

## First Aid and Medical Policy

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### First Aid Introduction

EIFA International School (“the School”) is committed in providing emergency first aid provision in order to deal with accidents and incidents affecting employees, students and visitors.

The arrangements within this Policy are based on the results of a suitable and sufficient risk assessment carried out by the School in regards to all staff, students and visitors.

The Head of School, has overall responsibility for ensuring that the School has adequate and appropriate first aid equipment, facilities and first aid personnel and for ensuring that the correct first aid procedures are followed.

This Policy aims to comply with paragraph 3(6) of the schedule to the Education (Independent School Standards) (England) Regulations 2003 (SI 2003/1910), the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917) and the First aid at work: Health and Safety (First Aid) Regulations 1981, approved code of practice and guidance as well as comply with the welfare requirements of the Early Years Foundation Stage.

All staff should read and be aware of this Policy, know who to contact in the event of any illness, accident or injury and ensure this Policy is followed in relation to the administration of first aid. All staff will use their best endeavours, at all times, to secure the welfare of the students.

Anyone on the School premises is expected to take reasonable care for their own and others’ safety.

This Policy is part of a number of School policies safeguarding students in all circumstances.

## Aims

- To ensure that the School has adequate, safe and effective first aid provision in order for every student, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- To ensure that all staff and students are aware of the procedures in the event of any illness, accident or injury
- To ensure that medicines are only administered at the School when express permission has been granted for this
- To ensure that all medicines are appropriately stored
- To promote effective infection control.
- Nothing in this Policy prevents any person from contacting the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on the School site.

To achieve the Policy Aims, the School will:

- Have suitably stocked first aid boxes
- Carry out a suitable and sufficient assessment of the risks posed to persons in the event that they suffer an accident, injury or ill health
- Have sufficient First Aiders to take charge of first aid, including a sufficient number of early years staff with first aid paediatric training appropriate for the 18 months -5 age group.
- Provide information to employees, students and parents on the arrangements for first aid
- Have a procedure for managing accidents, including immediate liaison with emergency services, medical staff and parents
- Review and monitor arrangements for first aid on as appropriate on a regular basis (and at the very least on an annual basis).

## First Aid Room

Each School building has a designated First Aid Room clearly marked by a sign on the door. At 36 Portland Place, the room is located on the 4th floor, at Duchess House the room is located on the 1st floor. The room is a quiet room where students and staff have close access to a toilet and sink. Students in the First Aid Room are supervised by a First Aider/Nurse/Doctor at all times. Students at Portland Place who are too ill to stay at School but who do not need the facilities in the First Aid room will sit either in the Coordinators' Office (in the fourth floor) or next to the receptionist whilst waiting to be collected by parents/carers. Students at Duchess House who are too ill to stay at School but who do not need the facilities in the First Aid room will sit next to the receptionist whilst waiting to be collected by parents/carers.

## First Aid Boxes and First Aid Travel Bags

- The first aid boxes are located in the following locations:
- The First Aid rooms
- The Basement Kitchen at 36 Portland Place, and 2nd floor kitchen at Duchess House
- The Front Desk at both 36 Portland Place and Duchess House
- Portable First Aid kit 1 for general outing use – Kept on the Ground Floor (Portland Place)
- Portable First Aid kit 2 for sport outing use – Kept on the Ground Floor (Portland Place)
- Portable First Aid kit for PE lessons – Kept on the Ground Floor (Portland Place)
- Portable First Aid kit for sport/outings – on the Ground Floor office (Duchess House)
- On each floor
- In the Science laboratory at Duchess House

Minibuses and coaches used by the School will also have a prominently marked first aid box, which is stocked in accordance with Part 2 Schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986.

It is the responsibility of the receptionists in each building to check the content of the first aid kits in Duchess House and Portland Place regularly and restock if necessary.

## **Firt Aiders**

The main duties of First Aiders are to give immediate first aid to students, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary.

First Aiders are to ensure that their first aid certificates are kept up to date through liaison with the Headteacher.

Lists of members of staff who have completed a HSE-approved first aid course and hold a valid certificate of competence in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) and/or training with paediatric qualifications relating to EYFS are kept at Reception, staff-room, School Office and the Head of School's office of both buildings.

## **First Aid Training**

The Head of School, will ensure that there are appropriate numbers of First Aiders at all times and will ensure that they have undergone appropriate training, refreshed at regular intervals. The School will maintain a record of employees who have undergone first aid training, which can be requested.

## **First Aid Information**

Notices have been given to staff indicating the location of the first aid boxes.

## **Emergency Procedure in the event of an accident, illness or injury**

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate next course of action, which may involve calling immediately for an ambulance or calling for a First Aider. If summoned, a First Aider will assess the situation and take charge of first aid administration.

In the event that the First Aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

## **Ambulances**

The First Aider 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.

If a child needs to attend hospital, a member of staff (preferably known to the student) will stay with them until a parent or legal guardian arrives, or accompany a child taken to hospital by ambulance. A member of staff must not take a child to hospital in their own car.

The closest hospital with an Accident & Emergency Department is:

**University College Hospital, 235 Euston Road, London, NW1 2BU**

However, should an ambulance be called we cannot guarantee that this will be the hospital to which a child is taken. We will obviously inform parents of the relevant hospital and the address.

A member of staff will remain with the student until one of the student's parents, carer or a named representative appointed by a parent arrives at the hospital.

## **Procedure in the event of contact with blood or other bodily fluids**

First Aiders should take the following precautions to avoid risk of infection:

- Cover any cuts and grazes on their own skin with a waterproof dressing
- Wear suitable disposable gloves when dealing with blood or other bodily fluids
- Use suitable eye protection and a disposable apron where splashing may occur
- Use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation
- Wash hands after every procedure
- Body fluid spillages on hard surfaces should be cleaned up and then bleached.

If a First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:

- Wash splashes off skin with soap and running water
- Wash splashes out of eyes with tap water and/or an eye wash bottle
- Wash splashes out of nose or mouth with tap water, taking care not to swallow the water
- Record details of the contamination Take medical advice (if appropriate).

## **Accident Reporting**

All accidents, administration of first aid and/or medicine will be recorded in the Accident Report Book and/or First Aid Books which are located in the Nurse Offices, Receptions, kitchens and Science Room. These records should be kept for 7 years.

The Record shall include:

- Date, time and place of accident
- Name and year group of the person involved (if a student)
- Details of injury and treatment and any medication given
- Outcome of accident
- Name and signature of the person or First Aider dealing with incident.

## **Reporting to Parents**

In the event of accident or injury to a student at least one of the student's parents must be informed as soon as practicable. Parents must be informed in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop.

In the event of serious injury or an incident requiring emergency medical treatment the student's teacher, in consultation with the Headteacher, will telephone the student's parents as soon as possible. A list of emergency contact details is kept at Reception.

In the event of a minor injury, where appropriate, the First Aider will contact parents by the end of the school day.

A copy of the School's accident and first aid book is available for inspection by parents.

## Reporting to HSE

The School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) (RIDDOR) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23):

- Accidents involving students or visitors
- Accidents where a person is killed or is taken from the site of an accident to hospital and where the accident arises out of or in connection with
  1. any School activity (on or off the premises)
  2. the way a School activity has been organised or managed (e.g. the supervision of a field trip)
  3. equipment, machinery or substances
  4. the design or condition of the premises.

Accidents involving Staff:

- Work related accidents resulting in death or major injury (including as a result of physical violence) must be reported to the HSE immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs)
- Work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days
- Cases of work-related disease that a doctor notifies the School of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
- Certain dangerous occurrences (i.e. near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

For more information on how and what to report to the HSE, please see <http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link.

## Visits and Events off Site

Before undertaking any off-site events, the trip organiser will assess level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. Such Risk Assessments will be approved by the Headteacher. When appropriate a portable first aid kit will be carried.

Please see separate Educational Trips and Visits Policy for more information about the School's educational visit requirements.

## Long term Medical Conditions

The School welcomes and supports students with medical conditions. We recognise that students can suffer from long term, short term, chronic and acute illnesses and therefore provide all students with any medical condition the same opportunities as others at School, enabling them to play a full and active role in School life, remain healthy and achieve their academic potential. Our Accessibility Plan details improvements we are making to ensure that all Staff, Students, Parents and Visitors can have access to the curriculum, premises and information and to ensure that no-one is discriminated against, taking into account the insuperable constraints of the layout of our two Grade II listed buildings.

At EIFA, we ensure that all staff understand their duty of care to children and young people in the event of an emergency. All staff feel confident in knowing what to do in an emergency. We are aware that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. Therefore all students with long-term medical conditions (including allergies) have a PAI (Projet d'accueil individualisé). The PAI is produced in cooperation with parents/carers and the School doctor. The PAI sets out clearly the medical condition, treatment, symptoms and risk factors. These are reviewed annually and are read and signed by the relevant class teachers (see Appendix 1). Copies of the forms are kept in class. Where necessary, teachers are giving training relevant to the specific needs of students in their classes.

## Medication

We will not give medication to a child under 16 without a parent's written consent except in exceptional circumstances.

### Medication for short-term ailments

The medicine must be handed over by a parent /carer the reception desk. It will be placed into a ziplock bags and kept in the locked filing cabinet on the ground floor at 36 Portland Place or at Duchess House (depending on the location of the student). All medicines should be in the original container dispensed by the chemist and must be clearly labelled with:

- Name of child
- Name of medicine strength of medicine
- Dose of medicine and method of administration when it should be given
- Any other instructions
- Expiry date.

A spoon must accompany liquid medicines. The label "to be taken as directed" does not provide sufficient information. Precise information must be supplied including the duration of treatment or expiry date of medicine where appropriate. Please note that in this policy "medicine" includes herbal and homeopathic remedies as well as over-the-counter medication including vitamin supplements and cough sweets.

### Medicines for long-term conditions

Medication kept onsite for students with long-term conditions and allergies is kept in a named ziplock bag. Where medicines may need to be used in an emergency, two sets of medication are kept at School: one in the locked cabinet near Reception to be used on outings, daily trips to the park etc and one set of medication kept either in the classroom or on the same floor as the classroom.

EIFA will store medication that is in date and labelled in its original container. The exceptions to this are insulin and adrenalin (auto-injector), which although must still be in date, will generally be supplied in an injector pen or pump.

Students may not administer their own medication, unless they have received appropriate training and it is the wish of both the child and their parent. This will be recorded on their PAI. A member of staff must be present to supervise and be prepared to intervene if necessary to ensure the child's health and safety are not compromised.

EIFA will check all medication held in School on at least a termly basis and all medicines which will expire before the end of the following term will be returned to parents and replacements requested.

Where appropriate students in KS2 and above will be encouraged to use asthma inhalers independently.

If a child refuses to take their medication or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the PAI, if applicable. Parents will be informed.

EIFA will make sure that a trained member of staff is available to accompany a child with a medical condition on an off-site educational visit and the needs of the child, associated risks and how these are to be managed will be included in the risk assessment for the visit.

If the medicine needs to be replenished, Reception will inform parents in good time for them to obtain a repeat prescription. If the medication needs to be changed or discontinued the Head Teacher must be informed in writing by the parent/carer.

We will not accept changes to medication from a parent. Changes to dosage/frequency/amount must come from a Doctor's prescription or a dispensing label.

Parents at EIFA understand that they should let the School know immediately if their child's needs change and provide enough information to ensure their needs are met.

## **Controlled Drugs**

The School will keep controlled drugs stored securely, but accessibly, in a non-portable container with only named staff having access. Staff at EIFA can administer a controlled drug to a student once they have had specialist training, where applicable.

## **Students with long-term conditions**

We understand the importance of all students taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all students. This includes out of School clubs and team sports.

EIFA ensures that the whole School environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

All relevant staff are aware that students should not be forced to take part in activities if they are unwell. They should also be aware of students who have been advised to avoid / take special precautions during activity, and the potential triggers for a student's condition when exercising and how to minimise these. However, parents are reminded that students arriving at School each morning should be able to take part in all activities of the day (sport, swimming, etc.). In exceptional circumstances students may be excused activities with the prior permission of the Head of School.

This School makes sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at School as any other child, and that appropriate adjustments and extra support are provided.

All School staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a child's medical condition. EIFA will not penalise students for their attendance if their absence relates to their medical condition. Following absence, reintegration back into School will be properly supported so students with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short term absences, including those for medical appointments are effectively managed as per the School's attendance policy.

EIFA will refer students with medical conditions who are finding it difficult to keep up educationally to the SENCo who will liaise with the child (where appropriate), parent and the child's healthcare professional.

The School makes sure that a risk assessment is carried out before any out of School educational visit. The needs of students with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

EIFA is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The School is actively working towards reducing or eliminating these health and safety risks.

EIFA is committed to identifying and reducing triggers both at School and on out of School visits. Such risks will be evaluated and recorded in risk assessments.

School staff have been given training and written information on medical conditions which includes avoiding / reducing exposure to common triggers.

## **Training**

EIFA ensures that there designated first aiders in all buildings. For EYFS, teachers and TAs receive training in paediatric first aid. Teachers also receive additional training relevant to any specific needs in their class. All teaching staff receive training in the use of EpiPens.

During the lunchtime park sessions groups are always accompanied by at least one member of staff who has undergone First Aid training.

All staff should be familiar with normal procedures for avoiding infection and follow basic hygiene procedures. Staff have access to protective clothing and suitable disposal equipment to safely deal with spillages of blood or other bodily fluids, including the changing of dressings.

All staff know what action to take in an emergency and receive updates at regularly. Training is provided at the start of the academic year, and as required throughout the year, and policies and procedures are discussed with temporary and supply staff. Training needs will be identified and discussed at least annually as part of the school's appraisal process. The induction of new staff will include training for supporting students with medical needs.

EIFA will ensure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child. We will also ensure there are sufficient members of staff trained to cover any absences, staff turnover and other contingencies.

The School doctor is also available for additional training and advice.

## **Record Keeping**

Parents are asked if their child has any medical conditions on the EIFA application form.

EIFA uses PAI to record the support an individual child needs around their long-term medical condition. The PAI is developed with the student (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.

Copies of the PAIs are stored at Reception at 36 Portland Place or Duchess House, and with a second copy stored in the student's classroom.

EIFA makes sure that student's confidentiality is protected.

EIFA will seek permission from parents before sharing medical information with any other party.

EIFA keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

## Appendix 1

### PAI

The PAI is produced in cooperation with the parents and the School doctor.

The form includes the following information:

- The medical condition, its trigger, signs, symptoms and treatment:
- The child's resulting needs, including medication (its side-effects and storage) and other treatments, dose, time, facilities, equipment, testing, dietary requirements and environmental issues
- Specific support for the child's educational, social and emotional needs, for example how absences will be managed, requirements for extra time to complete work, rest periods or additional support including counselling
- The level of support needed, including in emergencies. If a child is self-managing their own medication, this should be clearly stated with arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of their proficiency to provide support for the child's medical needs from a healthcare professional
- Who in School needs to be aware of the child's condition and the support required
- Written permission from parents and the Head of School for medication to be administered
- Separate arrangements or procedures required for School trips or other School activities outside the normal School timetable that will ensure the child can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent or child, the designated individuals to be entrusted with information about the child's condition
- What to do in an emergency, including who to contact and contingency arrangements.