



The
COUNTY
HIGH SCHOOL
Leftwich

Achieving Excellence

Document Control Sheet

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Students' Illness, Accidents & First Aid

1. This policy outlines the school's responsibility to provide adequate and appropriate First Aid to students, staff, parents/carers and visitors and the procedures in place to meet that responsibility. The policy is reviewed annually.

2. AIMS:

- 2.1. To ensure that First Aid provision is available at all times whilst people are on school premises, and also off the premises whilst on school visits.
- 2.2. To provide effective, safe First Aid cover for students, staff and visitors.
- 2.3. To ensure that all staff and students are aware of the system in place.
- 2.4. To provide awareness of Health & Safety issues within the school and during school trips, to prevent, where possible, potential dangers or accidents.
- 2.5. NB: The term FIRST AIDER refers to those members of the school community who are in possession of a valid First Aid at work certificate or equivalent.

3. STAFF RESPONSIBILITIES:

- 3.1. Head of Finance and Premises will ensure that there are adults in the school with the necessary qualifications and that there are resources for first aid. (*see **Appendix I** – for current list of qualified First Aiders*).
- 3.2. First Aiders need to keep a record of when they are called and to whom they are called. (*see **Appendix II***).
- 3.3. If the First Aider is a Teacher, the office should contact the Curriculum Support Manager who will arrange for lessons to be covered if necessary.
- 3.4. The receptionist in the main office is responsible for ensuring first aid bags/boxes are fully stocked.
- 3.5. Whenever Educational Visits take place organisers should liaise with First Aiders and ensure that first aid bags are taken on trips and returned to the reception to be re-stocked if used.
- 3.6. Trip organisers are responsible for collecting and adhering to medical information about students who are going on the trip.

4. STUDENT ILLNESS:

- 4.1. If a student complains that s/he is feeling unwell, the member of staff or adult in charge of the class will make a professional judgement as to whether the student can continue in the lesson or if a judgement should be made as to whether s/he needs to be sent home.
- 4.2. The student with a note (explaining briefly the issue) accompanied by another reliable student will be asked to report to reception.
- 4.3. Reception will then confirm with the student's Year Leader/Form Tutor whether s/he needs to be sent home.
- 4.4. Reception will then contact the parent/carer to arrange for the student to be collected.
- 4.5. Reception staff will record the sickness/injury in the 'Sick Reporting Book' and inform the Pastoral Office of the student's absence. (*see **Appendix III***)
- 4.6. In the event of staff being unable to contact parent/carer, the student will remain in the medical room until a parent/carer has been contacted. *Serious illness*: where hospitalisation

may be required an ambulance will be called. *(see Appendix IV – Procedure for calling an ambulance)*

5. ACCIDENTS:

5.1. In the event of an incident where there is no danger that moving the student will cause himself or herself further injury:-

- 5.1.1. Send the student and a reliable other to reception with a note outlining the problem.
- 5.1.2. The reception/office staff will contact a First Aider.
- 5.1.3. The First Aider will take appropriate action, which may include arranging for the student to go home or to hospital.
- 5.1.4. The attending First Aider will record the incident in the medical/accident book as appropriate.
- 5.1.5. Particular consideration should be given to students who present with a head injury where parental contact should be made via phone call or standard letter. *(see Appendix V)*
- 5.1.6. If a student needs to go to hospital, a responsible adult will accompany him/her, unless parent/carer has arrived.
- 5.1.7. The responsible adult should have a school mobile from the office to take with him/her.
- 5.1.8. The office staff will need to alert relevant colleagues in the school that the responsible adult has left.
- 5.1.9. The responsible adult should keep the school notified of the situation and, when ready, transport will be sent from the school to collect him/her.
- 5.1.10. The responsible adult's other duties will need to be covered; the line manager should make arrangements for this.
- 5.1.11. The responsible adult's duties end when their working day ends. Arrangements will be made for him/her to return to the school. If necessary, a Senior Colleague will take his/her place.

5.2. If the injury is such that the student should not be moved:-

- 5.2.1. The student should be kept still and comforted. Any restrictive clothing should be loosened.
- 5.2.2. The nearest member of staff should send a student to reception with a verbal or written message regarding the incident, the location and to request a first aider to attend the scene of the accident immediately.
- 5.2.3. The attending First Aider will take a 'walkie talkie' to remain in contact with reception/office and also in the event the situation requires an ambulance or the aid of a further First Aider.
- 5.2.4. Ensure other students are kept away from the area, and enrol the help of other colleagues if required to help maintain crowd control.
- 5.2.5. On arrival the First Aider will **take control. Please be advised by him/her.**
- 5.2.6. The reception/office will contact parents/carers/ambulance as necessary.
- 5.2.7. **The relevant ACCIDENT FORMS will then be completed and information recorded. (see Appendix II)**

5.3. **IF THE STUDENT COLLAPSES AND/OR STOPS BREATHING, IMMEDIATELY CONTACT RECEPTION/OFFICE WHERE THE DEFIBRILATOR IS LOCATED AND FOR AN AMBULANCE, GIVING AS MUCH DETAIL AS POSSIBLE (nature of incident, age, gender, any other known medical conditions, location etc)**

6. STUDENT INFORMATION:

6.1. Arrangements are in place for confidential medical information to be uploaded on SIMS for members of staff to access as necessary. This will be updated annually on receipt of the student data information sheets from parents/carers. Any colleague, who has confidential medical information about a student that is not on the sheets/data base, should pass this to the Year Leader for uploading. Students who need Epipens carry them on them. A reserve is kept in the office. Names and photographs of students who may go into Anaphylactic Shock are posted in key areas, eg. Staff room, Main Office.

6.2. **UP TO DATE CONTACT AND TELEPHONE INFORMATION ARE VITAL.**

7. STUDENT MEDICATION:

7.1. Any prescribed or non-prescribed over the counter (OTC) medication should be held in the office in a **locked cupboard**. When medication is given, a record is to be kept at reception. (see **Appendix VI**) It should have specific information regarding administration and a signed letter of confirmation from parents along with a Doctor's note. (see **Appendix VII**) for prescribed medication; a signed letter of confirmation for **each particular OTC medication** (see **Appendix VIII**).

7.2. Tutors and Year Leaders should be aware of students' medical needs.

7.3. Parents/carers of students who use an inhaler **regularly** and of students who might need the use of an Epipen should provide the school with a spare, which will be kept securely in a named container in a locked cupboard. Should the student need to request the use of the inhaler/Epipen, the parent/carer will be informed and also reminded when out-of-date. The school will purchase two inhalers in recognition of the amendment to the Human Medicines Regulations 2012, allowing schools to keep small quantities on site for emergency use in the treatment of very acute asthma attacks. In such rare cases, medical assistance will always be sought and every attempt made to contact the parent/carer before administration.

7.4. The School Nurse visits weekly. Any student is welcome to go to him/her and discuss in confidence any medical or social issue.

8. LEGAL BACKING

Staff who act for the establishment as Appointed Persons or First Aiders are covered for their actions at work and receive the fullest backing, through its Employers' liability and third party insurance.