

TITLE OF POLICY	Medical and First Aid
COVERAGE	Employees
FIRST RELEASE DATE	31/08/2021
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OWNER	Health and Safety Manager
REVIEWER	Head of Secondary School

Medical and First Aid Policy

1. Aim

The Medical and First Aid policy provides guidance and outlines the procedures for first aid and medical treatment in case of emergencies and to ensure the physical and mental health of pupils. This policy will ensure compliance with all relevant legislation and ensure we work closely with the local authorities, and undertake periodic emergency training based on a variety of scenarios that identify potential hazards and demonstrate the existing control measures that we already have in operation.

2. Statement of intent

This policy will be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school. The aims of first aid are to preserve life, prevent harm and promote recovery. The purpose of this policy is to guide the provision of first aid to people suffering injury or illness, and will also ensure that the school implements and maintains an effective management system for first aid and for the administration of medicines to all students and staff in its care.

A first aid service is an important element of work health and safety, facilitating first initial treatment for:

- Injuries that may occur in the school premises (including school trips/activities and school vehicles); and
- Acute personal sickness that may impact on pupils, staff members, contractors or others school visitors while at school's premises.

This policy will:

- Ensure compliance with local and international laws and regulations;
- Ensure appropriately qualified staff are trained first aid personnel;
- Provide guidance, accountability, efficiency, consistency and clarity for all staff, students, contractors and visitors on how to deal with accidents and emergencies;
- Influence and determine all major decisions, actions and activities taking place within the school responsibility;
- Support staff in managing certain situations.

3. Scope

This policy is applicable to all students, staff, parents, contractors and visitors.

4. Unique definitions

First aid: is the immediate, initial attention to a person suffering an injury or illness. The aims of first aid are to prevent the occurrence of further dangerous incidents, preservation of life, stabilisation of the person's condition, promotion of recovery and protection and comfort of the person.

First aiders: are members of staff who have completed an approved First Aid course and hold a valid certificate of competence in First Aid.

5. Process and practice

5.1 Identification of first aid training

ICS will implement in the beginning of the school year a plan to provide appropriately qualified staff trained on first aid, each area of the school premises should have at least one certified first aider. Training will continue through the school year to get an adequate number of certified trained employees.

5.2 Emergencies

In the event of an emergency The first aider in the area will take over the administration of First Aid but should not be left and will call for further assistance if necessary, the nurse should generally be contacted without delay on Ext () or mobile number () and an ambulance should be called if deemed necessary. Should a student be diagnosed by the school nurse with concussion after a head injury, strict guidelines are in place to ensure that they are safely treated and monitored.

5.3 Calling an ambulance

- If an ambulance is required, ensure someone has informed security that an ambulance is on its way and where it is needed, so that they can meet the ambulance on arrival. SLT should be informed immediately;
- If the casualty is a pupil, the nurse should call parents immediately to inform them. Parents will decide which hospital should their child be taken to;
- Arrangements should be made to ensure that any student is accompanied in the ambulance, or followed to hospital, by the school nurse and a security guard;
- Examples of medical emergencies may include:
 - A significant head injury;
 - Fitting, unconsciousness or concussion;
 - Difficulty in breathing and / or chest pains;
 - Exhaustion, collapse and / or other signs of an asthma attack;

- A severe allergic reaction
- A severe loss of blood;
- Severe burns or scalds;
- Possibility of a serious fracture.

5.4 Automated External Defibrillators (AEDs)

- Three defibrillators are available at the school which are located in the school clinic, J-Floor and PE office. All first aiders are trained in their use;
- The AEDs should only be used where a person is in cardiac arrest. It should not be used where a person is conscious, breathing and / or his or her heart is still beating;
- If a person is suffering from a cardiac arrest, the first person on the scene should immediately call the school nurse and/or the nearest first aider. However, AEDs are designed to be used by any person by following the step by step instructions on the AED Machine;
- The person administering the AED should ensure that the area around the casualty is clear before administering the AED. He or she should then stay with the casualty until the emergency services arrive.

5.5 Procedure in the Event of an Accident or Injury

If an accident occurs, then the member of staff in charge should be consulted. That member of staff will assess the situation and decide on the next course of action, which may involve calling immediately the nearest first aider and/or the school nurse.

In the event that a first aider or the school nurse does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they should arrange for the injured person to access appropriate medical treatment without delay. This may involve calling for an ambulance or making arrangements to transport the injured person to an appropriate medical service.

5.6 First aid kits

- Locations of first aid kits inside the school premises should be known to all staff;
- Portable first aid kits are available for trips and other off-site events and can be collected in advance from the school clinic;
- The School's buses should have a prominently marked First Aid box on board which is readily available for use and which is maintained in a good condition;
- Contents of each first aid kit should be identified and checked regularly.

6. Associated forms and documents

Containing the following file:

- [First aid kit contents](#)

7. Responsibilities

7.1 Health, Safety and Security Manager

- Is responsible for ensuring that staff have the appropriate and necessary First Aid training as required;
- Delegates to the school nurses the responsibility for collating medical consent forms and important medical information for each student and ensuring the forms and information are accessible to staff as necessary;
- Is responsible for regularly monitoring the systems and management for the protection of the medical welfare of students to identify whether review or change in welfare practice is needed;
- Lead the development of this policy throughout the school;
- Provide guidance and support to all staff;
- Monitoring and review procedures are in place to ensure safe procedures continue;

7.2 School nurses

- School nurses are responsible and accountable for the day to day medical care of students and staff. This includes the maintenance of records, communication with relevant staff and parents;
- They must work within the guidelines in this policy and other linked policies;
- School nurses in conjunction with the HSS Manager will regularly review the School's First Aid needs to ensure that the School's First Aid provision is adequate;

7.3 SLT

- Provide leadership and vision in respect of equality;
- The SLT delegates to the HSS Manager the day to day responsibility for ensuring that there is adequate First Aid equipment, facilities and First Aid Personnel available to the School;
- Ensure that all school personnel and everyone connected with the school is aware of this policy;

7.4 School personnel

- All staff have occasional involvement and responsibility to work according to these guidelines, for example, in an emergency or when accompanying students on a School excursion away from School premises;
- First Aiders staff have responsibility to work according to these guidelines. They are responsible for providing basic medical care/treatment with instructions from the parents and school doctor, e.g. giving medication and monitoring of mild illness. They will seek advice from the HSS manager and the school clinic;
- Take part in questionnaires and surveys;
- Be aware of all other linked policies;

7.5 Parents/Carers

The school promotes on-going communication with parents in order to ensure that the specific medical needs of all students in its care are known and met.

- Be aware of and comply with this policy;
- Keep the school informed of any changes in their contact details;
- Parents should provide the school clinic with sufficient information about their child's medical condition or needs, ideally a G.P. letter listing treatment, special needs and current medication should be provided.

8. Related information

Related Policies

- [EHS19 - Health and Safety Management](#)
- [EHS18 - Fire Safety](#)
- [EHS01 - Accidents and Emergencies](#)
- [EHS06 - Asthma](#)
- [EHS13 - Diabetes](#)
- [EHS17 - Epilepsy](#)
- [EHS02 - Administering Medicines](#)