



## **FIRST AID & ADMINISTRATION OF MEDICINES POLICY**

### **RATIONALE**

Physical safety and the well-being of the whole school community is of paramount importance. The Tarporley High School Health and Safety Policy seeks to prevent accidents and injuries in the first instance. Inevitably, accidents will nevertheless still occur and statistics show that we can expect to deal with cuts, broken limbs, asthma and epilepsy attacks and as a result of falls, occasional unconsciousness.

**The aim of this policy is to ensure that prompt and correct attention is provided, when pupils, staff or visitors become ill or injured on the school premises. The school will ultimately aim to train a significant proportion of staff to support and encourage good practice throughout the school**

### **STRUCTURE**

The exact number of First Aiders to be trained will be determined by the Headteacher. Once trained, all First Aiders are required to renew their qualification every three years. **[See Appendix I - current list of First Aiders and dates of re-qualification]**

It is also a statutory obligation to designate Appointed Persons who may be called upon to render First Aid. The school will name five and essentially they will receive some training in Emergency Aid. Their names, together with the names of fully trained First Aiders will be listed and found next to all First Aid boxes. This list will also be posted in the staffroom, general office and staff handbook. **[See Appendix II - current list of appointed persons]**

First Aid boxes will be positioned in appropriate places around the school. A list of all locations will be placed by each box. **[See Appendix III - location of boxes]**. Each box will also contain two cards:-

- 1) A list of contents.
- 2) A card showing emergency procedure through step-by-step instructions and how to summon help.
- 3) All boxes will contain the necessary approved contents and Appointed Persons will keep a check on contents and arrange replenishment when necessary. **[See Appendix IV - List of contents]**

In cases of injury or illness, treatment may be given at First Aid locations or the injured party referred to the school sick bay.

## PROCEDURE

- 1) Pupils feeling ill or requiring simple First Aid [i.e. plaster] should make contact with a member of staff before going to sick bay.
- 2) Staff should make an initial assessment and take the appropriate course of action in terms of treatment required. **If in any doubt, staff should err on the side of caution. Staff may wish to inform Year Leaders at this stage.**
- 3) Minor injuries [e.g. plaster] can be dealt with by all members of staff.
- 4) If the injury requires further treatment or the member of staff concerned is in any doubt about treatment, the casualty should be referred to an Appointed Person or First Aider.
- 5) First Aiders will take charge of situations where injuries require extensive or urgent treatment.
- 6) Should casualties need to be referred to the medical profession [i.e. GP or Hospital], then either Appointed Persons or First Aiders will summon an ambulance or make necessary arrangements. **For the sake of expediency, common sense will tell us that all staff are capable of these decisions when necessary.**
- 7) If a pupil receives First Aid [not minor cuts], then parents should be informed. This must happen immediately if the casualty is dispatched to hospital or doctors. It is essential that young casualties be accompanied by a qualified member of staff to hospital. Where this is not possible the school should arrange for parents to meet their child as soon as possible at the appointed hospital.
- 8) All personnel attempting to stem blood flow during treatment of a casualty are strongly advised to wear disposable surgical gloves and wash their hands both before and after treatment. It is recognised that in some emergency situations gloves will not be available.
- 9) **All incidents of illness and all injuries requiring First Aid treatment** [not minor cuts] **will be recorded on the Academy's Accident Reporting system** [see section on Reporting Injury/Illness]. **It is vitally important that all staff understand and follow the procedure above.** The procedural steps will also be listed and posted in the staffroom, general office and staff handbook. **[See also Appendix V - Procedure for Emergency First Aid]**

## ADMINISTRATION OF MEDICINES

The school will adopt the Cheshire West and Chester Council's policy in their document on the Administration of Medicines in Cheshire Schools. In summary, medication will only be given to pupils where prior written consent has been received from parents. The exception will be for staff to help asthmatics in their appliance of inhalers. A list of such inhaler users will be compiled and made available to all departments.

## FIELD TRIPS/SPORTS FIXTURES/MINIBUS

All organisers of any of the above should refer initially to the Visits Policy Guidelines. Some organised activities away from school will involve instructors with the necessary First Aid equipment and qualifications. Where this is not the case, staff organising field trips should aim to include an Appointed Person or First Aider, especially if the expedition leads to remote areas. Each expedition will carry as a minimum, a travelling First Aid kit and at least one person should understand the necessary action required in an emergency [in line with Emergency Aid training].

Sporting fixtures outside school hours will make a First Aid box available on the school field and at least one member of staff should understand emergency procedure as above. Staff will have access to an external phone line when necessary [Saturday mornings].

A fully stocked First Aid box will be kept in the minibus. This will be replenished regularly by an Appointed Person

## **REPORTING OF ILLNESS/INJURY**

When a pupil or casualty is referred to sick bay for either treatment or recovery purposes, the incident will be recorded in the Academy's Accident reporting system. Casualties requiring treatment in other locations around the school, must be similarly recorded. All reports will include:-

- 1) the name of the injured person;
- 2) the nature of the injury;
- 3) when, where and how it occurred;
- 4) who was supervising at time of accident;
- 5) the treatment given.

Serious accidents will also be recorded and if the casualty is dispatched to the medical services through injury, the Director of Finance and Operations will be informed and the incident logged. Further advice will be sought from CWAC's LA's Health and Safety Team.

## **LEGAL BACKING**

**Staff who act for the establishment as Appointed Persons or First Aiders are covered for their actions at work and receive the fullest backing, through its Employers' liability and third party insurance.**

## **APPENDIX I - LIST OF FIRST AIDERS/DATES OF RE-QUALIFICATION**

<b>Name</b>	<b>Date Certificate Expires</b>	<b>Internal Phone No</b>
Michelle Alderson	23 <sup>rd</sup> January 2023	228
Aimee Baines	15 <sup>th</sup> January 2023	229
Jane Kirk	21 <sup>st</sup> July 2023	415
Angela Parkinson	16 <sup>th</sup> September 2023	227
Donna Rhodes	14 <sup>th</sup> October 2023	220

## **APPENDIX II - APPOINTED PERSONS**

### **Name**

Mark Edge  
Kerry Jo Jenders  
Sophie Thursfield  
Jo Morphet  
Jody Pryor  
Ann Wright  
Pam Zborowski  
Sally Dennis

## **APPENDIX III - LOCATIONS OF BOXES**

	<b>Internal Phone No</b>
General Office	222
P E Department	409
Technology Workshops	404
Food Technology	418
Catering/Kitchen	213
Science Preparatory Lab	415
Caretakers' Office	216
Mini Bus	-

## **APPENDIX IV - FIRST AID STATUTORY REQUIREMENTS**

### **SCHOOLS AND COLLEGES : FIRST AID BOX - CONTENTS**

Treatment Form	1
Individually wrapped sterile Adhesive Dressings [Total] Plasters - Various Sizes	50
Sterile Eye Pads No 19	1
Triangular Bandages	3
Safety Pins	6
Medium wound dressing No 8	5
Large wound dressing No 9	5
Extra-large wound dressing	5
Eye irrigation fluid	1 bottle
Individual wrapped moist cleansing wipes	
Assorted conforming bandages	
Scissors - 5 inch stainless steel	one pair
Tweezers	one pair

### **AIDS AND HEPATITIS B PROTECTION**

Disposable latex rubber gloves	6 pairs
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**BOXES SHOULD BE REGULARLY CHECKED AND REPLENISHED**

## APPENDIX V

### Emergency procedures

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aider administration.

If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicated a moderate to serious injury has been sustained, or the individual(s) has become seriously unwell, a responding staff member will call 999 immediately.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:

1. Administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim(s) alive and, if possible, comfortable, before professional medical help can be called. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.
2. Call an ambulance or a doctor, if this is appropriate. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to move the victim(s) without making the injury worse.
3. Ensure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
4. Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, the incident will be reported promptly to:

- The headteacher.
- The casualty(s)'s parents/family.

If a serious injury requiring hospital treatment has been sustained by a pupil, member of staff or visitor the Director of Finance and Operations should also be Informed.

## **Appendix VI**

### **First Aid Procedures During the Coronavirus (COVID-19) Pandemic**

#### **1 - Statement of intent**

The school aims to act in accordance with the First Aid Policy set out above as much as possible; however, we understand that we must remain compliant with the relevant first aid legislation while the school observes social distancing and infection control guidelines during the coronavirus (COVID-19) pandemic. This appendix sets out what additional actions the school is taking.

The information in this appendix is under constant review and kept up-to-date to reflect any changes to national or local guidance.

#### **2 - Legal framework**

This appendix has due regard to the relevant statutory guidance, including, but not limited to, the following:

- HSE (2020) 'First aid during the coronavirus (COVID-19) pandemic'
- DfE (2020) 'Guidance for full opening: schools'

#### **3 - Enforcing new procedures**

The school has carried out a risk assessment specific to the provision of first aid during the coronavirus pandemic, taking into account factors such as the needs of clinically vulnerable individuals.

The school has also undertaken a needs assessment to inform any changes to first aid provision, including the number of first aiders needed on site.

The school ensures that additional first aid procedures are communicated effectively to all pupils.

Staff are informed about their legal responsibilities regarding first aid and the additional procedures in place.

The school informs parents of any changes to provision outlined in this policy.

The school acknowledges that where conflicts between the relevant legislation and government guidance on managing the coronavirus pandemic arise, the legislation outlined in section 1 of this policy must be followed.

All first aiders shall be informed of the results of the risk assessment to ensure that they are confident with providing the right assistance, including knowing what equipment they can use to minimise the risk of infection transmission.

#### **4 - Social distancing and infection control measures**

When administering first aid, the relevant staff are advised to:

- Wash their hands before and after administering first aid, using soap and water or alcohol-based hand sanitiser.

- Dispose of any waste in a suitable bin.
- Ensure frequently touched surfaces and equipment have been cleaned and disinfected before use.
- Keep at least two metres away from others, where practicable.
- Interact side-by-side where administering first aid requires interaction within a two-metre range.
- Minimise the duration of face-to-face contact where side-by-side interaction is
  - not possible.
- Limit the number of people administering first aid in each incident.
- Ensure that all recipients of first aid are kept at least two metres apart from others, e.g. other recipients.
- Ensure that first aid is administered in a designated location, where possible, to minimise the spread of infection and any cleaning requirements.

The school acknowledges that the use of PPE is not required to administer first aid in most circumstances, with the exception of section 8 or if required to do so in accordance with the Infection Control Policy.

The relevant PPE, face coverings, visors, disposable gloves and aprons will be available to first aiders at all times. Made up PPE response packs will be maintained in Students Services for rapid deployment by first aiders when required.

#### 5 - First aiders

The school ensures that there is a minimum of two trained first aiders on site during school hours.

Where a first aider must be sent home due to showing symptoms of coronavirus, the school ensures that the minimum number of first aiders on site is maintained and arranges cover where necessary.

Where cover must be arranged, the school ensures that:

Adequate cover is in place before the member of staff leaves the premises.

Symptomatic individuals strictly do not administer first aid.

#### 6 - First aid training

First aiders' training is kept up-to-date.

Where a first aider is unable to complete refresher training due to the coronavirus pandemic, they are instructed to undertake any training that can be done online where face-to-face training is not required or available.

#### 7 - Administering and handling medication

When administering medication, staff will be expected to:

- Follow the procedures set out in the Administering Medication Policy.



- Adhere to the school's social distancing and infection control measures as much as possible.
- Minimise the time spent in close proximity to others where maintaining a distance of two metres is not possible – staff should use side-by-side interaction with others instead.
- Minimise face-to-face contact where side-by-side interaction is not practical.

The school acknowledges that the use of PPE is not required to administer medication in most circumstances, with the exception of section 8 or if required to do so in accordance with the Infection Control Policy.

When handling and storing medication, staff are advised to:

- Wash their hands for at least 20 seconds with soap and water or use an alcohol-based hand sanitiser before and after they handle medication.
- Wash and disinfect frequently touched surfaces before contact, including any receptacles for storing medicine, where required.
- Minimise the number of people handling medication.
- Ensure that medication or medical equipment brought in from home is safe to be taken home again.

### 8 - Ill health and infection

Where an individual must wait on the school premises to go home when showing symptoms of coronavirus, staff ensure that:

- A suitably trained member of staff administers medication to help manage the individual's symptoms, where required.
- The individual is isolated in a cool, well-ventilated, designated area.
- They adhere to the school's social distancing and infection control measures.
- Areas used by the individual are cleaned and disinfected once they leave, e.g. isolation room/toilets.

In the event that a symptomatic individual requires first aid or medication, and a distance of two metres is practical and can be maintained, staff follow the procedures in section 3 of this appendix.

Staff wear PPE when required to administer first aid or medication to a symptomatic individual if a distance of two metres cannot be maintained, e.g. the pupil is very young or has complex needs.

If a member of staff has helped care for a symptomatic individual and develops symptoms themselves, they are sent home immediately.

In the event that a first aider develops coronavirus symptoms, they will be sent home immediately and the headteacher will ensure there remains a sufficient number of first aiders on the premises.

## Emergencies

Accidents and emergencies are managed in line with the main body of this policy.

When administering emergency first aid, social distancing restrictions do not apply.

A member of staff calls 999 immediately if a symptomatic individual becomes severely unwell or their life is at risk.

Parents who must collect their unwell child from school are informed that they must call 999 if their child becomes severely unwell or their life is at risk.

In the case that someone becomes seriously ill and CPR is required, the responding

staff member should adhere to the following procedure:

- Call 999 immediately – tell the call handler if they patient is exhibiting any coronavirus symptoms
- If a portable defibrillator is available, ensure that it is used by someone who has been trained to operate it
- Before starting CPR, use a cloth or a towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation
- Use PPE, including a fluid-repellent face covering, disposable gloves, eye protection and an apron or other suitable covering
- Deliver CPR by using chest compressions and a defibrillator, if available and appropriate – do not use rescue breaths
- After delivering first aid, ensure that any disposable items are discarded, and reusable items are thoroughly cleaned
- Wash hands thoroughly with warm, soapy water

