



## EMERGENCY CARE IN SCHOOL POLICY

Crofton Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

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## **1. INTRODUCTION**

- 1.1 All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. However it is Crofton Academy's policy to provide sufficient numbers of trained personnel, equipment and information to ensure that someone competent in basic first aid techniques can quickly attend an incident during normal working hours, across the school campus, and appropriate first aid arrangements are made for staff and pupils engaged in educational visits.
- 1.2 This policy outlines the Academy's responsibility to provide adequate and appropriate first aid to pupils, parents/guardians, staff and visitors and that procedures are in place to meet that responsibility. The policy is reviewed three yearly and overseen by the Governing Body.

## **2. AIMS OF THE POLICY**

- 2.1 The aim of this policy is to help identify the Academy's first aid requirements in line with the Health and Safety at Work Act 1974 and the subsequent Health and Safety at Work Regulations 1992 (second edition 2013) outlined in the school's Health and Safety Policy. It also outlines safe working practices for the control and administration of medicines.
- 2.2 This Policy will require that emergency care provision is available during the hours 8:50am to 3:05pm Monday to Friday and facilities are in place for pupils on school visits.
- 2.3 During school visits and during times when pupils are in school during holiday periods, for example summer school and revision sessions, a member of staff will be appointed as 'responsible person'. This person will oversee any emergency procedures to ensure that pupils/staff receive appropriate and immediate care and where appropriate contact emergency services.
- 2.4 During school holidays all members of staff who are employed to work during this period and are in school, will act as 'responsible persons' and ensure that

colleagues receive appropriate and immediate care where necessary and where appropriate contact emergency services.

### **3. OBJECTIVES**

- 3.1 To appoint an appropriate number of staff trained as First Aiders to meet the Academy's needs.
- 3.2 To provide these identified individuals with appropriate training in line with the latest DFE guidelines.
- 3.3 To provide sufficient resources and facilities to undertake first aid and emergency care in school and whilst on educational visits.
- 3.4 To keep accurate records of accidents and incidents and report them to Health and Safety Executive (HSE) as necessary in accordance with their regulations.
- 3.5 To ensure that all accidents and incidents are fully investigated and that risk assessments are in place and procedures are being followed.
- 3.6 To ensure that all accidents and incidents which are the result of building maintenance issues are reported to the Premises Team and repairs are undertaken as necessary.
- 3.7 To ensure all pupils, parents/guardians, staff and visitors are aware of the Academy's first aid arrangements.

### **4. RESPONSIBILITIES**

- 4.1 The **Governing Body** (GB) are responsible for the Health and Safety of pupils, employees and visitors to the premises. This includes teaching staff, support staff, administrative and auxiliary staff, pupils, visitors and contractors.
- 4.2 The GB will ensure that a risk assessment of the Academy is undertaken annually to ensure that training and resources for first aid arrangements are in

place, appropriate and sufficient enough to provide adequate safety. They will also ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment as first aiders.

4.3 The **Assistant Headteacher (Pastoral)** is responsible for ensuring this policy is put into practice and works with the Head of Administrative Support Services to develop detailed procedures. They will ensure that this policy and information on the Academy's arrangements for first aid is up to date in line with HSE and DFE guidance and Government legislation and is made available to parents.

4.4 **Teachers and Support Staff** are responsible for ensuring that pupils are aware of this policy.

4.5 All **First Aiders** have completed an appropriate first aid course which will be kept up to date as required. The primary duties for the role of first aider are:

- to assess first aid needs and give immediate help to casualties with common injuries or illnesses arising at school;
- wherever necessary summon further help, i.e. ensuring an ambulance or other professional help is sought;
- to inform and update parents/guardians, in line with the Academy's security and safety of pupils arrangements, that their child has either:
  - (a) been involved in an accident
  - (b) received a blow to the head/or facial injury or has received any injury that has in some way physically marked them
  - (c) been involved in any accident requiring immediate medical attention and their child needs collecting/transporting to hospital, or
  - (d) has an illness that requires them to seek medical attention or requires that they do not remain in school (i.e. vomiting)
- to work closely with Year Group Managers/Learning Mentors/Assistant Headteacher (Pastoral) in respect of any injury which has occurred during a physical assault/incident outside that which could be considered an accident;
- to ensure that any child leaving school with a medical professional is accompanied by a member of staff (where a parent/guardian has not arrived before the departure of the ambulance) who has been given a

copy of the child's Healthcare Plan and medication wherever necessary (i.e. when the child has a known medical condition), this appointed member of staff will remain with the child at hospital until a parent/guardian arrives to take over responsibility;

- to complete a record log of any incident that they have attended to giving clear information as to pupil's name, form, details of incident and how they were treated together with first aiders initials;
- to complete any follow up paperwork including accident book/RIDDOR/LA reporting forms.

4.6 **Parents/guardians** are asked to complete a Care Plan for pupils with medical conditions and known health issues. It is parents'/guardians' responsibility to advise school of any changes in condition, or of any medical conditions and healthcare issues their child may develop during their time at Crofton Academy.

## 5. PROCEDURES

5.1 Reviews of first aid provision will be carried out annually or whenever circumstances in school change. These reviews will be carried out by the Head of Administrative Support Services and any recommendations on measures needed to prevent or control identified risks are made to the Assistant Headteacher (Pastoral).

5.2 Any review undertaken by the Head of Administrative Support Services will consist of:

- an annual review of the school's first aid needs following any changes to staffing or buildings etc;
- monitoring the number of fully trained first aiders, ensuring they receive refresher training and regular updates in line with legislation/guidance; and
- ensuring that an identified member of the first aid team is responsible for the contents of the first aid boxes on a termly basis and that they are aware of this requirement and its importance in providing first aid facilities.

- 5.3 The Head of Administrative Support Services will ensure that all staff are informed about the school's first aid arrangements including providing information to new staff as part of their induction programme.
- 5.4 A list of all first aiders and a rota of those on duty will be made available on the Health and Safety noticeboard in the staffroom (See Appendix A).

## 6. FIRST AID MATERIALS, EQUIPMENT AND FACILITIES

- 6.1 The School will provide an appropriate number of first-aid "boxes" a local map of which will be in the staff room (See Appendix B)
- All first aid boxes are green with a white cross;
  - All boxes contain equipment in accordance with the HSE's guidelines on recommended and mandatory contents (See Appendix C);
  - A first aid box will be kept in the school minibus;
  - First aid boxes **must** accompany on off-site visits or during events on the school sports field;
  - In school, first aid boxes will be kept near to hand washing facilities.
- 6.2 The School provides a suitable room for first aid treatment and care of children during school hours. The room contains a washbasin, microwave and refrigerator solely for the storage of medical supplies and where necessary medication. The first aid room also contains a lockable medicine cabinet.
- 6.3 Basic hygiene procedures will be followed by staff. Single use disposable gloves will be worn when treatment involves blood or other bodily fluids. An "alcohol handrub" dispenser is also provided to prevent the spread of infection.
- 6.4 Care is taken when disposing of dressings and equipment. A yellow "sharps" disposable box is provided for safe disposal of needles (i.e. diabetic blood testing equipment requires regular use of needles by pupils); and yellow clinical waste bags are provided for safe disposal of soiled equipment/materials.

- 6.5 All parents/guardians are provided with a booklet when their child joins the school entitled “First Aid and Medication – A Guide to Emergency Care in School” together with a consent to administer paracetamol and a health care plan. The Booklet is attached at Appendix D.

## **7. CONTACTING HOME**

- 7.1 In the event a pupil is ill and it is deemed that they are not well enough to remain in school, a first aider/member of the admin team will contact parents/guardians in line with contact information on the School Information Management System (SIMS).
- 7.2 In the event a pupil is injured in an accident and it is deemed that they cannot remain in school or need to get professional medical assistance, a first aider/member of the admin team will contact parents/guardians in line with contact information on the School Information Management System (SIMS) and advise them of the recommendations being made.
- 7.3 In the event a pupil is injured as the result of an incident in school and it is deemed that they cannot remain in school or need to get professional medical assistance, a first aider/member of the admin team will contact parents/guardians in line with contact information on the School Information Management System (SIMS) and advise them of the recommendations being made, **only in respect of the injury**. It remains the responsibility of the Year Group Manager/Learning Mentor to contact parents/guardians to discuss the details of the incident itself.
- 7.4 If a child suffers a minor injury that leaves them marked in any way, or the first aider feels that parents/guardians need to be aware, but it is not deemed serious enough to send them home, parents/guardians will be informed as a matter of courtesy.
- 7.5 An emergency 999 call will be placed in the event of serious injury/illness if it is considered that a life is in danger, they are in severe pain, or the casualty is unconscious or have been involved in a serious incident or accident requiring immediate medical attention. Incidents requiring 999 are considered in line

with the recommendations of the Yorkshire Ambulance Service, some of which are listed below (this list is not exhaustive):

- Chest pain
- Difficulty in breathing
- Loss of consciousness
- Severe loss of blood
- Severe burns and scalds
- Choking
- Fitting/convulsions
- Drowning
- Severe allergic reaction
- Head injury

7.6 In the event an ambulance is called before a parent/guardian can be contacted, a member of staff will accompany the pupil to hospital until such time as a parent/guardian can reach them and care can be formally handed over.

7.7 In the event of a pupil with a medical condition being sent to hospital a copy of the child's Healthcare Plan will be copied and given to the ambulance team. In the event of a child being administered with an Epipen or Buccal Midazolam, the empty medication container will also be handed to the ambulance team.

7.8 Under no circumstances will a pupil from any year group be sent home on their own, with or without parents/guardian permission. Parents/guardians will be advised they need to collect their child in person or arrange for someone to collect on their behalf, if this cannot be arranged the pupil should remain in the first aid room or returned to class if fit to do so.

## **8. REPORTING**

8.1 All attendances by pupils to the medical room must be recorded on the daily log sheet giving clear information. These records will then be transferred onto the pupil's SIMS file as a permanent record.

8.2 **All** accidents must be recorded on a school accident form which is kept with the Head of Administrative Support Services.

8.3 All information recorded on accident forms will be kept in accordance with the Data Protection Act 1998.

8.4 In line with statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE. The Head of Administrative Support Services will keep a record of any reportable injury, disease or dangerous occurrence. These records will include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

8.5 The following accidents will be reported to the HSE by the Head of Administrative Support Services:

8.5.1 Involving **employees or self-employed people** working on the premises:

- **immediately without delay** any fatal or major injuries and dangerous occurrences (including as a result of physical violence)
- accidents which prevent the injured person from doing their normal work for more than seven days. For definitions, see HSE guidance on RIDDOR 2013 at Appendix E.

8.5.2 Involving **pupils and visitors**:

- **immediately without delay** any fatal or major injuries and dangerous occurrences (including as a result of physical violence)
- accidents resulting in the person being taken from the site of the accident to hospital and the accident arises out of or in connection with work. i.e. if it relates to any school activity, both on or off the premises
- the way the school activity has been organised and managed equipment, machinery or substances
- the design or condition of the premises

### 8.5.3 Accidents will be reported if they relate to:

- any school activity, both on or off the premises
- the way a school activity has been organised and managed (i.e. the supervision of an educational visit)
- equipment, machinery or substance or
- the design or condition of premises

8.6 HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Headteacher is responsible for ensuring this happens, but the duty is delegated to the Head of Administrative Support Services and first aiders. A RIDDOR Form will be completed online via the HSE website.

## 9. **MEDICINES**

9.1 This policy works alongside the school's general ethos of keeping pupils in school wherever possible and therefore covers the administration of prescribed medicines and paracetamol where appropriate. Parental/guardian consent for prescribed medication is obtained at the time a child requires it; permission for the administering paracetamol is collected on entry to the school and paracetamol can only be administered with that written permission being in place.

9.2 Pupils, parents/guardians are advised that all medications should be kept in the first aid room and not carried around, with exception of inhalers and epipens (in event of severe allergy) which can be kept on the person. School will hold written parental/guardian consent for a member of staff to administer their child's medication safely in a controlled environment and the school understands the importance of medication being taken as prescribed by a doctor/dentist.

9.3 It is the Academy's policy that only members of the first aid team may administer prescribed and non-prescribed medication to pupils under the age of 16, and only with the written consent of the pupil's parent/guardian.

- Training will be given to all members of staff who agree to administer medication to pupils, where specific training is needed and this will be delivered by a medical professional such as a school nurse (i.e. EpiPen, Buccal Midazolam).
- Medication can only be taken from parents/guardians in a pharmacy labelled packet/bottle. Over the counter paracetamol/Calpol can also be taken with appropriate written permission.
- Parents/guardians of children at school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, they should notify the school immediately. Doses can only be amended if replaced in pharmacy labelled packaging which also shows name and date of birth of pupils concerned. Verbal changes to doses will not be accepted.
- All staff attending off-site visits should be made aware of any pupils with medical conditions on the visit. It is the responsibility of organising staff to request information about pupils attending any trip/visit. They will receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
- Products containing ibuprofen and codeine cannot be administered unless prescribed by a doctor/dentist and contained in pharmacy labelled packaging.
- All medicines administered will be recorded on each child's individual record sheet.

## **10. SAFE STORAGE OF MEDICATION**

- 10.1 Emergency medications, for example inhalers and epipens, are readily available to pupils who require them at all times during the school day or on off-site activities. If the emergency medication is a controlled drug and needs

to be locked up, the keys are readily available and not held personally by members of staff.

- 10.2 Non-emergency medication is kept in a secure, lockable cupboard. Pupils with medical conditions know where their medication is stored and only have access it via a member of the first aid team.
- 10.3 Paracetamol will be stored in a secure, lockable cupboard and pupils will only have access it via a member of the first aid team.
- 10.4 All medication is supplied and stored, wherever possible, in its original containers and is regularly checked for the expiry date.
- 10.5 Members of the first aid staff, along with the parents of pupils with medical conditions, ensure that all emergency and non-emergency medication brought into school is clearly labelled with the pupils' name, the name of the medication, dosage and the frequency of the dose.
- 10.6 All medication requiring refrigeration is kept inside the first aid room fridge and clearly labelled with the pupils' name, the name of the medication, dosage and the frequency of the dose.
- 10.7 All medication is checked at the end of the school year. It is parent's responsibility to ensure new and in-date medication is returned to school on the first day of the new academic year.

## **11. ADMINISTRATION**

- 11.1 Prescribed medication is checked and matched to the child by a member of the first aid team who will record the dosage/date/time on the record sheet.
- 11.2 The pupil will take the medication in the first aid room in view of the member of staff.
- 11.3 Pupils who attend medical with headache, earache, period pains or toothache and ask for paracetamol will be administered only between the hours of 10am and 2pm. They must have the relevant permission signed by a

parent/guardian which is recorded on their Student Information Management System (SIMS) record. If they do not have this a member of first aid team will contact their parent/guardian to explain the situation and obtain consent which will then be recorded on SIMS.

## **12. SAFE DISPOSAL**

12.1 Out of date medications will be returned to the chemist by a member of the first aid team to be disposed of. A letter will be sent home to parents/guardians advising them that medication was out-of-date and has been sent to the pharmacist and they need to replace it in school if it is still required.

12.2 Sharp's boxes (for the disposal of needles) are kept in the first aid room. Pupils on off-site visits are responsible for the appropriate storage and disposal of sharps (i.e. in event of diabetic testing). If the sharp's box is used it will be returned to a local pharmacy by the identified member of staff.

## **13. RECORD KEEPING**

13.1 **Statutory accident records:** Readily accessible accident records, written or electronic, are kept for a minimum of seven years.

13.2 **School's central record:** (which can be combined with the RIDDOR record and the Accident Reports) provides all legislation requirements are met - School will ensure that a record is kept of any first aid treatment given by first aiders or appointed persons which will include the date, time and place of incident; the name (and class) of the injured or ill person; details of their injury/illness and what first aid was given; what happened to the person immediately afterwards; name and signature of the first aider or person dealing with the incident.

## **14. MONITORING**

14.1 The Academy's accident records can be used to help identify trends and areas for improvement. They can also help to identify training or other needs and may be useful for insurance or investigative purposes. The Head of

Administrative Support Services will establish a regular review and analysis of accident records.

- 14.2 All accidents are investigated and the findings are recorded on each accident sheet as appropriate before being signed off by the headteacher.

**EMERGENCY CARE IN SCHOOL POLICY**  
**APPENDIX A**

**LIST OF CURRENT FIRST AID TEAM AND FIRST AID ROTA**

**Qualified First Aiders available on the daily rota:**

Dawn Bentley	Examinations Officer
Tracy Crookes	Receptionist
Andrea Hewson	Head of Administrative Support Services
Debbie Hey	Reprographics Technician
Sarah Smith	Pastoral Secretary

In addition the following members of staff are also first aiders:

Sarah Pearce  
Louise Taylor  
Sam McAdam  
Sharon Lord

**EMERGENCY CARE IN SCHOOL POLICY  
APPENDIX B**

**MAP OF FIRST AID BOXES LOCATED WITHIN THE SCHOOL**

**(Separate Document)**

## EMERGENCY CARE IN SCHOOL POLICY

### APPENDIX C

#### **LIST OF RECOMMENDED EQUIPMENT TO BE HELD IN FIRST AID BOXES**

There is no standard list of items to put in a first-aid box. It depends on what you assess the needs are. However, as a guide, and where there is no special risk in the workplace, a minimum stock of first-aid items would be:

- a leaflet giving general guidance on first aid, e.g. HSE leaflet *Basic advice on first aid at work*;
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium-sized (approximately 12 cm x 12 cm) individually wrapped sterile unmedicated wound dressings;
- two large (approximately 18 cm x 18 cm) sterile individually wrapped unmedicated wound dressings;
- one pair of disposable gloves.

#### **You should not keep tablets or medicines in the first-aid box**

The above is a suggested contents list only; equivalent but different items will be considered acceptable

**EMERGENCY CARE IN SCHOOL POLICY**

**APPENDIX D**

**FIRST AID AND MEDICATION**

**A GUIDE TO EMERGENCY CARE IN SCHOOL**

**(Separate Document)**

**THIS IS THE LEAFLET  
WE SEND OUT TO NEW PARENTS**

**EMERGENCY CARE IN SCHOOL POLICY**

**APPENDIX E**

**REPORTING ACCIDENTS AND INCIDENTS AT WORK - RIDDOR 2013**

**(Separate Document)**

**THIS IS THE HSE RIDDOR  
LEAFLET**