



Pownall Hall School

Pownall Hall School is committed to co-education and aims to provide a caring, disciplined, safe and secure family environment, where all pupils are enabled and encouraged to maximise on their academic, sporting, musical and creative potential.

The School aims to instil traditional values of courtesy, good manners, mutual respect, tolerance and compassion in its pupils and help them develop self-discipline and good working habits for the future. The all-round personal development of each and every pupil lies at its heart.

8a FIRST AID POLICY

This is a whole school policy; it refers to and includes EYFS, after school care and holiday clubs held on our premises. Please see page 5 for EYFS.

This policy has been prepared in accordance with the DCSF 'Guidance on First Aid in Schools', the Handbook for Inspection of Schools the EYFS Statutory Requirements, and the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations'- RIDDOR. Copies are available to parents and prospective parents on request, DFE 'First Aid in Schools' Feb 2014.

Our basic principle is that the timely and competent administration of first aid can save lives and prevent minor injuries becoming major ones. We fully recognise that first aid provision must be available at all times while people are on our premises and also off the premises whilst on school visits.

Pownall Hall School has a number of qualified First Aiders in various different roles and responsibilities around the school. A list of staff who hold a first aid qualification can be obtained from the Head of Housekeeping.

1. RESPONSIBILITIES

Role of the Governing Body:

The Governing Body is responsible for the health and safety of their employees and anyone else on the school premises. They also accept the responsibility to provide adequate and appropriate equipment and facilities for providing first aid in the school. All this includes:

- ❖ Ensuring that the school has arrangements for first aid within its Health and Safety Policy.
- ❖ Ensuring the appropriate arrangements for the provision of first aid in the school.
- ❖ Ensuring the training is available to support an appropriate number of first aiders and paediatric first aiders in the school.
- ❖ Ensuring that there is funding for training, first aid materials and supply of information in and around the school.
- ❖ Ensuring that there are suitable out of school hours arrangements in place for lettings, functions and parents' /governors'/staff meetings.

The Governing Body must ensure that insurance arrangements provide full cover for claims arising from actions of staff within the scope of their employment and following the school's procedures.

In practice, most of the day to day functions are delegated to the Head, who is responsible for ensuring that the policy is put into practice and parents are made aware of the availability of the school's Welfare, Health and Safety Policy, including the arrangements for First Aid.

Role of the Head:

The Head must arrange for adequate and appropriate training and guidance for staff who volunteer to be first aiders and ensure that there are enough trained staff. In addition the Head will consider:

- ❖ The individual's reliability and communication skills.
- ❖ The individual's aptitude for the training and all it involves.
- ❖ The individual's ability to cope with stressful and physically demanding procedures.
- ❖ The individual's ability to leave normal duties to attend to an emergency.
- ❖ Any specific needs of the pupils/staff currently in the school, ie those with disabilities/special needs
- ❖ The more vulnerable areas of the school and accident statistics arising from records of accidents.
- ❖ The staff who are most likely to accompany school visits, especially residential visits.
- ❖ Ensuring that there is an adequate number and locations of first aid containers in the school.
- ❖ Ensuring that there is an adequate number of first aid containers for visits out of school.
- ❖ Ensuring that there are suitable out of school arrangements in place for lettings, functions and parents' /governors'/staff meetings.

The Head will encourage staff to train as first aiders and appreciates their contribution to the promotion of the health and safety of everyone in the school.

Role of the staff:

The staff must act in 'loco parentis' and expect to use their best judgement at all times to secure the welfare of the pupils in school in the same way that parents might be expected to look after their own children. the

All staff must take precautions to avoid infection and must follow basic hygiene procedures.

Role of the First Aiders:

- ❖ First Aiders must complete a training course approved by the HSE and keep their qualification up to date with the help of the school.
 - ❖ They give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
 - ❖ When necessary, they ensure that an ambulance or other professional medical help is called.
 - ❖ All First Aiders must take precautions to avoid infection and must follow hygiene procedures as detailed in their training.
- First Aiders have access to single use disposable gloves and must use them. The cleaning of body spillages and disposal of dressings should be done with attention to hygiene. Waste must be placed in a plastic lined disposable bin and disposed of appropriately.

2. PROVISION OF INFORMATION

A clear list of First Aiders and the locations of first aid containers is provided in each school building. All staff and pupils must be made aware of this information by the Welfare, Health and Safety Officer.

First Aid Kits are in the following locations: Centenary building, Carlisle building, Science Lab., Sports Hall, After Care, School Office, Nursery, Reception, Kindergarten, DT room, both minibuses and Kitchen. The staff in each of these areas should be responsible for checking the contents of these kits regularly and advising the Head of Housekeeping if items need replenishing. First Aid Kits for taking on Educational Visits are obtained from the school office.

Emergency procedures are displayed clearly where visitors sign in and collect their visitor badges.

Procedures for dealing with accidents are detailed in this policy.

Instructions for recording an accident are kept with the accident book in the school office. All accidents must be recorded.

- Accident forms are sent home with all accidents. A carbon copy of the form remains in the book held in the school office.
- Any other areas where accidents take place (such as Nursery, EYFS) are dealt with by first aid trained staff. Details of the accident and the follow up first aid will be recorded using a similar 'accident book' which is then stored in a central location in the office once the book is full.
- The accident form will indicate a head injury if the child's head is injured in any way. An additional advice sheet is sent home for parent monitoring purposes (form attached to the bottom of this document). Any head or face injuries need to be reported to parents straight away by a phone call via the office staff.

3. MEDICALS AND MEDICAL RECORDS

Full medical examinations are carried out on pupils in the Reception during their final term in the class by the visiting school nurse. Re-calls are carried out at a later date as appropriate. The 'School Nursing Scheme' provides advice and assistance if and whenever required.

On entering the school, parents are required to complete a Confidential Medical Form, which covers the medical history of the child and any special needs he/she may have. This form is also sent to parents on a termly basis to help the school keep up to date with the child's medical needs and conditions. A record of pupils' medical conditions and needs is kept on the school's network and information is supplied to staff.

4. ILLNESS

Pupils who are unwell with sickness bugs should be kept off school for 48 hours after being sick, to limit the spread of any illness.

5. ADMINISTRATION OF MEDICINES

General Principles

The Governors recognise that pupils may at some time need to take medication at school. While parents have the responsibility for their child's medication, the school has a duty of care to the pupils when they are in school, and the Governors wish to do all that is reasonably practicable to safeguard and promote children's welfare. As a school we will only administer prescribed medication.

The Governors take responsibility for the administration of medicines during school hours in accordance with the government's guidelines and policies. The Head will implement this policy and report to Governors. Medication will normally only be administered by a fully trained first aider. The Governors fully indemnify all staff against any claims of negligence, providing they act within their conditions of service and follow the school's guidelines. The indemnity covers situations where an incorrect dose is administered or where a mistake in procedure is made.

Administration of Medication

The school expects that normally parents will administer medication to their own children. Any requests for prescribed medicines to be administered in school should be made in writing on the school's 'short term illness consent form', which includes these details:

- Name of pupil and class
- Name of parents and contact number
- Name of the medication
- Name of who prescribed it
- The dosage
- How it is to be administered
- When it is to be given
- How it is to be kept
- Any other instructions
- Signature of parent/carer

A separate form must be completed for each medicine to be administered. Each request will be considered on an individual basis. If agreed, parents should bring the medicine to the office and collect it at the end of the day. Medicine will not be given without prior authorisation and, if it is not collected at the end of the day will be disposed of. During the day, the prescribed medication will be kept either in a locked cupboard or in the fridge unless parents specify differently.

The school's 'administration of medication' record must be completed each and every time any medication is given, it includes:

- The name and class of the pupil
- Date and time of the administration
- Name of medication
- How much was given
- Who observed the administration
- Note of any side effects

The Office will check the log regularly and note any patterns.

In cases of pre-existing / long term medical conditions the school is permitted to treat and give medicine to a pupil provided written consent and full directions are given by the parent. A record of this must be completed for every dose administered –as above.

On educational visits, with the parents' previous consent and direction on the medical form, the first aider is able to administer non-prescription medicines if this is necessary. A record of this must be completed for any dose administered – details above. (In an emergency -see Emergency Procedures in the Educational Visits Policy.)

The staff will not give infant paracetamol to a child in school. However, where a child is well enough to stay in school, parents will be given the option to come into school and administer non-prescription medicines to their child.

EpiPens and Inhalers

- Staff at Pownall receive training each academic year by the school nurse about anaphylaxis and the administration of Epipens.
- The school **keeps** spare epipens on site, these are located in the school office and in the Carlisle building.
- The school **keeps** spare inhalers in the school office and all first aid kits.
- Each child should have 2 epipens and/or an inhaler **in school at all times**.
- Children's epipens will be **stored in a central location at all times** and this varies depending on the class the child is in.
 - For Nursery children, epipens are stored in a locked cabinet in the Nursery building.
 - For Kindergarten, Reception and Year 1 children, epipens are stored in a locked cabinet in the Carlisle building.
 - For pupils in Years 2 - 6, epipens are stored in a locked cabinet in the main school office.
- When a child is taking part in physical activity, e.g. PE and Games lessons, sports fixtures and events, the child's **inhaler** will be taken with the teacher or supervising member of staff.
- When a child is on a school trip, fixture or any other event which is not on the school premises, the child's **epipen and inhaler** will be taken with the supervising member of staff.
- In the case of an emergency - in this situation a staff member may, if it is essential and necessary, give a child somebody else's epipen. (At their discretion, staff may administer somebody else's epipen to a child in the case of an emergency)
- **It is the responsibility of the parent to ensure the epipens and inhalers remain in date.**

6. ACCIDENTS

In the event of a more serious accident happening in school, the casualty should be brought to the the school office for first aid to be administered by a qualified First Aider.

If the casualty cannot be moved then a First Aider must be called to the scene. If it is deemed necessary by the qualified First Aider, then an ambulance will be called. If a child or adult becomes seriously ill, then a qualified First Aider or the Head will call an ambulance. Parents or next of kin must be informed as soon as possible.

7. PROCEDURES FOR DEALING WITH ACCIDENTS AND ILLNESS

- i. The casualty or poorly pupil must be treated by a qualified First Aider. If the casualty or poorly pupil is more seriously injured they must be brought to the school office, whenever possible, for first aid treatment to be administered by a qualified First Aider. If necessary he/she will be taken to the medical room.
- ii. If the casualty cannot be moved then the nearest trained First Aider must be called for – by a messenger, the nearest telephone extension or mobile phone.

- iii. If it is deemed necessary by the First Aider in the case of an accident, then an ambulance will be called and parents/guardians will be contacted.
- iv. If a pupil or adult becomes seriously ill, then a First Aider or the Head will call an ambulance and/or inform parents or next of kin as appropriate.
- v. Accidents must be recorded in the accident book held in the school office. This should be done by the First Aider who has dealt with the accident. Details of how to record the accident are contained in the accident book.
- vi. If the accident is of a more serious nature and it is felt by the First Aider that further medical advice is required, parents /guardians/ next of kin /must be contacted as soon as possible. If contact cannot be made and there is an urgent need to take the pupil/adult to hospital then this must be arranged by the school.
- vii. If required the appropriate RIDDOR forms are completed and sent to the HSE in Cardiff (Tel: 0845 300 9923)
- viii. Parents must be informed as soon as possible when their child has needed treatment by a First Aider for a serious accident/incident or for any case of head injury or suspected head injury.

All accidents must be recorded in the 'Accident Book', which is held in the school office. This must be done by the First Aider who has dealt with the accident. Details of how to record any accident are kept in the accident book, and include:

- The date, time and place of incident
- The name of the injured or ill person
- Details of the injuries or illness and the treatment given
- Details of what happened to the person immediately afterwards
- Name and signature of the first aider dealing with the incident

All information kept in this file is confidential and is in line with data protection procedures.

In the case of serious or significant incidents, the parents must be contacted, for example all head injuries must be reported to parents. Major accidents to pupils and adults must be reported to the HSE and the appropriate RIDDOR form (Form 2508) must be completed and sent to the HSE in Cardiff (Tel: 0845 300 9923) within fifteen days.

8. LONG TERM MEDICAL CONDITIONS

The school should be notified of any long term medical conditions affecting either pupils or staff. Written medical advice for treating each condition should be provided by parents of pupils and by the member of staff who is affected. This applies in the case of Asthma, Epilepsy, Diabetes, Anaphylactic Shock. Etc. The staff must be informed of such cases in the school and parents need to provide written instructions and consent to our First Aiders for treatment to be given. Epipens and inhalers must be deposited with the school for emergency use. The 'School Nursing Team' provide advice and assistance whenever called upon.

9. TRAINING

The Governors are committed to providing appropriate training in First Aid and Paediatric First Aid for staff who volunteer to participate.

Staff who are currently trained in First Aid and Paediatric First Aid are requested to keep their training up to date.

10. EYFS

The named person for EYFS is the EYFS Co-ordinator, Mrs. Beryl Spence.

The whole school policy applies to the EYFS, after school care and holiday clubs held on our premises. In addition, the following requirements are essential:

Under the Early Years Foundation Stage requirements, at least one person on the premises and at least one person on outings must have a paediatric first aid certificate, gained on a full course of a minimum twelve hours duration. The school will comply fully with this requirement.

Any serious accident or injury to, or serious illness of, or the death of, any child whilst in our care must be reported to Ofsted and our local children's safeguarding board and the school must act on the advice given. (Ofsted: 0300 123 4234)

Staff will discuss with parents the procedures for children who are ill or infectious. Parents will always be contacted if any child receives minor injuries whilst in the school's care.

MONITORING AND REVIEW

The Head, Health and Safety Officer and Office Manager will monitor this policy and report to the Health and Safety Committee and to Governors. The Policy will be reviewed annually and presented to the Governors for their approval.

Presented to Governors **May 2020**

Approved:
Mrs. Eileen MacAulay, Chair of Governors **May 2020**

Review date: **May 2021**