



July 2017

BALES COLLEGE
FIRST AID AND MEDICATION POLICY

Legal Status:

- This policy is drawn up and implemented to comply with The Independent School Standards Regulations (2015), Part 3, Standard 13.
- Complies with Reporting of Diseases and Dangerous Occurrences Regulations (RIDDOR). The school is mindful of its duty to report to the Health and Safety Executive (0345 3009923) any instances that fall within the Reporting Injuries, Diseases or Dangerous Occurrences Regulations Act 1995 (RIDDOR).
- Complies with the Guidance on First Aid for Schools Best Practise Document published by the Department for Education (DfE).
- Complies with the Health and Safety (First Aid) Regulations 1981 (amended 1997)

Bales College has an Appointed Person for the Health and Safety of the School's employees and anyone else on the premises. The appointed person for H&S is Ms A Sabat. This includes all teaching and non-teaching staff, volunteers, children and visitors (including contractors). They must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.

Applies to:

- the whole school including the out of school care and extra-curricular activities inclusive of those outside of the normal school hours;
- all staff (teaching and support staff), the proprietors and volunteers working in the school

Related documents:

- Health and Safety Policy; Administration of Medicines (giving and storage);

Availability

This policy is available to parents, staff and pupils on request from the school office.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Principal.
- The Proprietor (who is also the Principal) undertakes a review of this policy and of the efficiency with which the related duties have been discharged, by no later than three years from the date shown below, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

Signed:

Date: July 2017

Next review July 2018

Mr W B Moore
Principal and Proprietor

Introduction

This policy is designed to ensure that all children can attend school regularly and participate in activities.

This policy outlines the School's statutory responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. The school complies with the *Guidance on First Aid for Schools Best Practice Document* published by the DfE. **Staff should NEVER perform any First Aid Procedures that they have not been adequately trained to do.**

All companies are required by The Health and Safety (First Aid) Regulations 1981 (amended 1997) to provide trained first aid human resources and treatment for staff in the event of injury or ill health at work. Although the regulations only require the employer to provide cover for staff, it is the School's policy to extend this cover to children and visitors.

Aims

- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.
- To provide First Aid treatment where appropriate for all users of the school (with particular reference to pupils and staff)
- To provide or seek secondary First Aid where necessary and appropriate.
- To treat a casualty, relatives and others involved with care, compassion and courtesy.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the School's First Aid arrangements

Definitions

• First Aid

The arrangements in place are to initially manage any injury or illness suffered at work. It does not matter if the injury or illness was caused by the work being carried out. It does not include giving of any tablets or medicine to treat illness.

• Full First Aider

A person who has completed an 'Emergency First Aid at Work' or 'First Aid at Work' course of first aid training with a training establishment approved by the Health and Safety Executive, and holds a current certificate.

• Appointed Person

A person who has completed a 1-day course of emergency first aid from a competent trainer and holds a current certificate.

Policy Statement

The School will undertake to ensure compliance with all the relevant legislation with regard to the provision of First Aid for students, staff, parents and visitors. We will ensure that procedures are in place to meet that

responsibility. This policy should be read in conjunction with Bales College's Health and Safety Policy and Safeguarding Policy. It will be reviewed annually.

Training

The Principal must ensure that the appropriate number of first-aid containers are available according to the risk assessment of the site. See Health and Safety Executive (HSE) guidelines on recommended and mandatory contents.

- All first-aid containers must be marked with a white cross on a green background.
- First aid containers must accompany teachers on off-site visits if appropriate;
- First aid containers should be kept near to hand washing facilities if at all possible;
- Spare stock should be kept in school;
- Responsibility for checking and restocking the first-aid containers is that of the H&S Officer (although this may be delegated).

Should a pupil feel unwell or be injured at school he/she will see a First Aid trained teacher who will respond in accordance with the standard procedure.

First aid kits are available on the premises, in vehicles and for educational visits and offsite activities.

Hygiene/Infection control/HIV Protection

Staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand-washing facilities, which should be used when dealing with any blood or other bodily fluids. Staff should take care when dealing with such fluids, and when disposing of dressings or equipment. Make sure any waste (wipes, pads, paper towels etc) are placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

Source: 'Guidance on First Aid for Schools: A Good Practice Guide' (adapted).

Confidentiality

Information given by parents regarding their child's health will be treated in confidence and only shared with other staff when necessary or appropriate.

Policy on First Aid in School

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid. If an accident occurs on the school grounds and first aid is required, then one of the staff on duty, who is qualified can assist, or if they are not qualified, they should come to the staff room or school office and request the assistance of a designated first aider.

If there is any concern about the first aid which should be administered then the qualified first aiders must be consulted. All accidents must be recorded in on an Accident/Incident Report form. A copy of this is kept in the Accident Book, when complete the book is filed in the School Office. All details need to be filled in, including any treatment given.

The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents. The number of designated first-aiders will not, at any time, be less than the number required by law. This is determined by risk assessment (HSE guidance). Designated staff will be given such training in first-aid techniques as is required to give them an appropriate level of competence. Notices will be displayed in prominent locations throughout the establishment identifying who the first aiders are and their contact and location details. All first aid-signs and containers must be identified by a white cross on a green background. A written record will be kept of all first-aid

administered either on the school premises or as a part of a school related activity. The Principal is responsible for ensuring that a sufficient back-up stock for kits is held on site.

The First Aiders' procedure for dealing with sick or injured pupils:

1. Ascertain by inspection and discussion with child or staff member the nature of the child's injury or illness.
2. Comfort or advice as necessary. This may be sufficient and child can return to class or break. Inform staff member of nature of any concerns if appropriate.
3. Treat injury or illness if required. Clean wound with running water and cover with a plaster if still bleeding and no allergy exists.
4. Record action taken on accident report form.
5. If child is then well enough he/she will return to class.
6. If problem persists or there are doubts as to the seriousness of any injury then parent(s) will be telephoned and asked what they would like to do. If he/she wishes to collect their child appropriate arrangements are made.
7. If a severe illness or injury is suspected then the First Aider(if this leaves appropriate cover still on site), or an adult the child knows well, will take the child to hospital or the emergency services will be called and administrative staff will contact the parents to inform them. No child will travel in an ambulance unaccompanied.
8. If any issue arises during treatment or discussion with the child that the First Aid Officer feels should be taken further, they will telephone or speak to the parents and/or the Designated Member of Staff for Child Protection and appropriate action should be taken.

Monitoring

Accident/ Incident forms can be used to help the Principal/Health and Safety Officer to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes. The Principal regularly reviews the accident records. This policy will be reviewed annually.

Reporting to HSE

Statutory requirements: The School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) (**RIDDOR**) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0345 300 99 23). The Principal must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

The following accidents must be reported to the HSE involving employees or self-employed people working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence)
- accidents which prevent the injured person from doing their normal work for more than three days
- accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work i.e. if it relates to:
 - any school activity, both on or off the premises;
 - the way the school activity has been organised and managed;
 - equipment, machinery or substances;
 - the design or condition of the premises.

HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Principal is responsible for ensuring this happens, but he may delegate this to the Health and Safety Officer. The incident will be reported to HSE and also to our insurers.

Record keeping

Statutory accident records: The Principal must ensure that readily accessible accident records, written or electronic, are kept for a minimum of seven years. The Principal must ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. This should include:

- the date, time and place of incident
- the name (and class) of the injured or ill person
- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards
- name and signature of the first aider or person dealing with the incident.

The Principal must have in place procedures for ensuring that parents are informed of significant incidents.

Administering Medication Training and Assessment

Training is provided according to the needs of the pupils/new intake. As far as is possible this will be identified early on in the pre-enrolment period so that training can be undertaken before the student is in attendance.

First Aiders' responsibilities

- To give first response treatment
- To summon an ambulance through the school office, when necessary.
- To inform the school office when pupils are too unwell to stay at school. The school office will contact parents to collect their child and, when required, inform them of the accident and the hospital to which their child is being taken.
- To keep a legible written record of attendances, with dates, times and treatment given.

Reporting

The First Aider should complete an Accident Report Form. All injuries, accidents and illnesses, however minor, must be recorded by the first aider and they are responsible for ensuring that the accident procedures are filled in correctly and that parents and HSE are kept informed as necessary.

A copy of the list detailing incubation and exclusion periods of commoner communicable diseases is enclosed. Accident reports are being analysed and recorded in order to investigate causes of accident and learning from it, so as to avoid a recurrence.

Reporting to Parents: In the event of accident or injury parents 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 Principal if necessary. Parents are always called or spoken to in person, if there is a head injury, no matter how apparently minor.

Accidents involving Staff: Work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately.

Work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days. Cases of work related diseases that a doctor notifies the School

of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer).

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).

Accidents involving pupils or visitors: Accidents where the person is killed or is taken directly from the site of the accident to hospital for treatment (not just as a precautionary measure) 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
- the design or condition of the premises.

Need to be reported without delay to HSE, followed by Form F2508.

For more information on how and what to report to the HSE, please see:

<http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link.

ADMINISTRATION OF MEDICINES DURING SCHOOL HOURS

Parents of all students are required to give separate levels of consent for medical treatment and first aid and are asked to sign that they understand and agree with the school's medical policies. Students are not permitted to attend school without written receipt of consent from those with legal responsibility for the child.

Medication/Medical Treatment:

From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to children. The School undertakes to maintain a responsible attitude to children's medication in the context of advice from medical practitioners and parents/carers and the current regulations and minimum standards. This means we are in a position to administer widely available medication such as Paracetamol although this must be recorded in the usual way. For younger students it is advisable to seek parental permission first.

Parents are responsible for the administration of medicine to their children. For casual ailments it is often possible for doses of medication to be given outside school hours. In principle if a child needs a dose of medicine at lunchtime, the child should return home for this or the parent should come to the school to administer the medicine. In reality this is not realistic and the administration of medicine in School falls within our remit for the Duty of Care for the children.

Generally, members of staff will administer medicine to children only at the request of individual parents and with precise instructions as to dosage. Medication may be administered at school provided a consent form has been completed by a person with parental or medical responsibility for the child and handed to the School Office. All medicines must be clearly labelled with the child's name and dosage required and handed in by the parent/carer. If it is unavoidable that a child has to take medicine in school for treatment for a long-term illness to be effective, then each individual case will be considered. Please note that teachers are not required to dispense medicines and any involvements would be purely on a voluntary basis. Therefore, no member of staff is required to administer medication unless willing to do so.

For the school to agree to assist in long term medication:

- Parents must write to the school giving authorisation for medicines to be administered to their children. This needs to include instructions regarding the quantity and frequency of administration.
- Where possible the medicine should be self-administered under the supervision of an adult. Medicines will be kept in a secure place by staff in accordance with safety requirements.

Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance. Detailed written instructions should be sent to the school and the parent/guardian should liaise with their child's form teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

All medication received by the School must be in the original container/packaging that it was dispensed in. The container/packaging should be labelled with the original, unaltered pharmacy label that clearly states:

- Name of child
- Name of medication and its strength
- Quantity and volume supplied
- Dosage and frequency
- Clear direction for administration
- Date that the medication was dispensed and its expiry date
- Contact telephone number of the dispensing pharmacy

Prescription medication which comes in without a pharmacy label or one that has incorrect information cannot be accepted and the parents/carers should be informed immediately. Information must be available before medication can be given. This may mean the parent/carer contacting the GP or Out of Hours Service to obtain this. If parent/carer cannot provide correct pharmacy label and/or information, or are not contactable, advice must be sought from the Principal regarding appropriate medical advice. Wherever necessary the GP should be contacted to confirm correct administration/medication or dose before the medication can be given.

Staff must never make assumptions about children's medication and administer any drug without the relevant and specific information. If medication is expected and has not arrived with the child or appears to be missing, an initial search should be undertaken. Parents/carers, transport and/or other location the child has arrived from, must be contacted to ascertain where the medication might be. If medication is found to be missing, lost or has not been sent in, arrangements must be made to ensure the child has access to replacement supply and this is reported to the Principal. Parent/carer remains responsible for ensuring medication is correctly sent in from home and that there is adequate supply. Medication sent in is recorded on Administering Medication Consent Form.

Parents should not send their child to school with non-prescription medication under any circumstance. Parents should not send their child to school with prescription medication without gaining permission from the school and notifying them of their child's condition first. All medication must be stored safely in the School Office.

Safe Storage

All medication must be stored in the designated medication areas i.e. the secure medication cabinet. Those requiring refrigeration are kept in the fridge in the staffroom. If the child is going out or away from the school

(e.g. organised offsite activity) and medication needs to be given out whilst they are out, then the medication should be taken out in a labelled container with a strictly measured dose and specific instructions. At all times it must remain secure under the supervision of a permanent member of staff.

Children who use asthma inhalers, EpiPens and diabetic pens may keep these on their person and may store a spare in the School Office. Children are not permitted to carry medicines other than the above.

Administering Medication

The administration of medicine must be carried out on an individual child basis. Where it is necessary to cut tablets in half, and only one half is administered, the remaining half should be retained in the original container/packaging and administered on the next opportunity when a tablet is needed, or returned home with the child.

Problems in Administering Medication and Errors

The following steps should be taken:

If a child refuses medication then this should be clearly recorded on the medication chart and in the child's notes. Every encouragement should be given to ensure the medication is taken, however a child must not be forced to take medication. If a child refuses medication, medical advice must be sought. If medication is spat out immediately and the tablet is recovered unspoiled, give the tablet again. If a liquid medication is spat out and it is unclear if some of the initial dose has been swallowed medical advice must be sought. If a tablet is dropped, liquid spilled or spoiled prior to administration, then re-administer using a fresh dose.

Note that a second dose has been given on the medication chart and in the child's notes. When a dose is re-administered from medication sent from home a check must be made that there are sufficient doses for the remainder of the child's stay. If there are not enough doses to re-administer then the parents must be contacted to bring in more. If a child vomits within 30 minutes of taking their medication, medical advice should be sought as it may be appropriate to re-administer the medication. If the vomiting occurs after 30 minutes the medication should not be re-administered and advice should be sought at the earliest opportunity. Do not re-administer inhalers where they appear not to have worked properly. Some of the medication may have been administered.

The Principal must be informed immediately of any instances of a missed dose or error in the medication process and medical advice must be sought. An incident form should be completed by the person involved. Any variation to the administering procedure, error, or missed dose etc must be reported immediately to the Principal and be recorded on the child's file.

Non-Prescribed Medicines (Homely or Household Remedies)

While the College recognises its duty of care to day students no member of staff is obliged to administer non-prescription medicines to day students. This is done at the discretion of the member of staff and must be recorded appropriately and under the advice of Senior Management.

Disposal

All discontinued, expired or unused medication, creams etc. should be returned to the parent/carer for disposal at the earliest opportunity. Where this is not possible or the medication is non-prescription over the counter remedy that has been held at the school, any such items for disposal should be returned to the local pharmacy.

Controlled Substances

Any controlled substances must be stored in an appropriately lockable and immobile facility of the appropriate legal grade, accessible only to those with appropriate training and to those persons on duty in the administration of medicines role.

The administration of controlled substances will be logged as per other prescription medicines with the exception that any administration must be witnessed by a second person and countersigned.

Appropriate logs must be kept of all controlled substances entering or leaving the premises. A signature is required before a controlled substance can be released and a signature is required when the substance is returned to the appropriate parent/ student on their request/ at the end of the course. The amount of remaining substance must be logged in controlled substances log at each administration.

In all instances controlled drugs should not be brought into school without the knowledge of the Health and Safety Officer and lead first aider and not without appropriate paperwork being provided by students and/or parents beforehand.

First Aid Box Locations:

Sick Room – On-site

School Office – For off-site use

Lab 1

Canteen

Art Room

Room 16

A termly check of first aid kits will be carried out by the school administrator.

NAME	PROVIDER	COURSE	DATE	
			COMPLETED	RENEWAL
Mark Yearsley	St John's Ambulance	Emergency First Aid at Work (1 day)	28/04/2014	27/04/2017
Agnieszka Sabat	St John's Ambulance	Emergency First Aid at Work (1 day)	22/08/2014	21/08/2017
Agnieszka Sabat	Capita Training	Safer Recruitment	1/10/2014	30/09/2017
W B Moore	British Red Cross	Emergency First Aid at Work (1 day)	23/10/2014	22/10/2017
Anderson De Barros	British Red Cross	Emergency First Aid at Work (1 day)	24/10/2014	23/10/2017
Mark Yearsley	Child Protection Company	e-Safety Training	8/06/2016	7/06/2017

Signed:

Date: 6th July 2017

A Sabat

M Yearsley

WB Moore

Policy review date: July 2018