

First Aid Policy

Principles

Deer Park School 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 Deer Park School is held by the Pastoral Assistant 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.

Practice

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 and qualified first aiders 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.

School First Aid Trained Staff

At Deer Park School eight staff are first aid trained four Qualified First Aiders (*Those completing the HSE approved 3-day first aid course*) and four Emergency First Aiders (*Those completing the HSE approved 1-day emergency first aid course*).

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 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 Deer Park School there are four emergency first aiders.

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 (e.g. first aid kit inspections).

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

At Deer Park School there is four qualified first aiders.

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 (e.g. first aid kit inspections).

First Aid Provision

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

- A first aid kit held centrally in the medical room and a first aid kit held on each floor in an identified location.
- A medical box with basic first aid supplies is kept in each practical teaching classroom.
- A medical box held in the main Kitchen and premises office.
- A first aid kit held in the Sports Centre along with a defibrillator.
- Defibrillators will also be located outside of the Sports Center and in the main building in the medical room.
- Three travel first aid kits for use on trips and a large first aid grab bag to be taken outside during fire or emergency evacuation. Three travel first aid kits will be located in the first aid room.

It is the responsibility of the emergency/qualified first aiders/appointed persons to check the contents of all first aid kits every term and record findings. Completed checklists are to be stored on the First Aid Google Drive.

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

The medical room located next to the school office is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid area will have the following facilities located at or next to the area:

- Seating area, blanket/ cushion, running water (accessible in hygiene room), first aid kit, accident book, sick bowls, medical supplies, secure medical cupboard.

Visits

If students are going out of school the adult responsible for the trip will take a bag of basic First Aid equipment i.e. tissues, plasters, sterile water. The teacher responsible for the trip will ensure that any individual child's medication (e.g. epipens or inhalers) is taken with the group. The parent consent form for the student to go on the trip gives the staff the authorisation to administer any medicine or emergency First Aid.

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

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

- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital
- involves a bite that has broken the skin

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 and send an e-mail notification.

In the event that parents cannot 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 student until the parents can be contacted and arrive (as required).

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

Records

All First Aid information is inputted and updated on Medical Tracker. This includes copies of Individual Healthcare Plans, medication stored in school along with daily visit log.

NB – Students must be fully risk-assessed when taking part in food-tasting activities at school.

Administration of medicine records are kept in Medical Tracker.

Records of any accidents are inputted to Medical Tracker and details of the First Aid that is administered. If the student has a head bump his/her parents/carers are telephoned by a member of staff and a letter explaining about head-bumps is e-mailed home.

Whenever First Aid is administered this is logged by the First Aider in Medical Tracker and notification e-mailed home. In the case of any serious injuries or illness parents are contacted by phone.

If there is a major injury it will be reported to the Local Authority Health and Safety Section in line with their policy and if necessary to the Health and Safety Executive (HSE).

Disposal of waste

Used items are disposed of in a tied plastic bag, which is then put in the First Aid bins in the medical room. If a student/adult has been sick the waste is double bagged and then placed in one of the First Aid bins for disposal.

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 first aider or appointed person
- Date of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken

Linked Policies: Child Protection Policy
Confidentiality Policy
Equality Policy
Safeguarding Policy
Special Education Needs and Disability (SEND) Policy
Supporting Pupils with Medical Conditions Policy

DEER PARK SCHOOL – INDIVIDUAL HEALTH CARE PLAN



**DEER PARK
SCHOOL**

STUDENT HEALTH CARE PLAN

Student Name

Tutor Group

Date of Birth

Address

Postcode

Medical Condition/Diagnosis

Date of Diagnosis

Describe the student's symptoms and Medical needs

Deer Park School holds an **EMERGENCY ADRENALINE AUTO-INJECTOR** which can be used on a student who's prescribed medication is not available. Please answer Yes and sign the box below if you consent for this to be used on your child if required.

Electronic Signature: Parent/Guardian Full Name

Date

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Deer Park School holds an **EMERGENCY VENTOLIN INHALER** which can be used on a student who's prescribed inhaler is not available. Please answer Yes and sign the box below if you consent for this to be used on your child if required.

Electronic Signature: Parent/Guardian Full Name

Date

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DEER PARK SCHOOL

STUDENT HEALTH CARE PLAN

Family Contact information 1

Name

Contact Number

Family Contact information 2

Name

Contact Number

Family Contact information 3

Name

Contact Number

G.P Details

Surgery Name

Address

Number

Hospital/Consultant Contact

Name

Number

Name

Number

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** Disclaimer: By entering you Full Name above you consent to this use this as your online form signature and that all information on the sheet is accurate to the best of your knowledge as of the date specified*

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Parental Agreement for School to Administer Prescribed Medicine

Parental Agreement for School to Administer Prescribed Medicine

Deer Park School will be unable to give your son/daughter medicine unless you complete and sign this form and return it to the First Aid Room together with the prescribed medicine, in its original Packaging with the pharmacy dispensing label attached.

Students Name

Tutor
Group

Name and Strength of Prescribed Medicine

Expiry Date

Dose to be Administered

Time to be Administered

Any other Instructions

Name and Strength of Prescribed Medicine

Expiry Date

Does to be Administered

Time to be Administered

Any other Instructions

Please note:

We are happy to accept Paracetamol in the box in which it was originally purchased. Please indicate if you give consent for 1x500mg Paracetamol tablet to be given by appropriate staff in Deer Park School in any school day by ticking either YES or NO (Please only tick one)

Name of Parent/Guardian

Telephone Number

Name of GP

Telephone Number of GP

The information given on this form to the best of my knowledge is accurate at the time of writing, and I give consent to Deer Park School staff administering medicine in accordance with the School Policy.

I will inform Deer Park School immediately, in writing, if there is any change in dosage or frequency of the medication or if the medication is stopped.

I understand that I am responsible for disposing of any unused medicine at the end of each academic year.

I accept that Deer Park School is not obliged to administer medicine to my son/daughter.

Electronic Signature: Full Name*	Date

** Disclaimer: By entering you Full Name above you consent to this use this as your online form signature and that all information on the sheet is accurate to the best of your knowledge as of the date specified*



If you have used this form,
please return it to the First
Aider with the First Aid Bag
on your return to School.
Thank you.

Template C

OFFSITE FIRST AID TREATMENT GIVEN RECORD SHEET

Date	STAFF/STUDENT NAME	DESCRIPTION OF ILLNESS,ACCIDENT/ACTION/TREATMENT GIVEN	STUDENT SIGNATURE

**DEER PARK SCHOOL OFFSITE RECORD OF MEDICINES ADMINISTERED TO AN
INDIVIDUAL STUDENT**

NAME OF STUDENT	
DATE MEDICINE PROVIDED BY PARENT	
TUTOR	
NAME AND STRENGTH OF MEDICINE	
QUANTITY RECEIVED	
EXPIRY DATE	
DOSE AND FREQUENCY OF MEDICINE	
QUANTITY RETURNED	
STAFF SIGNATURE	
SIGNATURE OF PARENT	

DATE			
TIME GIVEN			
DOSE GIVEN			
NAME OF MEMBER OF STAFF			
STAFF SIGNATURE			

DATE			
TIME GIVEN			
DOSE GIVEN			
NAME OF MEMBER OF STAFF			
STAFF SIGNATURE			

**DEER PARK SCHOOL STAFF TRAINING RECORD – ADMINISTRATION OF
MEDICINES**

NAME	
TYPE OF TRAINING RECEIVED	
DATE OF TRAINING	
TRAINING PROVIDED BY	
PROFESSION AND TITLE	

I confirm that Has
received the training detailed above and is competent to carry out any
necessary treatment.

Trainers signature

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Date.....

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I confirm that I have received the training detailed above.

Staff signature.....

Date.....



Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number.
2. Your name.
3. Your location as follows [insert school/setting address].
4. State what the postcode is - please note that postcodes for satellite navigation systems may differ from the postal code.
5. Provide the exact location of the patient within the school setting.
6. Provide the name of the child and a brief description of their symptoms.
7. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient.
8. Put a completed copy of this form by the phone.