



Supporting Students with Medical Conditions Policy

September 2021

Date of next review: **August 2022**

Policy review dates and changes

Review date	By whom	Summary of changes made	Date implemented

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First Aid - Aims and objectives

Prospect 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 students and others who may also be affected by our activities.

The Headteacher has overall responsibility for the provision of first aid, with an Appointed person who has overall responsibility for the organisation of first aid across the school. All staff at Prospect School have responsibility for first aid and all staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Risk Assessment to determine the first aid provision requirements for our premises
- Ensuring that the First Risk Needs Assessment is reviewed periodically or following any significant changes that may affect first aid provision
- 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 Risk Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Risk Assessment
- Ensuring the above provisions are clear and shared with all who may require them

Appointed Person - Responsibilities

The appointed person is responsible for overseeing the arrangements for first aid within the school. The duties of the Appointed person include:

- Ensuring that First Aid equipment is available at strategic points in the school and checked/stocked on a monthly basis (Appendix A)

- Ensuring that First Aid boxes are located across the school site and staff are aware of where these first aid boxes are located
- Ensuring that First Aid boxes are available on all school mini-buses
- That First Aid boxes are available to take on all educational visits/off site visits (including emergency asthma kits)
- Ensuring that a sufficient number of personnel are trained in first aid procedures at all times ensuring CPD needs are addressed to secure currency within training requirements
- Ensuring that first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years)
- Calling emergency services when necessary.

The Appointed Person in Prospect School is:
Deborah McComb

It is the policy of our schools that the Appointed Person is not, in the first instance, to be used in a First Aid capacity. However, they may be called upon in the immediate absence of a trained First Aider or to assist a First Aider in situations requiring another trained Professional for help and/or advice.

The School will continue to rely on the knowledge and experience of its trained First Aiders in order to administer appropriate treatment to injured persons in the first instance but retain the option of calling upon the services of the Appointed Person, if felt appropriate, when they are on site.

School First Aid Trained Staff - Responsibilities

At Prospect School permanent staff undertake First Aid Training and receive regular updates. Our first aiders are expected to provide the following level of basic first aid during school hours within the school and on school organised excursions:

- Understand the role of the first aider
- Be able to assess an emergency situation and act safely and effectively
- Be able to provide first aid for an adult, infant and a child who is unresponsive and breathing normally
- Be able to provide first aid for an adult, infant and a child who is unresponsive and not breathing normally
- Be able to provide first aid for an adult, infant and a child who has a foreign body airway obstruction
- Be able to provide first aid to an adult, infant and a child who is wounded and bleeding
- Know how to provide first aid to an adult, infant and a child who is suffering from shock
- Be able to provide first aid to an adult, infant and a child with a suspected fracture and dislocation
- Administer first aid to a casualty with injuries to bones, muscles and joints
- Know how to provide first aid to an adult, infant and a child with conditions affecting the eyes, ears and nose
- Know how to provide first aid to an adult, infant and a child with a chronic medical condition or sudden illness
- Know how to provide first aid to an adult, infant and a child who is experiencing the effects of extreme cold and heat
- Know how to provide first aid to an adult, infant and a child who has sustained an electric shock
- Know how to provide first aid to an adult, infant and a child with burns and scalds
- Know how to provide first aid to an adult, infant and a child who has been poisoned
- Know how to provide first aid to an adult, infant and a child who has been bitten or stung.

First aiders are responsible for ensuring that the First Aid log located in the school is completed for all treatments and that the necessary details are supplied for the reporting of accidents.

It is the responsibility of the class teacher to ensure that any application of First Aid is communicated to parents/carers by the end of the school day.

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

**The Qualified First Aider in Prospect School is:
Deborah McComb**

The majority of staff at Prospect School have completed first aid training (online or 1-day face to face training).

Qualified First Aiders are 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.

First Aid Provision

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

- running water
- sofa/bed, blanket and cushions
- first aid kit
- chairs and table

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

- 5 first aid kits on the premises
 - These first aid kits will be situated in: Medical Room, Main Reception, Wood Teach Room, Food Tech Room, Art Room and Staff Room
- 2 travel first aid kits in vehicles
 - These travel first aid kits are located in: the minibuses

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.

Where there is any doubt about the appropriate course of action, the First Aider, being the appointed person in charge, should consult with the Health Service Helpline (NHS Direct 111) and in the case of student injuries, with the parents/carers.

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/carers 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
- requires monitoring for a period of time
- is any sort of facial or head injury

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

In the event that parents/carers cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents/carers 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/carers can be contacted and arrive (as required).

In the event that the student requires hospital treatment and the parents/carers can not 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/carers can be contacted and arrive at the hospital.

Record Keeping

It is the responsibility of the First Aider who administered the first aid to ensure the First Aid register is up to date. All record keeping must contain the following information:

- First Aid register – detailing date, time, name of first aider, class group, injury description, treatment given, teacher notified, and parent/carer notified
- It will be the responsibility of the Appointed Person to scrutinize such records for accuracy in notes/comments made reporting outcomes to the Headteacher discussing any issues that may have been identified via such scrutiny
- It will be the responsibility of the Headteacher to collate the information contained in the First Aid log and summarise this information into their safeguarding report for the Governing Body each term

For further advice and guidance please contact the Children's Services Health & Safety Team

<http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety.htm>