

BEBINGTON HIGH SPORTS COLLEGE



FIRST AID POLICY

**Agreed/Reviewed by Governors – see reverse
Amended for approval (July 2009)**

Management of Health and Safety

FIRST AID IN SCHOOLS: POINTS OF LAW

Schools, like any other business, have a duty to ensure that there is adequate first aid provision for employees who become ill, or who are injured, at work. (**First Aid Regulations 1981**)

The Approved Code of Practice (ACOP) was issued in 1981.

- if there are 150 or more employees, a suitable, trained first aider must be appointed
- in schools with fewer employees a person must be appointed to take charge of any situation relating to an ill or injured employee
- primary and secondary schools are considered low risk, and unless there are more than 150 employees, do not have to appoint a 'designated first aider', but an 'appointed person' is required to be appointed.
- the school must inform the staff of the arrangements made for first aid

There is no specific legislation for first aid cover for those on the premises who are not at work eg students, but a note in ACOP says that employers who regularly have such persons on the premises' may wish to make some provision for them'. This is now seen to be standard practice in schools.

Who is a 'designated first aider'?

Someone holding a current first aid certificate from an organisation approved by the Health and Safety Executive (HSE)

Who is an 'appointed person'?

Someone appointed to do first aid duties who may not have a detailed knowledge of first aid, and who would not be expected to do any more than 'take charge' in a situation requiring first aid e.g. calling for an ambulance

First Aid Boxes

Schools should have a first aid box, and all staff should know where it is kept. It should contain a 'sufficient quantity' of first aid material, and nothing else. (ACOP)

ACOP includes a list of recommended items to be in the box. The number depends on the number of employees.

First Aid boxes should contain the following items only:

(Minimum for 51-100 employees)

Disposable gloves

Sterile eye pad with bandage

Triangular bandage

Safety pins

Sterile wound dressing – medium

Sterile wound dressing – large

Sterile wound dressing – extra large

Notice to person in charge

Micropore tape

Vent aid

FIRST AID PROCEDURE

- Student to inform a member of staff before seeking first aid and have written permission to attend.
- No student will be seen by a First Aider during lesson times unless written permission has been given by a member of staff.
- Student reports to the first aid room – if staff not there report to the school office.
- First Aider will deal with student.
- Appropriate paperwork completed and instructions given to student.
- Medication will not be administered unless written parental permission is obtained.

PROCEDURES FOR FIRST AIDERS

- Student incident form must be completed for sickness, headaches, minor cuts and bruises.

M36 to be completed if incident is a result of an accident.

M13 to be completed for major injuries and dangerous occurrences.

- Information passed to the office/parents to be contacted.
- If a student needs to go home – Year Manager/SLT must sign permission slip – First Aiders to make contact – contact details from main office.
- No medication i.e. paracetamol, aspirin or ibuprofen to be given unless supplied with written parental permission.
- SD & NU have accepted responsibility for ordering stock in liaison with DMJ.
- Medication must not be given to students unless a consent form is signed by parents/carers. JB to be informed and will send out letter/form as appropriate.

PROCEDURES IN AN EMERGENCY SITUATION

It is clear that every incident will be different, and no clearly defined procedures can be detailed for every case. In most cases 'common sense' should be applied. However, where possible, the following guidelines should be followed:

- The member of staff 'at the scene' with the injured person is the person with the immediate knowledge to decide what assistance is required from the emergency services. Inform the Main Office that a trained First Aider is required at the scene as well. If an emergency ambulance **is** required no time should be lost in conveying the fact to the Main Office. (How this is achieved will be dictated by the particular circumstances of the accident. For example, use another member of staff, or a student or mobile telephone). As much information as possible of the injury should be conveyed to the Emergency Services by first person on the scene or the First Aider.
- The injured person should not be left unattended, if at all possible. When, and if, possible obtain the injured persons details.
- On receipt of the above information the first person on the scene **or** the First Aider should immediately contact the emergency services and request an emergency ambulance to attend. It is important that the information given by the person at the scene is accurately relayed to the Ambulance service. The Main Office should also make arrangements for someone to be ready to receive the ambulance/paramedic on their arrival to direct them to the injured party so that there is the minimum of delay and print off the child's personal details ready for the Emergency Services.
- The person meeting the ambulance should ascertain which hospital the injured person is being taken to, and inform the Main Office. The injured person must be accompanied to hospital by a member of staff with the child's details. (This does not have to be a First Aider).
- The Main Office should contact a member of the Senior Leadership Team as soon as possible. If the injured person is taken to hospital it will be the responsibility of the SLT to decide when and how to inform the parents/guardian of the injured person of the incident and request them to attend at the appropriate Accident and Emergency department

Person at Scene

- Contact Main Office with relevant information about injury.
- Request attendance of Ambulance, (if required) and First Aider
- Remain with injured person
- Await arrival of Ambulance/First Aider
- Obtain details of injured person
- In event that the injured person is taken to hospital inform the Main Office which hospital they are being taken to
- Ensure that injured person is accompanied in the ambulance by a member of staff

Main Office

- On receipt of information from 'Person at Scene' contact Emergency Services (if requested) (Accurately relay information provided by 'Person at Scene')
- Arrange immediate attendance at the scene of a trained First Aider
- Arrange for Emergency Services to be met on their arrival and taken to injured person to minimize delay
- If injured person is taken to hospital inform member of SLT

S.L.T.

- Will contact parent/guardian of the injured person and ask them to attend at the hospital

MEDICATION PROCEDURE

No student under 16 (sixteen) should be given medication without his or her parent's written consent.

Procedure for giving medication: -

Check –

- If written permission is not given, the medication is not to be administered
- Students name
- Written instructions provided by parents or Doctor
- Prescribed dose
- Expiry date
- Complete and sign the medication record

NB If a student refuses medication staff should **NOT** force them – parents must be informed.

- Medicines must be clearly labelled and locked away
- Students must have access to them at the required time (before school, first and second lunch and after school)
- It is the responsibility of the parent to dispose of medicines

School trip and Sporting Activities

- Staff in charge must check carefully medical information of students.

BEBINGTON HIGH SPORTS COLLEGE
Parental consent re medication

The school will not give your child medicine unless you complete and sign this form.

DETAILS OF STUDENT

Surname: _____

Forenames: _____

Address: _____ M/F: _____

_____ DOB: _____

_____ Form: _____

Condition or illness: _____

MEDICATION

Name/type of medication (as described on the container) _____

For how long will you child take this medication _____

Date dispensed: _____ Expiry date: _____

Full directions for use:

Dosage and method _____

Timing: _____

Special precautions: _____

Side effects: _____

Self administration: _____

Procedures to take in an emergency: _____

CONTACT DETAILS

Name: _____ Daytime telephone No: _____

Relationship to student: _____

Address: _____

The above information is accurate to the best of my knowledge at the time of writing, and I give consent to the school to administer the medication in accordance with the school (LEA) policy. I will inform the school in writing of any changes to the above information.

Dated: _____ Signature(s): _____

Relationship to student: _____