



**St Hugh's School**

**First Aid Policy**

## St Hugh's School First Aid Policy Statement

This policy is designed to promote the health, safety and welfare of pupils, staff and visitors at St Hugh's school through the provision of first-aid equipment and trained personnel in accordance with the requirements of The Health and Safety (First Aid) Regulations 1981, and relevant DfE guidance.

'First-aid' means:

(a) in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and

(b) treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse;

*H&S (First Aid) Regulations 1981*

### Overview of First Aid Provision

1. St Hugh's in association with North Lincolnshire Council will ensure that there is adequate First Aid provision for its employees if they are injured or become ill at work.
2. St Hugh's will ensure that all employees are aware of First Aid provisions made for them. However, all employees have the responsibility to take reasonable care of themselves and others.
3. The Senior Leadership Team will be responsible for ensuring compliance with the above.

**The Council Policy guidance is also related to students, volunteers and visitors whilst on school premises or in the care of staff off site.**

### Medical Procedures

#### Staff Responsibilities

At St Hugh's, as a consequence of the changing needs of our clientele and their complex physical and medical needs, guidance has been written to clearly define procedures and practice. The responsibility for Health & Safety matters, including medical issues, lies with the Head of the school, supported by the staff representative for Health & Safety and the Governing Body Sub-Committee for School Development and Wellbeing.

The Governing Body Sub-Committee has agreed to employ four designated first aiders who have achieved the First Aid at Work qualification. The roles and responsibilities and the remuneration are as specified in the North Lincolnshire Council Health & Safety Policy.

In addition to the designated first aiders, staff who have a basic first aid qualification are deployed across the school to enable everyone to have access to trained staff. Any staff who are on the qualified First Aid list may administer first aid. Full insurance cover is provided.

- A register is kept of all staff who have an up to date qualification. In order to remain on the list, staff will be required to go on refresher training courses every 3 years, or as advised. The register is displayed in the Therapy Room, Staff Room and Office and in each class base, and around the building to ensuring immediate and prompt assistance in the event of an emergency.
- The senior leader responsible for staff development and training will monitor the number of First Aiders and pass on relevant training information to staff.

### Medical Equipment and Facilities

- The therapy room and the medical equipment are sited within the main building at a point convenient to the majority of staff and students. Supplies are also kept in this room for use by Lunchtime Teaching Assistants. The therapy room is clearly identified, as a designated room, with a white cross on a green background in a form that complies with the Safety Regulations 1980.
- Medical supplies for emergency intervention including Salbutamol inhalers and Auto Immune Injectors are located in the medical cupboard within the main office. This cupboard is identified with a white cross on a green background in a form that complies with the Safety Regulations 1980.
- First Aid boxes are stocked and maintained by the personal care team staff - The boxes are distributed throughout the school, so that an effective overall coverage is maintained.
- If staff use something out of the First Aid boxes, they should replace used items from stocks in the Therapy room. The personal care team also check boxes and refill them periodically.
- All staff should be aware of the position of the nearest First Aid box. A list of locations of first aid boxes and first aiders is on display in all classrooms and offices across school.

### General First Aid Procedures

#### Accidents and Injuries

- All accidents and safety issues must be reported in the first instance to the Senior Leadership Team. All student incidents should be recorded using CPOMS Incidents involving staff and visitors must be recorded on an incident form. Incident forms are kept in the ~~Main~~ Headteacher's Office. This information will be reviewed at the termly Health & Safety Governing Body Meetings.
- If a student feels very unwell then normally class staff would ask parents to come to school and pick him/her up. In the event of a parent having no transport then, if possible, we would transport the child home. A member of the Senior Leadership Team would organise an escort and transport.

**The office must be informed if emergency services are called in order for them to prepare for their arrival. A member of the business and admin team are then to acquire a member of the Senior Leadership Team to the situation. The 999 call must be made from the classroom which the student is in or the nearest class telephone if in corridors or playground etc.**

- Any injuries which are sustained, either to students or staff, during a restraint procedure must be checked by a trained First Aider. All the relevant and essential documentation must then be completed on CPOMS with the Head notified on the system. In the event of a serious assault, students or staff must go to the Accident and Emergency Department of the local hospital for a check-up. The Head of the school will inform the necessary associations or family of the consequence of an assault. The senior staff will be responsible for informing school transport and bus escorts of any incidents.

### **Administration of Medication**

Refer to Medicine in School Policy and Government Guidance from December 2015.

### **Students Medical Needs**

- All school staff have a general professional duty to safeguard the health and safety of students and to act in loco-parentis - that is to act as any reasonable parent would. Therefore, all staff have a responsibility for checking individual files and plans.
- Students medical care plans are held in team bases and within the shared medical drive. Where there are changes to individual medical needs, it is the responsibility of each class to inform staff; the school nursing team, and the SLT member responsible for medical needs. Once a new HCP is produced this is shared directly from the nursing team to class and to the data officer, who updates the Medical overview sheet on the shared drive.

### **Parental Responsibility**

- It is the responsibility of all parents/carers to share accurate information on their child's medical needs (including food management) before entry to the school and to inform school of any changes as they occur in a timely manner.
- It is the responsibility of all parents/carers to share accurate information on their child's medical needs with transport.
- To help with all student and staff health and well-being, we would ask parents/carers to keep their child at home if they are unwell and to pick their child up from school if they are asked, unless they are unable to do so. We would also ask that all cases of headlice be treated immediately following the recommended procedure.

### **First Aid Outside of School**

- If an incident needing first aid occurs whilst on a school trip/visit staff must ensure the policy practice and recording systems are completed relevant to that specific setting.
- Upon return to school completion of relevant documentation is necessary evidencing the record made within the specific setting visited.

School Trips and Field Courses (Cf- North Lincolnshire Council Educational and Off-Site Visits Guidance)

- **For all visits there should be a responsible adult available with a good working knowledge of first aid appropriate to the environment/group.** First aid arrangements for off site visits should simply be an extension of the school's risk assessment for first aid provision. Based on the nature of the particular visit ie Staff, Activities, Group, Environment and Distance, the Visit Leader/EVC/Head should make a professional judgement regarding the level of first aid required. The lead staff must also take a mobile phone with them in the event of any emergencies. In the case of a serious accident the first response must be a 999 call to ask for assistance, followed by a call to the school to inform the Head or SLT who in turn will risk assess the situation, implement actions and notify parents/carers.
- First Aid medical supplies are available to be taken by staff in charge of outside visits where possible.
- A first aid kit appropriate to the visit should be carried and there should always be someone who is nominated to deal with first aid issues. All coaches and minibuses are required by law to carry a first aid kit.