

THE ALTERNATIVE SCHOOL GROUP LTD

First Aid & Medical Policy



Learn
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Success

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Purpose of this policy:

- To ensure adequate and efficient first aid cover and the health and safety for all pupils, visitors and employees in the school at all times.
- To provide a framework for responding to an incident, accurately recording and reporting the outcomes.

This policy is based on advice from the **Department for Education:**

<https://www.gov.uk/government/publications/first-aid-in-schools>. And the following legislation:

- **The Health and Safety (First Aid) Regulations 1981** which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel:
<http://www.legislation.gov.uk/uksi/1981/917/regulation/3/made>
- **The Management of Health and Safety at Work Regulations 1992**, which require employers to make an assessment of the risks to the health and safety of their employees:
<http://www.legislation.gov.uk/uksi/1992/2051/regulation/3/made>
- **The Management of Health and Safety at Work Regulations 1999**, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training:
<http://www.legislation.gov.uk/uksi/1999/3242/contents/made>
- **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the time frame for this and how long records of such accidents must be kept:
<http://www.legislation.gov.uk/uksi/2013/1471/schedule/1/paragraph/1/made>
- **Social Security (Claims and Payments) Regulations 1979**, which set out rules on the retention of accident records: <http://www.legislation.gov.uk/uksi/1979/628>

The Alternative School is an inclusive community that aims to welcome and support all pupils including pupils with medical condition:

- The school understands that, in addition to the educational impacts, there are social and emotional implications associated with medical conditions, and that we have a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.
- The school aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being.
- The school aims to include all pupils with medical conditions in all school activities.
- The school has in place appropriate reintegration procedures for pupils following long term absence.
- Parents/carers of children with medical conditions are often concerned that their child's health will deteriorate when they attend school. At The Alternative School we listen to, and value the views of parents/carers and pupils and work in liaison with them, taking advice from appropriate healthcare professionals.
- Parents/carers of pupils with medical conditions are aware of the care their children receive at this school.

Qualified First Aiders:

Appointed First Aiders are based at all schools. All of the outdoor team have specific outdoor first aid training. The appointed first aiders at each school are responsible for:

- Taking charge when someone is injured or becomes ill.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.

Andy Haines, Maintenance Manager is responsible for:

- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits.

16 hour Outdoor First Aid (expiry date in brackets)

- Kirsty Swierkowski (09/09/23)
- Kirsty Anne Pugh (09/09/23)
- Andrew Haines (09/09/23)
- Zoey Duval (09/09/23)
- Nathan Calland-Storey (09/09/2023)
- Tim Bradley (09/09/2023)
- Jenny Smith (09/09/2023)
- Connor Thompson (09/09/2023)
- Tracey Bond (09/09/23)
- Rob Greenall (19/11/23)
- Tracey Morley (19/11/23)
- Ann Flynn (19/11/23)
- Azhar Mirza (19/11/23)
- Alex Halstead (19/11/23)

Training for other members of staff is arranged as and when their first aid certificates expire. All new staff will receive first aid training as soon as it possible upon them starting at TAS. First Aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment.
- Sending pupils home to recover, where necessary.
- Filling in an accident report as soon as possible on the same day, or as soon as is reasonably practicable, after an incident.

- Keeping their contact details up to date.

Barnoldswick School	Emergency First Aid In Schools - Expiry Date
Kirsty Swierkowski	24/02/23
Tim Bradley	24/02/23
Debbie Hall	24/02/23
Alex Halstead	24/02/23
Mark Walton	28/10/21
Gill Lambert	24/02/23

St. James School, Burnley	Emergency First Aid In Schools - Expiry Date
Jenny Smith	24/02/23
Connor Thompson	24/02/23
Azhar Mirza	24/02/23
Zoey Duval	28/10/21
Tracey Bond	24/02/23

Blackpool & Fylde School	Emergency First Aid In Schools - Expiry Date
Neil Winrow	
Charlotte Muldoon	24/02/23
Lauren Andrews	24/02/23
Nathan Calland Storey	24/02/23
Sarah Duthie	24/02/23

Central Services	Emergency First Aid in Schools - Expiry Date
Kirsty Anne Pugh	24/02/23
Andy Haines	24/02/23
Ann Flynn	24/02/23
Heather Blake	28/10/21
Tracey Morley	24/02/23

The Headteacher at each school is responsible for the implementation of this policy and ensuring that:

- Ensuring all staff are aware of first aid procedures.
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
- Undertaking, or ensuring that managers undertake risk assessments, and that appropriate measures are put in place
- Ensuring that adequate space is available to cater for the medical needs of pupils.
- Reporting specified incidents to the HSE when necessary.

Locations of first aid kits:

Barnoldswick School

First aid kits and catering kits are located in the school office. Locked first aid kit cabinets are in the medical room.

St James School, Burnley

First aid kits and catering kits are located in the school office. Locked first aid kit cabinets are in the medical room.

Blackpool & Fylde School

First aid kits and catering kits are located in the school office. Locked first aid kit cabinets are in the medical room.

Minibuses

A first aid kit is located in the boot of each minibus in the red emergency kit bag.

Narrowboats

First aid kit stored in a cupboard signed as a first aid point.

Open spaces and allotments

First aid kit to be kept in a shed in a marked first aid box.

Defibrillators

All schools have on display the location and procedure to access the nearest defibrillator to the school in question if needed in an emergency

D of E and outdoor activities

First aid kits are available for designated staff to carry with them when doing outdoor activities and kept in school in a store room allocated for outdoor gear and are specifically equipped to cover all outdoor pursuits. These will be signed out and in every use and checked each time for stock replenishment and serviceability of stock. If any items are found to be damaged it must be reported immediately so that we can resolve the issue at the earliest opportunity.

Staff on outdoor activities **MUST** have the outdoor first aid qualification and be the main first aider in charge of the patient particularly in the event of an injury occurring on another activity providers site as our staff are best placed to know the injured person and their background.

First aid staff must be able to deal with any injury that may occur in an intimate area around the groin, chest or backside especially if out on a remote area. **MAKE SURE THERE IS A MINIMUM OF TWO MEMBERS OF STAFF ON THE ACTIVITY AT ANYTIME.**

In the event of needing to take an injured person to hospital in a vehicle, there MUST be a minimum of driver and one first aider with the patient.

ICE (In Case of Emergency)

Parents and carers are requested when their child joins the school to ensure that a member of the family or other appointed person is easily contactable at all times in the event of an emergency or a child requiring to be sent home from school due to illness or injury. Emergency contact details are provided to the school and held on the central database, accessible to staff at all times. These details MUST be available on any outdoor activity in case of emergency.

Minor Incidents or Illness

Any child sustaining an injury or suffering illness whilst at school will be treated by the first aider on site who will then inform the parent or carer by telephone of any treatment that has been given.

If a child needs to be sent home from school, he/she will remain in the medical room with a member of staff until collected by a parent or carer. A bed is available in the medical room at all schools for any pupil to rest or to be isolated until he/she goes home. The child should be collected from school as promptly as possible.

Minor accidents should be logged in the first aid book as well as recorded on Behaviour Watch.

Providing pain relief

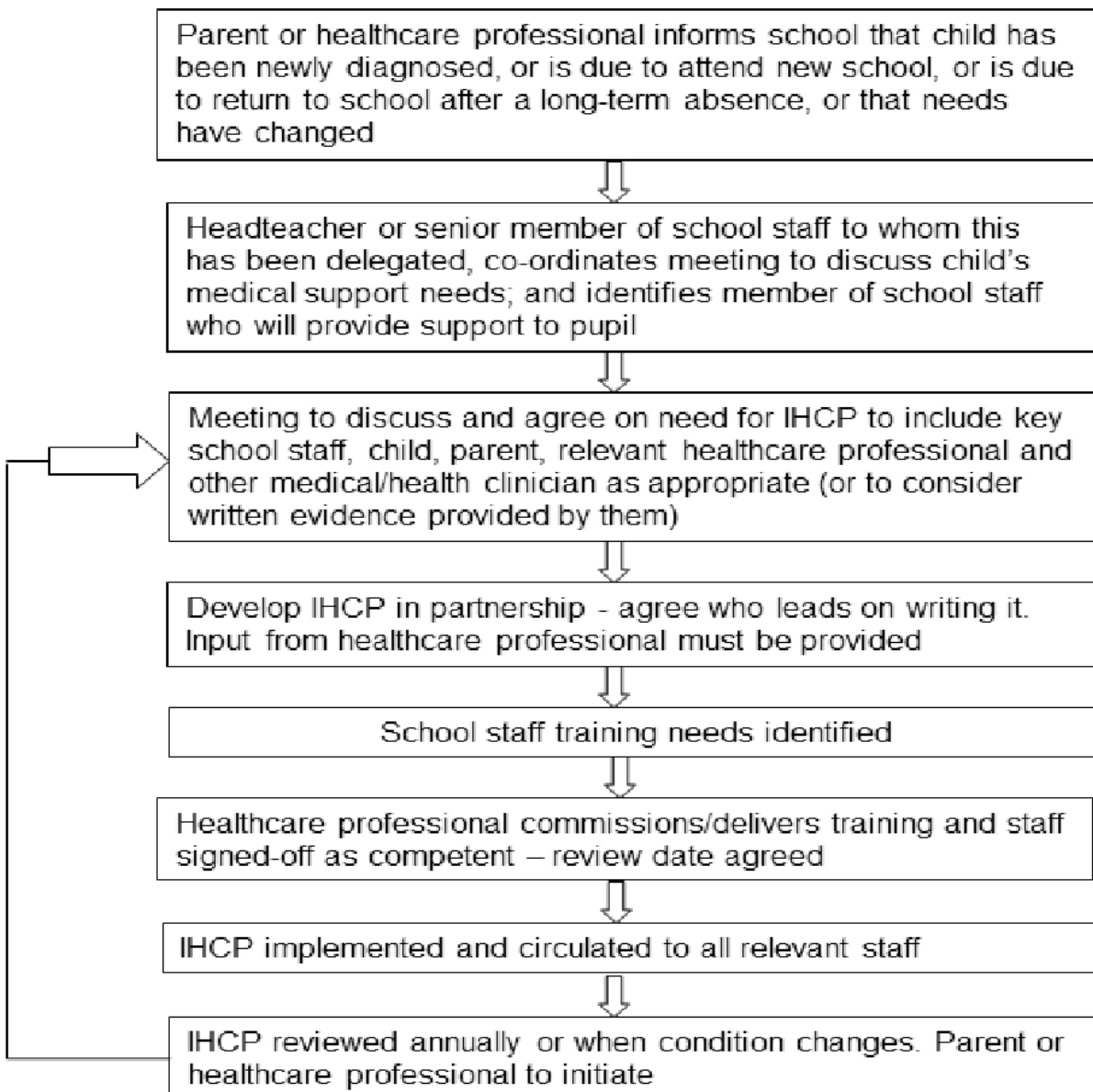
We are not allowed to give pain relief to an injured person, BUT we can suggest that pain relief may help to ease discomfort and ask if the patient would like to take Paracetamol, Ibuprofen or Aspirin. If they accept we can provide it. If they decline that is their choice and we cannot enforce it upon them.

Individual Health Plans

- If required the school will use an Individual Health Plan (Template A) for children with complex health needs to record important details about the individual child's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Health Plan following discussion with the school nurse and the school include:
 - ✓ diabetes
 - ✓ gastrostomy feeds
 - ✓ a tracheostomy
 - ✓ anaphylaxis
 - ✓ a central line or other long term venous access
 - ✓ asthma
 - ✓ epilepsy with rescue medication
- An Individual Health Plan, accompanied by an explanation of why and how it is used, is sent to all parents/carers of pupils with a complex health need. This is sent at the start of the school year, at enrolment, when a diagnosis is first communicated to the school, at transition discussions and/or new diagnosis.
- It is the school Headteacher's responsibility to ensure that the Individual Health Plan is completed. If the school Headteacher does not have an Individual Health Plan, all school staff should follow standard first aid measures in an emergency. The school will contact the parent/carers if health information has not been returned. If an Individual Health Plan has not been completed, the Headteacher will contact the parents and may consider safeguarding children procedures if necessary.
- The finalised plan will be given to parents/carers, school and school nurse.

- This school ensures that a relevant member of staff is present, if required, to help draw up an Individual Health Plan for pupils with complex health and that parents/carers are appropriately supported in completing the plan, as required.
- Individual Healthcare plans will be reviewed at least annually or earlier if evidence is presented that the child's needs have changed and, in line with statutory guidance, they will be developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social well-being and minimises disruption
- Where the child has a special educational need identified in an EHC plan, the individual healthcare plan should be linked to or become part of that statement or EHC plan

Medication. :



Every member of staff at TAS is required to complete the Administration of Medication course on Educare. Prescribed medication may be administered by the Headteacher only with the explicit

permission of the parent or carer. If a child needs to take medication whilst at school, the parent/carer should hand it to the Headteacher together with details of doses already given to the child. All medication handed in must be clearly labelled with the name of the child and clear instructions on the dosage required. Prescribed medicines are only to be given to the child to whom they are prescribed and having received a completed parental consent form.

This school has clear guidance on the storage of medication at school

Safe storage – Medication

- If the pupil concerned is involved in extended school services then specific arrangements and risk assessments should be agreed with the parent and appropriate staff involved
- Staff ensure that medication is accessible only to those for whom it is prescribed.
- All storage of medication is risk assessed individually.

Safe storage – general

- Each school headteacher ensures the correct storage of medication on site
- All controlled drugs are kept in a locked cupboard and only named staff have access
- The school headteacher checks the expiry dates for all medication stored at school each term (i.e. three times a year)
- The headteacher, along with the parents/carers of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil's name, the name of the medication, route of administration, dose and frequency and expiry date of the medication (see Template E)
- All medication is supplied and stored in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- Medication is stored in accordance with the manufacturer's instructions, paying particular attention to temperature
- Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are inaccessible to unsupervised pupils and/or are lockable, as appropriate
- All medication (including blue inhalers) is sent home with pupils at the end of the school term
- It is the parent/carer's responsibility to ensure new and in date medication comes into school with the appropriate instructions and ensures that the school receives this.

Major Incidents

In the event of severe bleeding, serious injury to legs or back, head injury, eye injuries and severe nose bleeds, the casualty must not be moved and the first aider on duty called to the scene as soon as possible. In the event of any of these injuries an ambulance must be called. A decision will then be taken, by the ambulance crew, as to whether the child should be taken to hospital. Staff should

always follow guidance given by emergency services. **The first aider in charge should hand over the responsibility of contacting next of kin, social worker, carer or care home to another member of staff so that they may continue to concentrate on looking after the injured person.**

Hospitalisation

In the event a child needs to be taken to hospital, the parent or carer is to be responsible for taking him/her, unless an ambulance has been called in which case the parent/carer/social worker will be notified as soon as possible and a member of staff will accompany the child and stay with him/her until the parent/carer arrives. Details of parent contact numbers and the child's family doctor can be found on the admissions register by the accompanying member of staff and then be taken to the hospital with the child.

Recording of Incidents or Illnesses

All incidents / illnesses and any treatment given to a child are recorded in the accident record book and completed records should then be kept in the head teacher's locked filing cabinet and should also be recorded on Behaviour-watch. These records are then archived for future reference.

RIDDOR. (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.)

All major incidents and accidents should be reported to the head teacher for that centre who in turn files a report to the executive head teacher. The executive head teacher is responsible for reporting to the Health and Safety Executive, if necessary. The accident book is kept in the office of each school. A separate accident book is kept in the minibus for any accidents that occur on outdoor trips.

Hygiene

It is essential that before treating any pupil that hands are thoroughly washed either with antibacterial soap, which is provided in all school dispensers, or an alcohol hand gel. When dealing with body fluids or an open wound, then disposable gloves must be worn to protect the first aider from infection. When clearing spilt body fluids from floors gloves must be worn and the correctly coloured YELLOW mops and bucket used together with the appropriate anti-bacterial cleaning chemicals. Any contaminated materials should be put in a sealed bag and disposed of by placing deep into another waste bag and placing in the general waste bin outside the building.

Medical History of Pupils

Medical information is kept on the admissions register. This information is updated at parents days and during PEP meetings. Staff must be aware of the medical history of the children they teach. New parents are given a parents pack which includes a medical information page.

Staff must also be aware of any children suffering from any potentially life threatening conditions such as diabetes, asthma or allergies which could give rise to anaphylactic shock and the action necessary to take in the event of such an attack. Epi-pen training for staff is undertaken whenever a child with an Epi-pen joins the school. This training is updated annually.

Nut and food allergies

In recent years, the number of children with nut allergies has risen. Whilst some reactions are severe, others may be less life threatening and create a rash, swelling or increase in temperature. All children with any level of nut allergy must be made known to head teacher by their parents. This information is communicated to all staff.

Children may also have allergic reactions to other food types, notably beans, shellfish and dairy products. In a consistent and successfully proven management system, the allergies are recorded by the head teacher and all staff informed.



Template A: Individual Healthcare Plan

Name of school		The Alternative School	
Child's name			
Group/class/form			
Date of birth			
Child's address			
Medical diagnosis or condition			
Date			
Review date			
Parent/Carer signature			
Family Contact Information			
Name			
Phone no. (work)			
(home)			
(mobile)			
Name			
Relationship to child			
Phone no. (work)			
(home)			
(mobile)			

Clinic/Hospital Contact(s)	
Name	
Phone no.	
G.P.	
Name	
Phone no.	
Who is responsible for providing support in school	

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

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Daily care requirements

--

Specific support for the pupil's educational, social and emotional needs

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Arrangements for school visits/trips, etc.

--

Other information including additional reports (attached)

--

Describe what constitutes an emergency, and the action to take if this occurs

--

Who is responsible in an emergency (*state if different for off-site activities*)

--

Plan developed with

--

Staff training needed/undertaken – who, what, when

--

Parent/Carer consent given for this plan to be copied to:

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