

## **Spring Hill High School First Aid and the Administration of Medication**

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**Policy: First Aid and the Administration of Medication**

**Protocol Reference: SHHS/TOO 0**

**Version Number: 1.0**

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**Authorised by: Directors**

**Updated by: Zoe Kaur-Johal**

**To be read in conjunction with: Health and Safety Policy**

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### **1.0 Introduction**

The Health and Safety (First Aid) Regulations 1981 set out first-aid provision in the workplace, and require employers to provide adequate and appropriate equipment, facilities and qualified first-aid personnel. The Health and Safety Commission (HSC) recommends that organisations such as Spring Hill High School, which provides a service for others, should include such other individuals in risk assessments and provide for them. Spring Hill High School should therefore consider the likely risks to staff, pupils and visitors, and make allowances for them when drawing up policies and deciding on the numbers of first-aid personnel. The school's first aid policy was developed based on the assessment of the school's local needs.

### **2.0 FIRST AID**

**2.1** We have a number of members of the teaching staff who are trained and qualified as First Aiders (see list below), who are capable of giving first aid if, for example, a child is injured during the course of the school day.

**2.2** First aid boxes are placed in all areas of the school where an accident is considered possible or likely (see list below). The School will also take first aid boxes when groups of pupils go out of school on organised trips or to participate in sporting events.

**2.3** All new pupils (and staff) are given information on where to go for help in the event of an accident as part of their induction into the school. The School keeps records of all accidents and injuries, and has a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of any recurrence.

## **Spring Hill High School First Aid and the Administration of Medication**

**2.4** The School will always contact a parent if a child suffers anything more than a trivial injury, or if he or she becomes unwell, or if the School has any worries or concerns about the child's health.

**2.5** The School is happy for parents to contact staff at any time if they wish to discuss any concern that they may have relating to their child's health.

**2.6** The School expects parents to supply the School with all relevant information relating to medical and first aid issues for all children attending Springhill High School.

**Appointed person for each Site:**

**Michele Darke  
Gary Edmunds  
Christopher Selvin  
Zoe Kaur Johal  
Faria Alam**

**First Aid Boxes:**

School Office on  
each Site

### **3.0 Educational Trips and Visits**

First Aid boxes will be available for all trips, both day and overnight. These boxes will be made up according to use.

### **4.0 Procedures in case of Emergency**

All staff are expected to use their best endeavours in the event of a first aid emergency. All staff must know:

- How to call the emergency services – **dial 999 and ask for an ambulance.**
- If there is any doubt that an ambulance is required, call an ambulance straight away. Any student needing to attend hospital as an emergency, and when an ambulance has not been called, must be taken by a member of staff, along with any medical information we may have.
- Parents of any student taken to hospital as result of an injury or for any medical reason, except for a medical appointment, must be advised as soon as possible and details of the hospital to be given to the parents. If student is Looked After, social worker is notified as well as foster carer or manager of care home.
- Any student taken to hospital by an ambulance must be accompanied by a member of staff, in the ambulance or following in a private car, unless the pupil's parents or carers are present at the time. The

## **Spring Hill High School First Aid and the Administration of Medication**

member of staff is to stay with the student until the arrival of a parent, carer or their representative.

### **5.0 First Aid Box**

**5.1** The location: in the school office.

**5.2** It will contain:

- how to contact the Appointed Person
- The name of, and how to contact the First Aider ( on-call manager)
- Basic first aid equipment

### **6.0 Appointed Persons are responsible for:**

- Taking charge when someone is injured or becomes ill;
- Ensuring that an ambulance or other professional medical help is summoned if appropriate;
- Looking after and restocking the first aid box and any other first aid equipment in their area of responsibility.
- What to do in an emergency
- First aid for the unconscious casualty
- First aid for the wounded, bleeding or burnt

### **7.0 First Aiders are responsible for:**

- Giving immediate help to casualties with common injuries or illnesses and those arising from specific hazards at School;
- Where necessary, ensuring that an ambulance or other professional medical help is called.
- First Aiders must complete a training course approved by the HSE. Refresher training is required every three years.

### **8.0 The provision of first aid will take account of:**

- The number of staff (and pupils) present at any one time;
- The distribution of staff;
- The number and locations of first-aid boxes;
- Whether there are inexperienced members of staff;
- The number of staff and pupils with disabilities or specific health problems;
- The size, nature (split sites/levels) and location of the school premises to which members of staff have access in the course of their employment;
- Whether there are travelling, remote or lone staff;

## **Spring Hill High School First Aid and the Administration of Medication**

- Arrangements for off-site activities;
- Parts of the school premises with different levels of risks;
- The types of activity undertaken;
- The proximity of professional medical and emergency services;
- Any unusual or specific hazards (for example, working with hazardous substances, dangerous tools or machinery); and
- Accident statistics. These indicate the most common types of injuries, times and locations. It is a useful tool as it highlights areas to concentrate on and tailor first aid provision to.

### **9.0 Medical Supplies**

**9.1** All medication to be kept locked in the cupboard in the school office

**9.2** Hot/cold packs to be kept in the freezer.

**9.3** Stock to be replaced regularly.

Plasters, bandages, antiseptic wipes, tubigrip to be kept available in the school office. These can be applied by non First-Aiders, if the student has no allergy to plasters.

**9.4** All medication brought in by parents for students during the day must be left in the school office in a locked medicine cabinet, and checked by staff daily.

**9.5** Only a trained person is able to dispense medication.

**9.6** No student to be in possession of medication at any time with the exception of inhalers or epi pen if required.

### **10.0 Hygiene Control**

**10.1** All medical staff should take precautions to avoid infection and must follow basic hygiene procedures.

**10.2** Staff to use disposable gloves for all necessary treatment.

**10.3** Care to be taken when dealing with any body fluid.

**10.4** Remember to wash hands frequently and dispose of dressings and equipment sensibly.

### **11.0 Reporting accidents and record keeping**

**11.1** All members of the school community should report any accident or incident, however minor, as soon as possible after it has occurred. When an

## Spring Hill High School First Aid and the Administration of Medication

injured person is unable to complete their own details of the accident, then the Appointed Person, First Aider and/or witness should do it on their behalf.

### 11.2 Reports must contain:

- The date, time and place of the event;
- Details of those involved;
- A brief description of the accident/illness and any first aid treatment given;
- Details of what happened to the casualty immediately afterwards - for example went to hospital, went home, resumed normal activities, returned to class.
- The headteacher should be informed about any incident if it is at all serious or particularly sensitive. For example, when a student has had to go to hospital or if one student has caused deliberate damage to another or where negligence might be suggested.

### 12.0 Standard Precautions

#### 12.1 Standard precautions to be taken by staff include:

Hand hygiene – Staff to be fully aware of the importance of hand hygiene before and after dealing with incidents involving treating cuts, abrasions or any damage to the pupil's skin.

**11.0 .Personal Protective Equipment (PPE)** - this is used to prevent or reduce as far as possible, transmission of potentially infectious organisms, or dangerous substances. PPE includes:

- Disposable Gloves - Since June 1998, examination gloves have been classified as a medical device. This means that they must comply with European law, regardless of the material from which they are made, and carry a 'CE' mark, which demonstrates that safety and product performance have been monitored.
- Plastic Aprons and Gowns- The purpose of wearing a plastic apron is to protect the clothing from contamination by microorganisms, blood or body fluids. Plastic aprons are single use and must be discarded after completion of the intended task.
- Masks, visors, eye protection- In most instances, within the school setting, the use of masks, visors, and eye protection, is not necessary. Masks should not be worn for routine care procedures. The routine use of a respirator or mask for conditions such as TB is not necessary. Visors and eye protection are necessary only for procedures where there is a high risk of splashing of blood and body fluids into the

## Spring Hill High School First Aid and the Administration of Medication

mucous membranes.

**11.1** As already stated for gloves, aprons should be easily accessible to staff, and stored in convenient, clean dry areas, but away from sources of contamination

### **12.0 Procedure for dealing with blood spills**

- Always wear personal protective equipment (PPE) when dealing with blood spills
- Use appropriate cleaning **liquids**.
- Make the area safe, i.e. do not allow people to walk through the spillage and **never** leave the spillage unattended.

### **13.0 Cuts, Sores and Abrasions**

All cuts, sores or abrasions must be covered with a waterproof dressing.

Wear disposable gloves and apron

**13.1** Pick up any broken glass, china, needles or sharp objects with a dustpan and brush

**13.2** DO NOT pick up sharps with hands. Small spots of blood can be wiped up with disposable paper towels soaked in bleach.

**13.3** Larger blood spills can be covered with disposable paper towels, and a hypochlorite solution gently poured over the spillage. Leave for at least two minutes then carefully gather up the soiled towels. Wash the area thoroughly with hot water and detergent and allow to dry. Wipe over again with a hypochlorite solution. Discard any remaining hypochlorite solution safely. Discard gloves, aprons and any towels into a yellow clinical waste bag and seal the bag appropriately. Wash hands and dry thoroughly.

### **14.0 Procedures for dealing with Epilepsy**

**14.1** The NHS website describes epilepsy as a condition that affects the brain and causes repeated seizures.

**14.2** If a student has a diagnosis of epilepsy it will be identified on the student's risk assessment. Details of medication will also be identified on the risk assessment.

**14.3** Each person with epilepsy is affected differently dependent upon seizure type and we will work with the student's GP to gain this information.

**14.4** In the event of a seizure the staff will:-

- place the student into the recovery position and dial 999, always requesting a paramedic when doing so.
- administer the student's medication and ensure that it is taken orally
- Staff should then contact on call.
- Staff should stay with the student at all times when experiencing a

## **Spring Hill High School First Aid and the Administration of Medication**

seizure.

### **15.0 Procedures for dealing with allergies**

The school's admission process allows parents/carers to identify any allergies or dietary requirements to the school. In the event of a student having an allergy an "allergy information profile" will be generated and displayed within a prominent position in the school site office. This will detail specific allergies along with an action plan which identifies actions to be taken in the event of an allergic reaction.

### **16.0 Administration of Medicines**

The school will administer medicines to pupils provided that the following procedures have been observed:

- All medicines will be delivered to / collected from the school by the Pupil's parent / guardian or a responsible adult. These must be clearly marked with name / dosage and any instructions for use and storage.
- The medicines are the personal property of the named pupil, no other Student may use.
- The school will store the medicines in the appropriate place, and will administer the medicines as is recommended.
- At the end of the school day the parents / guardian will collect the medicines (as necessary) from the school.

Education Regulations(Independent School Standards) (England) 2010 (SI 2010/1997) Regulation 3 (14

DfE Guidance on First Aid for Schools

Health and Safety (First Aid) Regulations 1981



