



MANAGING ACCIDENTS, FIRST AID AND MEDICATION POLICY

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The first section of the policy refers to the day to day routine of the school; school visits and journeys will be covered under separate headings.

MEDICATION

Only named members of staff are allowed to give any medication to pupils

IF IN DOUBT DON'T. ASPIRIN MUST NOT BE GIVEN TO ANY PUPIL

No medication other than that prescribed by a doctor or accompanied by a covering letter from the parent will be given to a pupil or verbal agreement is given by the parent or primary carer to a named person. This will be recorded in the Accident, First Aid & Medication Book.

All medication brought into school must be passed on to a named person. At this stage the named person will check the instructions for taking the medication (dose and frequency) and record these on the Pupil's Information Form and in the Accident, First Aid & Medication Book which are kept in the office.

All staff must ensure that they are aware of individual medical needs. Pupils who need medication regularly or on demand must be supervised when they take the medicine.

Only named persons may supervise the taking of medicine and keep the log up to date. If the taking of the medication is on demand i.e. it is not taken daily and on a

regular basis, the parent must be informed via telephone that or letter that the medication has been taken on that day; a record of the conversation or copy of the letter will be made or kept in the Accident, First Aid & Medication Book. Medication is kept in the safe which is locked; the key is held in the key cupboard in the school office which is locked when unoccupied. Each pupil's medication will be clearly labelled and in its original packaging.

FIRST AID AND EMERGENCY ADMISSIONS TO HOSPITAL

For the purpose of this policy an emergency is defined as an incident where an ambulance needs to be called immediately. i.e. any serious injury. In an emergency ensure that an ambulance is called, informing the Head or a Director immediately and then get help from a first aider. If you feel confident apply emergency first aid. A member of staff must accompany a pupil to hospital in the ambulance. The Head will make the decision as to who goes. Parents or primary carers are contacted immediately and usually go to the hospital to meet the ambulance as it arrives. Medical information is given to the ambulance crew by the school and the member of staff accompanying will assist in providing care and support for the child throughout.

Parents will be fully briefed at the handover at the hospital. Only qualified first aiders are allowed to administer non-emergency first aid. All staff except recent appointees are trained in First Aid. First Aid kits are available in the kitchen, the main office, Sixth Form kitchen and the going-out packs.

After the initial assessment of the non-emergency situation, the first aider will:

- a) Apply the consistent with first aid and as advised in the training;
- b) AND/OR b) If necessary, consult the Head or a Director before any further action is taken e.g. telephoning for an ambulance, taking to casualty or contacting parents. The first aider attending is responsible for the completion of the accident report. The first aider attending is responsible for sending home a letter and for a copy for the pupil file.

INJURIES AND EPILEPTIC FITS OCCURRING IN SCHOOL

MINOR CUTS AND BRUISES

Send the pupil to the school office; a first aider will be called to attend.

EPILEPTIC FIT

A first aider must be called. The first aider will inform home via a phonecall and the incident logged. Designated First Aiders have been trained to manage the needs of a young person experiencing a seizure.

An injury which results in immobility - call a first aider (via the office if necessary) Do not move the pupil. Move other pupils away from the immediate vicinity.

INJURIES THAT HAVE OCCURRED OUTSIDE OF THE SCHOOL DAY

Send the pupil to the Head or a designated First Aider on the premises immediately;

ILLNESS

If a pupil complains of feeling ill in class then send the pupil to the Head or the teacher in charge; if necessary escorted. The Head or the teacher in charge will then decide what action is appropriate. Staff should contact home and either the parent comes to fetch the pupil or alternative arrangements are made in discussion with the Head or teacher in charge.

If parents or carers cannot be contacted and the illness is deemed sufficiently serious, then arrangements should be made to send the pupil to hospital, in discussion with the Head or teacher in charge. The pupil is made as comfortable as possible and then rests in the Medical Room and is checked regularly; The area in class 2 disabled toilet is used as a medical room in these circumstances. It is equipped with a basin and paper towels, a portable bed, blanket and pillow, and is next to the toilet.

SCHOOL VISITS INCLUDING REGULAR OFFSITE ACTIVITIES

The teacher in charge of the visit is responsible for the health and safety of pupils when off-site. Always take the mobile phone and keep it switched on.

MEDICATION

The teacher in charge of the visit is responsible for identifying pupils on the visit who take regular medication or may need medication on demand (eg asthmatics). The teacher in charge of the visit is responsible for: a) Ensuring that the medication is taken and that this is logged on return; b) In the case of a non-regular user that a standard letter goes home and copied for the pupil file.

BLOOD SPILLAGES / EXCHANGE OF BODILY FLUID

Any exchange of blood or bodily fluids between individuals should be reported to the Head or a Director and medical advice sought immediately. Situations where exchange of bodily fluids may occur are not frequent, but staff are made aware at interview that immunisation against Hepatitis b is available and will be arranged by Springboard if requested. Cleaning of blood and body fluid spillages: All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear Personal Protective Equipment, PPE). When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and ensure it is effective against bacteria and

viruses and suitable for use on the affected surface. Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. Laundry should be dealt with in a separate dedicated facility. Soiled linen should be washed separately at the hottest wash the fabric will tolerate. Wear PPE when handling soiled linen. Children's soiled clothing should be bagged to go home, never rinsed by hand.

CLINICAL WASTE

Gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot operated bins. All clinical waste must be removed by a registered waste contractor. All clinical waste bags should be less than two-thirds full and stored in a dedicated, secure area while awaiting collection.

FIRST AID / INJURIES

The teacher in charge of the visit may need to establish the first aid facilities available at the place to visit. This is especially important if pupils are likely to be fairly active. Where possible a first aider will accompany the group but there will always be at least one other adult accompanying the group. The lack of a first aider should be taken into account when making the risk assessment. If the group is travelling by public transport then the teacher in charge should take a first aid kit. If an emergency occurs (i.e. a pupil has to go to hospital) then the teacher should stay with the group and get them back to school. This could mean contacting school to arrange for another driver to get to the group. The other adult would accompany the patient to the hospital. The teacher in charge is responsible for completing an accident report and informing parents via a standard letter (copy into the pupil file).

COVID-19 PLAN

As far as possible the Directors of Springboard Education, with the head teachers, will try to maintain normal routines for the children in our care. Our top priority will be to ensure that infection control is practiced consistently and rigorously. We will keep up to date with advice from the Chief Medical Officer and all advice received through our local authority.

- A sick child will be isolated in the head's office, with immediate access to the toilet and basin.
- Lists of contact names, phone numbers and addresses (including mobile numbers and e-mail addresses where possible) for all staff will be kept in the staff files;
- The Directors of Springboard Education do not feel it is appropriate to employ supply staff, so will deploy staff from both schools and from its' sister company, Time Out Fostering to ensure normal routines are maintained as far as possible..
- Policies for applying for medical leave (or for special leave to take care of family members) are in place. Staff will be made aware that government advice is that they should not come to work, if they think they are ill, during the pandemic;

- The school premises are fully equipped with materials needed to implement infection control measures in time to cope with any imminent pandemic;
- If a child in our care dies, we will inform DFES as required and ensure that the other pupils are fully supported. Bereavement counselling will be offered and paid for to any who are in such need.
- When a child has died we will ensure that the family is supported by a key senior member of staff.
- A child or staff member who has been bereaved will be supported by a named key member of senior staff.
- Health, safety and hygiene arrangements will be maintained to a high standard, e.g. cleaning toilets, prompt disposal of waste;
- Rapid access to medical help will be arranged if and when required;
- Staff will be encouraged to take on a different role for some or all of the duration of a pandemic, and any necessary additional support and supervision will be arranged by flexible use of staff across both schools and both businesses. Foster carers for Time Out Fostering may assist while staff are absent as they are all DBS checked and full references are on file.