

# MICKLEFIELD SCHOOL (including Early Years Foundation Stage (EYFS))



## FIRST AID / MEDICAL PROCEDURES POLICY

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### 1 Introduction

1.1 It is Micklefield School's (**the School**) responsibility to provide adequate and appropriate First Aid to pupils, staff, parents and visitors and to have the procedures in place to meet that responsibility.

### 2 Aims and objectives

2.1 This Policy aims to:

- Identify the School's First Aid needs in line with the Management of Health and Safety at Work Regulations 1999 as amended from time to time; and
- Ensure that First Aid provision is available at all times while people are on School premises, and also off the premises whilst on School visits.

2.2 The School will:

- Appoint the appropriate number of suitably trained people as "Appointed Persons" (see section 3.5) and "First Aiders" (see section 3.6) to meet the School's needs;
- Provide relevant training and ensure monitoring of training needs;
- Provide sufficient and appropriate resources and facilities;
- Inform staff and parents (via the Parents' Handbook) of the School's First Aid arrangements; and
- Keep accident records and to report to the Health and Safety Executive (HSE) as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) as amended from time to time.

### 3 Responsibilities

3.1 The Governing Body is responsible for the health and safety of its employees and anyone else on the premises. This includes the Headmaster and teachers, non-teaching staff, pupils and visitors (including contractors). The Health and Safety Co-Ordinator (i.e. the School's Bursar) must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.

3.2 The Health and Safety Co-Ordinator should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

3.3 The Headmaster is responsible for putting this Policy into practice and for developing detailed procedures. He should ensure that the Policy and information on the School's arrangements for First Aid are made available to parents via the Parents' Handbook.

- 3.4 Teachers and other staff are expected to do all they can to secure the welfare of the pupils.
- 3.5 An Appointed Person need not be a First Aider but should have undertaken emergency First Aid training. An Appointed Person will:
- Take charge when someone is injured or becomes ill;
  - Look after the First Aid equipment e.g. restocking the first aid bags in the First Aid Room and in Belton House. First Aid equipment is kept in a locked cupboard in Belton House – the key is accessible to staff at all times; and
  - Ensure that an ambulance or other professional medical help is summoned when appropriate.
- 3.6 The First Aider(s) must have completed and keep updated a training course approved by HSE. This is a voluntary post. The First Aider(s) will:
- 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;
- 3.7 The School's First Aiders and Appointed Persons (EYFS staff are noted by an asterisk) are listed in the Toilet for the Disabled (which also holds First Aid supplies), the Staff Room, School Office and kitchen. Training for these members of staff takes place on a three-yearly cycle.
- 3.8 All staff receive basic First Aid training on a rolling programme; EpiPen training is available at the beginning of each academic year. All EYFS staff are trained in paediatric First Aid.

#### **4 Defibrillator**

- 4.1 Staff from various areas of the School have been trained in the use of the defibrillator located outside the Medical Room. The names of the relevant members of staff are listed beside the defibrillator.

### **PROCEDURES**

#### **5 Risk Assessment**

- 5.1 The School ensures that at least one qualified First Aid person is available in the building when children are present. All accidents are recorded and parents are contacted if in the judgement of the First Aider this is a necessary step. All head injuries are notified to parents.
- 5.2 The contents of the First Aid bags are regularly checked and are kept in specific locations.
- 5.3 Medicines are only administered to children when strictly necessary and with a written note of permission. Parents are asked to administer antibiotics at times outside of school hours, where possible. A note of any medicines administered is kept by the School Office staff.
- 5.4 Reviews are required to be carried out at least annually, and when circumstances change, by the Health and Safety Office and subject co-ordinators. Recommendations on measures needed to prevent or control identified risks are forwarded to the Headmaster.

5.5 Accident records are signed off weekly by the Headmaster and this feedback is reviewed by the Governors' Health and Safety Committee at each meeting.

## **6 When to call an ambulance**

6.1 An ambulance is called on the advice of the First Aider or when there is any doubt about a child's condition. Parents will always be informed and a member of staff will accompany the child in the ambulance if a parent is unavailable. Staff will be provided with a school mobile so that they can remain in contact with the School.

## **7 Re-assessment of First Aid provision**

7.1 As part of the School's annual monitoring and evaluation cycle:

- The Headmaster reviews the School's First Aid needs following any changes to staff, activities, off-site facilities etc.
- The Health and Safety Coordinator monitors the number of trained First Aiders, alerts them to the need for refresher courses, organises their training sessions as well as emergency First Aid training for other staff.
- Year 6 children are taught the First Aid part 1 course.
- The School Office First Aider regularly checks the contents of the First Aid boxes and bags.

## **8 Providing information**

8.1 The Headmaster will ensure that staff are informed about the School's First Aid arrangements via the Staff Handbook and staff training in response to need.

8.2 The Health and Safety Coordinator will:

- Maintain a First Aid notice board in the Staff Room (as well as in Belton House) alerting staff to the list of children with medical conditions (for example asthma, epilepsy, diabetes). Children susceptible to anaphylactic shock have their photos displayed.
- Give all staff information on the location of equipment facilities and First Aid personnel. This will appear in the Staff Handbook.

## **PROVISION**

### **9 First Aid provision**

9.1 The School is a low risk environment and the Headmaster will consider the needs of specific times, places and activities in deciding on the provision of First Aid procedures, particularly for:

- Off-site games;
- School trips (including residential trips in the UK and France);
- The Science Labs;
- The DT/Art Room;
- Sports Days;

- Adequate provision in case of absence, including trips; and
- Out of hours provision e.g. clubs.

## **10 First Aid materials, equipment and facilities**

- 10.1 The Headmaster will ensure that the appropriate number of First Aid containers according to the risk assessment of the site are available. All First Aid containers must be marked with a white cross on a green background.
- 10.2 Each School bus carries a First Aid container.
- 10.3 First Aid containers should be kept near to hand washing facilities.
- 10.4 A defibrillator is kept on the wall by the Toilet for the Disabled. A list of trained staff is attached. Training is regularly updated.

## **11 Accommodation**

- 11.1 The Headmaster must provide a suitable area for medical treatment and care of children during school hours, close to a lavatory and containing a washbasin. Children who need to lie down will be accommodated. There is a fold up bed for this purpose.

## **12 Hygiene and infection control**

- 12.1 Basic hygiene procedures must be followed by staff. Single use disposable gloves must be worn when treatment involves blood or other body fluids and disposed of with dressings etc in the yellow bin in the First Aid room.

## **13 Sick children**

- 13.1 Sick children should not be sent to School. All absences should be reported to the School Office and any infectious illnesses reported to the School. The School will take further action if it is a "notifiable illness" by reporting it to the Surrey Health Protection Unit.
- 13.2 Children who are taken ill at School will be looked after in the School Office until a parent or carer can come to collect them.
- 13.3 Children who have vomiting or diarrhoea should not return to School until they have been clear for 48 hours.

## **14 Reporting Accidents**

- 14.1 Some accidents must be reported to the HSE in accordance with RIDDOR and as detailed in the relevant guidelines.

## **15 Monitoring and review**

- 15.1 This Policy will be reviewed annually.

Mr R M Ardé  
Headmaster

Mr J Emmerton  
Chair of Estates Committee

Reviewed: September 2021

Review date: September 2022