

Stoke College

First Aid Policy including the Policy for the Administration of Medication in School

The named person responsible for the overview of First Aid during the day is Steven Ager, Site Manager. After 4.00 p.m. this responsibility switches to Mrs Ansell, Boarding Housemistress

Stoke College undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils (including those in the EYFS), staff, parents and visitors and will make sure that procedures are in place to meet that responsibility. This policy complies with the School's Health and Safety policy and is reviewed annually.

AIMS & OBJECTIVES

- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992 & 1999.
- To ensure that first aid provision is available at all times while people are on the school premises, and also of the premises whilst on school visits.
- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the School and to maintain a record of that training and review annually.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To provide awareness of Health and Safety issues within the School and on School trips, to prevent, where possible, potential dangers or accidents.
- To inform staff and parents of the School's First Aid arrangements.
- To report, record and where appropriate investigate all accidents.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995 (RIDDOR).

FIRST AID PROVISION

The location of first aid containers in the school are:

- Station 1 – Main Reception
- Station 2 – Lower Prep School
- Station 3 – Science Block
- Station 4 – CDT/Art Block
- Station 5 – Main Sports Hall
- Station 6 – Music Room
- Station 7 Workshop
- Station 8 – EYFS Classroom

It is the responsibility of Mr S Ager (Head of Maintenance) to check the contents every term and re-stock as necessary.

The School Office is designated as the First Aid room for treatment, sickness and the administration of First Aid.

If a pupil is unwell during lessons they should consult the member of staff in charge who will assess the situation and decide on the next course of action. The pupil will, accompanied as necessary, be told to go to see the receptionist who will decide on the next course of action and provide first aid as required. The pupil may be taken to the medical room on the first floor where there are first aid facilities including a sink and bed for use as required.

Parents, including those of children in the EYFS, will be informed of all serious or significant injuries, accidents or illness as well as details of the first aid applied involving their child as soon as possible.

Staff training will ensure that they have read the School's First Aid Policy.

FIRST AID TRAINING

The Bursar is responsible for ensuring that there is an adequate number of qualified First Aiders/Appointed Persons and that the required training is undertaken every three years.

Staff will be trained in the use and administration of Epipens.

QUALIFIED STAFF

The names of all trained First Aiders are listed at each First Aid Station and as an appendix to this document.

HEAD INJURIES

Accidents involving a pupil's head can be problematic because the injury may not be evident (e.g. internal) and the effects only become noticeable after a period of time. All Head Injuries should be monitored closely and a head injury report form should be completed and given to the parents.

Any serious Head Injury should always be referred for Hospital treatment (please follow the section for Emergency Arrangements).

EMERGENCY ARRANGEMENTS

Where the injury is an emergency, an ambulance will be called following which the parents will be contacted. Where hospital treatment is required but it is not an emergency, then the receptionist will contact the parents for them to take over the responsibility of the child. In the event that the parents cannot be contacted, the receptionist will accompany the child to hospital and remain with them until the parents can be contacted. In the receptionists absence an Appointed Person is to always call 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 or where this is suspected
- Suspected Stroke or Heart Attack

HYGIENE/INFECTION CONTROL

Hands must be washed before and after giving First Aid. Single-use disposable gloves must be worn when treatment involves blood or other body fluids. Any soiled dressings etc must be put in a yellow clinical waste bag and disposed of in the clinical waste box located in reception. Any body

fluids on the floor should have absorbent granules sprinkled on to them, then swept up with the designated dustpan and brush available from reception. This should also go in a yellow bag and be disposed of in the clinical waste box. If possible area should be bleached (dilute 1:10). Body fluid spillages on hard surfaces should be cleaned up then bleached (1:10). Exposed cuts and abrasions should always be covered.

INCIDENT REPORTING

All incidents/injuries/head injuries/ailments and treatment are recorded either in the accident book or the sickness book held in reception. Parents are informed of any head injury. The Receptionist will contact the parents if she has any concerns about the injury, or needs to send a child home through illness. Any significant injury also needs to be filled out in the Accident Book. This needs to be completed by the person administering First Aid and by the person who has had the accident. It is recommended that these records are kept for 7 years. If the nature of the accident involves contacting Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 (RIDDOR Tel: 0845 300 99 23) then Mr S Ager (Head of Maintenance) will make contact within 10 days.

SHARING OF INFORMATION

At the start of the academic year all parents are asked to complete a medical information sheet. The office will provide relevant members of staff with a list of pupils who are known to have medical problems along with the individual care plan showing the appropriate treatment and actions with training as appropriate. This will be reviewed at each change of circumstance. Care plans will be available on "Staff Share".

EYFS Requirements

At least one person on the premises and at least one person on outings must have a paediatric first aid certificate.

New Policy September 2010

Reviewed November 2011

To be reviewed November 2011

Stoke College First Aid Training Log

Appointed Person Trained

Name	Course Date	Expiry Date
Adrienne Hale	26 May 2009	May 2012
Cathy Ayello - Wright	26 May 2009	May 2012
Sheila Ager	26 May 2009	May 2012
Adrian Marple	26 May 2009	May 2012
Keith Foreman	26 May 2009	May 2012
Shaun Ward	26 May 2009	May 2012
Neale Ansell	26 May 2009	May 2012
Wendy Ansell	26 May 2009	May 2012
Liz Hickeys	26 May 2009	May 2012

Karen Robbins	26 May 2009	May 2012
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EYFS (Paediatric) Certification

Carla Dale	March 2009	March 2012
Sue Letts	May 2009	May 2012
Jeanie Huggins	March 2009	March 2012

Sabrina Viera Life Guard Trained @ First Aid Trained to High Level

Adrian King Teacher Trained for Swimming Lessons @ First Aid

Neale Ansell “ “ “ “ “

Karen Robbins “ “ “ “ “

POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

1.1 The Board of Governors and staff of Stoke College wish to ensure that pupils with medication needs receive appropriate care and support at school. The school will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day **where those members of staff have volunteered to do so.**

Please note that;

The policy is applicable to all pupils including those in the EYFS

Parents should keep their children at home if acutely unwell or infectious. Pupils should not return to school for at least 24 hours after vomiting or diarrhoea etc

Parents should notify the school in the case of any sickness or notifiable disease

We will not administer non-prescribed medication to a pupil such as paracetamol, calpol, piriton etc (but see 1.4 below)

1.2 Parents are responsible for providing the school with comprehensive information regarding the pupil's condition and medication.

1.3 Prescribed medication will not be accepted in school without complete written and signed instructions from the parent for each and every medication.

1.4 Staff will not give a non-prescribed medicine to a child unless there is

specific prior written permission from the parents.

1.5 For children in the EYFS, daily permission for each dose must be given and the school must notify parents that each dose has been given.

1.6 Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

1.7 Where the pupil travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.

1.8 Each item of medication must be delivered to the school, in normal circumstances by the parent, **in a secure and labelled container as originally dispensed**. Each item of medication must be clearly labelled with the following information:

1. Pupil's Name.
2. Name of medication.
3. Dosage.
4. Frequency of administration.
5. Date of dispensing.
6. Storage requirements (if important).
6. Expiry date.

The school will not accept items of medication in unlabelled containers.

1.9 Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet. Some medication will be stored, as required, in a fridge well away from pupil access.

1.10 The school will keep records (date, time, amount of medication and name of person administering), and, for those children in the EYFS, a copy will be given to parents.

1.11 If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

1.12 It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.

1.13 It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

1.14 The school will not make changes to dosages on parental instructions.

1.15 School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

1.16 For each pupil with long-term or complex medication needs, the Head, will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.

1.17 Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.

1.18 Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.

1.19 The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

1.20 Pupils with Asthma should carry an inhaler with them at all times especially when doing games, swimming, etc. A spare inhaler should be kept in the school reception

1.21 In case of a medical emergency:

It is essential to remain calm and to protect yourself. Before you enter a scene ensure it is safe from risk of fire, electricity, traffic, smoke, water, poisonous gases, etc. Your personal safety takes precedence.

If you are a trained first aider you may take appropriate action. Do not move the victim unless necessary to save his or her life or to prevent further injury.

Make sure the appropriate emergency services have been called. Make sure either you or any assistant making the call knows which emergency service is required (i.e. Police, ambulance, or Fire)

- The nature of the emergency
- The address or location of the casualty
- The telephone number you are calling from
- Your name

Above all, stay calm

August 2010

November 2010

October 2011