



## First Aid and Illness Policy

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### Policy Statement

Samuel Cody Specialist Sports College will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Samuel Cody Specialist Sports College is held by the Headteacher who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

### Aims & Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
  - It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
  - The Children's Services First Aid Needs Assessment Form (CSAF-002) will be used to produce the First Aid Needs Assessment for our site
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

### First Aid Training

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

### Appointed Persons

At Samuel Cody Specialist Sports College the school nurse is appointed person who is as follows:

- Sue Woods

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Where the first aid needs assessment identifies that qualified first aid staff are not necessary due to the nature/level of risk, the **minimum legal requirement** is to appoint a person (the Appointed Person) to be on site at all times during the working day. Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

**Note: Appointed Persons are not First Aiders and should not provide first aid for which they have not been trained. However it is good practice to provide appointed persons with some level of first aid training. Such training does not require HSE approval.**

#### School First Aid Trained Staff

At Samuel Cody Specialist Sports College there are 20 school first aid trained staff (see attached).

This optional, bespoke training for school staff is available to assist the school in meeting its own duty of care towards its pupils. It is not a substitute for HSE-approved first aid training which qualifies staff to provide first aid to other staff. This training should be provided only where:

- Additional training is considered to be required for appointed persons in order to enhance their role to provide first aid to children; **and/or**
- Other staff, in addition to Emergency/Qualified First Aiders, are also considered to require some level of training in order to provide first aid to children

#### Emergency First Aiders *(Those completing the HSE approved 1-day emergency first aid course)*

At Samuel Cody Specialist Sports College there are 3 emergency first aiders who are as follows:

- Alison Nix
- Julie Thomas
- Marie Gillett

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. They may also have other duties and responsibilities which are identified and delegated as appropriate (eg. first aid kit inspections).

#### Qualified First Aiders *(Those completing the HSE approved 3-day first aid course)*

At Samuel Cody Specialist Sports College there are 4 qualified first aiders who are as follows:

- Sue Woods
- Matthew Jenkins
- Glenn Tyreman
- Marie Gillett – also trained nurse

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (eg. first aid kit inspections).

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#### First Aid Provision

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- 9 first aid kits on the premises
  - These first aid kits will be situated at DT, HE, Science lab, Library, Main Office. PE dept, Medical room, Primary Dept and ASD Centre
- 3 travel first aid kits in vehicles
  - These travel first aid kits will be located in the minibuses, GL62 CTX, GJ64 PDV and GF08NNJ

It is the responsibility of the emergency/qualified first aiders/appointed persons to check the contents of all first aid kits every half term and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the medical room.

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

The medical room is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- running water
- first aid kit
- telephone
- chairs

#### Emergency Arrangements

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- Whenever a pupil has an epileptic seizure lasting more than 5 minutes

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

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In the event that parents can not be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents can not be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

#### Records

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

#### ILLNESS POLICY

The register of first aiders is kept in the staff room and the school office. All staff receive instructions on how to deal with an epileptic attack and information registers are available to all staff and transport escorts upon request.

No matter how willing they may be no pupil should be allowed to be involved in the handling or treatment of any patient. They may however be allowed to sit with them if the patient desires it and when it is appropriate.

It is anticipated that when pupils are unwell before leaving home, the parents make a decision to keep them away from school and seek medical advice if necessary, before sending them back to school.

We expect that when a pupil has an accident at home the resulting injury is dealt with by the GP or Casualty Department at the local hospital. School staff should not be expected to deal with injuries resulting from accidents which occur 'outside' school.

The school has a medical room, with a bed, lockable medical cabinet and First Aid facilities. One of our Special Schools Assistants is a qualified nurse and it is our intention to continue this arrangement. An Accident book is used to record any accidents to staff and visitors. Parents will be advised of any illness or injury reported by a pupil.

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#### PROCEDURE

When pupils are unwell or suffer an injury whilst in our care the procedures below will be followed:-

**Medication prescribed by hospital or GP.**



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If this is required to be taken during the school day, the medication is kept in a locked medicine cupboard in the medical room and is administered by the school nurse at the requested times. All children are instructed in alternative arrangements should the nurse be unavailable at the appropriate time. All parents are requested to supply the school with the name of the medication, dosage, frequency to be administered, condition it is being used to treat and written consent for the nurse or other member of staff in her absence to administer the medication. If the nurse is unavailable at the appropriate time the pupil should report to the main office and the Headteacher will either administer the medication or nominate another member of staff to administer it.

#### **Injured or ill pupils.**

When a pupil is unwell or has suffered an injury they should report to the medical room or the school office. The nurse will examine the pupil administer First Aid if necessary and advise the Headteacher whether the pupil is fit to remain at school or whether they should go home and report to their GP or whether they need to go to hospital.

When a pupil needs to go home the parent/guardian is telephoned and asked to collect the pupil or to give permission for the nurse to take them home. No pupil is ever taken or sent home without the parent's knowledge. At this time the nurse will advise the parent whether the pupil needs to be seen by the family GP. Such advice is to be given in writing and a copy kept on file.

Should the pupil need to be taken to hospital the parent is telephoned and asked to collect the pupil in order to take them to hospital. If it proves impossible to contact the parent, then the nurse will accompany the pupil to hospital either by ambulance or car whichever is considered most appropriate by the nurse. No pupil should ever be sent to hospital unaccompanied. Meanwhile the administrative staff will continue to contact the parent or nominated emergency contact. The school nurse will remain at the hospital until parents arrive.

Should a pupil be only slightly unwell or has suffered a very minor injury and the nurse feels that they are able to remain at school then basic First Aid is given, the pupil is allowed a period of rest if appropriate and then continues with their normal school activities. The nurse will provide the pupil with a letter to take home to the parent advising them of the circumstances and suggesting that they seek further medical advice if they are still concerned.

**Any head injury no-matter how slight should be taken seriously** and if there is the slightest doubt as to the pupil's condition then they should be transported to hospital for further examination by a doctor.

#### **Staff and Visitors**

If a member of staff or a visitor to the school is unwell or has an accident while on the premises they must be seen by the school nurse. If it is agreed by the patient and the nurse that they are well enough to remain in school, probably after a short rest in the medical room, they may do so.

If however either party feel that further medical attention is required urgently they should be transported to hospital by ambulance. A relative or friend should be contacted and requested to accompany the patient or meet them at the hospital.

If either party feels that the patient needs to be taken home and/or seen by their GP then if they are unable or it is unwise for them to drive themselves, a relative or friend should be contacted and requested to collect them.

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If in either case above, a relative or friend cannot be contacted and if it is possible for the school nurse or other appropriate member of staff to do so they may, with the Headteacher's approval, accompany the patient to hospital or home.

The school nurse will not be available to accompany or transport staff to hospital for routine or planned appointments.

In the event of accidents to a member of staff or a visitor an entry **MUST** be made in the accident book and an accident report form completed. The Buildings Committee will monitor and sign the accident book at the end of each of their meetings.

#### Accident & Incident Recording

All incidents and accidents must be recorded on the relevant forms which are held in the medical room. (See appendix 1 for copies of forms and guidance).

Should an accident/incident occur it will be discussed in the weekly staff meeting and minuted.

#### APPENDIX 1

[http://intranet.hants.gov.uk/accident\\_incidentinvestigation-manager\\_sguide\\_hcc\\_.pdf](http://intranet.hants.gov.uk/accident_incidentinvestigation-manager_sguide_hcc_.pdf)

[http://intranet.hants.gov.uk/accidentreportingtohse-actionflowchartforadults\\_children\\_csh\\_steam\\_-2.doc](http://intranet.hants.gov.uk/accidentreportingtohse-actionflowchartforadults_children_csh_steam_-2.doc)

[http://intranet.hants.gov.uk/accidents\\_incidentsatwork-hsereporting\\_misc769\\_-2.pdf](http://intranet.hants.gov.uk/accidents_incidentsatwork-hsereporting_misc769_-2.pdf)

[http://intranet.hants.gov.uk/accidentbookreportform\\_hcc\\_.pdf](http://intranet.hants.gov.uk/accidentbookreportform_hcc_.pdf)

[http://intranet.hants.gov.uk/actionsfollowinganaccident-abriefguide\\_cshst\\_.doc](http://intranet.hants.gov.uk/actionsfollowinganaccident-abriefguide_cshst_.doc)

<http://intranet.hants.gov.uk/csrf003schoolaccidentinternalreportform-3.doc>

<http://intranet.hants.gov.uk/csrf001violentincidentreportform-52.doc>

<https://www.hse.gov.uk/forms/incident/f2508.pdf>

[http://eforms-int.hants.gov.uk/AF3int/an/default.aspx/RenderForm/?F.Name=Gf4mNO\\_3\\_a8](http://eforms-int.hants.gov.uk/AF3int/an/default.aspx/RenderForm/?F.Name=Gf4mNO_3_a8)

<b>Date of Policy Review</b>	September 2018
<b>Name of Responsible Manager/Headteacher</b>	Anna Dawson
<b>Signature of Responsible Manager/Headteacher</b>	