-face training is not required or available.
- 4.3 If PFA certificate requalification training is prevented due to the coronavirus pandemic, and all reasonable steps have been taken to access the training, staff may be eligible to have the validity of their current certificates extended for up to three months. The setting will use its best endeavours to arrange requalification training at the earliest opportunity.

### 5. Administering and handling medication

- 5.1 When administering medication, staff are expected to:
  - Follow the procedures set out in the **Administering Medication Policy**.
  - Adhere to the school's social distancing and infection control measures as much as possible.

- Minimise the time spent in close proximity to others where maintaining a distance of two metres is not possible – staff should use side-by-side interaction with others instead.
  - Minimise face-to-face contact where side-by-side interaction is not practical.
- 5.2 The school acknowledges that the use of PPE is **not** required to administer medication in most circumstances, with the exception of paragraph 6.3 or if required to do so in accordance with the **Infection Control Policy**.
- 5.3 When handling and storing medication, staff are advised to:
- Wash their hands for at least 20 seconds with soap and water or use an alcohol-based hand sanitiser before and after they handle medication.
  - Wash and disinfect frequently touched surfaces before contact, including any receptacles for storing medicine, where required.
  - Minimise the number of people handling medication.
  - Ensure that medication or medical equipment brought in from home is safe to be taken home again.

## 6. Ill health and infection

- 6.1 Where an individual must wait on the school premises to go home when showing symptoms of coronavirus, staff ensure that:
- A suitably trained member of staff administers medication to help manage the individual's symptoms, where required, e.g. paracetamol to combat a high temperature.
  - The individual is isolated in a cool, well-ventilated, designated area.
  - They adhere to the school's social distancing and infection control measures.
  - Areas used by the individual are cleaned and disinfected once they leave, e.g. toilets.
- 6.2 In the event that a symptomatic individual requires first aid or medication, and a distance of two metres is practical and can be maintained, staff follow the procedures in [section 2](#) of this appendix.
- 6.3 Staff wear PPE when required to administer first aid or medication to a symptomatic individual if a distance of two metres cannot be maintained, e.g. the pupil is very young or has complex needs i.e all pupils at Medina House School.
- 6.4 If a member of staff has helped care for a symptomatic individual and develops symptoms themselves, they are sent home immediately.
- 6.5 In the event that a first aider develops coronavirus symptoms, the procedures outlined in paragraphs [3.3](#) and [3.4](#) are followed.

## 7. Emergencies

- 7.1 Accidents and emergencies are managed in line with [section 5](#) of this policy.
- 7.2 When administering emergency first aid, social distancing restrictions do not apply.
- 7.3 A member of staff calls 999 immediately if a symptomatic individual becomes severely unwell or their life is at risk.
- 7.4 Parents who must collect their unwell child from school are informed that they must call 999 if their child becomes severely unwell or their life is at risk.

- 7.5 If an ambulance is called parents will be contacted immediately and ambulance crew will be briefed by a member of the Leadership Management Team who will also ensure crew are given all appropriate contact details and data sheets showing medication and also their ACP (Advanced Care Plan) if relevant.

## **8. Monitoring and review**

- 8.1. This appendix is reviewed by the **headteacher** in reaction to any new government advice.
- 8.2. The date of the next review of this policy is **October 2021**.
- 8.3. Once the school resumes regular activity, and if deemed appropriate by the **headteacher**, all sections within this appendix will expire.