



## MEDICAL AND FIRST AID POLICY

### When to use an EpiPen

If someone has an allergic reaction and finding it hard to breath. Ring 999

### How to use an EpiPen

Grasp the pen in your dominant hand remove the blue safety cap by pulling straight up.

Position the orange tip, and hold the pen at 90 degrees, approximately 10cm away, with the orange tip pointing towards the patient's outer thigh, jab with the orange tip.

### When to use a Salbutamol Inhaler

If someone feels short of breath.

### How to use an Inhaler

Hold the mouthpiece between your teeth and close your lips around it. Breath in deeply as you press the canister to deliver the dose. Hold your breath for 5 –10 seconds, then breath out.

### When to use a Defib

If someone is unresponsive and not breathing normally

Note: You **DO NOT NEED** training to use this Defibrillator.

The defibrillator is located outside the PE classroom.

### Is the person responsive?

How to check for a response – shake person's shoulders & ask loudly "are you OK?"

### Is the person breathing normally?

How to check if they are breathing: put your ear close to the person's nose and mouth, can you feel or hear them breathing normally?

### What to do if someone is not responsive or breathing.

- Call **999**, ask for an ambulance and inform the operator that the patient is unresponsive and not breathing. Shout for help from anyone nearby.
- Start **CPR!** 30 Chest Compressions and 2 breaths or compressions only
- Send someone to the Defibrillator and continue **CPR**. Switch the Defib on and follow the instructions given by the Defib. This will require you to remove or cut the person's clothing and place pads on bare and dry chest.
- Continue **CPR** on instruction of Defib until professional help arrives or if the person regains consciousness.

### Policy Statement

Westfield School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff and visitors and will make sure that procedures are in place to meet that responsibility. This policy complies with the school's Health and Safety Policy and is reviewed annually, and applies to the whole school, including the Early Years Foundation Stage.

### Aims and Objectives

To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1999:

- To ensure that the provision is available at all times while people are on and off the school premises

- To include school visits and on journeys to and from school for those pupils travelling in the school minibuses.
- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- 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).
- To manage the needs of those with long term medical difficulties.

### **Duties and Responsibilities**

The Board of Governors are responsible for the health and safety of their employees and anyone else on the premises. This includes the headmaster, teachers, nonteaching staff, pupils and visitors (including contractors). The Facilities Manager acts as Health and Safety Co-ordinator and must ensure that a risk assessment of the school is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.

The Health and Safety Co-ordinator should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

The Health and Safety Co-ordinator is responsible for putting the policy into practice and for developing detailed procedures. They should ensure that the policy and information on the school's arrangements for first aid are communicated to all staff and parents.

All staff are expected to do all they can to secure the welfare of the pupils.

The Domestic Bursar or Head of Physical Education will act as the Appointed Persons'

They will:

- Take charge when someone is injured or becomes ill.
- Look after the first aid equipment.
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

The First Aider must have completed a training course approved by the HSE, which will be updated every three years. They will be contacted to give immediate help to casualties if required.

| <u>Role</u>                      | <u>Person</u> | <u>Location</u>     | <u>Date of expiry of certificate</u> |
|----------------------------------|---------------|---------------------|--------------------------------------|
| Appointed Person and First Aider | Mrs Oldroyd   | Bursar's Office     | February 2026                        |
| Outdoor First Aid                | Mrs Pocock    | Early Years         | August 2024                          |
| Appointed Person and First Aider | Mrs McNaught  | Forest School / ALS | February 2024                        |
| Paediatric First Aider           | Mrs Knowles   | Senior House        | May                                  |
| Appointed Person and First Aider | Miss Baguley  | Senior House        | February 2026                        |
| Appointed Person and First Aider | Mrs Whitaker  | Junior School       |                                      |
| Emergency First Aider at Work    | Mr Byrne      | Whole School        | September 2025                       |
| Emergency First Aider at Work    | Mr Russell    | Senior School       | September 2025                       |
| Emergency First Aider at Work    | Mr Walker     | Senior School       | October 2022                         |
| Paediatric First Aider           | Mrs Leathers  | Kitchen             | September 2025                       |
| Paediatric First Aider           | Mr Walker     | Senior School       | December 2025                        |
| Paediatric First Aider           | Mrs Nicholson | Whole School        | January 2025                         |
| Outdoor First Aider              | Mrs Nicholson | Forest School       | January 2025                         |
| Paediatric First Aider           | Mr Drake      | Junior School       | June 2025                            |

|                               |               |               |               |
|-------------------------------|---------------|---------------|---------------|
| Outdoor First Aider           | Mr Walker     | Whole School  | December 2025 |
| Paediatric First Aider        | Miss Redhead  | Junior School | November 2025 |
| Paediatric First Aider        | Mrs B May     | Junior School | March 2027    |
| First Aid at Work             | Miss A McKale | Junior School | November 2025 |
| Paediatric First Aider        | Mrs H Pocock  | Junior School | February 2027 |
| Health and Safety Coordinator | Mr Byrne      | Whole School  |               |

### **Procedure in case of accident or injury**

If you witness an accident, ask the office to send for the Appointed Person or a First Aider. Any pupil sustaining an injury whilst at school should be seen by the Appointed Person or a First Aider who will provide immediate first aid and summon additional help as needed. Do not leave any pupil unattended. The Appointed Person or First Aider will organise an injured pupil's transfer to hospital in the case of an emergency. Parents should be informed as necessary by telephone by the Appointed Person, a First Aider or a member of the office staff.

### **Contacting parents**

Parents should be informed by telephone as soon as possible after an emergency or following a serious/significant injury. A member of staff will accompany the pupil until a parent arrives. In Junior House parents can be informed of smaller incidents by telephone or at the end of the school day by the form teacher. Senior House pupils should be encouraged to inform their parents at the end of the school day.

### **Contacting the Emergency Services**

An ambulance should be called for any condition or injury that requires emergency treatment. Any pupil taken to hospital by ambulance must be accompanied by a member of staff until a parent arrives. All cases of a pupil becoming unconscious (not including a faint) or following the administration of an EpiPen, must be taken to hospital. It is the responsibility of the Appointed Person, or their deputy, to arrange this.

### **Accident reporting**

An accident form must be completed for any accident or injury occurring at school or on a school trip. Please return all completed forms to the Health and Safety Coordinator as certain injuries require reporting to RIDDOR. Any subsequent visit to hospital by the child arising from this accident will need to be noted on the original accident form. This should be updated by the person who originally completed the accident form and the Health and Safety Co-ordinator informed. Accident forms are kept in the school office in both Junior and Senior House. Minor accident books are held in the Junior House office.

Accident and first aid treatment records can be used to help the Health and Safety Committee to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes. A termly review and analysis of accident records is conducted by the Health and Safety Co-ordinator and an annual accident analysis report is reviewed by the Health and Safety Committee.

### **First Aid equipment and materials**

Westfield School provides a Sick Bay in Junior House with medical couch and sink facilities.

First Aid kits are available at the following destinations

- The School Office Senior House
- Junior House Office
- Bursar's Office
- Catering Department
- The Home Economics Room
- Science Block
- Art/Textiles Block
- Facilities Manager's Office
- Portable first aid kit for sports use kept in the PE office Senior House
- Portable first aid kit for use during off site trips kept in both Senior and Junior House offices

See Appendix A for responsibility of checking each First Aid box.  
The Appointed Person takes overall responsibility for ordering the first aid equipment.

## **Medicines**

### **Non-Prescription Medication**

Detailed codes of practice appropriate to different age groups are published in the staff handbook. Within these codes of practice, it is clearly understood that no member of staff may allow a pupil to take a medicine without parental authority. This may be a general authority, renewed annually by parents, to administer paracetamol (or Calpol) or Ibuprofen. If medicines are dispensed after 2.00 pm, a parent/guardian will be notified.

### **Prescription-Only Medication**

Prescribed medicines may be given to a pupil by the Appointed Person, or a designated person and written consent must be obtained from the parent or child's guardian clearly stating name of medication, dose, frequency and length of course for each and every medicine.

### **Administration of Medication**

The medication must be checked before administration by the member of staff confirming the medication name, pupil name, dose, time to be administered and the expiry date. What has been administered must be documented, dated and signed for. Medication must be stored out of reach of pupils in a secure location in the main office. Antibiotics may be stored in the school's kitchen fridge. The school cannot take responsibility for giving medicines which are dangerous and where timing is of vital importance.

### **Management of Long-Term Medical Difficulties**

Some children have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well controlled epilepsy, cystic fibrosis, diabetes or asthma. Where this requires medication to be given in school hours the class teacher or TA will administer this following the guidelines given in writing by the parents/carers and/or the medical practitioner. Where any special training is required to administer the medication, e.g., EpiPens, advice and training will be sought through the medical profession.

Older children with a long-term illness should, where possible, assume responsibility under the supervision of their parents. The decision as to when the child is mature enough to manage their own needs rests with the parents.

A list of all children with any known medical condition is drawn up annually and amended on an ongoing basis. A list is kept in the Bursar's Office and staff receive an annual medical update. All children and members of staff with specific dietary needs or food allergies are made known to kitchen staff.

### **Precautions for Dealing with Spillages of Body Fluids**

Spillage kits are available from the School Offices, Bursar's Office, kitchen and Science block. The following precautions should be taken when dealing with a bleeding casualty or clearing up spillages of body fluids and products.

- First aiders, and others rendering assistance, should ensure that any cuts, abrasions or other wounds on their hands are covered with waterproof adhesive dressings.
- As far as is practicable, hands should be thoroughly washed with soap and water before commencing treatment.
- Disposable gloves should always be worn when dealing with profusely bleeding patients or when mopping up body fluids.
- Disposable aprons should also be worn where large quantities of body fluids are involved.
- Blood splashes to other parts of the body should be washed off immediately with soap and water.
- Splashes into the eye will require irrigation with running water or an eye wash bottle.
- Any contaminated materials are placed in a suitably labelled yellow plastic bag and treated as special waste.
- After giving treatment or clearing up spillages, gloves should be washed with soap and water before removal. They may then be discarded into the medical waste bin which is situated in the Senior House School Office.
- Hands should be thoroughly washed with soap and water following the removal of gloves.

- Any contaminated dressings, cotton wool or other first aid materials should be placed in a bucket and placed in the medical waste bin, located in Junior House sick bay.

### **Parental Responsibility**

In line with government guidelines, we would ask that children are not sent to school when they are clearly unwell or infectious.

Parents have the prime responsibility for their children's health and are asked to provide detailed information in writing about their child's medical condition on admission to school or when the medical need arises. Parents are asked annually to update this information and asked again for any updates before a residential trip.

If a child is able to manage their own medical needs, the parent should inform the school in writing so that arrangements can be made for the safe storage of the medicine concerned. In Senior House this is in the Bursar's Office and in Junior House this is in Junior House reception.

### **Responding to Children who are Ill or Infectious**

At Westfield we promote the good health of all children attending. This applies to all children at the school, including those in EYFS. To help keep children healthy and minimise infection, we do not expect children to attend school, or nursery, if they are unwell. If a child is unwell, it is in their best interest to be in a home environment, with adults they know well rather than at school with their peers. (EYFS: 3.44, 3.45, 3.46)

### **Our procedures**

In order to take appropriate action in respect of children who become ill, and to minimise the spread of infection we implement the following procedures:

- If a child becomes ill during the day, we contact their parent(s) and ask them to pick up their child as soon as possible. During this time, we care for the child in a quiet, calm area with their key person, wherever possible
- We follow the guidance given to us by Public Health England in 'Health Protection in Schools and Other Childcare Facilities' on exclusion times for specific illnesses, e.g., sickness and diarrhoea, measles and chicken pox, to protect other children in the school especially those who are known to have suppressed immunity. The parents of these children are also contacted directly by the school secretary by phone where possible.
- Should a child have an infectious disease, such as sickness and diarrhoea, they must not return to school until they have been symptom free for at least 48 hours.
- We have the right to refuse admission to a child who is unwell. This decision will be taken by the Interim Head of Junior Faculty or the EYFS lead and is non-negotiable.

## APPENDIX A

### List of Contents of First Aid Boxes within the School Required under the Health and Safety at Work Act 1974 & First Aid Regulations 1981

| <b>First Aid Items Required</b>                               | <b>Quantity Required</b> |
|---|--------------------------|
| Guidance Card   | 1                        |
| Individual wrapped sterile adhesive dressings                 | 40                       |
| Sterile eye pads with attachments                             | 8                        |
| Individually wrapped triangular bandages                      | 8                        |
| Sterile Coverings   | 8                        |
| Safety Pins   | 12                       |
| Medium Sized sterile individually wrapped unmediated dressing | 10                       |
| Extra-large sterile individually wrapped unmediated dressings | 8                        |
| Individually wrapped moist cleaning wipes                     | 30                       |
| Sterile water individual                                      | 6                        |
| Plasters Assorted   | 20                       |
| Sterile Gloves (pairs)  | 3                        |

The school also keeps a large stock box in the Senior House Office to replenish, which also carries Scissors, Tweezers, temperature probe and cotton wool. There is also burn gel available in the Bursars office.

#### **Location of First Aid Boxes**

| <b>Location of First Aid Box</b>             | <b>Checked</b>                  |
|--|---------------------------------|
| <b>Senior House School Office</b>            | <b>Half termly by D Oldroyd</b> |
| <b>PE Office</b>                             | <b>Half termly by N Baguley</b> |
| <b>Science Classroom</b>                     | <b>Half termly by P Russell</b> |
| <b>Senior House Home Economics Classroom</b> | <b>Half termly by K Graham</b>  |
| <b>Catering Department</b>                   | <b>Half termly by J Irvine</b>  |
| <b>Bursars Office</b>                        | <b>Half termly by D Oldroyd</b> |
| <b>Junior House office</b>                   | <b>Half termly L McNaught</b>   |
| <b>Maintenance Department</b>                | <b>Half termly by S Byrne</b>   |
| <b>Art and Textiles Department</b>           | <b>Half termly by C Knowles</b> |