



**Wingfield Academy**

# First Aid Policy

This policy is currently under review.

## **1.0 Roles and Responsibilities**

### **Named Staff Co-ordinating Provision**

- Advisory Board Member in support of first aid Sue Gladwin
- Headteacher Philip Davis
- SENCO Lauren McKay
- Physical and Mental Health Lead Practitioner Rebecca Montgomery
- Health and Safety Officer Andrew Winch

### **1.1 Parents**

Wingfield Academy promotes on-going communication with parents in order to ensure that the specific medical needs of all students in its care are known and met.

Parents should provide the Academy's Health Care Practitioner with sufficient information about their child's medical condition or needs (ideally a GP letter) listing treatment, special needs and current medication. Where appropriate, parents will be invited to consult with the Academy and relevant healthcare professionals in order to produce an individual Health Care Plan for their child.

Parents should also inform the Academy's Health Care Practitioner where a student will require either prescription or non-prescription medication to be taken at the Academy and of any changes to the medication required.

Where possible, medicines should be taken at home, before and after attending school. If a student is required to take the medication at school, parents must notify Rebecca Montgomery and the medication must be stored in the locked safe in the Academy's medical room and administered by Rebecca Montgomery.

The Academy's Health Care Practitioner will seek student and parental agreement where appropriate before passing on information about the student's health to other staff.

## **2.0 First Aid: Emergencies/Procedure in the event of an Accident or illness**

In the event of an emergency, Rebecca Montgomery must be called and an ambulance should be called via 999. Students with an Individual Health Care Plan must have this adhered to and there will be a point of action where 999 is clearly stated. Parents/carers must be contacted and informed and all staff present must complete a statement which will be logged on CPOMS by Rebecca Montgomery following the incident.

### **2.1 Calling an Ambulance**

If an ambulance is required, there must be someone with the casualty at all times. If that person is on their own they must shout for help. When help has arrived and in your assessment an ambulance is required call 999 in the first instance. Ensure someone has informed the Senior Leadership Team (SLT) that an ambulance is on its way. Examples of medical emergencies may include:

- a significant head injury
- fitting, unconsciousness or concussion
- difficulty in breathing and/or chest pains
- exhaustion, collapse and/or other signs of an asthma attack

- a severe allergic reaction
- a severe loss of blood
- severe burns or scalds
- possibility of a serious fracture.

Arrangements should be made to ensure that any student is accompanied in the ambulance, or followed to hospital, by a member of staff if it is not possible to contact the student's parent/s or legal guardian/s in time.

## **2.2 Procedure in the Event of an Accident or Injury**

If an accident occurs, then Rebecca Montgomery and SLT should be consulted. Rebecca Montgomery will assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance. If Rebecca Montgomery is out of the building, then the Appointed First Aiders must be called and the same guidelines adhered to.

However minor the injury, Rebecca Montgomery should always be informed, even if not called.

Any witnesses to any accidents or incidents should complete a statement recording any accidents to Andrew Winch.

In the event that Rebecca Montgomery/the First Aiders do not consider that they can adequately deal with the presenting condition by the administration of First Aid, then they should arrange for the injured person to access appropriate medical treatment without delay. This may involve calling for an ambulance or making arrangements to transport the injured person to an emergency department or access other appropriate medical services. The transport must be in a vehicle that is business insured, with two members of staff.

Staff should always call an ambulance when there is a medical emergency and/or serious injury.

## **3.0 First Aid, First Aid Boxes and Bags**

### **3.1 First Aid Boxes**

First Aid boxes are marked with a white cross on a green background. The content of the First Aid boxes will be determined by the School's First Aid needs assessment and will usually be stocked in accordance with workplace first aid kits. Staff who are responsible for their department first aid kits must contact the health centre with their re-stock requests when needs arise. First aid boxes are located in these positions around the Academy:

- PE office
- Science prep room
- Food technology room
- Pastoral leaders offices

All requirements for the First Aid kits are supplied by Rebecca Montgomery and are regularly checked by the head of those departments. If any supplies are required, Rebecca Montgomery must be contacted and supplies will be ordered.

### **3.2 First Aid Bags**

First Aid bags must be taken on all Academy trips/exertions. It is the responsibility of the trip leader to ensure that the First Aid bag is collected and returned to Rebecca Montgomery. The First Aid bag must not be left unsupervised with students and checks must be made to ensure all first aid treatment is accounted for. In the event of any items going missing, Rebecca Montgomery must be informed.

All requirements for the First Aid bags are supplied by the Health Centre/medical room and are regularly checked by Rebecca Montgomery.

### **4.0 Students with Medical Conditions**

Many students will at some time have a medical condition that may affect their participation in Academy activities and learning. For many this may be a short-term condition. Other students have medical conditions that, if not properly managed, could limit their access to education.

These students are regarded as having medical needs. Most children with medical needs are able to attend Academy regularly and, with support from the Academy and the Health Care Practitioner, can take part in Academy activities eg, PE. However, Academy staff may need to take extra care in supervising some activities to make sure that these students, and others, are not put at risk and there may be some activities that are unsuitable.

Where appropriate, an individual Health Care Plan can help the Academy to identify the necessary safety measures to support students with medical needs and ensure that they and others are not put at risk. An individual Health Care Plan should be completed by the Academy's Health Care Practitioner with information from the student's parents. A meeting, if possible, would be made with parents in the case of any condition that may require the Academy to make reasonable adjustments for the student to participate in the Academy activities.

Parents or guardians have prime responsibility for their child's health and should provide the Academy with information about their child's medical condition. Parents should give details in conjunction with their child's GP or Paediatrician, as appropriate. This information will then be passed on to the appropriate staff members. This information would be confidential and only shared with other members of staff after discussion with parents to ensure the safety and wellbeing of the student. All staff should be aware of such medical conditions. All new starters will be made aware of the terms of this policy during their induction, and of details of protocols relevant to those students under their care.

Rebecca Montgomery can be contacted for any information or advice on these specific conditions and any other conditions a student may have. Specific medical information is only shared with relevant staff in so far as it is important for the wellbeing of the student, whilst at the Academy and on trips. Further details can be requested and given if appropriate for the student's care. For students with Health Care Plans, Rebecca Montgomery will liaise regularly with parents/carers in order to identify updates and ensure all information and guidance is appropriate and correct.

## **5.0 Medical Records**

Rebecca Montgomery maintains secure medical documentation regarding any students, this is kept in a locked filing cabinet in the medical room. The notes are strictly confidential and only shared with key members of staff upon request.

There should be an individual Health Care Plan where necessary, containing relevant information provided by parents/carers and recording significant health and welfare needs and issues. Where it is a specific life changing condition, we request that the specific health professional completes risk assessments to ensure the most appropriate care is given.

An individual Health Care Plan will be kept for each student with a chronic/notable condition, whether or not regular medication is required and it should be updated on at least an annual basis or as appropriate if circumstances change as identified on their individual Health Care Record.

All communications concerning students' past illnesses, current health or future treatment should be addressed to Rebecca Montgomery, accompanied by a letter from the doctor consulted. Rebecca Montgomery is responsible for documenting all medication given to students, and is updated on CPOMS.

## **6.0 Medications in School/ Administration of Medications**

All medicines brought into School from whatever source should be formally received by Rebecca Montgomery and the following information should be recorded on BROMCOM and CPOMS (CPOMS if specific health condition). It must show:

- Date of receipt
- Name and strength of medicine
- Quantity received

A 'Permission to Administer' form and 'Permission for Student to Carry Medication' (eg, EpiPen, asthma inhaler) should be completed by the parent uploaded to BROMCOM so that it may be viewed by all parties permitted to administer medication.

## **7.0 Recording of Medicines Administered to Students**

All medication administered to students must be recorded on BROMCOM. This will include prescribed medication and non-prescribed medication administered by staff. All records relating to an individual student are held electronically on the BROMCOM which can be accessed by staff. BROMCOM should be consulted at the time of administering medication to observe the time of the last administered dose. The reason for its administration must be recorded including any medication refused, missed doses, date discontinued and reason.

Details of any medication errors should be recorded on the BROMCOM as a note and Rebecca Montgomery notified as soon as practicable.

## **8.0 What Medication Should have on it**

### **Disposal of Controlled Drugs and Other Medicines**

All controlled drugs that are out of date or no longer required should be returned to parents. Parents will be requested to collect and it is then parents' responsibility to dispose of.

The record of disposal should include:

- The student's name (for prescribed, controlled drugs and individual homely remedies)
- Name, strength and quantity of medicine
- Date of return
- Parent collection
- Recorded on CPOMS

Where a student requires supervision to take their medication or where such medication will be administered by staff, students receiving medication should be made aware of when and where they should attend at the prescribed times during the course of the medication to receive their treatment.

Asthma medication and paracetamol is allowed to be carried by the students who require it.

## **9.0 Consent to Administer First Aid Treatment and Medications**

### **9.1 Immunisations**

Information about immunisations and vaccines can be obtained from: <https://www.nhs.uk/conditions/vaccinations/nhs-vaccinations-and-when-to-have-them/>

### **9.2 National Child Health Programme**

It is the Academy's policy to facilitate the immunisation of children as recommended in the National Child Health Programme. Guidelines on when the immunisations are and for who will be shared by the immunisation team. The local immunisation team will make arrangements for these to be carried out during the school day. Parents must consent to, and are notified of vaccinations given, as well as students' GPs.

## **10.0 Confidentiality, Child Protection and Communication**

Rebecca Montgomery will be responsible for reviewing students' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a student's functioning at the Academy to the Head Teacher, class teachers and First Aiders on a "need to know" basis. This information should be kept confidential but may be disclosed to the relevant professionals if it is necessary to safeguard or promote the welfare of a student or other members of the school community.

To ensure a student's safety and welfare during lessons, games and school trips, an electronic list of students with asthma, allergies and significant illnesses is available to be given to the required staff.

All concerns regarding a student's health are passed on to the Designated Safeguarding Officer and students are informed that staff have a duty of care to 'pass it on'. All staff are attentive to child protection issues and any concerns must be emailed and passed immediately to the Academy's Designated Safeguarding Lead. All staff will follow the Academy's procedures as set out in the Safeguarding and Child Protection Policy.

We aim to maintain effective communication with parents and other key members of staff where consent and confidentiality allow, but not hindering the safety of the student in Academy.

## **11.0 Accident Records and Reporting**

### **11.1 Accident Records**

All injuries, accidents, illnesses and dangerous occurrences (unless very minor in the view of the Academy's Health Practitioner) must be recorded on an accident form and forwarded through to Rebecca Montgomery.

The date, time and place of the event or illness must be noted with the personal details of those involved with a brief description of the nature of the event or illness and what First Aid was given. What happened to the injured or ill person immediately afterwards should also be recorded. Records should be stored in accordance with the School's policy on data retention and protection.

### **11.2 Accident Form**

All accidents requiring medical attention require an accident form to be completed, so that accidents can be monitored and action taken if required to remove cause to avoid a further incident occurring. A copy of the form will be electronically to Andrew Winch. These records will be kept for on the shared drive.

The Academy's Health Practitioner will fill a form in respect of any accident causing personal injury to staff in the form. Give the name of the injured person, place of accident, what has happened and who was present.

### **11.3 Reporting**

In the event of an accident, injury or illness requiring First Aid the relevant First Aider should complete an incident form. These records will be regularly monitored by the Head Teacher to identify whether review or change in practice is needed. All injuries, accidents and illnesses, however minor, must be reported to Rebecca Montgomery and she is responsible for ensuring that the accident report forms are filled in correctly and that parent(s) or guardian(s) and headteacher are kept informed as necessary.

In the event of serious accident, injury parents or illness or guardian(s) must be informed as soon as practicable. The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the headteacher if necessary.

The Academy will inform parents of any accidents or injury or First Aid treatment that is given to students.

The Academy must notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given. The Academy must notify Ofsted of any serious accident, illness or injury to, or death of, any child whilst in their care, and of the action taken in respect of it. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

#### **11.4 Accidents involving Staff**

Work related accidents resulting in death or 'specified' injury (including as a result of physical violence) must be reported immediately (major injury examples: any loss of consciousness caused by head injury or asphyxia; amputation); or

- work related accidents which prevent the injured person from continuing with their normal work for more than seven days; or
- cases of work related diseases that a doctor notifies the Academy of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer); or
- certain dangerous occurrences (near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

The Senior Leadership Team must be informed in all the above cases.

#### **11.5 Accident Involving Students or Visitors**

Accidents where the person is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:

- any School activity (on or off the premises);
- the way a School activity has been organised or managed (e.g. the supervision of a field trip);
- equipment, machinery or substances; and/or
- the design or condition of the premises.

The Senior Leadership Team must be informed in all the above cases.

#### **12.0 Infectious Diseases/Illness in School**

Wingfield Academy has a legal duty to the health, safety and welfare of the students in their care and the staff they employ.

Outbreaks of infection may lead to disruption of the Academy's routine. Where possible, the Academy will prevent the increase in an outbreak of infection into the Academy and limit its spread. If an infectious disease is present at the Academy, then the local Public Health England advisors should be contacted so that appropriate control measures can be discussed.

When there appears to be an outbreak of an infection/virus, students and staff attend the medical room, prior to seeking treatment and take advice from the Academy's Health Care Practitioner. The Academy's Health Care Practitioner will then contact the student/staff member's emergency contact and discuss preventative measures.



In an event of an outbreak, Rebecca Montgomery must liaise regularly with members of SLT in order to keep them updated on the necessary protocols and arrangements for both staff and students.

All staff should take precautions to avoid infection and to follow basic hygiene procedures (such as regular hand washing).

If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water
- wash splashes out of eyes with tap water or an eye wash bottle
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- record details of the contamination
- report the incident to the Health Centre Manager/Health Centre Team and take medical advice if appropriate.

### **13.0 Complaints**

If parents or students are dissatisfied with the medical support provided at the Academy, they should raise these concerns in the first instance with the Academy's Health Care Practitioner, Rebecca Montgomery. Following this, the complaints must be passed on to Philip Davis, the Head Teacher and the board of directors as requested.