



First Aid Policy

March 2020

This Policy was approved by:

Business Management Committee: 9 March 2020

Full Governing Body: 23 March 2020

Date for Review: March 2022

1. RATIONALE

Students have the right to be safe at school and to be helped if they have an accident or illness during the school day.

2. PURPOSE

The first aid policy is designed as far as possible to:

Preserve life
Prevent a condition from deteriorating
Promote a recovery

3. GUIDELINES

MINOR ILLNESS

Student feels sick:

1. If appropriate, send the student to the nearest toilet accompanied by another student.
2. Keep the student in class after he/she has been sick.
3. Send the student, accompanied by another student, to Reception where a First Aider can be contacted.

Student feels faint:

1. Supervise the student's recovery in your teaching area.
2. Send the student, accompanied by another student (linking his/her arm) to Reception a First Aider can be contacted.

Student has stomach pains or headache:

1. Keep the student in class and offer sips of water if available.
2. If the pain is very severe, send the student, accompanied by another student, to Reception where a First Aider can be contacted.

Student has small wound:

1. Send the student to the nearest sink to wash the wound.
2. Check whether the student is allergic to sticking plaster. If not, dry and dress the wound. (Plasters are in the departmental First Aid Box)

SERIOUS ILLNESS

For example, accidents where there is suspicion of a bone fracture, asthma attack, panic attack, severe bleeding that will not stop, prolonged faintness,

any loss of consciousness, suspected drug misuse, any student with known medical problems or any situation that you are unsure about.

1. Send a message to Reception where a First Aider can be contacted and/or ambulance as appropriate.

REFERRAL TO FIRST AIDER

The teacher puts a message and signature in the student's notebook and sends him/her accompanied by another student if appropriate, to Reception. The First Aider will assess the situation and treat the student accordingly. Once the student has been treated the First Aider will either:

- ◆ Send the student home, having contacted a parent or guardian. The HOY will be informed about this.
- ◆ Send the student back to lesson (if the student becomes ill again the teacher should make a comment to that effect in his/her planner and send the student back to the First Aider)
- ◆ Send the student to hospital, having contacted parent or guardian if possible.
- ◆ Keep the student in the First Aid area for a short period and then send him/her back to lesson.

If an ambulance has to be called and parents are not able to come to school to escort their child to hospital in the ambulance then the first aider will accompany them and remain at the hospital until family arrive.

First Aiders must log details of ALL students treated on an Accident/Incident form.

PROTOCOL FOR CALLING AN AMBULANCE

A first aider should always remain with the casualty.

Another person preferably a first aider should call 999.

Give the symptoms of the casualty.

Give the address: Fred Longworth High School, Printshop Lane, Tyldesley, Manchester, M29 8JN

Give the telephone number 01942 883796.

Give the casualty's name and date of birth.

Follow ambulance control instructions.

A member of staff should contact parents/carers.

Radio or ring reception so that they can advise other relevant staff that an ambulance is on its way.

MEDICATION

Medicines are not provided by the school.

The school first aider will administer medication if necessary. Parents/Carers should contact the school first aider to discuss medication before it is brought into school. If a parent/carer considers their child responsible enough to carry their own medication with them then one dose is permitted. More than one dose must be left with the first aider and should be clearly labelled with the child's name. It should be in the original packaging with the dosage instructions clearly marked. All controlled drugs must be brought to school by a responsible adult and will be locked in the school medicine cupboard with the consent form and will be administered by the first aider. When medicine is administered two staff members are present and will sign a medicine record form stating the medicine and dosage given. This is also checked against the individual healthcare plan and prescription label.

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside of school hours. For example; Antibiotics to be taken three times daily do not need to be taken during school hours.

School will only accept prescribed medicines that are in date, labelled, provided in the original packaging and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date but is generally available in an insulin pen or pump.

There is a dedicated fridge available for the storage of medicines.

An emergency supply of Jelly Babies is kept in Reception for students with diabetes who experience a hypo.

All medicine administration is recorded.

Students who have asthma should carry an inhaler with them at all times. The school requests that a spare inhaler is provided by parents to be kept in Reception in case of emergency. The school also has emergency inhalers for use within school which are stored in Reception and in the PE Office and for use on school trips.

Students with asthma will have a Healthcare Plan.

Students who have Anaphylaxis should carry an Epipen with them at all times. The school requests that a spare Epipen is provided along with antihistamines if needed and put in a plastic box clearly labelled with the child's name. These emergency boxes will be kept in Reception and are easily accessible. The school also has an emergency Epipen for use within school and on school trips which is located in Reception. School staff are trained in the use of Epipens.

Students with Anaphylaxis will have a Healthcare Plan.

Students who have diabetes may need to test their blood sugar levels at some point during the school day.

The school requests that students bring their own meter, test strip and lancing device. Due to the health and safety of other students, staff and visitors, a private room will be made available for testing. Any lancet must be disposed of in a sharps bin.

Students with diabetes will have a Healthcare Plan.

The school first aider is supported by a team of qualified first aiders who can be called upon at any time.

DEFIBRILLATOR

The school has two Automated External Defibrillators and these are located behind Reception and in the Gym corridor. All first aiders are trained in the use of the Defibrillators and they are registered with Ambulance Control.

HEALTHCARE PLANS

Students with medical conditions will have a Healthcare Plan. This is drawn up between the school first aider, student, parents/carers and a member of the child's healthcare team. It contains details of the medical condition, symptoms, medication, what constitutes an emergency and contact details of parents/carers and medical team. It is parents/carers responsibility to advise the school of any changes to their child's medical condition.

Students who have asthma, diabetes, epilepsy and anaphylaxis will have a Healthcare Plan.

Healthcare plans will be signed by parents/carers and this will be witnessed by the lead school first aider.

Healthcare Plans are kept in Reception and are easily accessible.

SCHOOL TRIPS

Staff should give at least 24 hours notice to the first aider if they require a first aid kit to take off site. They are made up to order and contents may vary depending on the nature of the trip.

There will always be a member of staff who is first aid trained on all residential school trips.

FIRST AID KITS

First Aid Kits are located in:

- Reception
- Student Services
- Science Prep rooms and classrooms
- Caretaker's office
- Art office
- Technology office
- PE staffroom
- Staffroom

Stock for first aid kits can be obtained from Reception.