

# WOLVERHAMPTON GRAMMAR SCHOOL

## FIRST AID POLICY (public)

Wolverhampton Grammar School undertakes to ensure compliance with the relevant legislation with regard to the provision of first aid for students, staff and visitors and makes sure that procedures are in place to meet that responsibility.

The aim of the policy is:

- To identify the first aid needs of the School.
- To ensure that first aid provision is available at all times when people are on School premises, and also off the premises whilst on School trips.

### Objectives

- To appoint the appropriate number of suitably trained people as First Aiders and Appointed Persons to meet the needs of the School and to maintain current qualifications for those people.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the School's first aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

### Medical Facilities

The School is required by the Education (School Premises) Regulations 1999 to have nominated accommodation for the medical examination, treatment and care of students.

For the Senior School the nominated accommodation is the Medical Room adjacent to reception. In the Junior School the nominated accommodation is the Medical Room situated next to the Head's office.

The School provides both well stocked first aid kits and appropriately qualified personnel so as to ensure the health, safety and welfare, so far as reasonably practical of all students, staff and visitors to the School.

The Senior First Aiders are Stephanie Jones, Katherine Griffiths-Wyant and Amy Forrest. The School also ensures that a number of first aid qualified staff from both the teaching and support staff are available during the normal school/working day.

### Parent/Student Procedures

Parents are required to complete a medical questionnaire about their child on an annual basis. These details are recorded on the school database and referred to in the event of an accident or illness.

Students should not be sent into school if they are feeling unwell. If a student feels unwell during the school day they should report to Reception or Junior School Reception; students should not phone home and ask to be collected. The School has responsibility for all students and will make the decision whether parents should be contacted or not. The First Aider may keep students under observation for a period of time to see how things develop and make a judgement as to further action. In the case of minor injuries, First Aiders will apply dressings, bandages, ice packs, etc. Parents must inform the School about any allergies to plasters, etc. on the annual medical questionnaire.

In the case of major injuries, First Aiders will take advice from the Emergency Services, but will not administer any medicine unless instructed to do so. In the event an ambulance is called for a student, Reception staff will contact parents as soon as it is safe to do so.

### **Staff Procedures**

Staff are required to complete a health questionnaire and medical declaration once they have been offered a position at the School. Updated information is provided as and when necessary of any medical conditions and/or medication needing to be taken. These details are kept in their personnel files and referred to in the event of an accident or illness. Staff are required to provide full medical details if they are taking part in any residential trip. Staff who wish to drive on school business must complete an annual medical declaration that they are fit to drive and notify the School of any changes to their medical condition during the year.

### **School Procedures**

1. First Aid material is readily available to all, including those who work on the premises outside normal working hours. A list of locations of First Aid boxes is displayed on the Health and Safety notice board. (See Appendix 4 – school use only).
2. Eye wash stations are located in each of the Science, Art and Design & Technology rooms.
3. First Aid Kits for groups taking part in outside activities away from school are to be obtained from the Trips Administrator. The Trips Administrator will record the issue and the return.
4. The Estates Manager is responsible for the maintenance of all first aid boxes and kits. These will be checked each half term, and will be supplemented as soon as possible following usage.
5. All first aid treatment given is to be recorded on the Accident and Near Miss Record Sheets kept in the Senior and Junior School Receptions. In the case of occurrences of a more serious nature, e.g. breaks, they are reported to the Health & Safety Executive as outlined by RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995). The Accident and Near Miss Record Sheets are signed off by the Finance Director on a weekly basis.
6. A list of qualified first aiders and appointed persons is maintained by the Finance Director's PA, displayed on the Health and Safety notice board and in the Senior School reception and Junior School reception (see Appendix 3 - school use only).
7. Staff treating children in the Early Years (Reception) must hold a valid Paediatric First Aid certificate. At least one person who has a current Paediatric First Aid certificate must be on the premises and available at all times when reception children are present and must accompany children on outings.
8. There must be at least one person qualified in first aid on the school site when children are present (refer to First Aid Risk Assessment - school use only).
9. All teaching staff and support staff nominated first aiders must receive regular training in common student medical conditions e.g. asthma, epilepsy and acute allergies.
10. Where a student has a specific medical condition, at least one nominated first aider must be trained specifically to deal with this and all teaching staff must be made aware of this. (See Appendix 1 - Supporting Students with Medical Conditions)
11. Basic hygiene procedures must be adhered to by staff at all times.
12. Where an incident/treatment involves blood or bodily fluids, single use disposable gloves, must be worn at all times and disposed of, along with any dressings, in the medical waste bins in the medical rooms. Single use disposable gloves are available from Reception/Junior School Reception.
13. Calling an ambulance – the qualified first aider attending an incident will decide whether an ambulance will be called. This can be done either via a mobile telephone or Reception. If no first aider is in attendance, colleagues should use their judgement as to whether or not an ambulance should be called. In all cases, Reception must be informed as soon as possible and kept up-to-date with developments. It is the responsibility of Reception staff to contact parents in the event an ambulance has been called for their child. In such instances, the primary responsibility of Reception staff is to ensure that the student is safe before calling parents.

14. All known medical details are recorded on the school database and parents are required to update this information at least on an annual basis. When a student reports feeling unwell, the database is checked before any medication is given. Students with serious medical conditions are displayed on staff notice boards with condition details and photographs (Epipens are in the marked box within the staff common rooms).
15. An incident report form must be completed for each accident, incident or near miss, generally by the person witnessing the events and passed on to the Finance Director immediately.
16. Parents are always informed by telephone of any head injuries or possible breaks or fractures. Parents will also be telephoned if a student is upset and/or wishes to return home. Parents are encouraged to speak to their child on the telephone and also give permission for a child to return to class if they think it appropriate to do so.
17. The Finance Director's PA will keep the first aid training records and ensure timely refresher training is arranged at least every three years.

**Please also refer to the following policies:**

Health & Safety Policy - Staff network and website	EVC policy and Guidelines for the Management of Offsite Visits - Staff network
Risk Assessment Policy - Staff network and website	Critical Incident Plan - Staff network
Safeguarding Policy - Staff network and website	Staff Code of Conduct - Staff network and website
Behaviour Management Policy - Staff network and website	Driving at Work Policy - Staff network
Administration of Medicines in the EYFS Policy	

**Monitoring and Evaluation of this policy**

The school monitors and evaluates its First Aid Policy through the following activities:

- Record keeping of first aid training records
- Record keeping of first aid risk assessment
- Review of First Aid Record Sheets by the Finance Director
- Review of accident and incident forms by the Finance Director and then as a termly rolling summary by the Health & Safety Committee to address trends and take appropriate action
- Review of any RIDDOR referrals by Health and Safety Committee
- Review of concerns and complaints registers by SMT and Board of Directors

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January 2024

Next Review:  
September 2024

## **Appendix 1: Guidance on Supporting Students with Medical Conditions**

Wolverhampton Grammar School, is an inclusive community that welcomes and supports students with medical conditions.

### **Objectives**

- To provide all students with medical conditions the same opportunities as others in the school and ensure that they remain healthy, stay safe, enjoy and achieve and make a positive contribution
- To ensure all staff understand their duty of care to students in the event of an emergency
- To ensure that all staff understand that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood
- To ensure that all staff understand the importance of medication and care being taken as directed by healthcare professionals and parents
- To ensure all staff understand the medical conditions that affect students at the School and that staff receive training/understand the impact medical conditions can have on students.

### **Emergency Care**

- All staff should be aware of who to contact in the event of a medical emergency, (see Appendix 2 and 3 - list of first aiders and location of first aid boxes - school use only).
- The qualified first aider attending an incident will decide whether an ambulance will be called. This can be done either via a mobile telephone or reception. If no first aider is in attendance, colleagues should use their judgement as to whether or not an ambulance should be called. In all cases, Reception must be informed as soon as possible and kept up-to-date with developments. It is the responsibility of Reception staff to contact parents in the event an ambulance has been called for their child. In such instances, the primary responsibility of Reception staff is to ensure that the student is safe before calling parents.
- If a student needs to be taken to hospital, a member of staff will accompany them and stay with them until a parent arrives.

### **Medication**

- All students with medical conditions have easy access to their emergency medication. All students are encouraged to carry and administer their own emergency medication, unless their parents and health specialists feel they are unable to take responsibility for their condition. Students who do not carry and administer their own medication know where their medication is stored and how to access it. Staff will supervise the medication being taken if the parent has requested this.
- Training is given to all staff members who agree to administer medication to students, where specific training is needed. In addition, regular training is given to all staff on the use of Epipens and asthma treatments.
- All school staff have been informed through training that they are required, under common law duty of care, to act as parent in loco in an emergency situation. This may include taking action such as administering medicine.
- If a student refuses their medication, the parents are informed immediately.
- All staff attending off site visits should be aware of any students with medical conditions on the visit. Parents/Carers are asked to provide the information about the type of condition, what to

do in an emergency and any other support necessary, including any additional medication or equipment needed.

- All non-emergency medication is kept in a secure place in line with first aid guidelines (see First Aid Policy).
- Named emergency Epipens are kept in the Senior School staffroom or Junior School medical room. All other controlled drugs are kept locked in the medical rooms.
- The parents of the student with medical conditions ensures that all medication brought in to school for the School to keep is clearly labelled with the student's name, the name and dose of the medication and the frequency of the dose.
- It is the parent's responsibility to ensure new and in date medication is always available in school.

### **Record Keeping**

- Medical forms: Parents are asked to complete a Medical Form on acceptance of a place and on at least an annual basis thereafter to confirm if their child has any health conditions or health issues together with contact information of the GP. This information is stored on the school database for reference for school trips, emergencies and to flag up medical issues of an ongoing nature that teachers need to be aware of.
- Healthcare Plans: The school uses an Individual Healthcare Plan (IHP) to record important details about the student's moderate or serious ongoing and /or complex medical needs at school, their triggers, signs, symptoms, medication and other treatments. These plans will need to be reviewed annually, parents are expected to update their child's IHP if there are any changes to their symptoms or has a medical emergency. The school will use the IHP to support emergency care staff should an emergency happen during school hours or at a school activity outside the normal school day.
- Consent to administer medicines: If a student requires regular medication, parents are asked to provide consent on their child's IHP giving the student or staff permission to administer medication on a regular/daily basis, if required.
- Residential visits: Reports are produced from the school database of any medical conditions for the use on all school trips. In addition, parents are sent a residential visit form to be completed and returned to school before their child leaves for an overnight visit. The form requests up to date information about the child's current condition and their overall health, need and medication required. All residential visits forms should be taken by the relevant staff member on visits, this should be accompanied by a copy of the IHP.
- Other record keeping: The School keeps an accurate record of each occasion an individual student is given or supervised taking medication. Details should include: supervising staff member, pupil, dose, date and time.

### **School Environment**

The School 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.

- The School ensures the needs of the students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, after school clubs and residential visits.
- Staff use opportunities such as Wellbeing lessons and assemblies to raise awareness of medical conditions amongst students and to help create a positive social environment alongside the School's bullying policy to prevent and deal with any problems.

- The School ensures all staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils, wherever possible. The senior first aider will also notify teachers by email if any one-off medical conditions occur.
- The School aims to ensure that students with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided (there may be an additional cost for extra support) (refer to SEN policy).
- Residential visits – awareness of potential risks is considered prior to any out-of-school visit and medical conditions are considered during this process.
- Risk assessments are carried out before students are sent on any placement/work experience to ensure that the placement is suitable for the student with a medical condition.

### **Preventing Problems**

- The School is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
- School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers.
- The School reviews all medical emergencies and incidents to see how they could have been avoided and changes the appropriate policies and procedures where relevant.

### **Responsibilities**

The School works in partnership with all relevant parties including the student, parent, governing body, school staff, catering staff and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

The School is committed to keeping in touch with the student when they are unable to attend school because of their condition.

This medical conditions guidance is regularly reviewed evaluated and updated annually as part of the First Aid Policy.

## **Appendix 2: ADMINISTRATION OF MEDICINES IN THE EYFS POLICY**

This policy clarifies the procedure for storing and administering medication in the EYFS. We ask parents to bring medication to school only when absolutely necessary. This policy covers specifically the Reception class in the Junior School.

### **Procedure**

Medication/health records are obtained annually every September from parents on a form via school office. Information as to medication/medical need is shared with appropriate staff and displayed in the medical room. Usually only medicines prescribed by a doctor or pharmacist will be administered to a child.

Medicines containing aspirin will be administered only if prescribed by a doctor. Parents are encouraged to administer medicine at home where possible.

Medication takes three forms.

- Regular medication for an ongoing condition e.g. asthma
  - A short course of prescribed medication e.g. antibiotics
  - A one-off administration of pain or discomfort relief e.g. Piriton or Calpol
1. Parents must fill in a permission to administer form which includes times and dosage.
  2. Only staff that hold current Paediatric First Aid training and an Administration of Medicines Level 2 certificate are permitted to administer medicine.
  3. For one-off doses of pain relief (or similar), telephone contact should be made with a parent to seek consent, who must then be asked to confirm their consent in writing (a brief email will suffice).
  4. The member of staff administering must fill in and sign a slip which is then kept on file.
  5. Medicine must be in original packaging with clear instructions for dosage amounts and times. Staff can only administer the stated dosage at the stated time.
  6. If a child administers their own medication (e.g. inhaler) the member of staff present should fill in a medication slip.
  7. If the administering of any medication requires specific training this must be in place before any medication can be given.

### **Storage of Medicines**

All medication will be kept in the medication pigeon holes in the medical room, which are out of pupil reach, unless it needs to be stored in the fridge (in the medical room). All medication should be clearly labelled with the child's name and dosage information.

The Junior School secretary checks medication for dates termly and report to parents if it needs to be replaced. Medicines will not be disposed of at school, but will be returned to parents for disposal. Staff with medication must store this securely out of the reach of children.

### **Hygiene and Infection Control**

Children are taught how to minimise the risk of infection e.g. by hand washing. Staff will use gloves provided when dealing with vomit, faeces, blood and bodily fluids. Gloves and soiled matter must be disposed of in the pedal-operated medical-waste bin in the medical room. Clothing to be taken home will be secured in a sealed bag until the parent arrives.

All EYFS staff have completed Level 2 Administration of Medicines training, as well as Safe Food Handling certificates.

**Illness at School**

If a child complains of feeling ill they will be monitored by staff and given reassurance. If they appear 'under the weather', but are not showing specific symptoms and are not in distress the staff will observe them closely and inform the parents at pick up time.

If a child displays specific symptoms and is ill a member of staff will stay with the child and keep them safe. Another member of staff will telephone the parents using the contact details given on the pupil information form. It is the responsibility of parents to inform us of any changes in contact details.

If any member of staff feels unsure, they should seek the advice of the Deputy Head or Head of the Junior School.

In cases of severe illness call the emergency services. If in doubt we will call 999.

Parents are expected to share any health concerns e.g. head lice, impetigo. The Junior School Head will then share this information with parents via the weekly newsletter. The confidentiality of the child will always be respected.

**Record Keeping**

Updates of medical details will be sought by the Junior School secretary on an annual basis.