

Witham Prospect School

First Aid Policy

Relevant Legislation and guidance

- Regulation 10: The health and well-being standard.
- Guide to the health and well-being standard.
- Regulation 31: Staffing of children's homes.
- The Handling of Medications in Social Care – Royal Pharmaceutical Guidelines.
- Promoting the health and well-being of looked-after children: Statutory guidance for local authorities, clinical commissioning groups and NHS England 2015.
- Who Pays? Determining responsibility for payments to providers 2013.
- Managing Medicines in care homes 2014.

Applies to:

All staff, residential and school based, volunteers and visitors.

Availability:

This document is made available to parents/carers and visitors via the school website or upon request from the school office. Staff will be made aware of this policy during their induction and repeatedly via their training programme.

Monitoring and review:

This policy will be monitored and refined on a continuous basis and reviewed bi-annually by either the Directors, Registered Manager or a member of the Senior Leadership Team. Changes in legislation, regulatory requirement or best practice guidelines will trigger earlier review.

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At Witham Prospect school, we understand the importance of ensuring each child or young person's health and emotional wellbeing. We also appreciate from time to time the children and young people may require some first aid intervention. Furthermore, the staff team may also require first aid assistance following an accident or an incident. As part of the mandatory training all staff are provided with first aid training, however, there are also several staff members that have additional in-depth first aid training and as part of their roles they are given delegated responsibility. At all times, at least one person on duty at the home/school has a suitable First Aid qualification;

CONSENT

On admission to the residential home the Registered Manager will seek and record permission from the placing authority and parents for consent to administer emergency medical treatment/first aid. If for whatever reason this has not been obtained then it would not exclude the treatment of a child or young person. The child, young person's overall wellbeing will be paramount.

RESPONSIBILITIES

APPOINTED PERSON

The appointed person is responsible for overseeing the arrangements for first aid within the whole school facility.

The appointed persons duties include ensuring:

- a. That first aid equipment is available at strategic points in the school and audited/replenished on a monthly basis.

The First aid boxes are located in the following areas:

- Each Classroom
- Reception
- Site Managers Room
- School Kitchen
- 1st Floor Staff/meeting Room
- Each Mini-Bus/School Car
- Medical room
- Lounges
- Dining rooms

- Stair well
 - Landings
- b. That a sufficient number of personnel are trained in first aid procedures at all times. A list of qualified first aiders is displayed in the reception area, staffrooms and the classroom corridor.
- c. That first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years).

FIRST AIDERS

The Witham Prospect School first aiders are expected to provide the following level of basic first aid within the school and on school organised excursions. Amongst the team of first aiders there are designated first aiders who have completed a recognised and more extensive first aid course. The intention is that there will be one of these members of staff on duty at all times. When one of these members of staff is on duty more intensive first aid should be deferred to them.

All first aid trained staff will:

- a. Understand the role of the first aider
- b. Be able to assess an emergency situation and act safely and effectively
- c. Be able to provide first aid for an adult, a young person and a child who is unresponsive and breathing normally
- d. Be able to provide first aid for an adult, a young person and a child who is unresponsive and not breathing normally
- e. Be able to provide first aid for an adult, a young person and a child who has a foreign body airway obstruction
- f. Be able to provide first aid to an adult, a young person and a child who is wounded and bleeding
- g. Know how to provide first aid to an adult, a young person and a child who is suffering from shock
- h. Be able to provide first aid to an adult, a young person and a child with a suspected fracture and/or dislocation
- i. Administer first aid to a casualty with injuries to bones, muscles and joints
- j. Know how to provide first aid to an adult, a young person and a child with conditions affecting the eyes, ears and nose
- k. Know how to provide first aid to an adult, a young person and a child with a chronic medical condition or sudden illness

- l. Know how to provide first aid to an adult, a young person and a child who is experiencing the effects of extreme cold and heat
- m. Know how to provide first aid to an adult, a young person and a child who has sustained and electric shock
- n. Know how to provide first aid to an adult, a young person and a child with burns and scalds
- o. Know how to provide first aid to an adult, a young person and a child who has been poisoned
- p. Know how to provide first aid to an adult, a young person and a child who has been bitten or stung.
- q. Know how to provide first aid and respond to an adult, a young person or child with a head injury.
- r. Know how to provide first aid and respond to a child who has injured themselves in an intervention
- s. Know how to provide first aid and respond to a child or young person and for what are the advisory duration.

First aiders are responsible for ensuring that the Accident/Incident Log located within the behaviour watch programme is completed for all treatments and that the necessary details are supplied for the reporting of accidents. The behaviour watch programme can be accessed through the company computers and tablet devices.

It is the responsibility of the class teacher to ensure that any application of First Aid to day pupils is recorded within their appropriate home/school communication method to ensure the parent or carer is informed.

Health and Wellbeing Coordinator

It is the policy of the school that the Health and wellbeing coordinator is not, in the first instance, to be used in a First Aid capacity. However, they may be called upon in the immediate absence of a trained First Aider or to assist a First Aider in situations requiring another trained Professional for help and/or advice.

The School will continue to rely on the knowledge and experience of its trained First Aiders in order to administer appropriate treatment to injured persons in the first instance but retain the option of calling upon the services of the Health and wellbeing coordinator, if felt appropriate, when they are on site. In emergency situations, the First Aider will still call (or will instruct another member of staff to call) 999 and request that an Ambulance and Paramedics attend but can still be supported in the current situation by the Health and wellbeing coordinator if required and appropriate.

Having firstly considered the option to consult with the Health and wellbeing coordinator, where there is any doubt about the appropriate course of action, the First Aider, being the appointed person in charge, should organise for the pupils/staff members GP to be contacted or for out-of-hours advise, the NHS helpline number (111). The NHS helpline is for on non-emergencies only and

the first aider should make the judgement if the emergency services are needed. In the case of Pupil injuries, the Parents or Legal Guardians MUST be contacted.

PROCEDURE

All staff will be able to contact the duty First Aider via phone, the receptionist or any member of staff.

Once informed of an incident a First Aider(s) will attend the casualty without delay and provide emergency care as appropriate.

If the injury is of a serious nature, for instance, a collapse, breathing difficulties or not responding to initial on-site treatment then the First Aider(s) will seek further emergency aid. This will be to either call an ambulance using 999 or to refer to a medical professional. The senior member of staff on duty should be made aware of the problem, and the registered manager apprised of the situation.

If the incident involves a child/young person then their medical details should be collected from the team leaders room and should accompany them to the hospital or G.P surgery.

An appropriate member of staff should accompany the child/young person/staff member to the hospital/G.P. surgery.

The member of staff should be able to give the medical professionals all relevant and appropriate information. (Including details of the child/young person's learning disability and potential behaviours of concern.)

The Head Teacher/Registered Manager or Senior on duty will then contact the parents/guardians immediately. In the case of a child/young person being accommodated under a Care Order (section 31 of the Children Act) the duty social worker for the relevant social services department should be contacted.

The First Aider is responsible for ensuring where appropriate that the accident /incident is recorded in the appropriate format. The recording should be completed detailing time, date and location of accident/incident.

Following an accident or incident necessitating first aid intervention consideration should be given to appropriate cleaning up of any bodily fluids. The First Aider should follow the guidelines in the Infection Control Policy to ensure appropriate and effective cleaning.

The First Aider is responsible for refilling the First Aid Box following an incident.

The Head Teacher/Registered Manager/Team Leader is responsible for ensuring that the first aider has recorded the accident/injury/incident in the appropriate section of the behaviour watch system and pupil's personal records accurately and thoroughly.

At the earliest available opportunity, the Health and Safety Manager should be informed by the senior person in charge of the shift, in accordance with Accident Reporting and RIDDOR Policy HS06.

If it is deemed to be a serious incident (under Regulation 40 of the children homes regulations including quality standards 2015) The Registered Manager or their deputy will inform Ofsted and any other authority as appropriate, of any accident and/or incident and its circumstances that necessitated a child/young person being taken to hospital.

In the event of a pupil or staff member sustaining slight or minor injury because of an accident, First Aid treatment should be administered by a person who has a suitable First Aid qualification.

In the event of a child or young person sustaining an injury during an incident of aggression the first aider must be alerted and they must assess the situation to determine next steps.

If a child or young person has a head injury, then medical treatment must be sought and the appropriate documentation completed. All head injuries must be monitored for at least 72 hours. Staff members must also complete a head monitoring for to record 30 mins observations.

If immediate First Aid does not resolve the problem, then the person concerned should be referred as follows:

- Staff members and visitors: refer to the A&E of the nearest hospital.
- Children: refer to the A&E of the nearest hospital and inform the Registered Manager/Director and child's/young person's social worker.

RECORD KEEPING

It is the responsibility of the First Aider who has administered first aid to ensure that thorough and detailed information is recorded in the appropriate area of behaviour watch. Programme and the pupils daily log. The body map section must also be completed showing where the injury is located.

All record keeping must contain the following information:

- First Aid Administered – detailing date, time, name of first aider, class number, injury description, treatment given, teacher/team leader notified and parent notified
- It will be the responsibility of the Health and Safety Officer to scrutinize such records for accuracy in notes/comments made, reporting outcomes for professional development and training

TRAINING, MONITORING AND REVIEWING OF STAFF CONFIDENCE AND COMPLIANCE.

Only staff who have completed approved First Aid training should administer First Aid.

The director of training, headteacher, day care manager and team Leaders will monitor all staff within the whole school to ensure they understand who the registered first aiders are and to outline their understanding of their roles and responsibilities associated with this.

Training officers will ensure staff training is completed and remains current and in line with the

legislative requirements and suitability for the provision of the care and education within the whole school environment and the activities the pupils experience on a day to day basis.