



FERRYHILL SCHOOL

FIRST AID & ACCIDENT REPORTING POLICY

1. LOCATION OF FIRST AID FACILITIES

There are several first aid kits positioned around school including main reception, technology department, the Learning Support Centre (LSC), PE, and the student support office

A portable first aid kit must be obtained from the main office for school visits (please note this is the responsibility of the lead staff member on the trip to collect)

2. RESPONSIBILITIES OF THE TRAINED FIRST AIDERS

- Provide appropriate response/treatment for students, staff and/or visitors who sustain an injury.
- Staff/visitors to record all accidents on an accident/incident form. Staff member to complete this form on behalf of students. The accident form is handed to the investigating officer for them to carry out their investigation into the accident. The content of the form is input into DCC's accident & reporting system.
- In the event of any injury to the head, however minor, ensure that parents/guardians are contacted by telephone or another family member if first and second contacts are unavailable. If all family contacts are uncontactable a text must be sent to ensure home has been notified of the head injury so monitoring can be continued when the students returns home from school
- The first aider will update CPOMS with details of any first aid given to students
- The first aider will make arrangements with parents/guardians to collect student and take them home if they are deemed too unwell to continue the school day.
- Reception to be notified if a student is being collected due to injury/illness.
- Once collected office staff are to notify student support officer for attendance purposes.
- Monitor and re-stock supplies and ensure that first aid kits are replenished.
- Contact emergency medical services as required
- Maintain an up-to-date knowledge and understanding of guidance and advice from appropriate agencies.

3. RESPONSIBILITIES OF THE EXECUTIVE HEADTEACHER (EHT)

- Ensure that all staff and students are familiar with the school's first aid and medical policy.
- Ensure that all staff are familiar with measures to provide appropriate care for students with particular medical needs (e.g. Diabetic needs, Epi-pens, inhalers etc.).
- All medications are kept in the Student support office, in individual labelled boxes. Any medication requiring refrigeration will be kept in the fridge, in the student support office.
- In conjunction with learning coordinators the EHT will ensure that a list is maintained and available to staff of all students with particular medical needs and appropriate measures needed to care for them.

- Working with the schools SENCO and learning coordinators the EHT will ensure that correct provision is made for students with special medical requirements both in school and on off-site visits.

4. RESPONSIBILITIES OF THE SCHOOL'S CHIEF FINANCIAL OFFICER

- Ensure that the school has an adequate number of appropriately trained First Aiders.
- Co-ordinate First Aiders and arrange for training to be renewed as necessary.
- Be the investigating officer in the event of an accident and report findings through DCC's online portal
- Ensure sufficient funds are budgeted for re the procurement of first aid supplies
- Maintain adequate facilities.
- Ensure sufficient signage is displayed around the school site listing who the first aiders are and the location of the nearest first aid box
- Fulfil the school's commitment to report to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

If a student refuses to take medicines, staff will not force them to do so, and will inform the parent/guardian of the refusal, as a matter of urgency, on the same day.

5. RESPONSIBILITIES OF PARENTS/GUARDIANS:

- Notify the school in writing if the student's need for medication has ceased.
- Renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- The school will not make changes to dosages on parental instructions – this must be shown on a new doctor's letter or pharmacy dispensing label.
- School staff will not dispose of medicines – none required/out of date medication will be sent home
- All medicines, should be collected by the parent/guardian at the end of the school year.
- Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

6. WHAT TO DO IN THE CASE OF AN ACCIDENT OR INJURY

- Any member of staff witnessing an accident or injury should either contact the main school office for them to contact a trained first aider or contact them directly themselves through use of the first aid email firstaid@ferryhill.school
- Any student or member of staff sustaining an injury whilst at school should be seen by a first aider who will provide immediate first aid and summon additional help if needed.
- The student or member of staff should not be left unattended.

- The first aider will organise an injured student's transfer to another area of the school as appropriate and/or to hospital in the case of an emergency. Parents should be informed as necessary by telephone by the first aider, school reception staff or student support officer.
- A written record of all accidents and injuries is maintained on CPOMS through the completion of first aid/accident reporting form.
- Parents should be informed by telephone as soon as possible after an emergency or following a serious/significant injury including: (but not exclusively)
 - ❖ Head injury
 - ❖ Suspected sprain or fracture
 - ❖ Following a fall from height
 - ❖ Dental injury
 - ❖ Anaphylaxis & following the administration of an Epi-pen
 - ❖ Epileptic seizure
 - ❖ Severe hypoglycaemia for students, staff or visitors with diabetes
 - ❖ Severe asthma attack
 - ❖ Difficulty breathing
 - ❖ Bleeding injury (uncontrolled)
 - ❖ Loss of consciousness
 - ❖ If the student is generally unwell

7. CONTACTING THE EMERGENCY SERVICES

An ambulance should be called for any condition listed above or for any injury that requires emergency treatment. Any student taken to hospital by ambulance must be accompanied by a member of staff until a parent arrives. All cases of a student becoming unconsciousness (not including a faint) or following the administration of an Epi-pen, must be taken to hospital, unless medically advised of an individual protocol for a specific student by a medically trained practitioner.

8. ACCIDENT REPORTING

First aid/accident reporting forms ("Corporate accident / incident / ill-health or near miss reporting form") must be completed for any accident or injury occurring at school. The completed form is to be handed to the investigating officer (CFO).

9. FIRST AID EQUIPMENT AND MATERIALS

First aiders are responsible for stocking and checking the first aid kits. Staff are asked to notify the Finance Office in order that supplies can be ordered when stocks are low.

At a minimum a first aid box contains:

- ❖ At least 20 adhesive hypo allergenic plasters
- ❖ triangular bandages (slings)
- ❖ Cleaning wipes
- ❖ Adhesive tape

- ❖ Medium sized unmedicated dressings
- ❖ Large sized unmedicated dressings
- ❖ Disposable gloves
- ❖ Yellow clinical waste bags

10. FIRST AID FOR SCHOOL TRIPS

The trip organiser must ensure that at least one adult accompanying the trip or a staff member working with the school from the provision being visited has an appropriate first aid qualification. The trip organiser must undertake a risk assessment to ensure an appropriate level of first aid cover (reference to the educational visits policy, which includes further guidance).

A portable first aid kit must be obtained from the office for school visits by the visit lead staff member.

This must be returned to the main office for replenishing on return – Office staff to ensure it is appropriately stocked.

Any accidents/injuries must be logged using the first aid/accident reporting form.

RIDDOR guidelines for reporting accidents must be adhered to.

11. STUDENTS USING CRUTCHES OR HAVING LIMITED MOBILITY

- Parents must inform the school of the nature of injury and the anticipated duration of immobility. The students Learning coordinator will arrange for a 'class partner' to carry books, open doors etc.
- Appropriate information about the condition will be discussed in staff meetings to enable teachers to be fully aware of the student's needs.
- Arrangements will be made for the student to arrive/leave lessons early to allow for a safe transfer around school.
- Parents must inform the school of any particular difficulties.

12. EMERGENCY CARE PLANS AND TREATMENT BOXES

- The Student Support Officer and/or the learning coordinator to ensure that staff are made aware of any student with an emergency care plan.
- These care plans are stored on Provision Maps and as paper copies in the Student Support Office.
- Emergency treatment boxes must always be taken if the student is out of school (Medical boxes specific to meet individual student need).

13. STUDENTS WITH MEDICAL CONDITIONS

- A list is available in the Student Support Office and on Provision Maps of all students who have a serious allergy or medical condition.

- This information is useful for lesson planning and for risk assessments prior to a school trip.
- If staff become aware of any condition not on these lists please inform the students learning coordinator and the student support officer.

14. DEALING WITH BODY FLUIDS

In order to maintain protection from disease, all body fluids should be considered infected. Reporting of all bodily fluids are directed to the caretaking team as they have special bio-hazard kits to clear up all types of bodily fluid spillages.

When dealing with any body fluids wear disposable gloves.

Wash hands thoroughly with soap and warm water after the incident, for at least 20 seconds

Keep any abrasions covered with a plaster.

Spills of the following body fluids must be cleaned up immediately.

Bodily fluids including:

Blood, Faeces, Nasal and eye discharges, Saliva, Vomit

All contaminated material should be disposed of in a yellow clinical waste bag then placed in the hazardous waste bin in the reception accessible toilet. Avoid getting any body fluids in your eyes, nose, mouth or on any open sores. If a splash occurs, wash the area well with soap and water or irrigate with copious amounts of saline.

15. INFECTIOUS DISEASES

If a student is suspected of having an infectious disease advice should be sought from the appointed person who will follow the Health Protection Agency guidelines.

https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in_%20schools_poster.pdf

16. EMERGENCY PROCEDURES FOR INJURY OR ILLNESS

- Assess the situation. Be sure the situation is safe for you to approach. The following dangers will require caution: live electrical wires, gas leaks, building damage, fire or smoke, traffic, and/or violence.
- A responsible adult should stay at the scene and give help until a first aider arrives.
- Send word for a first aider.
- This person will take charge of the emergency, render any further first aid needed and call for additional resources as required.
- DO NOT give medications unless there has been prior approval by the parent or guardian. Follow school medication policy.
- DO NOT move a severely injured or ill student or staff member unless absolutely necessary for immediate safety. If moving is necessary, follow guidelines for "NECK AND BACK INJURIES."

- Under no circumstances should a sick or injured student be sent home without the knowledge and permission of the parent or guardian.
- In the presence of a life-threatening emergency, call 999.
- The first aider, school receptionist or student support officer must notify the parent/guardian of the emergency as soon as possible to determine the appropriate course of action.
- If the parent/guardian cannot be reached, notify a parent/legal guardian's other listed emergency contacts.
- A responsible individual should stay with the injured student.
- Fill out the first aid/accident reporting form and return to the investigating officer.

17. AFTER SCHOOL ACTIVITIES

The member of staff organising the after-school activity is responsible for ensuring appropriate first aid measures are in place and staffing are available to attend should they be required.

