



MacIntyre
Providing support...your way



First Aid Policy
MacIntyre School Wingrave

Agreed by Local Advisory Board: March 2017
Reviewed: July 2021
Review Date: July 2023

Ethos statement

The school's Local Advisory Board (LAB) members and MacIntyre trustees are committed to promoting the safety and welfare of all members of the school community. LAB members and Trustees' priorities lie in ensuring that all operations within the school environment, both educational and support, are delivered in a safe manner that complies fully not just with the law but with best practice. While every care is taken to reduce risks and keep students safe it is recognised that situations may arise where staff, students or visitors may need emergency care or first aid. The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These Regulations apply to all workplaces but do not cover non employees such as visitors and students. However, in the light of the legal responsibilities for those in the care, of the school and children's home; the school carefully considers the likely risks to pupils and visitors, and makes allowances for them in the drawing up of this policy and deciding on the numbers of first-aid personnel. The first aid policy runs alongside the practices set down in the MacIntyre Health & Safety Manual. Where students need first aid it is recognised that staff are in the position of loco parentis and may therefore need to make decisions in the best interest of the child.

Definitions

First Aid: The treatment given to an individual when in need of emergency medical care.

Infectious disease: An illness that may be passed between individuals.

Aims.

The Guidance and procedures contained in this policy are designed to ensure that anyone suffering a medical emergency or accident is given:

- Appropriate care in line with legal guidance and first aid training.
- That they suffer no further harm as a result of the care given.
- That appropriate specialised care is sort as necessary.

First Aid Methods and Key principles.

Student information that may have a bearing on care and first aid is disseminated to staff who work with the child; this will include placement plans, risk assessments, positive behaviour support plans, Individual Health Plans (epilepsy) but may not be limited to these. Staff keep this information confidential and only share it with relevant members of the school community e.g. Class & House.

Staff are asked to inform their line manager of any condition which may affect their ability to carry out their job or require first aid treatment. The line manager will then risk assess to ascertain the safety of the member of staff and how their condition may impact on the safety of staff and students they work with. A discussion and decision will then decide if the staff member is fit to carry out their duties, if they need any special procedures, equipment in place and how far this information will be disseminated amongst other staff.

Care is given in the following situations but is not limited to these and may occur in other situations as necessary:

- Emergency assistance given for any injury, which may then be passed on to a professional i.e. a nurse, doctor or paramedic, alternatively the treatment may be deemed sufficient by the person carrying out the first aid.
- Emergency assistance for the alleviation of symptoms of a medical condition or illness, care may then be passed on to a professional i.e. nurse, doctor or paramedic, alternatively the treatment may be deemed sufficient by the person carrying out the first aid or the sufferer of the condition (if competent to decide this).
- All students who suffer seizures, whether or not they have a diagnosis of epilepsy, have a protocol specifically tailored to them - this will be implemented by staff in the event of a seizure. Records will be kept and medical assistance sought in accordance with this. Students who have no previous history of a seizure but suffer from one will receive emergency care until medical assistance can be obtained. The seizure will be recorded and the information passed to the designated medical professional.

Roles & Responsibilities

Local Advisory Board:	Ensure students safety by developing policies in line with legal requirements and suitable risk assessments, appoint a Senior Leadership Team to apply the policies and meet regularly to monitor and discuss implementation of policies.
Director of Education, Children and Young People:	Liaises with MacIntyre Directors, Trustees, Local Advisory Board and Senior Leadership Team to enhance communication between the school and charity, in order that student safety is kept as the highest priority.
Senior Leadership Team:	Ensure that high quality training is given to staff, that the provision of first aid trained staff is adequate, that procedures are reviewed and developed. Coordinate any major incident that may occur including the contact of suitably qualified medical assistance or the emergency services.
Teachers, Heads of Service &Line managers	Administer First Aid as necessary, ensure first aid kits are regularly checked, that levels of first aid provision are suitable for the students and staff both on and off site, inform SLT and parents of any incident as necessary and contact suitably qualified medical assistance or the emergency services as required.
Staff	Administer first aid as necessary, in line with their training, ensure line managers have/or contact suitably qualified medical assistance or the emergency services when required.
Students	Raise the alarm if they are able and follow the guidance of staff
Visitors and Parents	Raise the alarm if they are able and follow the guidance of staff.

Related Policies

MacIntyre Medicines Policy

MacIntyre School Local Medicine Procedures

MacIntyre Health & Safety Manual

Related Guidance/Risk Assessment

Concussion Guidelines

Bite Wound First Aid Poster

Blood Borne Infections Good Practice Guidance

Blood Borne Infections Risk Assessment

Blood Borne Infections Flow Chart

Restrictive Physical Interventions Booklet

Success Criteria

The policy may be deemed successful if:

- Appropriate medical care is given in an emergency in line with staff training.
- Training given is in line with Assessment Principles for First Aid Qualifications (which can be found on the Skills for Health website www.skillsforhealth.org.uk)
- Numbers of First aid trained staff is equal to or in excess of the numbers set down in the HSE guidance 'First Aid at Work'
- First Aid kits are appropriately stocked according to the guidance in the MacIntyre Health & Safety Manual.

First Aid Procedures

Where a student, member of staff or visitor needs First Aid on the premises the following guidelines should be adhered to:

- There is a First Aid Kit in every classroom, house and vehicle. There is a defibrillator located in the ground floor stairwell of the school building,
- Personal Protective Equipment (PPE) should be available in all classes and houses and taken on trips.
- All treatments must be in accordance with medical guidelines recommendations
- Students requiring First Aid treatment should be dealt with initially by the member of staff involved. Where there is doubt or in more serious circumstances a message should be sent by reliable means to a qualified First Aider or the nurse.
- Where a head injury occurs, staff must refer to and follow the Concussion Guidelines, if you are in any doubt about the seriousness of the injury seek medical assistance. Staff must give all information about the injury in any hand over of staff via handover books and verbally. Staff should monitor students and look for signs of symptoms worsening adhering to the instructions in the Concussion Guidelines.
- Where a bite wound occurs or there is a risk of blood borne infection follow an injury or accident, staff will follow the Blood Borne Guidance, risk assessment and flow chart, which explains specific procedures for managing bite wounds, and injuries which carry a risk of blood borne infection.
- Accidents/injuries to students, staff or visitors should be recorded on Behaviourwatch accident/incident reporting, as appropriate, at the earliest opportunity.
- Serious accidents, resulting in a person being taken to hospital, must be reported to the Senior Leadership Team and a Behaviourwatch accident/incident report (as appropriate), be completed as soon as possible. Parents, guardians or emergency contacts will be informed as soon as possible, this should be by the line manager responsible.
- The disposal of bodily fluids and other medical waste must be done in accordance with the method statement and disposed of in to the designated clinical waste bins.
- The Senior Leadership Team must be informed if it is felt necessary to send or take persons home, back to their house, to hospital or the GP due to injury.

First Aid Kits must be stocked in accordance with the guidance in the MacIntyre Health & Safety Manual.

Some of the First Aid Kits are required to contain alternative or additional items. This information can be found in the first aid Kit.

Appendix 1. should be used to check that all First Aid Kits are suitably stocked. Stock levels should be monitored regularly and re-ordered as required. Any items which have passed their expiry date should be discarded safely.

The location of all First Aid Kits should be designated with a green cross.

A responsible person in House and Class should be designated to check the First Aid Kits both in the vehicle as well as in the class or house, on half termly or quarterly basis and after any major incident. Replacement items can be obtained from the admin office. They must ensure that First Aid Kits are replenished after every use.

Offsite procedure

Where a student or member of staff needs First Aid offsite the following guidelines should be adhered to:

- A first Aider should be included on **all** offsite trips.
- PPE should be taken on the trip or stored with the First Aid Kit on the vehicle.

- Where there is an injury away from the vehicle the First Aider should remain with the injured person and send another member of staff for the First Aid Kit or assistance as necessary.
- Where assistance is given by an External First Aider a member of staff familiar with the student must where possible stay in attendance.
- Where a head injury occurs, staff must follow the Concussion Guidelines, if you are in any doubt about the seriousness of the injury seek medical assistance. Staff must give all information about the injury in any hand over of staff via handover books and verbally. Staff should monitor students and look for signs of symptoms worsening adhering to the Concussion Guidelines.
- Offsite cards giving details of the school contact must be taken on the trip to ensure the school can be contacted as soon as possible.
- School should be contacted as soon as it is safe to do so and informed of any serious incident especially where assistance may be needed. Accidents/injuries to students, staff or visitors should be recorded on Behaviourwatch accident/incident reporting as appropriate.
- Serious accidents, resulting in a person being taken to hospital, must be reported to the Senior Leadership/Second Line on Call, immediately and an accident form completed as soon as possible.
- The disposal of bodily fluids and other medical waste must be done in accordance with the method statement and disposed of in to the designated clinical waste bins.
- The Senior Leadership Team/second line on-call, must be informed if it is felt necessary to send or take persons home or back to their house due to injury.
- Serious accidents, resulting in a person being taken to hospital, must be reported to the Senior Leadership Team/Second line on call and Behaviourwatch accident/incident reporting must be completed as soon as possible. Parents, guardians or emergency contacts will be informed as soon as possible, this should be by the line manager responsible.

Infectious diseases

If a child is suspected of having an infectious disease advice should be sought from the School Nurse who will follow the Public Health England Guidelines and Exclusions Table, to reduce the transmission of infectious diseases to other pupils and staff. In the event of an outbreak the School Nurse/Senior Leadership Team will liaise with the Thames Valley Health Protection Team and implement the strategies advised.

Medication

Medication and emergency medication is not covered in this policy but in the **MacIntyre Central and Local Medicines policies**. Where medication is given as part of first aid, during a seizure or in any other emergency situation it will be administered by an appropriately medication trained member of staff and in accordance with the medication policies and the guidelines and procedures laid down for the student.

Use of Physical Intervention

MacIntyre recognises that the use of Restrictive Physical Interventions, as a last resort, carries a risk of potential injury, which may require first aid or other treatment. Staff are trained in Positive Behaviour Support, including awareness of physical risks, trauma and emotional risks, and the key risks to look for when using physical intervention, refer to trainee booklet Restrictive Physical Interventions Booklet.

Review

This policy will be reviewed biannually, and as necessary, following investigations into incidents. It will then go to Senior Leadership, Local Advisory Board and MacIntyre Central for approval.

Appendix 1

First Aid Boxes 2016

All first aid supplies must be in date and the dates should not expire before the next inspection is due.
A check should be completed every half term and after any major incident.

Contents	Qty	Date	Date	Date	Date	Date	Date	Date
Burn Relief Dressing 10cm x 10cm	2							
Washproof Assorted Plasters	60							
Eye Pad Dressing with Bandage Sterile	3							
Foil Blanket Adult Size	2							
Large HSE Dressing 18cm x 18cm Sterile	2							
Medium HSE Dressing 12cm x 12cm Sterile	6							
Nitrile Gloves Pair	9							
Mouth to mouth Resuscitation Device with Valve	1							
Finger Dressing with Adhesive Fixing 3.5cm	3							
First Aid Guidance Leaflet	1							
Conforming Bandage 7.5cm x 4m	2							
Microporous Tape 2.5cm x 5m	1							
Cleansing Wipes	30							
Safety Pins Assorted	12							
Single Use Triangular Bandage 90cm x 127cm	3							
Universal Shears Small 6"	1							
Eye Wash 250ml	1							

Signature of person checking								
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