

# Maple Medical PRU

## FIRST AID POLICY

The First Aid procedure at The Maple Medical PRU is in operation to ensure that every pupil, baby, member of staff and visitors will be provided with adequate and appropriate First Aid in the event of an accident, no matter how minor or major.

It is emphasised that the team consists of qualified First Aiders and not trained doctors or nurses with the exception of the Hospital School at DRI.

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

The purpose of the Policy is therefore:

To provide effective, safe First Aid cover for pupils, babies, staff and visitors

To ensure that all staff and pupils are aware of the system in place.

To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

NB The term FIRST AIDER refers to those members of the school community who are in possession of a valid First Aid at work certificate or equivalent approved by the HSE.

### **First aiders will:**

- Ensure that their qualification and insurance [provided by the school] are always up to date.
- Ensure that first aid cover is available throughout the working hours of the school week.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that their portable first aid kits are adequately stocked and always to hand.
- Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents/ carers to pick up a child to take them to hospital; ensure that parents/ carers are aware of all head injuries promptly.
- Ensure that a child or baby who is sent to hospital by ambulance is either:
  - Accompanied by a member of staff and in the case of a baby, the mother, in the ambulance at the request of paramedics.
  - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
  - Met at hospital by a relative.

(The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent).

- Keep a record of each pupil attended to, the nature of the injury and any treatment given, in the book provided in the designated area. In the case of an accident, the DMBC Accident form (AIR1) must be completed by the appropriate person and reported to the Safety Section at DMBC.
- Ensure that everything is cleared away, using gloves, and every dressing etc, used items and sealed tightly in appropriate yellow bag to be collected by Clinical Waste. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

### **Head will:**

- Provide a suitable area for medical treatment close to a WC and washbasin.

- Ensure that she always obtains the history relating to a pupil not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the pupil to feel unwell.
- Ensure that in the event that an injury has caused a problem, the pupil must be referred to a First Aider for examination.
- At the start of each academic year, provide the first aid team with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, and epileptic or have any other serious illness. To inform staff of specific medical details of individual pupils as appropriate. Admission forms with medical information to the nursery are updated termly.
- Have a file of up to date medical consent forms for every pupil in each year and ensure that these are readily available for staff responsible for school trips/outings.
- Ensure HSE and Ofsted is notified of fatal and major injuries without delay.

#### **Teachers/Support Staff will:**

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of named First Aider. Signs are on display with this information.
- Be aware of specific medical details of individual pupils when publicised by Heads of service.
- Ensure that their pupils are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help to First Aider as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure, but never treat a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate (Paediatric First Aid in the Nursery) or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Send a pupil who has minor injuries to First Aider if they are able to walk where a First Aider will see them; this pupil should be accompanied.
- Send a pupil who feels generally 'unwell' to a member of the senior leadership team and not to a First Aider, unless their deterioration seems uncharacteristic and is causing concern.
- Ensure that they have a current medical consent form for every pupil that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.
- Minibus driver to ensure First Aid container is adequately equipped but also staff will take the Centre's own first aid kit.
- Staff in the Hospital School will raise the alarm to get support from the ward teams.

#### **Office staff will:**

- Call for a qualified First Aider, unless they are one themselves,
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency
- Send pupils who simply do not feel well to a member of the senior leadership team
- Ring parents/ carers for permission to use plasters

## **Record keeping**

Statutory accident records: the Head must ensure that readily accessible accident records, written or electronic, are kept for a minimum of seven years. The nursery have injury forms as well as accident forms which include body maps.

The Head must ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. This should include:

- The date, time and place of incident
- The name (and class) of the injured or ill person
- Details of their injury/illness and what first aid was given
- What happened to the person immediately afterwards
- Name and signature of the first aider or person dealing with the accident
- Body maps for babies to identify the area injured

The Head must have in place procedures for ensuring that parents/ carers are informed of significant incidents.

## **Monitoring**

Accident records can be used to help the Head teacher.

Senior staff identify training or other needs and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

The Head should establish a regular review and analysis of accident records.

## **Pupils**

Pupils are encouraged to look after their own health and that of others around them and introduced to basic 1<sup>st</sup> Aid techniques by St Johns as part of their PSHE curriculum

## **Medication**

Only medicine prescribed by the child's General Practitioner will be given to the child/baby.

Medicines must be labelled with following details:

- The child's/baby's name
- The exact dosage required
- Time or times of day it is to be given
- Medication code on the packaging (Nursery)

The parent/ carer must complete a school consent form with all the relevant details and the giving of medicines will always be given by a qualified member of staff with a witness present. The school will ensure that this record is kept up to date.

All medicines will be kept away from the children/babies and stored safely and appropriately.

Once the medication is no longer needed or has run out the bottle or container will be returned to the parent/ carer.

Non-prescription medication e.g.: pain and fever relief medication may be administered, but only with the prior consent of the parent/ carer and only when there

is a health reason to do so. A child under 16 cannot be given medicines containing aspirin unless it has been prescribed for that child by a doctor.

Staff may only administer prescription medicines which are in their original packaging. 2 members of staff are required to witness taking of medication sign the appropriate record which has been agreed and signed by the parents/carers. No other medicines may be administered (even if the parents/carers ask for it)

Teachers' conditions of service do not include giving or supervising medicines – therefore any teacher asked must agree to it. Most schools use ancillary staff to administer medication.

Within Link all parents/ carers complete a medical questionnaire and a separate medication sheet for each child. The medicine is given by the TA and checked by another member of staff

Also see our Medication Policy

### **Illness**

We at Maple Medical PRU realise that all children and babies have minor illnesses that do not prevent them from attending, however, in the following circumstances children or babies may be excluded from the school.

- Diarrhoea and /or vomiting
- Doubtful rash
- Infectious illness

For example:

- Chicken pox
- Mumps
- Measles, etc.
- Fever or temperature of 101 degrees Fahrenheit or 38 degrees centigrade or over

If a child or baby arrives at the school ill, the senior member of staff will take the decision as to whether the child/baby is fit to attend or not. If not, the parent/ carer will be asked to take the child/baby home. If a child/baby becomes ill at school the parent/ carer will be asked to take the child/baby home.

### **Head Injuries**

For minor head injuries advice will be sought from the Emergency Care Practitioners (ECP) tel. 08448706800

For more serious head injuries call 999

Parents/carers will be informed if their child has a head injury and advised to keep a close eye on their child for the next 24 hours and to contact their doctor if there are any signs or symptoms such as sickness or headache.

A record of the injury will be kept on file.

A record of any first aid administered will be kept on file.

Any injury which results in loss of consciousness must be reported to Corporate Safety or to the Head teacher who will then report it as per RIDDOR 2013 to ensure specified reporting requirements are met

### **Defibrillator**

There is a defibrillator situated at reception. 11 staff have been trained in its use.

**Date of Policy** June 2018

**Date of review** June 2020

**Signed** Chair Management Committee.....

**Head teacher**.....

### **First Aid trained staff**

#### **Full 3 day training**

<b>Name</b>	<b>Date of training</b>	<b>Date of renewal</b>
Kath Formby	March 2019	March 2022
Suzanne Armistead	Jan 2018	Jan 2021
Lisa Waddoups	Jan 2018	Jan 2021
Josie Blacklock	Jan 2018	Jan 2021

#### **1 day Emergency Aid**

<b>Name</b>	<b>Date of training</b>	<b>Date of renewal</b>
Cathryn Richardson	Jan 2018	Jan 2021
Jackie Casey	Mar 2018	Mar 2021
Lorraine Price	Mar 2018	Mar 2021
Pat Burgess	Mar 2018	Mar 2021
Catherine Hand	Mar 2019	Mar 2022

#### **2 day Paediatric or Early Years First Aid**

<b>Name</b>	<b>Date of training</b>	<b>Date of renewal</b>
Jane Scott	Jan 2018	Jan 2021
Julie O'Brien	May 2018	May 2021
Jenny Watson	Sept 2017	Sept 2020
Erica Oliver	Nov 2016	Nov 2019