



## Kip McGrath South Lakes Academy

# First Aid and Medicines Policy

2019 /2020

Approved by	
Name:	Tunde Christie
Position:	Head teacher
Signed:	<i>Tunde Christie</i>
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## **Introduction**

First Aid can be described as the help given to someone who is injured or ill, to keep them safe until they can get more advanced medical treatment by seeing a doctor, health professional or go to hospital. The general purpose of first aid is to:

- Preserve life
- Promote recovery
- Prevent the condition from worsening

All staff at South Lakes Academy are first aid trained in any aspect of first aid, from minor cuts and bruises, to using EpiPen's and defibrillators. Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life-threatening condition, and where necessary, obtain medical assistance or refer the casualty to hospital as quickly as possible.

## **Statement of First Aid Provision**

South Lakes Academy's arrangements for providing First Aid will:

- Place a duty on the Head Teacher to approve, implement and review the First Aid policy;
- Place individual duties on all employees;
- Report and record accidents using relevant forms to the LA's;
- Record all occasions when First Aid is administered to employees, pupils and visitors.
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements to provide First Aid training to employees, maintain records of training and review annually;
- Establish a procedure for managing accidents in school which require First Aid treatment;
- Provide information to employees on the arrangements for First Aid;
- Undertake a risk assessment of the First Aid requirements of the School and review on a regular basis;
- Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (e.g. specialised training for children with particular medical needs);
- Notify parent/guardian that first aid treatment was given to the child.

## **Arrangements for First Aid**

The School will provide materials and equipment and facilities to provide First Aid. The first aid kit can be found alongside the accident book in the office in the main teaching area.

## **A standard First Aid Kit will contain the following items:**

- Leaflet giving general advice on First Aid
  - individually wrapped sterile adhesive dressings assorted sizes
  - triangular bandages
  - sterile eye pads
  - safety pins
  - medium wound dressings
  - large wound dressings
  - extra-large wound dressings
  - disposable gloves
  - Sterile saline wipes
  - Microporous tape

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- Finger dressings
- Mouth to mouth resuscitator
- Emergency thermal blanket
- Burn dressing
- Elasticated bandage
- scissors

The contents of the Kits will be checked on a regular basis by Tunde Christie – Head teacher  
All school staff are first aid trained

Before undertaking any off-site activities the level of first aid provision will be assessed by the Head teacher and a First Aid Kit will be taken along.

### **Information on First Aid Arrangements**

The Head teacher will inform all employees at the school of the following:

- The arrangements for recording and reporting of accidents;
- The arrangements for First Aid;
- Those employees who are qualified First Aiders;
- The location of the First Aid Kits.

All members of staff will be made aware of the School's First Aid policy. No member of staff should attempt to give First Aid unless they have been trained.

### **Arrangements for first aid**

Once the first aider has assessed, and where appropriate treat the person requiring first aid, they will record the incident in the first aid/accident book. Depending on the severity of the accident or the nature of the illness the young person may be supervised by the first aider. In this instance the medical area can be used, the medical area has a screen for privacy and toilet and washing facilities.

When administering first aid it is important for the first aider to remember to prevent cross-contamination and to protect themselves and others by: washing hands before and after administering first aid; wearing disposable gloves; and ensuring exposed cuts and grazes are cleaned either using sterile wipes or under running water and patted dry. Once treatment has finished all areas should be cleaned.

### **Arrangements for Emergency First Aid**

Remember to assess the situation first

Danger – are there any dangers to the First Aider or to the casualty?

- Make the area safe, look at the injury – is there likely to be a neck injury?

Response – assess the casualty for any response

Check airways/breathing

Once assessment is done then begin First Aid as necessary

### **Incident Reporting**

All accidents, injuries, ailments and treatments are to be recorded in the Accident book which is located with the First Aid box in the office. Parents are to be informed of any incident that is recorded – especially in the case of head injury.

Any injury to a member of staff that is sustained at work must be recorded in the Accident book. If there is any concern or medical treatment required, then that member of staff should not continue to work and medical treatment must be sought.

### **Accidents involving bumps to a Pupil's head**

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time.

Where emergency treatment is not required a 'Head Bump' letter will be sent home to the parent/guardian.

### **Transport to hospital or home**

The Head teacher will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention an ambulance will be called, and the pupil's parent or guardian will be notified. If hospital treatment is required, then the pupil's parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts, then the Head teacher may decide to transport the pupil to the hospital.

Where the Head teacher makes arrangements for transporting a child then the following points will be adhered to:-

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the pupil in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil.

### **Out of School/external activities**

As with the nature of South Lakes Academy, some of our students access areas outside of the classroom, for example, climbing as part of Physical Education, in this instance and others, any staff member accompanying children on non-classroom activities is required to carry a mobile phone and mobile first aid kit, they should also have read and signed relevant risk assessments and ensure students that require EpiPen's, or inhalers have them with them.

### **Administration of Medicines**

In the event of any student requiring prescription medication parental consent must be given in writing to Kip McGrath South Lakes Academy. In this instance the Head teacher Tunde Christie will supervise the student taking their medication.

Any long-term prescriptions should be discussed, and parental consent given at the admissions initial assessment.

Should a student require short term medication, for example, paracetamol, parental consent must be sought via telephone call, if this is not possible then paracetamol may not be given.

All medication must be stored in the secure locked cabinet. Students name and dosage must be clearly labelled.

### **Ill Students**

If a student becomes ill, then they will be taken to the medical bay where they have access to sink/washing facilities, toilet and somewhere quiet where they can lie down. In this instance a staff member must always be present, and parent will be called. In the event of a parent giving consent for paracetamol then a period of time could be waited in the medical bay to see if the paracetamol takes effect and the student can return to the classroom. In the event of medication consent not being granted, or the condition does not improve then arrangements are arranged for the parent to collect the young person.

Whilst the young person is in the medical bay, staff should ensure that privacy for the student is maintained and that they are not disturbed.

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### **Body Spillages/HIV risk**

In the event of a young person or staff member with a diagnosed blood disorder e.g. HIV, this should be disclosed at the earliest opportunity – either in the assessment stage for students or interview stage for staff. No discrimination will be faced by students/staff in this instance.

Regardless of any known cases of the above good protective and personal hygiene must be followed to protect everyone from any form of cross-contamination. Steps to remember are:

- Gloves must be worn when treating a person who is bleeding or when contact with blood or body fluid is possible
- Protective gloves are kept in the first aid box
- Sponges/washcloths and water buckets must never be used for First Aid to avoid the risk of contamination
- All body fluid spillages (Vomit, diarrhoea and blood) areas must be isolated and must be cleaned immediately. This is crucial to reduce the spread of infections. The area should be washed with warm water and antibacterial cleaning agent must be used.
- The area must remain isolated until thorough cleaning has finished.