



First Aid Policy

November 2020

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Linton School

First Aid Policy

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Date: 1st January 2020

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Date: 1st January 2020

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If the child is at immediate risk, please call the police on 999.

Our School

Linton School is an independent special school for young people with social, emotional and mental health difficulties for both boys and girls aged 8-18 years old. The school is registered for up to 12 learners and consists of 4 small classes to provide a nurturing environment to develop and progress throughout their learning journey. We are a trauma informed school that is able to support children and teenagers who suffer with trauma or mental health problems and whose troubled behaviour acts as a barrier to learning. Located in rural Preston we therefore benefit from some amazing outdoor space where we develop our outdoor, equestrian and horticulture skills. All the staff at Linton School are committed to creating a setting which not only focuses on academic success, but also provides our learners opportunities to develop their social, communication and independent skills.

Culture and Ethos

We are committed to providing a nurturing, safe and ambitious learning environment that supports every young person to achieve lifelong skills through a diverse learner centred curriculum. Respectful and supportive relationships are at the heart of all we do; we value every member of the school community equally. Through bespoke curriculums tailored towards each individual pupil's needs, experiences, interests and strengths we foster a love for learning and support our young people to achieve their full potential. As an educational setting our main aim is to prepare our pupils to make a positive contribution towards society by giving our students the skills they need to be successful, resilient and inspirational young adults. Linton schools purpose is to improve the quality of life for our young people both now, and in the future, 'building our futures together'.

The Vision

Linton School provides a safe, nurturing learning environment to provide skills for lifelong opportunities, which gives the young people an ambitious outlook towards their future. The vision drives everything we do and will be achieved through:

- Outdoor enrichment activities to promote life skills through play, nurture and teamwork.
- Promoting independence, patience and listening skills through Equestrian lessons.
- Multi-disciplinary links from both internal and external companies to provide a bespoke, broad and balanced curriculum that develops the education of our pupils.
- Empowering each learner to achieve their personal goals and develop a lifelong love of learning.
- A positive and ambitious school environment that promotes learning for all.
- Offering a broad range of learning experiences within the curriculum that values academic attainment as well as developing social skills, experiences and resilience.

More information about the school can be found in the school Prospectus.

1. First Aid Policy

General

Linton School are required under the Health and Safety at Work Act 1974, Health and Safety (First Aid) Regulations 1981, and the Education (Independent Schools Standards) Regulations 2014 to have a First Aid Policy; containing the policies and procedures to be used in this school.

Aim:

- to ensure that the school has adequate and appropriate equipment, facilities and procedures to provide appropriate First Aid; and,
- to ensure that the First Aid arrangements are based on a risk assessment of the school.

2. Internal Management – The Appointed Person

As appointed person, the Head teacher has responsibility for the internal management of First Aid during the school day. He/She will develop a detailed procedure and will ensure that parents/carers are aware of the school's Health and Safety, and First Aid policies and procedures. The Head teacher will ensure that education staff at Linton School are trained in emergency First Aid. The Head teacher / Operations Manager will take charge of First Aid provision in the School, or delegate responsibility to an appropriate, named, alternative individual on the education team.

They will:

- ensure that the First Aid provision is adequate and appropriate;
- carry out appropriate risk assessments in liaison with other staff members;
- ensure that all staff training is up to date and that they have appropriate understanding, confidence and expertise required;
- ensure that the equipment and facilities are fit for purpose, and regularly checked;
- ensure there are appropriate systems for sharing information about children's medical needs in the school for which they are responsible; and,
- oversee the implementation of this policy.

All staff working with pupils must use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils in the same way that parents/carers would be expected to act towards children.

3. Duties of a Designated First Aider

The Designated First Aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the Health and Safety Executive. The schools main duties of the designated first aider are to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school; and,
- ensure, when necessary, that an ambulance or other professional medical help is called.

All First Aiders and appointed persons will be expected to follow any relevant government guidance.

- All staff are to be Emergency First Aid trained (1-day course);
- As appointed person, the Head teacher will take charge when there is a serious illness or injured.

No member of staff should give first aid treatment should they not have received the required training.

The purpose of anyone offering First Aid support is to:

- Manage the situation safely, minimising risk to self, the casualty and others;
- Ensure the casualty receives adequate and appropriate care and support;
- If required, until emergency services are in attendance;
- Ensure practical requirements of the situation are met; and,
- Ensure required recording and reporting duties are completed.

The Minimum First Aid Required is:

- a suitably stocked First Aid container;
- an appointed person in charge of First Aid;
- information for employees on First Aid arrangements; and,
- arrangements for provision of first aid on off-site activities.

First Aid Boxes

The Head teacher, or other designated person, will be responsible for ensuring that the First Aid boxes in and around the school are well stocked. They will ensure that a portable First Aid box is made available for off-site activities, together with any necessary medication required by those students taking part.

Linton School: First Aid boxes are located in each classroom and the Head teachers office (See below the requirement of first aid containers for travelling and off site visits). First aid kits are also kept in the minibuses for transport, which are separate from the main school site.

The box must contain a 'sufficient quantity' of First Aid material and nothing else. A minimum requirement is listed below:

- a leaflet giving general advice on first aid,
- individually wrapped sterile adhesive dressings (assorted sizes),
- two sterile eye pads,
- individually wrapped triangular bandages (preferably sterile),
- safety pins,
- medium sized (approximately 12cm x 12cm) individually wrapped sterile un medicated wound dressings,
- two large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings, and
- disposable gloves.

The appointed persons will determine whether there should be more than the minimum items. A system of regular checks will be introduced to ensure that all First Aid kits are maintained ready for use.

Travelling First Aid Boxes

Before undertaking any off site activities, the Head teacher and member of staff should assess what level of first aid provision is needed. Where there no special risk identified, the travelling first aid containers will contain:

- a leaflet giving general advice on first aid,
- individually wrapped sterile adhesive dressings,
- large sterile un medicated wound dressing - approximately 18cm x 18cm,
- triangular bandages,
- safety pins,
- individually wrapped moist cleansing wipes, and
- pair of disposable gloves.

Equivalent or additional items are acceptable. Additional items may be necessary for specialised activities and these will be provided following the risk assessment made before the activity takes place. Any medication necessary for those pupils taking part in the activity will be included with the First Aid pack.

This first aid container shall be:

- maintained in good condition,
- suitable for the purpose of keeping the items referred to in good condition,
- readily available for use,
- prominently marked as a first aid container.
- Included within the same system of regular checks instigated for other first aid kits within the school.

4. Guidelines: Records

On admission of the pupil to the school, all parents/carers/Resident Manager will be required to provide information giving full details of:

- medical conditions,
- allergies,
- regular medication,
- emergency contact numbers,
- name of family doctor/consultants, and
- special requirements (e.g. dietary).

Local Authority / Parental permission forms will be completed at point of admission to the company to allow staff to administer (included within terms of Service Agreement):

- prescribed medication,
- first Aid and
- home remedies (included on approved list).

5. Administration of the Medication

The school will only manage the administration of or administer medicines **when essential**, that is where it would be detrimental to the child's health if medicine were not administered during the school 'day'. Medicines will only be accepted when it has been prescribed by a doctor, dentist or nurse consultant. Medicines will only be administered by medication administration trained staff.

Changes to the medication regime should be reported to the Head teacher, in order that changes in behaviour can be monitored and appropriate changes to behavioural expectations developed for as long as necessary.

The school will follow the instructions as provided on the original medicine container as dispensed by the pharmacist:

- how much to give,
- how it should be kept and stored,
- how it is to be administered,
- when to be given, and
- any other instructions.

The Head teacher will decide whether any medication will be administered in school, and by whom. In appropriate cases the administration of medication during school time will be part of a healthcare plan drawn up by Linton School in consultation with the health professional (GP, paediatrician, nurse consultant or dentist) responsible for the child.

The medicine must be in the original container as dispensed by a pharmacist with the child's name and instructions for administration as supplied by the pharmacist on the label. Only medication administration trained staff will supervise any medication that is to be taken and record this. If the pupil is required and able to administer his/her own medicine (e.g. inhaler for asthma) a designated member of staff will supervise the administration dependent on the age and understanding of the particular child.

Normally medication will be kept under the control of the appointed person, or other designated person, and in preference to be stored in a locked medical cabinet in the Head teacher's office.

Whilst every effort will be made to administer any medication between rather than during lessons in particular circumstances, such as for children with diabetes, medicines will be administered at times as advised by the child's consultant or specialist nurse. The school will not allow in any circumstances the administration of non-prescription medicines in school.

6. Limitations to First Aid Activities

First Aiders are not paramedics or doctors. Their training does not equip them to diagnose illnesses or other medical conditions. All cases of illness or suspected illness must be referred to either:

- the individual's general practitioner,
- the hospital when symptoms indicate severe illness requiring emergency treatment.

First Aid Accommodation

The school will provide suitable and sufficient accommodation for first aid and medical treatment.

Linton School does not currently have a dedicated medical room but the Staff Toilet in the main school building is available for use if the circumstances demand it, with a First Aid bed and sink.

The Education (School Premises) Regulations 2012, Regulation 5, requires every school to:

5.—(1) Suitable accommodation must be provided in order to cater for the medical and therapy needs of pupils, including accommodation for —

(a) the medical examination and treatment of pupils; and

(b) the short term care of sick

Should a pupil be suffering from illness such that they are not able to return to the school day they will be allowed to return home. This is a decision taken by the Head teacher, or other designated person for first aid.

7. Hygiene and Infection Control

All staff should take precautions to avoid infection and to follow basic hygiene procedures. Staff will have access to single use disposable aprons, gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

Hygiene in treatment

Every effort must be made to avoid contamination of wounds, and only sterile dressings should be used. Only water should be used to clean open wounds. Where there is no water, sterile cleaning swabs such as a med wipe may be used. Soiled clothing should be effectively decontaminated by washing in a domestic washing machine using the hot programme.

Disposal of soiled dressings

Soiled dressings, wipes or swabs of any kind and any contaminated disposables should not be allowed to contaminate furniture or fittings etc. All items should be handled with care and dropped directly into a waste bin

Cleansing of surfaces

Surfaces including floors contaminated with body fluids must be cleaned using bleach diluted 1 part bleach with 10 parts water. Care must be taken when handling the bleach. Paper towels used for this purpose should be disposed of in the same way as the soiled dressings. Any cleaning equipment used for the cleaning of contaminated floors should be immersed in a similar bleach solution for 20 minutes before being washed thoroughly in clean water.

Removing a sick pupil/student from school

If a pupil is taken ill or is injured and it is felt that the illness, injury is sufficiently serious as to require urgent medical treatment, this includes any injury to the head, the ambulance service and parents/guardians should be contacted without delay. A member of education or care staff would accompany a pupil. Precise details of the hospital should be noted and the parents/carers informed as soon as possible.

8. Use of Private Cars

If appropriate, a company car should be used for transport but if it is necessary for a member of staff to take a pupil to hospital in their own car, the car must be appropriately insured for business purposes.

9. Reporting Accidents and Record Keeping

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE, the school will follow the LEA procedures (LCOP 4 Reporting accidents, incidents and dangerous occurrences). The school will keep a record of any reportable injury, disease or dangerous occurrence. This must include the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease.

This record can be combined with other accident records.

First Aid and Accident Log

The school will keep a record of any first aid treatment given by first aiders and appointed persons in the Accident Book, which will include the name of the injured or ill person and events afterwards (for example went home, resumed normal duties, went back to class, went to hospital, etc.). The information in the record book can:

- help the school identify accident trends and highlight areas for improvement in the control of health & safety risks,
- be used for reference in future first aid needs assessments,
- be helpful for insurance and investigative purposes.

In an emergency, the Head teacher/other designated person should have procedures for contacting the child's corporate parent (Registered Manager) as soon as possible. It is good practice to report all serious incidents or significant incidents to the parents/carers, social workers etc.

Without exception the following procedure should be followed:

- Nominated care staff will ensure that the medication is in an appropriate and secure container. Only the appropriate doses for the school day should be brought on to the premises. An accompanying form must indicate the pupil's name, type of medication, dosage and prescribing qualified medical practitioner. Details of the dispensing pharmacist should also be stated.
- All medications should be stored securely, (by the nominated member of staff) with the appropriate recording system in the Head teacher's office in a locked medicine cabinet.
- When a child needs medication in school, a clear treatment plan and protocol should be put in place;
- Medicines should not be administered in school where the dosage can be given outside school hours;
- Any amendment to the treatment must be authorised by the responsible medical practitioner, and the treatment plan amended accordingly.

Under no circumstances should educational staff be expected to carry out procedures without receiving adequate training. If the school can arrange for two adults, one preferably of the same

gender as the pupil, to be present for the administration of invasive treatment, this ensures that child protection issues are addressed. Staff should protect the dignity of pupils as far as possible. No staff would be expected to undertake any procedure with which they did not feel competent.

10. General Principles

A list should be available in school of the children who require emergency or regular medication and care homes should ensure that changes in medication are notified immediately to the school, even when the medication is administered outside the school day. The Head teacher will inform teaching staff about medication that young people are taking and in particular any possible side effects and precautions that need to be taken regarding activities etc. The Head teacher will take responsibility for medication policies.

The list should be made available to all members of the school staff team, and kept in a secure but available location which ensures pupil confidentiality is not breached. The Head teacher should take responsibility for medication policies.

11. Refusing Medication

If a pupil refuses medication, teachers should not force them to do so. The school should inform the Head teacher, or other designated person, as a matter of urgency. The record for administering the medication should be updated to reflect the refusal.

12. Storage of Medicines

The school has responsibility for the safe management of medicines kept at the school. This duty derives from the Control of Substances Hazardous to Health Regulations 2002 (COSHH). The school will not store large volumes of medication. When the school stores medicines, staff will ensure that each is in a labelled container showing the name of the pupil, name and dose of drug and frequency of administration. If a pupil requires two or more prescribed drugs, each should be in a separate container. Staff should never transfer medicines from their original containers. The Head teacher, or other designated person, are responsible for ensuring that the medicines are stored safely.

Medicines are kept in a secure place not accessible to pupils. If schools lock away medication that may be required in an emergency, all staff should be aware of the location of the keys. Medicines that require refrigeration may be kept in a refrigerator in an airtight container and clearly labelled. Access to this refrigerator is restricted.

13. Disposal of Medicines

School staff should not dispose of medicines. Any un-administered medicine should be returned to the care staff/home.

14. Non-Prescribed Medicines

Pupils sometimes ask for analgesics at school, if the case is deemed a genuine one and a Consent to Administer Homely Remedies form has been signed then the pupil may be given medication from the approved list, in consultation with care staff/home.

15. Long-Term Medical Needs

The Head teacher and all of the education staff will do all they reasonably can to assist pupils with long-term needs to ensure that their learning is affected as little as possible by any medical issues they may have.

16. Records

The school log 'Administration of Medication Record' will be completed in every instance. It will be kept in the school office. The form will record:

- name of the pupil,
- date and time of the administration,
- who supervised the administration,
- which medication,
- how much was given, and
- note of any side-effects.

The Head teacher will ensure that the medical record form is filled in and checked regularly. The record will be cross-referenced with that of the care home where the pupil is resident.

17. Risk Assessments

The Head teacher must make suitable and sufficient risk assessments in the school to determine any extra provision required over and above the minimum provision. The risk assessments must also cover the risks to employees and also any non-employees who may come into the school.

18. Training

Care Tech will provide adequate and appropriate training for First Aid staff and appropriate information for all staff to enable them to carry out their duty of care. The Head teacher will ensure that there are sufficient trained staff to meet statutory requirements and the assessed needs, allowing for staff who are absent or off-site.

Staff working in the school will attend a 1-day Emergency First Aid training course, it is a requirement of working in the school that the designated First Aid Staff member has successfully completed this course.

19. Equal Opportunities

The school will take particular care with the First Aid provision for any disabled staff and pupils. Appropriate risk assessments will be done by the person in charge of First Aid, and suitable provision will be made.

20. Monitoring and Review

The Head teacher will review the First Aid needs and arrangements annually and that the appropriate standards are met. This policy document is to be read and adhered to in conjunction with other relevant Linton School policies and procedures.

This policy will next be due for review in November 2021