



TITLE OF POLICY	Medical & First Aid
COVERAGE	Whole School
PERSON RESPONSIBLE	School Nurse
CONTRIBUTORS	SLT Security & Safety Manager School Doctor School Nurse HRDirector
DATE OF RATIFICATION	May 2016
DATE FOR REVIEW	May 2017

1. Purpose

Medical & First Aid Policy (May 2016)

Care of students and staff and concern for their welfare are integral to the core values of ICS. ICS is committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of all employees, students and others legally present on our premises and in our workplace. In keeping with this commitment, priority is given to the provision of adequate first aid facilities and first aid treatment for all persons at ICS

2. Scope

The school also recognises that it has a duty of care and is responsible and accountable for ensuring, so far as is reasonably practicable, the health, safety and welfare of students, workers, volunteers and other people who provide services to the school. To meet these social, moral and legal responsibilities we will provide resources including finance for first aid facilities, first aid equipment and appropriate training, policy and procedure. ICS will be responsible for maintaining records of staff training in first aid and CPR/emergency care, and collating injury and illness records and information.

3. Commitment & Responsibilities

3.1 The school

The school is responsible for:

- Employing a full-time suitably qualified school nurse
- Providing first aid equipment
- Ensuring first aid training for staff
- Ensuring adequate number of staff are first aid trained
- Providing adequate and ongoing training/information for all teachers and support staff
- Providing adequate signage for first aid facilities and kits
- Regularly review medical and first aid policy and procedures Provide ongoing evaluation and review of the needs of the school/college environment
- Monitoring ongoing compliance with legislative requirements
- Maintaining a reporting and recording system for first aid including a register of injuries Investigating incidents involving injury and illness
- Keeping a record of employees who are trained in first aid and their level of training
- Keeping up to date medical records for both students and staff

3.2 School Nurse

Inside the school premises the school nurse will take responsibility for

- Taking care of all first aid and medical needs within the school
- Administering medication
- Completing an online accident form for any injuries to students or staff
- Contacting parents/ guardians of students regarding any medical queries or needs
- Immediately contacting parents/ guardians of students who suffer any type of head injury (from the neck above) however innocuous
- Ensuring more serious injuries receive appropriate follow-up medical care;
- Arranging hospital transportation where needed for students or staff members*
- Monitoring and updating the medical records of all students and staff at ICS;
- Monitoring, reporting and coordinating response to any outbreak of communicable diseases, (for example, Chickenpox, Influenza, Norovirus Infection, Acute Infectious Conjunctivitis, Head Lice, Hand, Foot and Mouth Disease (HFMD));

- Ensuring that teachers are informed of those students with medical issues. Advice will be given on how to respond should an emergency arise with these students. This information will be displayed in the staffroom, the PE offices and playgrounds. Staff are expected to be familiar with these and to be prepared at all times in case of any emergency;
- Maintaining a list of staff who are First Aid trained and keeping a register of First Aid qualification dates;
- Liaising with other internal and external medical personnel and agencies, including the school doctor;
- Providing and reviewing emergency care procedures and ensuring their effective implementation

**Where possible an ambulance will be called but a private staff car may be used in some circumstances. In either case either the school nurse or a first aid trained employee will accompany a student. If a private car is used then there will be 2 adults - the driver and the nurse or a first aider.*

3.3 First Aiders

If the school nurse or doctor is unavailable (e.g. school trips), staff members trained in first aid will take responsibility* for

- Administration of medicines
- The care of excursion first aid kits
- Recording incidents and injuries using the appropriate forms
- Returning and restocking of the first aid kit as necessary

*While acknowledging the duty of care of trained first aid personnel, such persons must not provide treatment beyond the level of recognised training and/or instruction that they have received.

3.5 Parents/ Guardians

To ensure the health and safety of students at all times and to ensure that staff have necessary medical information, parents and/or guardians are responsible for:

- Keeping the school informed of any medical conditions, treatments and medical contact details
- Providing staff with appropriate information and training/instruction where medical conditions require specialised treatment
- Updating the school on any changes in medical conditions and/or required treatments
- Giving permission for nurse to administer medicine to their child
- Giving permission for member of ICS staff to administer any necessary medication during educational visits

4. Accident Log

The school has an online Accident Form system to record accidents. This should normally be completed by the school nurse and a copy sent to HR (for insurance purposes). A copy will also be uploaded to the student's record and a paper copy kept in the Accident Log file in the Medical Room. The Accident Log file will be reviewed from time-to-time by the security and Safety Manager to identify any trends or patterns relating to health and safety in school.