

First Aid and Medical Guidance Policy

Mission statement

- *“We are an inclusive Community school, proud to be valued citizens serving the borough of Rochdale.”*
- *“We provide a captivating learning experience and foster a culture of the highest expectations for all*
- *“We ensure every individual is challenged, motivated and inspired to be the absolute best they can be in all that they do*

Date signed by September 2018
Chair of Governors



Date to be reviewed
September, 2020

OULDER HILL COMMUNITY SCHOOL AND LANGUAGE COLLEGE

FIRST AID AND MEDICAL GUIDANCE POLICY AND PROCEDURE

Aim & Scope

First Aid can save lives and prevent injuries becoming major ones. The school recognises its responsibility to provide first aid and will ensure that students, staff and visitors have access to appropriate facilities and equipment and that they are well looked after in the event of an accident, no matter how minor or major, at all times during the school day

The aim of this guidance is to ensure that students, staff and visitors are aware of the first aid and medical provisions available during the school day and the necessary procedures to be followed in line with existing published guidance and best practice.

It is emphasised that the team consists of qualified First Aiders and not trained doctors or nurses.

Legislation

The Department for Education publish "Guidance for First Aid in Schools" which gives the legislation which should be followed by the school and the Local Authority (LA)

The school is responsible, under the Health & Safety at Work Act for making sure that there is a Health & Safety Policy which should include arrangements for First Aid. This policy is to be read in conjunction with the Rochdale MBC Corporate Safety Policy including the appendix of local school arrangements.

The first aid provision of the school must include:

- A suitably stocked first aid container
- An appointed person to take charge of first aid arrangements
- Information for employees on first aid provision
- First Aid provision must be available at all times while people are on the school premises and also off premises whilst on educational visits. Local arrangements with Grosvenor Facilities Management are in place to ensure that there is always first aid provision on site.

General Note – Where the General Office and/or Pupil Services is mentioned, this is one and the same. Pupil Services is how Students would refer to the area and General Office is the staff term.

First Aid In School

Responsibilities

Health and Safety legislation places duties on employers for the health and safety of those on the premises. This responsibility sits with the Local Authority, delegated to the Governing Body and Headteacher of Oulder Hill. The day to day responsibility for Health and Safety and First Aid are in turn delegated to the designated Assistant Head.

The school must arrange adequate and appropriate training and guidance for staff who volunteer to become First Aiders. The school must ensure that there are enough trained staff to meet statutory requirements and the assessed needs of the school. The school must provide adequate and appropriate facilities and equipment.

The school is required to set aside a room for the care of ill or injured students. This will have a sink and be reasonably near to a toilet. The Medical Room at Oulder Hill is located on the ground floor next to Pupil Services.

Teachers and Support Staff

Teachers and Support Staff are expected to use their best endeavours at all times, particularly in emergencies, to ensure the welfare of the students at the school.

The school has trained first aiders and will make sure that appropriate arrangements are in place at all times. A first aider will deal with any illness or injury and advise on or call an ambulance or doctor as appropriate.

Selection

Unless First Aid is part of a member of staff's contract of employment, people who agree to become first aiders do so on a voluntary basis.

First Aiders at Work (FAW)

The First Aiders at Work within Oulder Hill must complete a three day training course led by a nationally accredited First Aid training provider. The duties of these first aiders are:

- Take charge when someone is injured or becomes ill.
- To give immediate help to casualties with common injuries or illnesses
- When necessary ensure that an ambulance or other professional medical assistance is called.
- Look after the first aid equipment, including restocking first aid supplies when necessary.

Staff in the Administration Team who are FAW will operate a rota system for the purpose of responding to first aid requests. ***This rota can be found in Appendix 1 of this policy.*** In addition to the designated First Aider on duty, there is also a requirement for other First Aid trained staff to respond in the event of illness or injury if this occurs in their department or if they are able to respond in a more timely manner.

Emergency First Aiders in the Workplace (EFAW)

Emergency First Aiders in the Workplace must complete the basic one day training qualification which will be arranged by the school. Staff who undertake this qualification are expected to respond in the event of illness or injury, providing first aid treatment until a FAW arrives on scene, or in less serious cases to conclude the first aid treatment following school procedures. ***Details of all trained First Aiders at Oulder Hill can be found in Appendix 2 of this policy.***

Office Manager

The Office Manager will:

- Work alongside the designated Assistant Head to implement and review the school's First Aid provision.
- Oversee the First Aid duty rota
- Ensure Administration staff have access to the necessary training and guidance
- Oversee the process for replenishing First Aid supplies
- Complete the necessary training and fulfill the role of one of the schools FAW.

Location of First Aid Facilities in School

The main first aid facilities in school are located at Pupil Services, with the Medical Room nearby. Most members of the Administration Team are First Aid at Work trained and are the first point of call for first aid in school.

First Aid kits can be found at Pupil Services, Main Reception, the Learning Resource Centre, the Science Department, the PE Department, the Technology Department and the Isolation Room in Pastoral.

In the event of a cardiac arrest in school, Defibrillators are located at Pupil Services and outside the PE Office.

A full list of the locations of First Aid provisions at Oulder Hill can be found in Appendix 3 of this policy.

First Aid and Educational Visits

As part of the planning for educational visits, the Trip Leader will be expected to ensure relevant medical information and emergency contacts are available for all students attending the visit. Appropriate arrangements will be made for first aid provision on any off site visits.

First Aid kits are available from the General Office for Trip Leaders to collect if they do not already have one. There is also a First Aid kit stored on the school minibus. Trip Leaders are required to notify the Office Manager of any items of the First Aid kit used during the visit so that they may be replaced.

First Aid and Student Sickness Procedure

- When a student becomes ill the member of staff they are with should assess whether student requires first aid or if they are able to stay in class.
- If the student is unwell they should be sent directly to Pupil Services, where necessary, accompanied by a responsible other.
- If the student is well enough they should remain in class until the end of the lesson and then be sent down to Pupil Services if they are still unwell.
- All students must report to Pupil Services with a note in their planner from a member of staff or with an Emergency Card given to them by a member of staff.
- The designated First Aider will be called to assist the students, using the Medical Room where appropriate.
- The school is required to keep a record of any first aid given. The school will keep records regarding any illness or injury in accordance with health and safety legislation.
- The First Aider will record the relevant information in the First Aid book. This can be

found at G-drive – Admin – First Aid.

- First Aiders are expected to complete the relevant sections.

The First Aider will discuss with the student what their illness or injury is and will make a decision whether to return the student to class or whether they need to be sent home.

Before a Student can be sent home the First Aider must:

- Check the Student's attendance on SIMs. If the Student has poor attendance (less than 96%) or is a regular visitor at Pupil Services for reasons of First Aid, the decision to send home will rest with the appropriate Learning & Progress Director or Year Manager.
- Check the Student's SIMs information to ensure they are not noted as "do not authorise". Again, the decision on whether to send a "do not authorise" student home rests with the appropriate Learning & Progress Director or Year Manager.

For all other cases, the designated First Aider may make the decision to send a student home on the grounds of illness or injury. If they have any concerns they may refer to a member of SLT or Pastoral Team.

Once the decision is taken to send a student home, Parents/Carers must be contacted to make the necessary arrangements and the "Action Taken" section of the First Aid book completed. *Where an injury has been caused due to the mis-behaviour of another member of the school community, a member of the Pastoral Team or SLT will make the phone call to Parents/Carers.*

It is then necessary to inform the Attendance Officer so that registers may be adjusted accurately and to inform Main Reception so that they may oversee the safe exit from school of the student concerned.

Emergency First Aid

If there is an emergency in school, the person requiring first aid should be brought to Pupil Services, only if it is safe to do so. If first aid is required at the scene, the First Aiders need to go to the incident immediately. Two First Aiders should attend all emergencies. In the event of an emergency, first aid support should be provided by any trained first aider available, particularly where they are more readily available than the designated person in the first instance. It is also advisable to contact On Call Duty and/or a member of SLT for additional support.

Procedure For Calling An Ambulance

- If a student or member of staff requires an ambulance this needs to be done from the scene (or very nearby). This would normally be done following an initial assessment by the First Aider, however where immediate professional medical attention is required, all staff are asked to make a professional judgement and if necessary make the call.
- A member of staff must remain with the casualty at all times.
- When an ambulance is called a member of staff must be at Main Reception to meet the Paramedics and escort them directly to the casualty.
- Student or Staff's emergency contacts must be contacted as soon as possible, advised of the situation and given a number and point of contact should they need to call back.
- If there is a medical emergency involving a Student and Parents/Carers cannot be contacted, the school will act in the best interests of the child using all the information available. This may involve giving permission for medical treatment.

- A member of Oulder Hill staff will accompany the student or member of staff in the ambulance if their emergency contacts are unable to get to the school.
- The member of staff must stay with the student or staff member at hospital until the emergency contact arrives. Transport will be provided by Oulder Hill to return the member of staff to school.

Student Medication

The school follows the Department for Education and Local Authority guidance on Managing Medicines in School and Early Years Settings. All medical information received is treated confidentially in accordance with the schools Data Protection Policy.

- Student medication is stored in a lockable cabinet in the General Office (Pupil Services)
- Medication will only be administered if the consent of the legal Parent/Carer has been received
- Medication must be provided in the original container as dispensed with the prescribers dosage instructions. The dosage given will be that on the original dosage instructions. The dosage cannot be altered unless supported by a letter from the child's Doctor
- The medication can only be given to the named student
- The list of students with medication in school can be found in the medication book stored with the medication in the General Office
- If Students collect medication from Pupil Services, the staff there must witness the Student take the medication to avoid tablets etc. being passed onto others.
- Medication which is past its use by date will be disposed of

Student Medical Information & Health Care Plans

A record of Students' medical conditions is recorded on SIMs. This information is submitted by Parents/Carers when their child commences in Year 7 and is updated each year via the Data Checking Sheets.

Where a Student has long term medical needs, the school will liaise with Parents/Carers and medical professionals to make a detailed plan about what the school will need to do and what records need to be kept. Members of the Pastoral Team and the Inclusion Team will oversee this process as appropriate and keep other staff informed of developments. Copies of a Student's Health Care Plan can be found on SIMs on the linked documents section for each individual child.

Recording of Accidents & Incidents

The school needs to ensure that all accidents and incidents are reported promptly and properly. As well as being a legal requirement, incident records and any subsequent investigation/action can prevent similar incidents from occurring. Incidents involving Students, Staff or Visitors should always be reported using the RMBC Schools Incident Report Form. This should be completed by the person involved or where this is not possible a nominee who has detail of the accident/incident. This form should then be submitted to the General Office where a member of the Administration Team will upload the information to the RMBC online reporting system. A representative of the RMBC Corporate Safety Team will then contact the school with any recommendations which should be forwarded to Mr D. Armitage, Assistant Head responsible for Health and Safety and the Headteacher.

Appendix 1

First Aid Duty Rota

	Period 1	Period 2	Break	Period 3	Lunch	Period 4	Period 5	Ex Curric
Monday	Admin 1	Admin 1	Admin Team	Admin 2	Admin Team	Admin 2	Admin 3	Reception
Tuesday	Admin 1	Admin 1	Admin Team	Admin 2	Admin Team	Admin 2	Admin 4	Reception
Wednesday	Admin 1	Admin 1	Admin Team	Admin 2	Admin Team	Admin 2	Admin 5	Reception
Thursday	Admin 1	Admin 1	Admin Team	Admin 2	Admin Team	Admin 2	Admin 6	Reception
Friday	Admin 1	Admin 1	Admin Team	Admin 2	Admin Team	Admin 2	Admin 7	Reception

Appendix 2

First Aiders At Oulder Hill

FIRST AIDERS AT WORK (FAW)				EMERGENCY FIRST AIDERS IN THE WORKPLACE (EFAW)		
Name	Department	Contact	Expiry Date	Name	Department	Expiry Date
L. Spellacy	Pastoral	120	10/09/2021	J. Brandon	Pastoral	26/06/2020
S. Dawson	Administration	106	26/02/2022	G. Corlett	Administration	26/06/2020
M. Morris	Administration	118	11/01/2022	J. Clarke	Technical Support	26/06/2020
A. Thorpe	Administration	111	04/03/2021	A. Walmsley	Administration	26/06/2020
A. Warner	Finance	128	26/01/2021	A. Wilson	Languages	26/06/2020
J. Jones	Reception	110	29/01/2021	P. Howarth	SEND	23/11/2020
E. Ogden	Mathematics	286	10/03/2022	N. Hunt	SEND	23/11/2020
K. McCarry	LRC	126	16/11/2019	L. Jeffery	SEND	23/11/2020
J. Scott	Science	331	06/07/2021	M. McCormick	SEND	23/11/2020
M. Burke	Administration	102	28/02/2021	F. Mahmood	SEND	23/11/2020
M. Dixon	Administration	129	29/06/2021	S. Pope	SEND	23/11/2020
				G. Robinson	SEND	23/11/2020
				J. Smith	SEND	23/11/2020
				A. Whitbread	SEND	23/11/2020

Appendix 3

First Aid Provisions In School

First Aid Provision	Location
First Aid Kits Ice Packs Sick Bags Defibrillator (AED Device) Trip First Aid Kits	General Office / Pupil Services
First Aid Kit	Medical Room
First Aid Kit	Main Reception
First Aid Kit Defibrillator (AED Device)	PE Office
First Aid Kit	Technology Office
First Aid Kit	Dance & Drama Office
First Aid Kit	Science
First Aid Kit	Learning Resource Centre
First Aid Kit	Isolation Room - Pastoral
First Aid Kit	School Minibus

Overview of First Aid Procedure for Students

