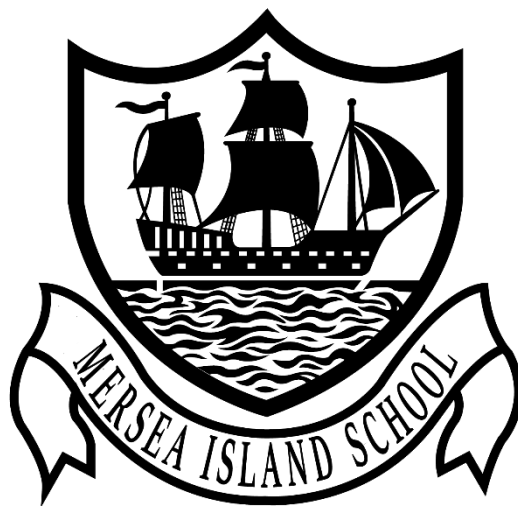


Mersea Island School



FIRST AID POLICY

March 2025

This policy outlines the school's responsibility to provide adequate and appropriate first aid to pupils, staff, parents, visitors and contractors and the procedures in place to meet that responsibility. This policy should be read in conjunction with the DfEE Guidance on First Aid for

Schools and DfEE Supporting Pupils at School with Medical Conditions.

Aims

- To identify the first aid needs of the school in accordance with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that first aid provision is available at all times while people are on the school premises and while on school visits in accordance with the Health and Safety First Aid legislation 1981.

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 training needs is reviewed yearly.
- To provide sufficient and appropriate resources and facilities.
- To keep staff and parents informed of the school's first aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- To give clear structures and guidelines to all staff regarding first aid and medicines.
- To ensure the safe use, administration and storage of medicines in school and on educational visits.

Personnel

- The school governors are responsible for the health and safety of their employees and anyone else on the school premises. They must ensure that risk assessments of the school are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.
- The school governors should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.
- The Headteacher is responsible for putting the policy into practice and for developing detailed procedures.
- The Headteacher should ensure that the policy for first aid is available to all staff and parents.
- In the event of a medical emergency and the school being unable to contact the parents/carers the Headteacher will act in 'Locum Parentis'.
- A list of First Aiders and Appointed Persons are kept in the Main Office.

Duties of an Appointed Person (Guidance on First Aid DfEE 1998)

- Takes charge when someone is injured or becomes ill.
- Looks after the first-aid equipment e.g. restocking the first aid container, ordering equipment.
- Ensures that an ambulance or other professional medical help is summoned when appropriate.
- *In addition to the above, First Aiders are required to follow the procedures outlined in this policy.*

Main Duties of a First Aider (Guidance on First Aid DfEE 1998)

- To 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 addition to the above, First Aiders are required to follow the procedures outlined in this policy.*

First Aid Equipment and Facilities

- The Appointed Person, directed by the Headteacher, will ensure that the appropriate number of first-aid containers is available and restocked when necessary. (Record of this will be kept within the First Aid Kits).
- All first aid boxes are marked with a white cross on a green background. The boxes are stocked in accordance with the HSE recommended and mandatory contents. (see DfEE Guidance on First Aid for Schools).
- First Aid boxes and equipment are taken on all school educational and sporting visits.
- Basic hygiene procedures must be followed by staff administering first aid treatment.
- Single-use disposable gloves must be worn when treatment involves blood or other body fluids.
- A First Aid box can be located in each of the buildings on the school site. This information is included on the school signage pertaining to first aid.

Information on First Aid arrangements

The Headteacher will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents.
- The arrangements for First Aid.
- Those employees with qualifications in First Aid.
- The location of First Aid kits.
- In addition, the Headteacher will ensure that signs are displayed throughout the school providing the following information:
 - Names of employees with first aid qualifications.
 - Location of First Aid boxes.
- All members of staff will be made aware of the school's first aid policy.

Record Keeping and Reporting Accidents

- All minor injuries and First Aid Treatments given are recorded.
- Parents are notified by phone if any First Aid has been administered with regard to head injuries. A record of this is kept.
- Parents are contacted by telephone if a child has received a serious head injury, a wasp or bee sting or any other significant incident.
- For more serious injuries which require outside medical assistance, a Health & Safety Incident Form is completed and kept on the child's/staff file.
- In the event of a medical emergency and the school is unable to contact parents/carers then the Headteacher acts in 'Locum Parentis'.

Statutory requirements for Accident Reporting

- The Governing Board will implement the school's procedures for reporting:
 - All accidents to employees
 - All incidents of violence and aggression.
- The Governing Board is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees:

An accident that involves an employee being incapacitated from work for more than seven consecutive days (not including the day the accident has occurred) (changes made from 6 April 2012 from 3 to seven days)

An accident which requires admittance to hospital for in excess of 24 hours.

Death of an employee.

Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

- For non-employees and pupils an accident will only be reported under RIDDOR where it is related to work being carried out by an employee or contractor and the accident results in death or

major injury, or it is an accident in school which requires immediate emergency treatment at hospital.

- For each instance where the Headteacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

For further guidance please see - **Reporting Accidents and Incidents at Work April 2012**
<http://www.hse.gov.uk/pubns/indg453.pdf>

Pupil accidents involving their head – See appendix A for flow chart.

The school recognises that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time. Where emergency treatment is not required, all bumps to the head will be reported to parents with a phone call.

Transport to hospital or home

The Headteacher or Deputy Headteacher will determine what is reasonable and sensible action to take in each case. Where the injury is an emergency, an ambulance will be called following which the parent will be called. Where hospital treatment is required but it is not an emergency, then the Headteacher will contact the parents for them to take over responsibility for the child. If the parents cannot be contacted, then the Headteacher may decide to transport the pupil to hospital. Where the Headteacher makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil.

Administering First Aid Off Site

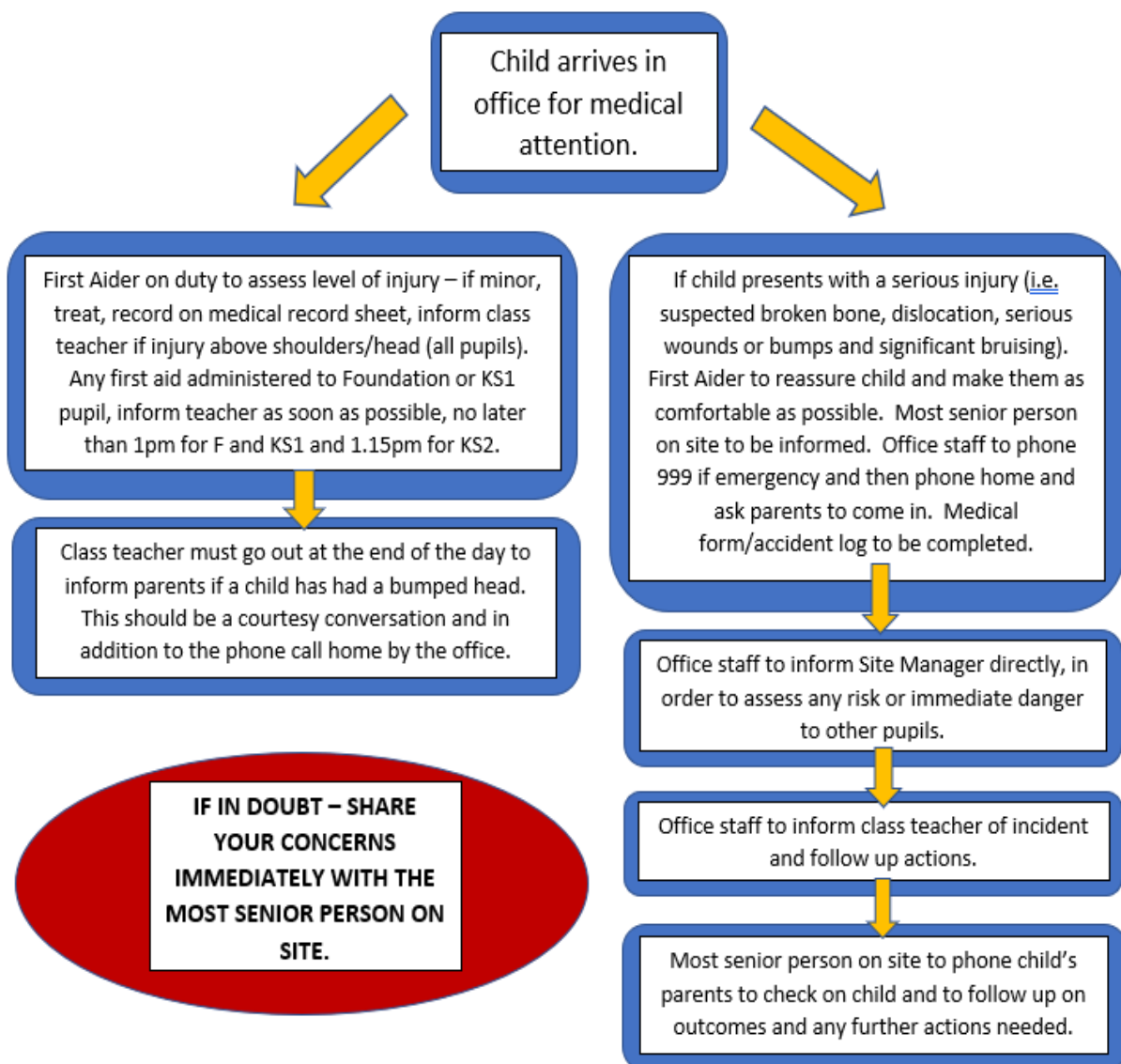
- First Aid provision must be available at all times including off site on school visits. The level of First Aid provision for an off-site visit or activity will be based on risk assessment.
- A responsible adult (where there is access to First Aid at venue site) or trained first aider will accompany all off site visits and activities along with a suitably stocked First Aid box.
- The First Aider must be aware of the contents of the First Aid box and its location at all times throughout the visit.
- All adults present on the visit should be made aware of the arrangements for First Aid.
- If any First Aid treatment is given, other than for minor injuries the Group Leader will advise the school office, by mobile telephone if urgent, or on return so that the pupil's parents can be informed.
- If a pupil is taking a prescribed medicine, a 'Parental Agreement' form will have been completed.
- A copy of the Parental Agreement Form will be taken along with the relevant medication on the visit. The medication will be kept in the First Aid box, with a cool pack if necessary, and will be administered by the First Aider at the necessary time and recorded.

Any Emergency situation

1. The child will be kept still if the injury is physical.

2. A First Aider will be called for from the school office.
3. A decision will be made to move the child if necessary.
4. If a Medical Health Care Plan is in place (i.e: a recognised medical emergency) the plan will be brought to the patient and medication will be administered if the plan requests this.
5. Emergency support will be called if required.
6. Parents/Carers will be notified.
7. The Parent/Carer will resume responsibility for their child on their arrival in school.

Procedures for Medical Incidents January 2023



Appendix 1 – Supporting Pupils with Medical Needs

Administering medicines in School.

This policy has been written with advice from the Department for Education and Skills, Asthma UK, the local education authority, local healthcare professionals, staff, parents/carers and the pupils.

Rationale

Although regular school attendance is every child's right and is expected by every school, children should remain at home when ill to ensure their speedy recovery and to lessen the risk of infection. However, some children have to cope with physical conditions and long term illness that requires them to receive medication administered to them in school. The Governors and staff of Mersea Island School need to ensure that these pupils receive the care and support they require, subject to the outlines in this policy.

Aim

At Mersea Island School, we wish to;

- Clearly identify the responsibilities of the school and the parent/carer in respect of any child's medical need.
- Ensure that members of staff know that there is no legal responsibility for them to administer medication in school and that this role is purely voluntary.
- Ensure that all staff receive adequate training before undertaking this role.

Responsibility

The Appointed Person/First Aider will assist in an emergency for any medical condition as detailed on the medical protocol/register.

- At the beginning of each school year or when a child with asthma starts at the school, parents/carers will be asked for medical information about their child. This information is stored on SIMS. Each Class teacher will be given details of children in that class with medical needs. This will be shared with support staff.

It is the parent's responsibility to ensure the school is fully aware of the child's needs regarding any medical condition or changes to any medical condition or need.

Indemnity

Members of staff who administer medication in accordance with the guidelines given by the Local Education Authority are covered by the school's public liability insurance. These guidelines make it clear that only trained, authorised staff can give medication to pupils or monitor the self-administration of medicine by pupils where appropriate.

Confidentiality

Information regarding the children's medical needs is held in the child's personal file but a copy of the Medical Health Care Plan for care is kept in a file in the school office (for access by trained First Aiders) and all medical details are listed on SIMS. Each Class teacher will have details of all

children in the class with medical needs. Every effort is made to balance the need for confidentiality with the desire for shared essential information.

NOTIFIABLE CONDITIONS:

Asthma

Our school recognises that asthma is a serious, widespread, but controllable condition affecting many pupils in the school and encourages all pupils with asthma to achieve their full potential in all aspects of school life. The school welcomes all pupils with asthma and seeks to have clear guidelines that is understood by all in order to support pupils with asthma that are in school. Some staff members may be identified to aid the administration of medication for asthmatics when necessary as detailed on the Health Care Plan.

A register is kept of the children's details who have been diagnosed with this condition in the School Office – updated annually.

The school does all it can to ensure the school environment is favourable to all its pupils. We have a strict no smoking policy and we do not allow children with medical conditions to come into contact with furry or feathered animals if we are aware this is a trigger.

Sports Coaches and P.E. teachers who are not normally the child's teacher will be made aware of the child's asthma and the requirements of the child, by the child's parent/carer when the permission to join the club/activity is given.

It is not the responsibility of the school to ensure that coaches for external clubs are aware of the child's medical needs.

Asthma medicines

Immediate access to reliever medicines is essential. Pupils with asthma will keep their relievers in their classroom in a secure box and the LSAs can monitor its use, there is a record kept of the use of the inhaler. Pupils will be given access to take their medicine whenever it is needed. Staff will monitor the use of the medicine/inhaler by recording the child's name, date and amount of medicine administered by the child which the parent/carer can then have access to on request.

Parents are asked to ensure the reliever inhaler is named and within the use by date and that they are checked, by the parent/carer, once every half term. Any concerns regarding the use of the inhaler will be passed onto the parents/carers by the class teacher.

Diabetes

When children are diagnosed with having diabetes, the school is able to help with the administration of insulin in school and the care of these diabetic children when they need to monitor their condition through small blood tests.

The school relies heavily on the parent/carer to ensure that the correct information is given to the volunteer staff in school that will monitor the children's care. All volunteers are trained by a diabetic nurse annually. Details for the individual children are kept in the Medical Health Care Plan.

Other conditions

Children with epilepsy, Cystic Fibrosis and severe allergic reactions to foodstuffs etc; all are treated with the greatest of care according to their Medical Health Care Plan to ensure they can access their school life completely.

Short term antibiotic medicines (prescribed)

If antibiotics are prescribed by a doctor, they are usually expected to be taken three times each day and can be given out of school hours. However, if the medication has been prescribed four times daily, parents are requested to bring the medicine into the school office and complete a Request to School to Administer Medication form. The form will detail when the medicine should be taken and how much should be given. The medicine will be stored in the office fridge if appropriate. Once the medicine has been given to the child it will be recorded. Any remaining medication must be collected from the school office by the parent/carer, no medication will be given to the child to transport home.

Over the counter medication can be administered in school by office staff, parents will need to complete the Request to School to Administer Medication form.

If medication is administered/monitored, a note of this will be made, parents/carers can ask to view the record for their child. If a child refuses to take the given dose, no force will be applied but the parent/carer will be advised on the telephone contact number, they have given in case of emergency, and arrangements will be made by the parent.

All prescription medication will be kept in a secure box out of the reach of children.

Children are not permitted to carry any form of medication with them unless previously agreed in writing by the Headteacher.

Non-Prescription Medicines

Over the counter medication can be administered in school by the office staff on completion of a Request to School to Administer Medication form. Children are permitted to have non medicinal preparations such as lip balm in a book bag so that it does not interfere with learning. Application of these will be restricted to break and lunchtimes.

Suncream

Suncream should be applied BEFORE the start of the school day. Children are permitted to self-administer on advice of adult staff. Children are not permitted to share sun cream with non-family members.

School Trips

Trip leaders will ensure that all prescribed medication, both long term e.g. asthma pumps and shorter term e.g. prescribed medication is taken on the trip and carried by an adult. The above regulations regarding administration will apply. Over the counter medications e.g. hay fever tablets, nettle/insect bite cream sent by parents/carers for the day of the trip will be administered according to the above guidelines. No further medication will be taken on trips. Water may be administered if required e.g. to relieve the initial symptoms of a nettle sting.

A responsible adult (where there is access to First Aid at venue site) or trained first aider will accompany all off site visits and activities. Where the trip includes any specific form of illness e.g. diabetes then a suitably qualified First Aider e.g. Diabetes trained will accompany the trip.

The Governors and Staff of Mersea Island School want to ensure that all our pupils receive the care and support they need in school in every situation to make certain that they are fully included in all that our school has to offer.

Annex 1:

MERSEA ISLAND SCHOOL



Request to School to Administer Medication

The school will not give your child medicine unless you complete and sign this form. The Head Teacher has agreed that school staff that are willing can administer the medication.

DETAILS OF PUPIL

Full Name:

Address:

.....

.....

M / F Date of Birth: Class:

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 precautions:

Side effects:

Self administration:

Procedure to take in Emergency:

CONTACT DETAILS:

Name: Daytime Telephone No:

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

Signed: Parent / Carer Date:

MERSEA ISLAND SCHOOL



Medical Health Care Plan

Name:

Date:

Date of Birth:

Review Date:

Condition:

Contact Information

Family Contact 1

Family Contact 2

Name:

Name:

Tel: Home:

Tel:

Mobile:

Mobile:

Relationship:

Relationship:

Clinic/Hospital Contact

GP:

Name:

Name:

Tel:

Tel:

Describe condition and give details of pupil's individual symptoms:

Daily care requirements: (e.g. before sport/at lunchtime)

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

Any other comment:

Head Teacher:

Signed:

Date:

Parents:

Signed:

Date:

MERSEA ISLAND SCHOOL



Health Care Plan for a Pupil with Medical Needs

Name:

Date of Birth

Condition

Date:

.....

Review date:

Class:

CONTACT INFORMATION

Family Contact 1

Name

Phone No. (work)

(home)

Relationship

Family Contact 2

Name

Phone No. (work)

(home)

Relationship

Clinic/Hospital Contact

GP

Name:

Name:

Phone No.

Phone No.

Describe condition and give details of pupil's individual symptoms:

Please circle as appropriate **(in the case of epipens, 1 in medical cabinet and 1 in classroom)**

Medication to be held in:

school reception - cabinet in medical room - fridge in medical room - in the classroom - no medication in school *(Please complete the reverse of this form)*

Daily care requirements: (e.g. before sport/at lunchtime)

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

Follow up care:

Any other comment:

Form copied to:

PARENT/I.M./CLASS TEACHER/PUPIL'S FILE/OFFICE MANUAL/OTHER (Please specify)

Signed Parent/Carer Date

MERSEA ISLAND SCHOOL



Asthma Action Plan

Name:

Date of Birth

Condition : **Asthma**

Date:

Class:

Review date:

EMERGENCY CONTACT INFORMATION

Family Contact 1

Name

Phone No. (work)

(home)

Relationship

Family Contact 2

Name

Phone No. (work)

(home)

Relationship

Asthma Clinic/Hospital Contact

Name:

GP

Name:

Phone No.

Phone No.

Medication to be held in Class

Please circle/tick as appropriate

- I use a spacer device

- I do not use a spacer device

My Asthma Triggers Are:

☐ House dust (dust mites)

☐ Mould

☐ Pollen

☐ Dog, Cat, Hamster, Rabbit, Bird or other furry pet

☐ Foods

☐ Smog and pollution

☐ Viral respiratory infections (cold, etc)

☐ Exercise and Weather changes

☐ Medicines

☐ Perfume or aerosol sprays/Scented candles

☐ Paint fumes/cleaning agents (bleach)

☐ Wood smoke

☐ Other

My Usual Daily Asthma Medication is:

Child's Name: _____

Inhaler

PREVENTER: NameColour.....Strength

How much?

How often?

Inhaler

RELIEVER: Name ColourStrength

How much? How often?

Notes:

.....

I **need** / **do not need** to use my inhaler before any PE Lesson. (Please delete as appropriate)

When My Asthma is Worse I Need:

Inhaler

PREVENTER: NameColour.....Strength

How much? How often?

Inhaler

RELIEVER: Name ColourStrength

How much? How often?

Notes:

Action to take :.....

In the Event of an Emergency:

Inhaler

RELIEVER: Name ColourStrength

How much? How often?

.....

Please circle as appropriate

Action to take:

Call 999 and parents, if my symptoms do not improve within 5 mins or 10 minutes

While waiting for help to arrive I may have puffs of my reliever every mins.

Any other comments:

.....

.....

.....

Form copied to:

PARENT/SENCO/CLASS TEACHERPUPIL'S FILE/OFFICE MANUAL/OTHER (Please specify)

.....

.....

Signed Parent/Carer Date