



Wakefield Grammar School Foundation, including EYFS

First Aid Policy

This revised policy was approved by the Board of Governors 18th June 2009

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SECTION 1 General Policy Statement

The Governors and Head teachers of WGSF accept their responsibility under the Health and Safety (First Aid) Regulations 1981. They acknowledge the need to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees, pupils and visitors if they are injured or become ill on site. The Governors are committed to the Regulations procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

This policy is developed based on an assessment of local need considering the likely risks to staff, pupils and visitors. That assessment of risk and therefore assessment of what is deemed adequate and appropriate provision, including how many *paediatric* or emergency First Aiders are required, is undertaken by the Estates Manager in conjunction with the Health and Safety Advisor. This policy does not stand alone, but should be read in conjunction with the Health and Safety, and Child Protection policies. The policy is approved, implemented and reviewed by the Governing Body.

All employees are informed, via this policy, of the first-aid arrangements which form part of the School Health Service. The provision of first aid in the school will be in accordance with HSE *Guidance on First Aid for Schools: A Good Practice Guide*.

The aims of first aid being to:

- Preserve life
- Prevent the situation worsening
- Promote recovery

The WGSF arrangements for carrying out the policy include eight key principles.

1. Places a duty on the Governing Body to approve, implement and review the policy.
2. Provide information for employees on the arrangements for first aid.
3. Place individual duties on all employees.
4. Make arrangements to provide training to employees, maintain a record of that training and review annually.
5. Establish a procedure for managing accidents in school which require first aid treatment.

6. To record, report and where appropriate, investigate all accidents.
7. Provide equipment and materials to carry out first aid treatment.
8. Record all occasions when first aid is administered to employees, pupils and visitors.

SECTION 2: Arrangements for First Aid

2.1 Personnel

QEGS	WGHS
Matron: Ext: 313 Mobile: 07702 838395	Matron: Ext: 282 Mobile: 07825 806910
School Medical Officer, Dr D R Fyfe, sessions: Tuesday 0900 – 1030 Friday 1330 – 1500	No SMO currently

The Matron at each site takes responsibility for provision of first aid during school hours and her assistance should be sought as required. Matron is based in the first aid room on the ground floor of the Main Block at QEGS and on the ground floor in Cliff Building at WGHS. During her absence alternative provision is organised and staff notified. *In QEGS Centenary House appropriately trained staff will act under the overall supervision of the QEGS Matron*

Anyone requiring first aid should be referred to Matron in the first aid room or to an employee who has emergency first aid certification. Pupils should be escorted by another responsible person (this could be pupil or adult), if deemed necessary. If assistance is required at the scene, matron can be contacted to attend on the above numbers. If this fails, the school office should be called.

Parents will be informed of any first aid performed either in the pupil's diary, *on a form* or by phone depending on the nature of the injury.

2.2 Appointment of First Aiders

WGSF Matrons are contracted to provide First Aid cover during school hours. They are Registered General Nurses and must maintain first aid certification. The Governing Body acknowledge that unless first aid cover is part of an employee's contract, those who agree to become emergency first aiders do so on a voluntary basis. Employees are encouraged to

volunteer to undertake *paediatric or* emergency first aid training in order to optimise health and wellbeing. A list of staff, with current *paediatric or* emergency first aid certification, is displayed on the staff room notice boards and in the 'Medical information' folder kept in staff rooms.

For information: Anyone who is interested in undertaking training should contact Matron, who is responsible for organising courses.

2.3 Equipment

First Aid boxes are positioned strategically around school and on school minibuses (see appendix 1). These should not be removed. The contents are checked each term by Matron, who keeps a record of these checks. If first aid supplies are seen to be running low or expiry dates reached, please inform Matron so she can replenish them. First aid bags and pouches are also available for school trips; these can be signed out from Matron as required.

Contents of First Aid Box	(10 person)	travelling pouch	Minibus
Leaflet	1	1	1
Plasters	20	6	24
Triangular bandage	4	2	2
Safety pins	4	2	12
Small Eye dressing	2	-	2
Medium dressing	6	-	-
Large dressing	2	1	3
Wipes	6	4	10
gloves	2	1	1
bandage			1
scissors			1
No medication should be kept in first aid kits			

2.4 Facilities within school

In compliance with The Education (School Premises) Regulations 1996 the Governing Body ensures that first aid rooms are made available for medical treatment. Keys are kept with the school office, if access is required out of school hours.

This facility should contain the following:

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- sink with running hot and cold water;
- soap;
- toilet
- drinking water and disposable cups;
- paper towels;
- smooth-topped working surfaces;
- a range of First Aid equipment and appropriate storage;
- lockable storage for medications
- fridge
- chairs;
- a couch or bed (with waterproof cover), pillow and blankets;
- clean protective garments for First Aiders;
- suitable refuse container (foot operated) lined with appropriate disposable yellow plastic bags for clinical waste;
- record-keeping facilities;
- Desk, computer and a means of communication, e.g. telephone.

2.5 Calling for an ambulance/ Transporting to and from hospital

- Where the injury is an emergency an ambulance will be called. A decision to call for an ambulance should be made at the discretion of the first aider attending. The Head teacher must be made aware of the situation so as to ensure reasonable action. Ideally the call should be delegated to the school office, giving details of the casualty, the injury and situation in school. Members of staff should be situated at strategic points to direct the ambulance to the right place. Parents, in the case of pupils, and next of kin in the case of employees/visitors, must then be informed.
- Where hospital treatment is required but it is not an emergency, then the Head teacher or suitably qualified person, will delegate contact to parents for them to take over the responsibility of the child. If the parents cannot be contacted then the Head teacher may decide to transport the pupil to hospital.
- Where the Head teacher makes arrangements for transporting a child then the following points will be observed:

- i) Only staff cars insured to cover such transportation will be used;
- ii) Determine whether 2 members of staff should accompany pupil in a vehicle;

2.6 Body Spillages/HIV

- Gloves must be worn when contact with blood or body fluid is likely. Protective gloves are stored in first aid boxes. Latex gloves must not be used for risk of allergy.
- Disposable yellow plastic bags must be used for clinical waste. These bags must be taken by porters to bins provided;
- Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination.
- Body fluid disposal kits are kept by porters to clear all body fluid spillage's (Vomit, diarrhoea and Blood). This must be cleaned immediately. Porters must therefore be called to do this. This is vital if spread of infection is to be minimised.
- Cleaners must be aware of risks and procedure when cleaning first aid rooms and disposing of yellow bags.

2.7 Provision of first aid away from the School

A member of staff with *paediatric* or emergency first aid certification should accompany groups on school trips; this will be determined by risk assessment. First aid bags and pouches are available for school trips and can be collected from Matron. First aid kits are also allocated on school minibuses, but must not be removed from the minibus. Matron can be contacted on the above numbers, during school hours, if advice is required for appropriate action. *All EYFS trips must have a paediatric trained first aider with them.*

SECTION 3 Provision of medical care

3.1 Provision of medical care

The school health service offers health advice to pupils and parents, coordinating first aid provision, triaging those that are ill/injured, supporting pupils with medical conditions, undertaking health checks and running a confidential drop-in. A full vaccination programme is offered at school through Wakefield PCT School Nurses.

Parents have prime responsibility for their child's health. They should provide full information about their child's needs, including any medication taken. It is intended that this service should in no way replace the General Practitioner who would, normally, retain sole control over any prescribing for pupils; although some referrals to other health professionals can be made via this service.

If a pupil is taken ill at school, they should be directed to Matron, *or a nominated first aider*, who will decide on appropriate care and treatment and whether they should go home; in which case parents will be informed to arrange collection. Pupils must not make their own arrangements with parents to be collected without first being assessed by Matron. Where infection control is an issue, parents will be advised, in accordance with Health Protection Agency guidance for schools, on recommended periods to be kept away. Employees will also be informed of instances of communicable diseases where their own health may be at risk.

3.2: Support for pupils with medical needs

- Health care plans for individual pupils, with specific medical conditions, are developed by Matron, parents and the pupil (e.g. diabetes, anaphylaxis, epilepsy). It is the responsibility of parents to keep school up to date with changes, just as it is the responsibility of Matron, as part of the pastoral team, to share any concerns with parents.
- Prescribed medication such as epipens and inhalers should be carried by the pupils, depending on competence, at all times. Parents should ensure these are in date.
- Information regarding pupils' needs must be made available to staff, as deemed necessary by Matron/parents, in order to optimise their wellbeing. This information can be found in the 'health information' folder in the staff room. Staff are reminded that any information provided is confidential under the Data Protection Act 1998.
- Should staff have concerns regarding a pupil's health and wellbeing, Matron should be approached for advice.
- Matron will coordinate provision of information for staff on specific medical conditions and updates as required, keeping records of such provision. Staff should highlight their need for further training.

3.3 Administration of medication

- All medications should be stored with Matron, *or in the Centenary House office* in a locked cupboard, and should not be carried by pupils unless it is an epipen or inhaler.
- It is school policy that Matron will not give medication to pupils under 16 without parental consent. Consent forms are sent to all parents annually. This covers non-prescription medication such as paracetamol, cough linctus, antacid remedies and throat lozenges *for older pupils and age appropriate treatment for bites and stings etc for younger pupils.*
- Matron *or a qualified paediatric first aider* will give short term prescribed medication e.g. antibiotics, ear/eye drops etc. if a covering letter is provided by parents, the medication is in its original container, which is clearly marked with name, dosage and frequency. Any prescribed, controlled medication (eg Ritalin, diazepam) must be stored in a locked cupboard in Matrons room if it has to be administered at school. Pupils must take any medication under adult supervision. *All medicine administered to younger pupils [YR-Y2] including paracetamol syrup must be provided by the parent, following the same procedure as for prescribed medicines.*
- Parents should inform school of a pupil's long term medication regime regardless of whether that medicine is administered at school or not.
- Any medication given to pupils will be recorded in their school diary or on a note in order to keep parents informed of medication given, reason for administration and time given.

SECTION 4: Record keeping

Matron *or staff in the Centenary House office* will keep written and electronic records of all first aid administered for the proceeding five years. Emergency first aiders should report any first aid undertaken to matron to keep records complete. If Matron is away, then written records should be kept and forwarded on her return.

SECTION 5: Accident Reporting

Any employee, pupil or visitor sustaining injury/accident should be seen by Matron or an emergency first aider for first aid treatment. All accidents, even if the injury is sustained out of school on school trips or sports fixtures, must be reported to Matron on return, so that accident forms can be completed. A WGSF accident form is completed for all accidents (see appendix 2), with the addition of a HSE BI510 form for employees. Completed forms are then forwarded to the Head teacher, who along with the Estates Manager will decide on action to be taken and

reporting to HSE. Forms are stored by the Estates Manager. All accidents are entered into a database, and trends/concerns are discussed at Health and Safety Committee Meetings. To comply with Data Protection Act 1998, personal details are kept confidential.

The Governing Body recognises its statutory duty under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) in respect of reporting the following to the Health and Safety Executive as it applies to employees, but also pupils and visitors.

1. An accident that involves an employee being incapacitated from work for more than 3 consecutive days (excluding the day of the accident but including non working days).
2. An accident which requires admittance to hospital for in excess of 24 hours.
3. Death of an employee.
4. Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

If a doctor notifies you that your employee suffers from a reportable work-related disease, then you must report it to the enforcing authority.

Relevant reportable diseases include:

- Some skin diseases such as occupational dermatitis,
- Certain musculoskeletal disorders;

For pupils and visitors, an accident will be reported under RIDDOR:

- a) Where it is related to work being carried out by an employee or contractor and the accident results in death or major injury; or
 - b) It is an accident in school which requires immediate emergency medical treatment at hospital.
- Responsibility for such reporting is delegated to the Estates Manager. Records of all accidents must therefore be forwarded to him.

Appendix 1: Position of First Aid Boxes

QEGS SENIOR SCHOOL

School office
Physics Q5
Physics B3
Physics B4
Physics prep
Chemistry Q7
Chemistry prep
Biology prep
Biology Q1&2
D.T. Dept 1&2
D.T. Dept 3
Language Block
ICT technicians office
Staff quiet room
Cleaners room
Porters
Kitchen
Q.E Hall
P.E. Dept
LRC
English office
6th form kitchen

QEGS JUNIOR SCHOOL

Staff Room
Playground bag
Yr4 Block
Changing rooms
(swimming pool)
Changing rooms
(downstairs)
Swimming pool
Science lab
FT lab
Boiler room

QEGS Centenary House

*Medical room
Kitchen
Staff room*

WGHS Senior school

School office
Sotterley office
Art book room
Modern Languages room
28
DT office
DT workshops 1 & 2
Willows office
PE office
Drama office
Chemistry prep room
Chemistry room 1, 2 & 3
Science 1
Physics prep room
Physics 1, 2 & 3
Biology prep room
Biology 1, 2 & 3
Kitchen

WGHS Junior school

Medical Room St John's
Medical Room Mulberry
Staff Room Mulberry
Staff Room STC
Kindergarten Toilets

Mini Buses

BXO
LPZ

Games Field

First Aid Rooms
Kitchens
Function Areas
Ground Staff



APPENDIX 2: WGSF accident form

**WAKEFIELD GRAMMAR SCHOOL FOUNDATION
ACCIDENT / INCIDENT/NEAR MISS REPORT FORM**

ACCIDENT / INCIDENT REPORT No _____ **REPORTED TO HSE** _____

SURNAME _____ **FORENAME** _____

ADDRESS _____

DESIGNATION OF PERSON _____

IF PUPIL FORM No _____ **FORM TUTOR** _____ **AGE OF PUPIL** _____

DATE OF ACCIDENT / INCIDENT _____ **TIME** _____ **am/pm**

SCHOOL AND LOCATION OF ACCIDENT / INCIDENT

DETAILS OF ACCIDENT / INCIDENT

CAUSE OF ACCIDENT / INCIDENT

NATURE OF INJURY

FIRST AID TREATMENT GIVEN _____

NAME and ADDRESS OF WITNESSES _____

ACTION TAKEN TO PREVENT REOCCURRENCE _____

NAME OF MEMBER OF STAFF IN CHARGE _____

NAME OF FIRST AIDER _____ SIGNATURE _____ DATE _____

FORM COMPLETED BY _____ DATE FORM COMPLETED _____

SIGNATURE OF HEAD MASTER,
HEAD MISTRESS or LINE MANAGER _____ DATE _____

APPENDIX 3: Consent For The Provision Of Simple Medication

Dear Parents,

CONSENT FOR THE PROVISION OF SIMPLE MEDICATION

It has been Foundation policy for non-prescription medication such as cough linctus, throat lozenges, paracetamol, ibuprofen, antacids etc to be available from Matron when required by pupils *from Year 3 upwards*. They can only be given to pupils if consent has been received from parents. (Aspirin is not given to pupils unless prescribed by a doctor and ibuprofen is not given to pupils who have asthma.) *In Years R-2 all medication must be supplied from home with appropriate consent forms signed.*

If a pupil is taking short term courses of medication such as antibiotics, antihistamines, eye drops, ointments etc. then these can be taken at school if written instruction has been sent by parents. This medication should be taken with supervision by the Matron or a member of staff *and must be in the original container, clearly labelled with the pupil's name and dosage.*

In order to ensure that there are no contra-indications, such as allergies to such provision and no risk of interactions with other drugs and medicines pupils may have been prescribed, I would be grateful if all parents could complete this consent form and return it promptly to school.

Yours sincerely,

D.R. Fyfe (Dr)
School Medical Officer

**UP-TO-DATE INFORMATION ON HEALTH
CONSENT FOR THE PROVISION OF SIMPLE MEDICATION**

PUPIL'S NAME	FORM
ALLERGIES e.g. stings, food, medication etc	
ON-GOING HEALTH PROBLEMS e.g. asthma, colitis, diabetes	
MEDICATION REQUIRED for any of the above conditions or any other reasons	
CURRENT HEALTH	

FAMILY DOCTOR'S NAME & ADDRESS

I give consent for my son to be given simple medications in school, where appropriate:

- 1) In school hours by Matron or Doctor * YES / NO *
- 2) In school hours by *suitably trained* other members of staff * YES / NO *
- 3) Out of school hours by *suitably trained* other members of staff * YES / NO *

Signed _____ Date _____

* Please delete as appropriate

APPENDIX 4: Medical Information Form

CONFIDENTIAL MEDICAL INFORMATION FOR MATRON

Dear Parent,

It would be really helpful for Matron to have some more medical information about pupils. This will help Matron to give them better medical care and support their needs in school.

I would be really grateful if you could fill out this medical questionnaire. The information that you give will only be passed on to members of staff who need to know in order to ensure your child's safety in school. If you want to discuss this or any other issues, please do not hesitate to contact me.

It would also be helpful if you can let me know of any changes to your child's health as they progresses through school, either in writing or by telephone. I look forward to working with you to support your child through school.

Matron.

PUPIL'S NAME IN FULL **Form**

Does your child have problems with any of the following?

	Please tick	How does it affect them?	Treatment
Asthma			
Allergies			
Diabetes			
Skin conditions			
Heart defects			
Fits/convulsions			
Urinary/kidney problems			
Bowel problems			

Growth			
Weight			
Hearing			
Eyesight			
Speech			
Mobility			
Teeth/mouth			
Diet			
Sleep			

Immunisation record (please tick if your child has been immunised against the following)

<i>(3 doses usually given in 1st year)</i>		<i>(usually given at 15mths)</i>		Others (please give details):	
Diphtheria		Measles, Mumps, Rubella (MMR)		Meningitis C (various ages)	
Tetanus		<i>Pre-school booster:</i>		BCG (TB) (various ages)	
Whooping cough		MMR		DTP (age 15-18yrs)	
HIB		DTP (Diphtheria/Tetanus/ Polio)			
Polio		Whooping cough			

Infectious diseases

- Has your child had any of the following?

Whooping cough	YES / NO	Measles	YES / NO
Scarlet fever	YES / NO	Mumps	YES / NO
German measles	YES / NO	Chicken Pox	YES / NO

- Does your child attend a dentist regularly? YES / NO
- Has your child ever been admitted to hospital for any illness or operation? YES / NO
Please give details:

- What do you think are your child's most important health needs/problems at present (if any)?

- Is there any matter you would like to discuss with the school nurse? YES / NO
Please give details:

Parent signature..... Date.....