



Policy name: First Aid and Medical Emergency
Date: October 2019
Review Date: October 2021, February 2021
Responsible person: Daisy Cockburn

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety (First Aid) Regulations 1981
- Occupiers' Liability Acts 1957 and 1984
- Health and Safety at Work, etc Act 1974
- Workplace (Health Safety and Welfare) Regulations 1992
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Education Act 2002
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Equality Act 2010
- School Premises (England) Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)

We have a duty of care under The Health and Safety (First Aid) Regulations 1981 to promote the health, safety and welfare of all pupils, school personnel and school visitors by providing adequate first aid equipment, facilities and school personnel qualified in first aid.

We will ensure that under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) that all accidents resulting in death, major injury or the prevention of the injured person undertaking their normal work for more than three days will be reported to the Health and Safety Executive (HSE).

We will ensure that first aid provision is up to date and available at all times in school and for all off-site educational visits and sporting events. Pupils and school personnel with specific health needs and disabilities will be given specific consideration.

We ensure adequate proportion of school personnel and supply teachers:

- are trained in first aid;
- will attend periodic first aid refresher training;
- are trained in how to administer medication in the case of a severe allergic reaction;
- are familiar with the Individual Health Care Plans of pupils in their care;
- know what to do in an emergency;
- are aware that allergy management strategies are incorporated into risk assessments for all school events, educational visits and sporting events.

Details of First Aid Practitioners

Appointed Person	Qualification	Training renewal date
Daisy Cockburn	Paediatric First Aid	07/06/2022
Trained First Aiders		
Ben Pearse	Paediatric First Aid	16/11/2021
Gerry Oliver	Paediatric First Aid	01/09/2023
Hanako Keller	Paediatric First Aid	14/09/2021
Zaneta McAllister	Paediatric First Aid	21/09/2022
Mar Reverte	Paediatric First Aid	21/09/2022
Philippa Goddard	Paediatric First Aid	14/09/2021
John Challis	Paediatric First Aid	01/09/2023
Olivia Howker		

Medical care plans are kept up to date and are available at all times to school personnel who may need them in an emergency and clearly indicate whether a pupil needs emergency medication such as asthma inhalers or epi pens.

School personnel who supervise the taking of medication are up to date with the medical care plans for those pupils with specific medical needs or emergency medication.

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 where this might impact on our duty of care.

We as a school community have a commitment to promote **equality** and will be mindful of the Equality Act 2010. Including ensuring equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil

partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

What to do in the case of an accident, injury or illness

A member of staff or pupil witnessing an accident, injury or illness should immediately contact a named trained first aider (see above). Any pupil, member of staff or visitor sustaining an injury whilst at school should be seen by a first aider who will provide immediate first aid and summon additional help as needed. The injured person should not be left unattended. The first aider will organise an injured person's transfer to the medical area (office and adjoining shower room) if deemed necessary and appropriate and to hospital in the case of an emergency. Parents should be informed as necessary by telephone by the first aider, Headteacher or office staff. This will be followed up in writing and a record kept at school. A written record of all accidents and injuries is maintained on One Drive in the accident/incident log.

Contacting parents

Parents should be informed by telephone as soon as possible after an emergency or following a **serious/significant** injury including:

- Head injury
- Suspected sprain or fracture
- Following a fall from height
- Dental injury
- Anaphylaxis & following the administration of an Epi-pen
- Epileptic seizure
- Severe hypoglycaemia for pupils, staff or visitors with diabetes
- Severe asthma attack
- Difficulty breathing
- Bleeding injury (uncontrolled)
- Loss of consciousness
- If the pupil is generally unwell

If non-emergency transportation is required, an authorised taxi service will be used if parents are delayed. A member of staff will accompany the pupil until a parent arrives. Parents can be informed of smaller accidents or incidents at the end of the school day by the class teacher. All accident/ incidents must be written up on a form by staff member, shown to parents/ carer who then sign that they have seen it, further seen by the head teacher, logged and a copy placed in

the child's file. A parent should sign the accident /incident form agreeing that they have been notified.

Contacting the Emergency Services

An ambulance should be called for any condition listed above or for any injury that requires emergency treatment. Any pupil taken to hospital by ambulance must be accompanied by a member of staff until a parent arrives. All cases of a pupil becoming unconsciousness (not including a faint) or following the administration of an Epi-pen, must be taken to hospital.

Pupils with medical conditions

A list is available in the office and Children's House and Elementary kitchens of all pupils who have a serious allergy or medical condition. If staff become aware of any condition not on these lists please inform the appointed person.

Administering Medicine/Treatment

Only medicines prescribed for a child by their doctor can be administered.

- Medicines are to be stored in their original containers, clearly labelled and inaccessible to children.
- The parent will need to provide written permission and clear instructions to administer any medication on the Permission to Administer Medicine/Treatment form
- The member of staff is to set an alarm clock for the time medication is to be given.
- Staff must check any labels on medicine particularly the out of date information.
- Staff to record the time medicine is administered on the appropriate form. The parent is to countersign the form when collecting their child that day.

In some cases, such as for the treatment of period pains arrangements can be made as necessary for pupils to be given Calpol.

Dealing with body fluids

In order to maintain protection from disease, all body fluids should be considered infected. To prevent contact with body fluids the following guidelines should be followed.

- When dealing with any body fluids wear disposable gloves.
- Wash hands thoroughly with soap and warm water after the incident.
- Keep any abrasions covered with a plaster.
- Spills of the following body fluids must be cleaned up immediately.

Bodily fluids include:

- Blood, Faeces, Nasal and eye discharges, Saliva, Vomit

Disposable towels should be used to soak up the excess, and then the area should be treated with a disinfectant solution. Never use a mop for cleaning up blood and body fluid spillages. All contaminated material should be disposed of in a black bin bag and placed straight in the waste bin by the blue gate. Avoid getting any body fluids in your eyes, nose, mouth or on any open sores. If a splash occurs, wash the area well with soap and water or irrigate with copious amounts of sterile solutions in first aid supplies.

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.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Headteacher

The Headteacher will:

- ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- ensure adequate first aid equipment, facilities and school personnel qualified in first aid are in place;
- ensure 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;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel and parents
- ensure all school personnel receive refresher training every three years;
- organise and maintain a medical area as suggested by HSE:

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- a sink with hot and cold running water;
 - drinking water
 - soap and paper towels;
 - a store for first-aid materials;
 - foot-operated refuse containers, or a container suitable for the safe disposal of clinical waste;
 - a chair;
 - a telephone or other communication equipment; and
 - accident/incident forms for recording incidents attended by a first-aider or appointed person.
- ensure that there are adequate stocks of first aid equipment;
 - ensure first aid kits are British Standard BS 8599 and contain the following as suggested by HSE:
 - a leaflet giving general guidance on first aid;
 - individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
 - sterile eye pads;
 - individually wrapped triangular bandages, preferably sterile;
 - safety pins;
 - large sterile individually wrapped unmedicated wound dressings;
 - medium-sized sterile individually wrapped unmedicated wound dressings;
 - disposable gloves.
- position and maintain first aid containers at appropriate locations around the school;
 - conduct annual risk assessments;
 - ensure all accidents and injuries are recorded and reported;
 - ensure that pupils and school personnel with specific health needs and disabilities are given specific consideration;
 - ensure the appropriate medical resources (asthma inhalers, insulin, epipens) are available for those pupils with specific health needs at all times;
 - ensure school personnel are aware of the specific health needs and disabilities
 - determine the level of provision:
 - at breaktimes 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 – this is the school office and shower room
- 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;
- ensure first aid notices are displayed in the appropriate places;
- ensure first aid information is provided in the staff handbook;
- provide guidance and support to all school personnel;
- keep up to date with new developments and resources;
- review and monitor;

Role of Trained First Aiders

- Provide appropriate care for pupils or staff who are ill or sustain and injury
- Record all accidents on an accident form (to be found in each classroom and the office) to be passed to the Headteacher.
- In the event of any injury to the head, however minor, ensure that parents/guardians are informed on collection.
- Make arrangements with parents/guardians to collect children and take them home if they are deemed too unwell to continue the school day.
- Inform the appointed person of all incidents where first aid has been administered.

Role of all School Personnel

- be aware of first aid arrangements;
- report any concerns they have on the medical welfare of any pupil;
- implement the school's equalities policy and schemes;
- report any concerns they have on any aspect of the school community.

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;

- inform the school of their child's medical history that may be a cause for concern via admission and medical forms;
- complete the necessary paper-work before the school administers any medication to a child;
- support the school behaviour policy and guidance necessary to ensure smooth running of the school.

Role of Pupils

Pupils:

- be aware of and comply with this policy;
- must report all accidents;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- comply with other relevant policies, procedures, expectations and guidance necessary to ensure respect for and care of self, others and the environment.

Recording Accidents and Injuries

All accidents and injuries will be:

- recorded in the Accident/ Incident Log with all details given;
- reported to parents in person, by email or by telephone

All accidents involving the loss of life, major injury or preventing the injured person undertaking their normal work for more than three days must be reported to the Health and Safety Executive (HSE).

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 school personnel

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training related to this policy on induction which specifically covers:

- Health and Safety
- Hygiene
- Dealing with emergencies
- Safeguarding and Child Protection
- Administering Medicines

- receive periodic training so that they are kept up to date with new information

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator or Headteacher.

Linked Policies and documents

- Administering Medicines
- Health and Safety
- Hygiene
- Safeguarding and Child Protection

Headteacher:	Daisy Cockburn	Date:	October 2019
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	Philippa Goddard	Date:	October 2020
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