



The
Ongar
Academy

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Version	1
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First Aid Policy

Enquiries & comments

Any enquiries and comments about this publication may be made to:

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1 PURPOSE

The purpose of this policy is to set out the First Aid arrangements at The Ongar Academy.

Appendix 1 contains details of relevant legislation and national guidance.

Appendix 2 contains information about the roles of Appointed Person and First Aider.

Appendix 3 contains the recommended list of contents of a First Aid box.

2 SUMMARY

First Aid is emergency care given to an injured person (in order to minimise injury and future disability) before professional medical care is available. Teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents/carers might be expected to act towards their children. In general, consequences of taking no actions are likely to be more serious than those of trying to assist in an emergency.

3 AIMS

- To ensure that First Aid provision is available at all times while pupils and staff are on school premises, and also off the school premises whilst on school visits.
- To ensure that the school's policy is in line with the DfE Guidance on First Aid for Schools.

4 OBJECTIVES

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of the training needs.
- To provide sufficient and appropriate resources and facilities.
- To make the School's First Aid arrangements available for staff and parents on request.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

5 ROLES AND RESPONSIBILITIES

The Trustees are responsible for the health and safety of their employees and anyone else on the premises.

The Headteacher is responsible for putting the policy into practice and for developing and updating detailed procedures.

All staff, including volunteers, should be aware of available First Aid personnel, facilities and the location of First Aid boxes and information. An Appointed Person will be responsible for maintaining First Aid equipment and taking charge when someone is injured or takes ill.

6 IMPLEMENTATION

Risk assessment

The Ongar Academy will undertake an annual risk assessment of First Aid needs to ensure adequate provision is available. This will include:

- The identification of pupils with specific conditions e.g. asthma, allergies.
- The identification of specific hazards in school.
- When to call for further help
- The documentation of necessary treatment given

First Aid provision

- First Aid provision must be available at all times, including out of school activities, during PE and other times when school facilities are used e.g. Parents' meetings.
- The location of First Aid boxes will be clearly signposted along with information about the procedures to be followed.
- The location of yellow disposal bins will be signposted so that safe disposal of blood and bodily fluids can take place.

Re-assessment of First Aid provision

The Headteacher will ensure that the school's First Aid provision is reviewed following any changes to staffing, building/site and activities. This will include monitoring the number of First Aiders required by the school and checking the contents of First Aid boxes.

Training

All staff will receive basic training to familiarise themselves with the school's policy and procedure as part of their Induction Programme.

Designated staff will undertake the First Aid at Work - First Aid Certificate.

7 MONITORING & EVALUATION

Accident records will be monitored to enable the Headteacher to identify trends and areas for improvement, including training.

8 FREQUENCY OF REVIEW

This policy will be reviewed and updated annually with care taken that to ensure that it reflects the most recent DfE guidelines.

Appendix 1

Relevant legislation and guidance

- HSE Guidance: Incident Reporting in Schools (Accidents, Diseases and Dangerous Occurrences) www.hse.gov.uk/.
- Health and Safety at Work Act 1974
- DfE document: Health and Safety: advice on legal duties and powers (February 2014)
- DfE Guidance on First Aid for Schools

Appendix 2: Roles of Appointed Person and First Aider

Appointed Person

The appointed person need not be a First Aider, but should have undertaken emergency First Aid training. He/she will:

- Take charge when someone is injured or becomes ill
- Look after the First Aid equipment e.g. re-stocking the First Aid boxes
- In an emergency, call an ambulance.

First Aider

First Aiders must have completed, and kept up-dated, a training course approved by the HSE. He/she will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.

In selecting First Aiders, the Headteacher will consider the person's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties. A First Aider must be able to go immediately to an emergency.

Appendix 3: Recommended contents of a First Aid box

There is no mandatory list of items for a First Aid box. However, the HSE recommend that, where there is no special risk identified, a minimum provision of First Aid items would be:

- a leaflet giving general advice on First Aid
- Individually wrapped sterile adhesive dressings (assorted sizes)
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile)
- six safety pins
- Medium sized (approximately 12cm x 12cm) individually wrapped sterile non-medicated wound dressings
- Large (approximately 18cm x 18cm) sterile individually wrapped non-medicated wound dressings
- one pair of disposable gloves.

Equivalent or additional items are acceptable.

This First Aid container shall be:

- maintained in a good condition
- suitable for the purpose of keeping the items referred to above in good condition
- readily available for use
- prominently marked as a First Aid container.

Appendix 4: Medication and Illness Protocol

There is no legal duty that requires schools and staff to administer medication, this is a voluntary role. The 'duty of care' extends to administering medication in exceptional circumstances, and therefore it is for schools to decide their local policy for the administration of medication.

The school refuses drugs unless they are prescribed by a doctor or a student has a condition which if untreated by non-prescription drugs would lead to a prolonged absence from school (e.g. migraine).

The school would encourage all students to take medication (prescribed or otherwise) at home. If this is not possible, parents of students with medication should complete a medication form. If long term care or medication is needed (e.g. Diabetes), parents should be invited into school to complete a health care plan alongside the appointed person for First Aid.

The school will never accept any tablets without the box and never without the appointed person being able to see the expiry date.

Appendix 5: Asthma Policy

Parents of students who notify the school they have asthma, should be invited to complete a specialised School Asthma Card Careplan for their child as well as the Request for School to Administer Medication Form. A spare inhaler should be provided by the parent and kept in the medical room, in the event of an emergency. This inhaler should be in a locked and labelled plastic box. All staff are to be made aware of the positioning of inhalers.

Appendix 6: Students with Allergies/Epipens

Parents are responsible for informing the school of their child's allergies and will be invited to complete a Careplan should their child need an Epipen. A spare should be provided by the parent and kept in the medical room, in the event of an emergency. The epipen should be suitably labelled and dated. All staff are to be made aware of the positioning of the Epipens and exactly which children they relate to. This information will be clearly displayed in the staffroom.

School Asthma Card

To be filled in by the parent/carer

Child's name

Date of birth DD MM YY

Address

Parent/carer's name

Telephone - home

Telephone - mobile

Email

Doctor/nurse's name

Doctor/nurse's telephone

This card is for your child's school. **Review the card at least once a year and remember to update or exchange it for a new one if your child's treatment changes during the year.** Medicines and spacers should be clearly labelled with your child's name and kept in agreement with the school's policy.

Reliever treatment when needed

For shortness of breath, sudden tightness in the chest, wheeze or cough, help or allow my child to take the medicines below. After treatment and as soon as they feel better they can return to normal activity.

Medicine	Parent/carer's signature
<input type="text"/>	<input type="text"/>

If the school holds a central reliever inhaler and spacer for use in emergencies, I give permission for my child to use this.

Parent/carer's signature Date DD MM YY

Expiry dates of medicines

Medicine	Expiry	Date checked	Parent/carer's signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Parent/carer's signature Date DD MM YY

What signs can indicate that your child is having an asthma attack?

Does your child tell you when he/she needs medicine?

Yes No

Does your child need help taking his/her asthma medicines?

Yes No

What are your child's triggers (things that make their asthma worse)?

- Pollen Stress
- Exercise Weather
- Cold/flu Air pollution

If other please list

Does your child need to take any other asthma medicines while in the school's care?

Yes No

If yes please describe below

Medicine	How much and when taken
<input type="text"/>	<input type="text"/>

Dates card checked

Date	Name	Job title	Signature / Stamp
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To be completed by the GP practice

What to do if a child is having an asthma attack

- Help them sit up straight and keep calm.
- Help them take one puff of their reliever inhaler (usually blue) every 30-60 seconds, up to a maximum of 10 puffs.
- Call 999 for an ambulance if:
 - their symptoms get worse while they're using their inhaler - this could be a cough, breathlessness, wheeze, tight chest or sometimes a child will say they have a 'tummy ache'
 - they don't feel better after 10 puffs
 - you're worried at any time.
- You can repeat step 2 if the ambulance is taking longer than 15 minutes.



Any asthma questions?

Call our friendly helpline nurses

0300 222 5800

(9am - 5pm; Mon - Fri)

www.asthma.org.uk

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The Ongar Academy

Record of medicine administered to an individual child

Name of school/setting	
Name of student	
Date medicine provided by parent/carer	/ /
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	/ /
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent/carer _____

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials			



The
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REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

Notice to parents issued to new entrants

The staff (Office and Teaching) at The Ongar Academy are unable to administer medication to your son/daughter except where careful guidance is given and the medication is essential.

Should it be essential that your son/daughter has prescribed medicines administered by the school, please complete the form below.

The School **must** be notified by parents if their child is prescribed **RITALIN** and the medication must be left in the School Office. The child concerned **must** go to the Office to take their medication there.

The administration in these circumstances will be carried out by the School Office staff by arrangement.

Non prescribed medicines, e.g. painkillers cannot be administered by the School.

For complex medical regimes please consult with your son's/daughter's Year Leader who will liaise with the School Nurse to produce a specific care plan.



The **Ongar** Academy

REQUEST FOR SCHOOL TO ADMINSTER MEDICATION

The school will not give you child medicine unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medication

DETAILS OF STUDENT

Surname:

Forename:

Address:

Male/Female (Delete) Date of Birth:

Form:

Condition or Illness:

MEDICATION

Name/Type of Medication:

(As described on the container)

For how long will your child take this medication.....

Date dispensed:

Full directions for use

Dosage and method:

Timing:

Special instructions:

Self-Administration:

Procedures to take in an emergency:

CONTACT DETAILS

Name: Daytime contact number.....

Relationship to Student:

Address:

I understand that I must deliver the medicine personally to _____ and accept that this is a service which the school is not obliged to undertake.

Date: Signature:



STUDENT HEALTHCARE PLAN

Student's name	
Form and Date of birth	

Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Who is responsible for providing
Support in school?

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-
indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the student's educational, social and emotional needs

Provision for trips and other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Form copied to