



Medical and Health/ First Aid Policy

The Beacon Folkestone Medical and Health Policy/First Aid

Introduction

The purpose of this First Aid Policy is to enable The Beacon Folkestone to meet the requirements of the Health and Safety (First Aid) Regulations 1981, The Beacon Folkestone's Policy, Supporting Pupils with Medical Conditions Policy and Health Care Review in Kent Schools 2015, and in doing so;

- Provide for the immediate needs and requirements of staff and students who have sustained either a serious or a minor injury.
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise.
- Ensure lines of communication with parents/carers are in place if required.
- Activate a known plan of action with which all staff are familiar with.

Policy Statement

Staff at The Beacon Folkestone will undertake to plan and provide holistic care for all pupils who attend the school, all staff, parents, visitors on the school site. The First Aid Policy forms part of this holistic view.

Parents/Carers have the prime responsibility for their child's health care, however in order to fulfil this care approach and to maintain regular school attendance, staff at The Beacon Folkestone will support and assist pupils with medical needs whilst in School, in the way outlined in this document and Supporting Pupils with Medical Needs Policy.

At the request of Parents/Carers who have provided the relevant information and written consent, staff across at The Beacon Folkestone will take on varying degrees of responsibility for pupils medical and health care needs, including the administration of medication.

We recognise our obligations in this area and provide safe and clearly understood guidelines and the relevant training to ensure that all pupils with medical needs both short term and more complex, receive appropriate care and support, whilst safeguarding staff members who fulfil these procedures.

Staff work together with pupils, parents/carers and professionals to provide effective and consistent medical care, whilst respecting each pupil's right to privacy and confidentiality. Staff understand the wider issues involved in this area, where appropriate staff work together to provide pupils with facts, knowledge and the confidence to enable them to make informed choices and decisions about their health.

Please refer to these other school documents;

- P.S.H.E. Policy.
- Intimate Care Policy.
- Sex and Relationships Education Policy.
- Health and Safety Policy.
- Supporting Pupils with Medical Needs Policy.

This policy covers everyone on The Beacon Folkestone premises and individuals on off-site trips arranged by The Beacon Folkestone.

The lead people/department for each section	
School Nurse	MAST
Admin Team/STLS	The Beacon Folkestone

First Aid Cover

Guidance from the Health and Safety executive (2016) explains that for every 50 staff members/individuals on site there should be at least one First Aider employed.

The Beacon Folkestone will endeavour to ensure that they have more than sufficient trained First Aid Staff on Duty. Paediatric first aid trained staff are available to work with pupils under 8 years old.

Figures at The Beacon Folkestone as of September 2016 state that there are;

- More than 50 First Aid Trained Staff
- More than 15 Paediatric First Aid Trained Staff

The Beacon Folkestone will inform employees of the First Aid provisions made for staff/pupils, including the whereabouts of equipment, facilities and names of designated first aiders.

The treatment of minor illness by the administration of medicines and tablets falls *outside* of the definition of first aid.

Where Pupils require medications please refer to the Supporting Pupils with Medical Needs Policy.

Medications are not to be administered by first aiders, unless they have received the Administration of Medications Training.

Medications are not to be kept in first aid boxes.

Definitions

'First Aid' means medical treatment for an injured person for the purpose of preserving and stabilising life and minimising the consequences of injury or illness until **further** medical treatment can be administered.

'First Aider' means: a person who holds a valid First Aid Certificate or equivalent qualification.

Roles and Responsibilities

The overall responsibility for the day-to-day management of school rests with the Head of Learning and The Multi Agency Leader. Leaders of learning will inform the Multi Agency Leader where they require staff to be trained to ensure that there are appropriate numbers of First Aiders where required.

The class teacher is responsible for classroom supervision and all staff on break duty are directly responsible for the supervision of pupils at break time. The school's Health and Safety Officers are the Premises Manager/Site Team

The Head of School is responsible, in consultation with Senior Leadership Team, in ensuring training is up to date.

Assessment of First-Aid Needs

The Multi Agency Leader in consultation with The Leaders of Learning shall make an assessment of first aid needs appropriate to the circumstances of the school. The Head of School will need to assess what facilities and personnel are appropriate, and to justify the level of first aid provision.

Where the first aid assessment identifies a need for employees to be trained as first aiders, the Head of School shall ensure they are provided in sufficient numbers at appropriate locations to enable first aid to be administered without delay should the occasion arise.

All designated first aiders must re-qualify every 3 years. This means re-qualifying before the end of the third year when the certificate is no longer valid. The training department will identify in advance when training is due to expire.

Staff will only re-qualify if their first aid is required in the appropriate zone, it is not an automatic re train.

All staff will ensure that they have read the school's First Aid Policy.

Management of First-Aid Equipment

It is the responsibility of the School Nurse to ensure the provision of materials, equipment and facilities needed for the level of cover required. This will include ensuring that first aid equipment is suitably marked and easily accessible, is available in the agreed designated areas listed.

Ground Floor

Zone/Area/Dept.	Code	Type of Equipment	Lead Person
Main School Kitchen	GF08	First Aid and Burns Box	School Nurse
Hallway Entrance	GD93	Large wall first aid	FA Champions
Hydro Pool	GF93	Specialist Box	School Nurse
Gym/Hall	GF78	First Aid Box	FA Champions
Café	GF02	First Aid and Burns Box	School Nurse
Reception Office	GF77	Large First Box	School Nurse
Reception Office	GF77	Defib.	School Nurse
Zone 1 Heart Space		First Aid Box	First Aid Champions
Food Tech	GF15	Specialist Box	School Nurse
Conference Room	GF56	First Aid Box	School Nurse
Staff Room	GF71	Large First Aid Box	School Nurse
Antigua	GF46	First Aid Box	School Nurse
Cape Verde	GF17	First Aid Box	School Nurse
United Kingdom	GF28	First Aid Box	School Nurse
Ireland	GF27	First Aid Box	School Nurse

First Aiders will need to carry a first aid bum bag (green) while using the Multi Use Games Area's (MUGA)

Where additional or replacement material or equipment is required, staff should complete an order form and return to the school nurse. Order forms can be found in the Medical Room or on line in the shared document areas.

The School Nurse will also ensure that all out of date items are discarded and replaced.

The school nurse will audit the first aid equipment once a term (6 times per year) a log will be kept as a reference.

The school nurse has overall responsibility for maintaining and checking the first aid equipment, however it is also expected that before going on duty/on a school visit and/or off site, the designated first aider/s shall take responsibility for ensuring their first-aid box/bum bags contents are sufficient for their trip.

Offsite first aid kits need to be requested and signed for 24 hours prior to a trip.

All vehicles have first aid kits supplied.

Fixed and Portable First-Aid Boxes

All School first-aid boxes and bum bags are coloured green and are identified by a white cross on a green background. This conforms to the Safety Signs and Safety Signals Regulations. (Any items in regards to administration of medication will be stored in red containers/bum bags/rucksacks).

Each fixed box should be placed where it can be clearly identified and readily accessible.

There needs to be clear signage of when last audited by the School Nurse and/or his/her representative.

First aid boxes must be fit for purpose e.g. kitchen areas should have blue band aids.

Bum bags for offsite trips can be ordered from the school nurse.

The boxes should contain a sufficient quantity of suitable first-aid materials. According to DFE guidance, as a minimum, First Aid Boxes should contain: micropore, scissors, triangular bandage, wound dressing, instant ice pack and gloves. **No medicinal substance or materials are permitted within a first-aid box. This includes items such as antiseptic sprays, lotions, suntan oil, etc.**

Individually wrapped sterile moist wipes, not impregnated with alcohol may be used.

Blunt ended stainless steel scissors should be kept in the boxes in case there is the possibility that clothing may have to be cut away prior to first aid treatment.

Where tap water is not available for use as an eye wash, sterile normal saline or sterile normal saline eye irrigation should be provided near the first-aid box.

Eye baths/cups/refillable containers should not be used for eye irrigation.

The site team are able to provide appropriate cleaning materials that fall within Health and Safety Guidance (COSHH).

Medical Room and Treatment Areas

To comply with The Education (School Premises) regulations act 1996 the governing body will ensure that a room be made available for medical treatment.

The medical room will contain the following;

- A sink with Hot and Cold running water
- Drinking water and disposable cups
- Paper Towels
- Smooth topped work surfaces
- Clean protective garments for first aiders/gloves
- Suitable refuse container (foot operated) lined with appropriate bag
- Appropriate record keeping systems and facilities
- Telephone

Other non-medical rooms can be used providing they meet DFE guidance, where first aid needs to be administered in a room, it should be administered in a room which will:

- Be large enough to hold necessary equipment;
- Have washable surfaces and adequate heating, ventilation and lighting;
- Be kept clean, tidy at all times;
- Be positioned as near as possible to a point of access for transport to hospital;
- Display a notice on the door advising of the names, locations and telephone numbers of first aiders
- Have a sink (with hot and cold water if possible);
- Have drinking water and disposable cups;
- Have soap and paper towels;
- Have a suitable container (preferably foot operated) lined with disposable waste bags

**This means that, if needed, First Aid can also be administered
In a classroom and/or other suitable areas.**

At all times the dignity and feelings of the patient must be respected

First Aid Training

Training is organised through the Specialist Learning and Teaching Service and forms part of an individual's Continual Professional Development (CPD).

For a staff member to receive First Aid training they need to observe the following guidance;

- Identify the need for the training
- Complete the training request form
- Receive sponsorship from appropriate Zone Lead
- Meet with the Head of School to authorise the training
- Send form to the STLS team to organise training.

Provision of First Aiders

If available a first aider will attend all off site trips.

There will be 30 First Aiders available throughout the school day at The Beacon Folkestone.

There will be at least 10 First Aiders available over break times.

There will be at least 2 First Aiders available for after school clubs.

Consideration must also be made to ensure First Aid cover staff absence, such as sickness. This is the responsibility of the Zone Leaders.

Categories of Incidents and Procedures

Regardless of the type of First Aid Training a staff member has undertaken e.g. First Aid at work, Emergency first Aid, Paediatric First Aid; all qualified staff have a *duty of care* to respond to any First Aid Incident.

If a pupil has been involved in an incident/accident the generic process is as follows;

- A. Call a First Aider – should they not be able to deal with the incident/accident themselves.
- B. The First Aider is trained to assess the situation and may be able to deal with the incident or call for back up in the way of the school nurse (if available) and or an ambulance.
- C. A member of the senior leadership team and the parents need to be informed.
- D. Once the incident has been remedied staff involved will need to complete the necessary paperwork.
 - a. Incident form/HS157/Letter to parents/Accident Book.

Accidents to students, staff and visitors are recorded on an accident form in accordance to the Health and Safety Framework section 7.

Minor Accidents and Injuries

- No medicines are administered but cuts are cleaned with sterile un-medicated wipes and bandages are applied if deemed appropriate.
- The use of disposable gloves is mandatory at all times. (there are hypoallergenic gloves available)
- All accidents are recorded in the Accident Report Book by the first aider, parents are always contacted by telephone and a note (recording details of the incident/actions taken) is sent home.

Minor Cuts and Bruises

- In all cases of injury it is understood that there is at least one adult present
- A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may *clean* the wound.
- The senior staff member on duty will assess each situation on its own merits.
- The senior staff member is to ensure that observation of the individual is maintained

- All accidents are recorded in the Accident Report Book by the first aider, parents are always contacted by telephone and a note (recording details of the incident/actions taken) is sent home.

Sprains/Bruises

- A first aider should administer first aid if appropriate.
- If the first aider is not available, any member of staff may implement the process of rest, ice, compress and elevate.
- All accidents are recorded in the Accident Report Book by the first aider, parents are always contacted by telephone and a note (recording details of the incident/actions taken) is sent home.

More Serious Accidents and Injuries

- If considered safe to do so, the injured party is taken to an environment conducive to administer first aid.
- First aid administered where appropriate.
- Parents/carers are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries.
- The pupil is kept under close observation until parents arrive, with the emphasis on making the child as comfortable and as settled as possible.
- Where applicable the senior staff member may instruct a staff member to take the pupil to the walk in centre for additional medical treatment, particularly in the absence of the school nurse.

Stings/Bites

- First aid to be administered.
- Check pupils HCP and/or allergy lists to ensure there are no known allergies.
- Contact parent/carers
- Medication given if required e.g. antihistamine as per Health Care Plan.

Faints and Shocks

- A first aider should administer first aid if appropriate.
- If the first aider is not available, any member of staff may implement the process of;
 - lie the casualty down,
 - raise legs above the level of the heart (where able),
 - loosen any tight clothing,
 - ensure there is fresh air,
 - Keep crowds away,
 - reassure casualty when they recover, contact parents,
 - the pupil should go home

Very Serious Injuries

In the event of a very serious injury;

- Apply First Aid if appropriate
- Call an ambulance dial (9) for outside line then 999
- Call a senior school leader
- Call parents/carers

Severe Bleeding Burns/Scalds Unconsciousness

- Apply First Aid if appropriate – apply pressure stop bleeding
- Call an ambulance
- Call a senior school leader
- Call parents/carers

Post incident process

- Ensure that parents/Carers/senior leaders are kept informed throughout the process.
- Seek support where required to ensure that as a staff member you have had ample opportunity to reduce your stress, debrief.
- Ensure that the appropriate paperwork is completed.
All incidents, injuries, head injuries, ailments and treatment are reported in the accident book that is Zone specific, the information recorded will include;
 - Date, time and place of incident.
 - Name and, where relevant, job title of the injured or ill person.
 - Details of the injury/illness and what first aid was given
 - What happened to the person immediately afterwards e.g. went home, went back to lessons, went to hospital, etc.
 - Name and signature of the first aider or person dealing with the incident.
 - Parents are informed of a head injury by letter; the letter outlines the injury and symptoms to look out for Admin team contact parents by phone if they have concerns about the injury.
 - Staff should complete the accident book if they sustain an injury at work.
 - An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed.
 - The member of staff or other supervising adult concerned should seek medical advice without delay.

Duty to Inform Staff of First-Aid Arrangements

All staff must be informed of the location of first aiders, appointed persons, equipment and facilities.

The school nurse will ensure that the names of first aiders, type of First Aider and expiry dates of the their certificates are displayed;

- Staffroom /s
- Reception
- Zones
- Main entrance
- STLS office
- MASH
- Main Building Hall
- Café

Hygiene Procedures

The legal definition of clinical waste is given in the Controlled Waste Regulations 1992 as *'Any waste which consists wholly or partly of human or animal tissue, blood or other bodily fluids, excretions, drugs or other pharmaceutical products, swabs or dressings, or syringes, needles or other sharp instruments, being waste which unless rendered safe may prove hazardous to any person coming into contact with it; and any other waste arising from medical, nursing, dental, veterinary, pharmaceutical or similar practice, investigation, treatment, care teaching or research, or in the collection of practice, investigation, treatment, care, teaching or research, or in the collection of blood for transfusions, being waste which may cause infection to any person coming into contact with it.*

The safe disposal of clinical waste is led by the School Nurse, he/she will ensure that all First Aiders, staff, Senior Staff are aware of the process;

Human Waste will be stored temporarily in Yellow Clinical Waste Bags until the suitable contractor picks them up to be disposed of professionally.

TRANSPORT

The Leaders of Zones and/or the School Nurse 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 carer will be notified, a member of staff (usually the person first on the scene of the accident) will accompany the pupil to the hospital.

If non urgent hospital treatment is required such as a precaution for a bang on the head, a staff member/s will accompany the pupil to the hospital; the pupil's parent/carers will be called for them to take over responsibility at their earliest convenience.

If no contact can be made with parent/guardian or other designated emergency contacts then the Head of School/School Nurse will organise for staff member/s to transport the pupil to the Hospital they will stay with the pupil and return to school once the pupil has received medical attention.

In the event of a Child in Care the appropriate social worker must be e-mailed regarding the incident.

Where the Head of School makes arrangements for transporting a pupil 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.
- Transport for staff members must be arranged for them to get home.

Returning to School After illness

- Where a pupil has received medical input from their GP and/or Hospital they will receive guidance on what should be required for them to return. The school may have to complete a risk assessment.
- Where a child is absent for diarrhoea and or vomiting, we request that they remain off school for 48 hours after the last time they had an episode of diarrhoea or

vomiting. This is to reduce the opportunity of a bug/virus spreading to our more vulnerable pupils.

CONFIDENTIALITY

- Staff respect pupils' rights for privacy and confidentiality, they are aware of the need to maintain confidentiality regarding students' medical needs and medication. Information is only shared when it is felt it is in the best interest of the pupils.
- The data protection act must be adhered to at all times.

Administration of Medication

The Beacon Folkestone First Aid policy is a stand-alone document, for information on the administration of First Aid only, it is NOT for information on administering Medication.

Please see 'Supporting Pupils with Medical Needs Policy'.

This document contains guidance in regards to the Administration and Handling of Pupil Medication.

PAPERWORK

It is the responsibility of the school nurse to ensure that the appropriate paperwork is available for staff to complete as soon as is reasonable. This includes the Accident Book/HS157 Forms, which is kept in the school reception.

The Beacon Equality Statement

The Beacon Folkestone is committed to ensuring equality of opportunity to all pupils, staff and visitors. Our Core Values are at the forefront of everything we do and we ensure all at The Beacon are treated equally regardless of age, disability, race, colour, ethnicity, nationality, religious belief, gender, gender identity, transgender, sexual orientation or marital status.

The Beacon strives to be an all-inclusive environment and is always looking for opportunities to broaden the knowledge and experiences of everyone who is involved with both our services, and the staff and clients of those using the services of our multi-agency hub.

Our aims for this year are to ensure there are more equal opportunities for pupils, staff, their families and the wider community, regardless of their disability and this forms an integral part of our School Improvement Plan.

The aims for 2016-2019 are to build and improve schemes to help bring down barriers for disabled children and young people and to broaden the experience of life both inside and outside the school community for all staff & pupils.

Update schedule

Version	Reviewed	Reason for Update	Next review date	Governor agreement
1	June 16	Transfer & Update	June 18	N/A
2	Sept 16	Reviewed	Sept 18	N/A