



## First Aid Policy

Date: September 2018

Review Date: September 2019

In accordance with the 'Health Conditions in School Alliance', pupils that have a medical condition will not be excluded from participating in any part of school activities such as residential trips.

Individual Healthcare plans are tailored to fit each pupils needs and agreed by the school, parents/carers and the relevant healthcare professionals.

Sufficient staff will be trained in the relevant areas which will be updated when necessary.

**Risk Assessment** - as and when needed if not annually (Katy Cozens).

### First Aiders: First Aid at Work -

Barbara McGlory	renewal March 21
Karen Richards	renewal Sept 18
Helen Smith	renewal June 21
Phil Wilson	Nov 18
Geradine Osbourne	renewal Nov 19
Pauline Greenwood	renewal April 20
Deborah Robinson	renewal Paediatric First Aid Oct 18
Mandy Brown	renewal Sept 20
Anna Williams	renewal Paediatric First Aid Oct 20
John Thompson	renewal Oct 20
Gill Stock	renewal Jan 21
Rachel Chambers	renewal Nov 19

Michelle Bartle Outdoor First Aid renewal Nov 18

Colin Armstrong Outdoor First Aid renewal Feb 21

### First Aid Equipment:

Location of equipment -	Medical Room
	Food Technology
	Construction
	Science Laboratory
	Enigma building
	6 <sup>th</sup> Form Common Room
	Buses

**Staff** leading a trip are responsible for informing Medical Leads of equipment/supplies used.

**Medical Lead** are responsible for replenishing stock and checking supplies to ensure they are within the expiry date. Documentation for this is kept in the medical room.

**Location of First Aid Lead** - First Aid Lead (Karen Richards) should carry a radio.

**Key Stage First Aiders** are classroom based, all staff have a copy of the rota. A hard copy is kept in the Main Office and the First Aid Room.

**First Aid Notices** - Student reception/Staff work room/SALT room/Office/6<sup>th</sup> Form Common Room/ Heads/Assistant Heads.

**First Aid Information** - is in the staff handbook.

**First Aid Induction** - will be given when a new member of staff joins the school, also to parents/carers of pupils where applicable.

**First Aid Book** - is kept in the Medical Room. The reports should contain the following information:

Date, time and place where incident occurred

Name of person receiving First Aid

Details of the injury

Details of First Aid provided

What happened immediately afterwards

Name and signature of person dealing with the incident

**For more serious injuries** an incident sheet needs to be completed, signed off by the Head Teacher and handed to the Main Office.

**Accident Statistics** - a report is sent to the governors annually by the Head Teacher.

**Anaphylaxis Training** - At the moment we have one pupil needing an Epi-Pen. A number of staff have received the appropriate training in school (June 2018). Training provided by Local Health Authority.

**Staff with severe allergy** who may suffer an Anaphylaxis who requires an Epi-pen is known to First Aiders. A number of staff have received the appropriate training in school (May 2018)

**Diabetes** -We have two pupils in school at the present who are observed and supported with their Diabetes. Training provided by Local Health Authority.

**Staff with Diabetes** are known to the First Aiders, they treat themselves with help from a First Aider/Diabetic trained member of staff if necessary.

**Buccal Training** - there are several pupils for who this treatment would be necessary. This training was given to a number of staff (June 2018).

Each person with any of the above has their own individual Care Plan.

**Insurance cover** - meeting the guidelines set down by the L.A.

**Medical equipment available-**

Single use gloves  
Disposal of clinical waste  
Disposable vomit bowls  
Disposable aprons  
CLEAPPS in the science lab  
Eyewash station in rooms 14 and 16  
Eyewash station inside the sheds where construction is taught  
Various dressings

**Medication**

Any medication that comes into school must be in the pharmacy labelled original packaging including name, date of birth, dosage, frequency, date prescribed, expiry date and the information leaflet. The pharmacy container must be signed and the number of tablets recorded by two members of staff.

All records should be completed in black pen.

When this medication is administered, it is checked and recorded on the medical administration form by 2 staff members. 2 signatures are necessary.

If inhalers or self-administered drugs are taken (by the pupil/patient) there is only 1 staff signature required.

**Controlled drugs** need to be kept in a double locked cupboard.

On administration of a controlled drug, a controlled medication log must be signed stating the quantity of medication present before and after a dose is given. 2 staff signatures are required.