



Lawrence House School

Accident, Medication and First Aid Policy

Document Reference	LHS 2.3 Accident and First Aid Policy
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Approved Headteacher	Fay Donnelly
Approved Chair of Governors	Tony Nolan

INTRODUCTION

This Policy covers areas of First Aid and outlines how the school will fulfil its duty to provide a safe place of work, with suitable arrangements, including welfare, Section 2 of the *Health and Safety at Work Act 1974*. Provision for First Aid is a requirement under the both the *Independent School Standards* (part 5) and *Health and Safety (First Aid) Regulations 1981*. The DFEE publication *Guidance on First Aid For Schools* has also been considered.

It deals with the following areas:

- ARRANGEMENTS FOR SECURING FIRST AID PROVISION
- FIRST AIDERS
- MEDICATION
- FIRST AID BOXES
- RECORDING OF ACCIDENTS

Current records of training for First Aiders within their School/Department are kept in the school Office and a copy in Head Office.

POLICY STATEMENT

LHS is committed to maintaining the health of staff and pupils at all times. The following document gives details of the emergency first aid facilities available and the procedures to follow in the event of an accident. We are committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring at work.

ARRANGEMENTS FOR SECURING FIRST AID PROVISION

FIRST AIDERS

First Aiders are qualified personnel who have received training in accordance with Health and Safety Executive requirements. There needs to be refresher training at regular intervals to ensure that their skills are maintained. All tutors regularly employed by Lawrence House School are First Aid trained. Where a First Aid trained tutor is not available (for example due to cover by agency or new staff) there will always be a first aid trained member of staff on duty in the care home or Hill House.

It is the First Aiders responsibility, when on site, to give immediate, appropriate and adequate treatment, bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention than others.

If a child becomes unwell or is injured during the school day, they will be accompanied by a tutor or carer to the medical treatment room for initial assessment and the tutor will liaise with the home manager to decide if the pupil needs to return home. They will consider the nature and severity of the injury or illness as well as the medical history of the student and any other relevant factors. The pupil will be sent home as soon as is practically possible if considered to be too unwell to continue with the school day or potentially contagious to others.

Occasionally there may be incidents of self-harm by pupils. Tutors need to be aware of any agreed risk management plan in place for addressing this.

FIRST AID BOXES

If a person requires the use of any provisions held within a first aid box, then they should contact their nearest First Aider. The first aid boxes should be kept in the school medical room.

All boxes to contain the minimum supplies which are recommended by Health and Safety Executive:

- Leaflet giving general advice on First Aid
- 20 individually wrapped sterile adhesive dressings, assorted sizes
- 4 triangular bandages
- 2 sterile eye pads
- 6 safety pins
- 6 medium wound dressings
- 2 large wound dressings
- 3 extra large wound dressings
- pair of disposable gloves.

Disposable gloves and aprons should be provided near the first-aid box. These will be used to protect the first aider from contact with body fluids.

PRESCRIBED MEDICATION

Prescribed medication should nearly always be given to a child by their carer. Sometimes this is not possible, for example on school outings.

Some students can self-administer and carry with them their medication e.g. inhaler for asthma. This should be recorded on their IEP.

Prescribed medication can only be given to pupils by tutors when it is provided by carers, and where the tutor has completed Administration of Medication Training. The Medication Authorisation Record must be completed by carers and passed on to the tutor if education is taking place out of the home. It must include details of symptoms, severity and frequency of symptoms and full details (name, dose, frequency) of prescribed/recommended medication needed. This record may need completing by tutors on administration of medication. Prescribed medication and on-going medical conditions are recorded in the pupil's IEP by the Education Coordinator or SENCO.

Carers are responsible for updating the school with any changes to prescribed medication or medical conditions when they happen.

Tutors are not trained in complex health needs and where there are specific needs that a pupil may need support with then an appropriate professional will be bought in to provide training to support meeting the young person's health needs while in school. Where a pupil has complex health needs, these need to first be identified in the EHCP.

FACILITIES

- A fully-equipped First Aid box is always available in the staff room.
- A first aid box should be taken on outings.
- There is an accident book in the main office in which full details of accidents are recorded.
- Pupils must have unrestricted access to their asthma medication at all times.
- The school facilities in each setting have a medical treatment room, which is equipped with a bed or foldaway bed, washing facilities and is near a toilet, for pupils who are unwell.

If a pupil is unwell they must be supported at all times either by a tutor or a member of care staff (there are always care staff on rota during the day).

PROCEDURES IN THE EVENT OF AN ACCIDENT

The first adult at the scene must take initial control of the situation.

In case of minor injury - grazed knees, minor cuts, nosebleeds:

- Any adult present can attend to a minor injury using equipment in the first aid box.
- Consider if the pupil needs to use the rest bed in the medical treatment room.

In case of major injury - bad fall, choking, major cuts, severe bleeding, possibility of fracture:

If the situation appears to be an emergency (breathing has stopped, unconsciousness, choking, bad head injury, obvious broken limb) the ambulance service should also be called on **999**.

1. If you are able, initiate first-aid procedure, such as opening the airways, stopping the bleeding, placing the casualty in the recovery position.
2. If there is a possibility of broken bones, DO NOT move the casualty.
3. DO NOT leave the casualty.
4. Stay calm and comfort the casualty.
5. Other adults present should remain calm and remove other pupils from the scene of the accident.
6. If possible, gather any helpful information.
7. When a more qualified person comes, hand over the casualty officially by stating that you are doing so. Give that person all the information you have.
8. Please ensure that the Education Coordinator and Home Manager are informed as soon as possible.
9. Make sure to record the accident in the accident book in detail as soon as possible and in the home school book. It is the responsibility of the person who saw the accident to complete an accident report form as soon as possible after the accident has occurred.

ACCIDENTS REQUIRING MEDICAL ATTENTION:

If **non-urgent** – discuss with the care staff

If **urgent** - call 999 at once, and inform carers.

FIRST AID TIPS AND RECOMMENDATIONS

PREVENTION: Be on the look-out for dangers and report any accident risks to the main office.

Any teacher can deal with the following:

- Small Cuts:** Clean and apply a plaster.
- Grazed Knees:** Clean with antiseptic-wipes, wet cotton wool or tissues. Do not use TCP or DETTOL. Apply plaster. (If pupil is allergic to plasters, use an alternative.)
- Cut Lip:** Wash and apply ice-pack. If it is a deep cut or bleeding profusely, call upon the qualified First-Aider.
- Nose Bleed:** Pinch the soft part of the nose hard for about 10 minutes. If it does not stop - call the qualified First-Aider.

Disposable gloves must be worn when dealing with bleeding.

A qualified First-Aider must be called to the following:

- Head Injuries:** If in doubt, call 999.
- Choking:** If it looks serious, call 999 at once.
- Twisted Ankles:** Follow the Rest, Ice, Compressions & Elevation procedure.

MONITORING, EVALUATION AND REVIEW

The Education Coordinator will review this policy annually and assess its implementation and effectiveness.

The accident records will be maintained by the Education Coordinator and reported to Governors in the Education Coordinators termly update.

Signed:

Date:

To be reviewed September 2019