

MEDICAL AND FIRST AID

We have a duty of care under to promote the health, safety and welfare of all pupils, school personnel and school visitors by providing adequate first aid equipment and school personnel qualified in first aid.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

Aims

- To provide adequate first aid provision and medical care for pupils and school personnel.
- To have in place qualified first aid personnel who are aware of hygiene and infection control procedures.
- To have in place adequate first aid equipment.
- To have in place excellent lines of communication with the emergency services and other external agencies.

Procedure

Role of the Principal

The Principal will:

- ensure that the nominated staff are suitably trained, has sufficient time to undertake their role and an adequate budget to purchase first aid equipment;
- train all school personnel in first aid arrangements;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- monitor the effectiveness of this policy;

It is the duty of the school to :

- ensure all school personnel are trained in first aid arrangements and hold a valid certificate of competence that is valid for three years;
- ensure all school personnel receive refresher training every three years;
- organise and maintain the medical room;
- ensure that there are adequate stocks of first aid equipment;
- position and maintain first aid containers at appropriate locations around the school;
- ensure all accidents and injuries are recorded and reported;

determine the level of provision:

- at break times and lunch times
- when school personnel are absent
- for all educational visits and sporting activities
- for curriculum activities
- ensure first aid kits are taken on educational visits or off-site sporting activities;
- ensure there is a designated medical room that is kept well stocked and free from clutter;
- ensure school personnel follow basic hygiene procedures and have access to disposable gloves and hand washing facilities;
- inform parents of any accident especially head injuries and of any first aid administered;
- provide guidance and support to all school personnel;
- keep up to date with new developments and resources;
- review and monitor;

Role of School Personnel

All school personnel must:

- be aware of first aid arrangements;
- be suitably trained in identifying pupils with expected medical problems;
- report any concerns they have on the medical welfare of any pupil;
- undertake training in first aid, administration of medicines and awareness of medical problems in pupils;
- report and record all accidents and first aid treatment administered

Role of Parents

Parents must:

inform the school of their child's medical history that may be a cause for concern;

must complete the necessary paper work before the school administers any medication to a child

Role of Pupils

Pupils:

- be aware of and comply with this policy;
- must report all accidents;
- will be given the opportunity to attend first aid training during organised after school activities

Recording Accidents and Injuries

All accidents and injuries will be:

- recorded in the Accident Book with all details given;
- reported to parents in person, by letter or phone

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters

Monitoring the Effectiveness of the Policy

Annually (or when the need arises) the effectiveness of this policy will be reviewed by the coordinator, the Principal and the nominated governor and the necessary recommendations for improvement will be made to the Governors.

MEDICAL PROCEDURE

In the event that a child is ill or had a minor accident

- The child shall either report to the reception with a member of staff or
- The child shall report to the reception with a friend and medical slip signed by a teacher

In the event that a child is ill or had a minor accident, the reception shall respond by

- Directing the attending staff member (if a qualified First Aid Responder) to the Medical Room and attend also. The Principal, if available, shall be alerted.
- Organise for a F.A.R to be found to deal with the illness, bring them to the child in the reception, direct them to the Medical Room and go with them. Again the Principal, if available, shall be alerted. The child shall not be left by the reporting staff until a F.A.R is found.
- In the event that a friend brings them, the Principal, or another member of staff should be contacted to have them attend the child. No children are ever left by themselves.

At the Medical Room the F.A.R shall;

- Consult medical records, with the attending Receptionist, via the computer for that child.
- Observe and triage, including the taking of temperature where necessary.
- If deemed necessary, the F.A.R shall either;
 - i) Monitor and return the student to the class or
 - ii) Monitor and have the Receptionist call the parents asking permission to administer medicines and asking them to be collected. (Students can also be collected with no medicines given) or
 - iii) Deliver first aid, such as a plaster/ice pack or ointment and return the child to class if appropriate to do so, or
 - iv) In the event that triage has identified that the student is very ill or badly hurt and requires immediate medical attention, then the medical emergency policy is followed.
- If parents cannot be contacted, then they are to remain in the Medical centre with the F.A.R and emergency medicines administered where necessary while communication attempts continue.

The F.A.R must also ensure that

- v) During the course of the day, they shall complete the medical record and
- vi) Ensure that parents are informed of all of the above, where appropriate and immediately.

In the event of serious accident or illness

In no event should those suffering from head, spinal or neck injuries be moved.

- In these instances, or others as deemed necessary by those first on the scene;
 - i) The reception should be informed and a first aid kit be brought to the incident and the F.A.R attending, or a F.A.R found if necessary
 - ii) First Aid given as necessary and emergency procedures followed
- If those hurt can be moved, then they are taken by staff to the reception, and a F.A.R (if not the staff member themselves) plus the receptionist escort the child to the Medical Room and first aid administered as required. Emergency procedures are then followed.

In all the events of serious accident or illness, or others as required – medical emergency procedure

- For the most serious cases, for example, when a student is unconscious and or unresponsive, has suffered a head/neck/spinal injury as above or any other serious injury as deemed necessary by the F.A.R, then the student is administered first aid by a F.A.R and an ambulance called by Reception. Students should not be moved if unsuitable from the criteria found above
- The F.A.R and one other member of staff remains with the child and travels to the hospital with them.
- Reception is informed and Parents called to attend the hospital and the issue explained.
- Reception informs the Principal.

In the event that a child has suffered an injury that does not, in the opinion of the F.A.R, require an ambulance

- The child is taken by staff to the medical centre by F.A.R and receptionist
- First Aid is given
- By school van, the student, F.A.R and one other member of staff drive to hospital
- Parents and Principal are informed as above.
- In all these instances, medical records have to be completed as normal.
- If parents cannot be contacted, then they are to be taken to hospital with the staff as above and all necessary medical procedures, as advised by professionals, undertaken, while communication attempts continue.

In the event of a child suffering injury off site – PDC field.

- A first aid kit and F.A.R must always be in attendance, who also has access to a mobile phone.
- For minor illnesses and injury, first aid is given, the school reception called and the F.A.R returns to school with the child. Attending security returns with the class to the school. Routines are then followed.
- For serious illnesses and injury, the F.A.R administers first aid, calls an ambulance if required and sends other children, with security, back to school. School is called to inform them and a second F.A.R is sent to the scene. Routines are then followed. F.A.R may also request the school van as per procedure, if an ambulance is not required.