MEPA TRAINING

FIRST AID POLICY

THIS POLICY IS WRITTEN FOR AND APPLIED TO MEPA STUDIOS, MEPA ACADEMY AND MEPA TRAINING.

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FIRST AID POLICY STATEMENT

This policy is designed to promote the health, safety and welfare of pupils, staff and visitors to MEPA Training through the provision of first-aid equipment and trained personnel in accordance with the requirements of the Health and Safety (First Aid) Regulations 1981andGuidance on First Aid for Schools(DfE).

The coordination of first-aid arrangements is carried out by the Principal. The Principal ensures that enough staff are first aid trained in order to provide effective provision to our pupils.

THE AIMS OF THIS POLICY

The aim of providing first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones.

The aim of this policy is to ensure that:

- Staff nominated as 'first aiders' receive up-to-date training on courses approved by the Health and Safety Executive (HSE)
- Suitably stocked and marked first-aid containers are available at all appropriate locations throughout the school;
- All members of staff are fully informed with regard to the first-aid arrangements
- All staff are aware of hygiene and infection control procedures;
- Written records of any accidents, near misses, reportable injuries, diseases or dangerous occurrences (monitored by the SMT) are maintained; and
- First-aid arrangements are regularly reviewed.

PROCEDURE

First-aid provision will be available at all times while pupils and staff are on the school premises and on school visits. MEPA Training's First Aid Policy will be made available for scrutiny by all recognised teachers and staff.

QUALIFICATIONS AND TRAINING

All school first aiders will hold a valid certificate of competence issued by an organisation whose training and qualifications are approved by the HSE and valid for three years.

Refresher training and retesting of competence will be arranged at least three months before certificates expire by the Senior Management.

The school will consider annual refresher training to maintain first aiders 'basic skills and keep them up to date with changes.

The school has identified the school administrators, as the appointed persons for first aid. The appointed persons will:

- Look after the first-aid equipment, restocking first-aid containers when required and replacing out-of-date materials;
- Ensure that an ambulance or other professional medical help is summoned when appropriate;
- Ensure that all accidents and injuries are appropriately recorded;

- Ensure that the school office has a secure store of e.g epi-pens/ inhalers for pupils with specific health needs
- Review medication stored in office annually, dispose of any out-of-date medicine and request any new medication from parents;
- Communicate all the specific pupil needs and emergency recommendations to the staff in the first few weeks of term;
- Report diseases mentioned under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995(RIDDOR)to the Senior Management Team.

THE ROLE OF THE FIRST AIDER

The role of the first aider is to:

- Complete a training course approved by the HSE;
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- Complete an accident/ incident log and record what first aid was administered; and
- When necessary, ensure that an ambulance or other professional medical help is requested. First-aid materials, equipment and facilities

First-aid containers will be:

- Marked with a white cross on a green background
- Located in various points in the building,
- Stocked in accordance with HSE recommendations.

Portable first-aid containers will be available for all school trips and other activities that take place over 200 metres from school buildings. The HSE has recommended the minimum level of stock required for portable first-aid containers, which can be found in Guidance on First Aid for Schools (DfE).

Where it is known that staff or pupils who are to engaged in an out-of-school activity have specific health needs or a disability, the teacher organising the trip will endeavour to ensure that the contents of the first-aid container include the resources necessary to meet their specific needs, e.g. a supply of insulin or an EpiPen. This will be in addition to the staff member checking that the pupil is carrying the medication with them. No pupil is allowed on a school trip if they do not have their medication with them.

The school medical room is located on the same floor as Studio 1. Although this room has a dual purpose, the provision of first aid and medical usage will have absolute priority.

There are full first aid kits located at reception and in the medical room. These kits have a full list of first aiders.

FIRST AIDERS AT MEPA TRAINING

- Mandy Ellen
- Lewis Muir
- Tilly Cook
- Marie Quiban
- Jemma Capon

HYGIENE AND INFECTION CONTROL

All staff will:

Follow basic hygiene procedures; and
Be made aware as to how to take precautions to avoid infections, e.g. HIV and AIDS. All staff will have access to single-use disposable gloves and hand-washing facilities.

Disposable gloves will be worn at all times when dealing with blood or other bodily fluids and when disposing of dressings or other potentially contaminated equipment.

Instructions on the disposal of all used dressings and equipment will be included in the first-aid containers. If a staff member is unsure, they should contact ta member of Senior Management. A specialist contractor is used to dispose of sealed bags containing contaminated dressings.

GUIDANCE ON CALLING AN AMBULANCE

The first aider who is assisting the ill person will make the decision as to whether or not they wish to call for an ambulance. They will ask a member of staff nearby (or, failing that, a pupil) to go to reception and ask for an ambulance to be called. The SLT member of staff will then phone the emergency services and describe the condition of the child. The reception desk will be informed that an ambulance has been called. The receptionist will liaise with the SLT member as to the most appropriate emergency door that will have to be opened, bearing in mind the location of the victim. The first aider who has assisted from the beginning of the accident will accompany the pupil in the ambulance.

In any circumstances where there is any doubt, an ambulance will be called; this is especially the case if there is any injury to the head. As soon as an ambulance has been called, the receptionist will ring the parent and inform them about the accident, letting them know which hospital their daughter/son is being taken to.

RECORDING ACCIDENTS AND INJURIES

All accidents and injuries will be recorded in written form and such records will be kept for minimum of three years. In addition, the school office keeps a spreadsheet logging all accidents. A copy is also placed in the pupil's personal files. The record of any first-aid treatment given by first aiders and other appointed persons will include:

The date, time and place of the incident;

- The name and class of the injured or ill person;
- Details of the injury or illness and what first aid was given;
- What happened to the pupil or member of staff immediately afterwards (e.g.went home, resumed normal duties, went back to class, or went to hospital);and
- The name and signature of the first aider or person dealing with the incident.

Serious or significant incidents will be reported directly to parents or carers, including all accidents or injuries to the head, however minor, either by sending a note home with the pupil or via direct contact with the parent or carer. In an emergency involving outside medical professionals or services, the Principal or the appointed person will follow the school's established procedures for contacting a parent or carer.

ARRANGEMENTS FOR PUPILS WITH PARTICULAR MEDICAL CONDITIONS

Pupils with particular medical conditions are carefully monitored at the school. At the beginning of the year, parents complete a Confidentiality Form/Medical Declaration Form where they outline any specific medical problems that their daughter/son has. These conditions are then transposed to a Care Plan that is emailed to all staff. This confidential medical information is also stored on School OneDrive, but only limited staff have access to this information. This will outline the specific problems and what to do in the case of an emergency.
Pupils who use Epi Pens will carry one on them at all times. Pupils that have to bring in medicine or antibiotics are able to keep them in the fridge in the staff room.

Pupils with asthma carry their own inhalers with them, and those with particularly severe conditions leave a spare one in the Reception.

The Consent Form to participate in school trips and visits also asks parents to declare specific medical conditions so that appropriate arrangements can be made. Staff will ensure that pupils have their appropriate medication before leaving on a school visit.

PUPILS WHO BECOME ILL DURING THE DAY

If a pupil feels sick during the day, they are usually sent by staff to Reception. They will be asked about their symptoms and then call for a first aider if required. In most cases of feeling generally unwell or nauseous, the pupil is asked to sit quietly and see if the condition improves. If, after a period of time, the pupil feels the same or worse, they are offered the possibility of going home. In these cases, the Receptionist will contact a parent and see if they are able to come to school to collect them. If they are, the pupil will be allowed to leave the premises only once the parent arrives. If not, the pupil must stay in school and rest in the medical room or at the back of a classroom. SMT will check on the pupil regularly and call on one of the first aiders if they feel there is any deterioration in the pupil's condition.

MEDICATION IN SCHOOL

Prescribed: If a parent wishes for prescribed medication e.g. antibiotics to be administered during the school day, clear written instructions must be provided and the medicine must be kept in a properly labelled container. The pupil should bring the medication to the school office. The label must be clear and free from alterations or defacement and must show:

- The name of the medication
- The name of the pupil
- The dosage
- Specific directions for the medication (not simply "as directed" or "as required")
- Precautions relating to the medication (eg "caution, may cause drowsiness" or"store in a refrigerator")
- The expiry date and the date of issue

Non-prescribed:
Paracetamol is the only non-prescribed pain-relieving medication which may be administered by if consent was obtained on the Medical Form (Appendix 1). A record of when and why a pupil requires paracetamol is kept by the school office to monitor any patterns in the administering of paracetamol. Pupils in year 7 are not given paracetamol. If a parent wishes

for their child to self-medicate without school involvement, the school would ask that they record this in their child's planner for monitoring. The school also advises that parents discuss the importance of not sharing any medication with other pupils with their child.

For all medication given to the school for students, the Medical Form (Appendix 1) is to be completed.

REPORTING ACCIDENTS TO THE HSE

SLT will identify any incidents that are reportable under the RIDDOR Regulations and make the report on Form 2508 and return it to who will send it to the RIDDOR Centre. The following types of accidents will be reported to the HSE as required under the RIDDOR:

- Accidents resulting in death or major injury (including those that result from physical violence;
- Accidents that prevent the injured person from doing their normal work for more than seven days; and
- Occupational diseases listed at http://www.hse.gov.uk/riddor/what-must-i-report.htm(such cases must be reported by the Form Tutor to the Principal, who will report to the HSE.

APPENDIX 1 – PERMISSION TO MEDICAL ADMINISTRATION

Parental agreement for school to administer medicine

The school will not give your child medicine unless you complete and sign this form and the school has a policy that the staff can administer medicine.

Date: _____

Child's name: _____

Year Group: _____

Name and strength of medicine: _____

Duration of Treatment _____

Expiry date of medicine _____

How much to give (i.e. dose to be given) _____

When to be given: _____

Any other instructions: _____

_____

Number of tablets/quantity to be given to school: _____

Note: medicines must be in the original container as dispensed by the pharmacy and be labelled with the pharmacy sticker including child's name

Daytime phone no. of parent or adult contact: _____

Name and phone no. of GP: _____

Agree review date: _____

(to be initialled by staff)

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff to administer medicine in accordance with the school policy. **I will inform the school immediately, in writing via email, if there is any change in dosage or frequency of the medication or if the medicine is stopped.**

Parent's signature: _____Print name:_____Date: _____

If more than one medicine is to be given a separate form should be completed for each one.