

## Medical & First Aid Policy

<b>Date:</b>	May 2015	<b>Review Date:</b>	May 2016
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We have a duty of care under The Health and Safety (First Aid) Regulations 1981 to promote the health, safety and welfare of all pupils, school personnel and school visitors by providing adequate first aid equipment and school personnel qualified in first aid.

We will ensure that under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) that all accidents resulting in death, major injury or the prevention of the injured person undertaking their normal work for more than three days will be reported to the Health and Safety Executive (HSE).

### Aims

- To provide adequate first aid provision and medical care for pupils and school personnel.
- To have in place qualified first aid personnel who are aware of hygiene and infection control procedures.
- To have in place adequate first aid equipment.
- To have in place excellent lines of communication with the emergency services and other external agencies.

### Procedure

#### Role of the Governing Body

- The GB has:
  - nominated a member of staff to take charge of first aid arrangements; Ms. Joan Esbrand
  - delegated powers and responsibilities to the Headteacher to ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
  - nominated a link governor to visit the school regularly, to liaise with the nominated person and to report back to the GB;
  - responsibility for the effective implementation,

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	monitoring and evaluation of this policy
<b>Role of the Headteacher</b>	<ul style="list-style-type: none"> <li>• The Headteacher will: <ul style="list-style-type: none"> <li>▪ ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);</li> <li>▪ ensure that the nominated person is suitably trained, has sufficient time to undertake their role and an adequate budget to purchase first aid equipment;</li> <li>▪ train all school personnel in first aid arrangements;</li> <li>▪ monitor and evaluate this policy</li> </ul> </li> </ul>
<b>Role of the Nominated Person</b>	<ul style="list-style-type: none"> <li>• The nominated person will: <ul style="list-style-type: none"> <li>▪ ensure all school personnel are trained in first aid arrangements and hold a valid certificate of competence;</li> <li>▪ organise and maintain the medical room;</li> <li>▪ ensure that there are adequate stocks of first aid equipment;</li> <li>▪ position and maintain first aid containers at appropriate locations around the school;</li> <li>▪ conduct with the Health and Safety coordinator annual risk assessments;</li> <li>▪ ensure all accidents and injuries are recorded and reported;</li> <li>▪ inform parents of any accident especially head injuries and of any first aid administered;</li> <li>▪ provide guidance and support to all school personnel;</li> <li>▪ keep up to date with new developments and resources;</li> <li>▪ review and monitor;</li> <li>▪ annually report to the GB on the success of this policy</li> </ul> </li> </ul>
<b>Role of School Personnel</b>	<ul style="list-style-type: none"> <li>• All school personnel must: <ul style="list-style-type: none"> <li>▪ be aware of first aid arrangements;</li> <li>▪ be suitably trained in identifying pupils with expected medical problems;</li> <li>▪ report any concerns they have on the medical welfare of any pupil;</li> <li>▪ undertake training in first aid, administration of medicines and awareness of medical problems in pupils;</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>▪ report and record all accidents and first aid treatment administered</li> </ul>
<b>Role of Parents</b>	<ul style="list-style-type: none"> <li>• Parents must:               <ul style="list-style-type: none"> <li>▪ inform the school of their child's medical history that may be a cause for concern;</li> <li>▪ must complete the necessary paper work before the school administers any medication to a child</li> </ul> </li> </ul>
<b>Role of Pupils</b>	<ul style="list-style-type: none"> <li>• Pupils must report all accidents.</li> <li>• Pupils will be given the opportunity to attend first aid training during organised after school activities.</li> <li>• Pupils who need assistance with toileting or removing of wet/soiled clothing must be encouraged to act independently as possible and to undertake as much of their own personal care as is practicable.</li> </ul>
<b>Recording Accidents and Injuries</b>	<ul style="list-style-type: none"> <li>• All accidents and injuries will be:               <ul style="list-style-type: none"> <li>▪ recorded in the Accident Book with all details given;</li> <li>▪ reported to parents in person, by letter or phone</li> </ul> </li> <li>• All accidents involving the loss of life, major injury or preventing the injured person undertaking their normal work for more than three days must be reported to the Health and Safety Executive (HSE).</li> <li>• See 'Accidents and Emergencies' policy.</li> </ul>
<b>First Aid Resources</b>	<ul style="list-style-type: none"> <li>• The school medical room or a room designated for medical aid must contain:               <ul style="list-style-type: none"> <li>▪ a first-aid container which will be stocked in accordance with HSE recommendations;</li> <li>▪ disposable gloves and aprons;</li> <li>▪ disposable plastic bags for clinical waste;</li> <li>▪ hand washing facilities</li> </ul> </li> </ul>
<b>Hygiene and Control of Infection</b>	<ul style="list-style-type: none"> <li>• It is recommended that any member of the school personnel who has a cut or abrasion or a skin condition on their hands, arms or face should avoid contact with blood.</li> </ul>

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	<ul style="list-style-type: none"> <li>• School personnel who come into contact with blood or other bodily fluids such as vomit, urine and excreta must: <ul style="list-style-type: none"> <li>▪ wear disposable gloves and apron when cleaning any bodily fluids;</li> <li>▪ soak up the spillages using paper towels;</li> <li>▪ clean the area with hot water containing soap or detergent;</li> <li>▪ clean the area with a bleach or disinfectant solution;</li> <li>▪ flush solids down the toilet;</li> <li>▪ dispose of dressings, gloves and aprons in sealed plastic bags as clinical waste;</li> <li>▪ take care when removing contaminated aprons and gloves;</li> <li>▪ wash their hands thoroughly with hot soapy water;</li> <li>▪ sponge immediately and then wash separately any item of their clothing that becomes contaminated;</li> <li>▪ dispose of the sponge as clinical waste;</li> </ul> </li> </ul>
<b>Monitoring the Effectiveness of the Policy</b>	<ul style="list-style-type: none"> <li>• Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the governors.</li> </ul>

<b>Headteacher:</b>		<b>Date:</b>	
<b>Chair of Governing Body:</b>		<b>Date:</b>	