

HAMPTON GARDENS: FIRST AID POLICY

RATIONALE

First aid must be provided to any person that we owe a duty of care if they are injured or become ill while on our premises or involved in an off-site activity. There must be sufficient suitably qualified first aiders and adequate first aid facilities to ensure that assistance will be provided quickly to casualties and a call made to the emergency services when appropriate.

Contractors who work on site must provide their own first aid. The Board of Trustees will ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

To ensure that there are adequate and appropriate equipment and facilities for providing first-aid in the workplace.

Nominated Member of Staff: **Head of School**

Operating Statement

Hampton Gardens School will have:

- A number of suitably stocked first-aid containers
- An appointed person to take charge of first aid arrangements
- Qualified personnel to administer first aid as required, both on and off-site
- Information for employees on first-aid arrangements

First-aid provision must be available at all times while people are on School premises, and also off the premises whilst on School visits.

Responsibilities

The Employer

The Board of Trustees is the employer for Hampton Gardens School.

Health and safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. In the School this includes responsibility for all teaching staff, support staff, students and visitors (including contractors).

The employer is responsible, under the Health and Safety at Work etc. Act 1974 (HSWA), for making sure that the School has a Health and Safety Policy. This should include arrangements for first aid, based on a risk assessment of the School, and should cover:

Numbers of first aiders/appointed persons - The school will ensure that the statutory minimum number of trained first aiders are available on site. There will be at least three trained staff within school.

Numbers and locations of first-aid containers. These are detailed within the policy.

The employer will make sure that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. It is the employer's responsibility to make sure that the statutory requirements for provision of first aiders are met, that appropriate training is provided and that correct procedures are followed. The employer should be satisfied that any training has given staff sufficient understanding, confidence and expertise.

HAMPTON GARDENS: FIRST AID POLICY

The Board of Trustees

The Board of Trustees has responsibility for health and safety matters within the School, with Managers and staff also having responsibilities.

The Board of Trustees has general responsibility for all the School's policies, even when it is not the employer.

The Head of School

The Head of School is responsible for putting the Board of Trustee's policy into practice and for developing detailed procedures.

Teachers and other School staff

All staff will be given a written list of students with pre-existing or known medical conditions with details of their needs and what to do in an emergency. It is the responsibility of all staff to make themselves familiar with the needs of students they teach or oversee in and outside of the classroom. An appropriate number of staff will receive appropriate training to enable them to meet the needs of students with specific medical needs.

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students at the School in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those trying to assist in an emergency.

The employer must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. The employer must ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site.

Staff responsible for leading curriculum areas are responsible for the preparation of risk assessments for their areas.

The school will use CLEAPSS guidelines when drawing up risk assessments for Science, Design Technology and other specialist subject teaching areas. www.cleapss.org.uk/

The Lead First Aider

The lead first aider is responsible for keeping a record of all first-aid related incidents that occur within the School. She keeps a central record of all first-aid treatment given by a first aider/appointed person. She is responsible for checking the first-aid containers are stocked and re-stocked as necessary. She is also responsible for ensuring the medical room is kept hygienically clean and has all the equipment and facilities required. Parents of children with known medical conditions are to give their consent to the School's Lead First Aider / SENCO to administer drugs if necessary. The form for parents to give that consent is Appendix A which can be found at the back of this policy.

HAMPTON GARDENS: FIRST AID POLICY

The First Aider's Main Duties

First Aiders must complete a training course approved by the Health and Safety Executive (HSE).

Within the School, the main duties of a first aider are to:

- Give immediate help to casualties with common injuries or illness and those arising from specific hazards at the school.
- When necessary, ensure that an ambulance or other professional medical help is called.

All staff are able to request an ambulance or other professional medical help. Examples where an ambulance would be called would include:-

- chest pain
- difficulty in breathing
- unconsciousness
- severe loss of blood
- severe burns or scalds
- choking
- fitting or concussion
- drowning
- severe allergic reactions
- suspected broken bones

(NHS Advice 2013)

Calling the emergency services

When you dial 999 you are not calling an ambulance but alerting the emergency services to your incident. They will decide on the response that they will provide; this can range from verbal advice over the telephone to an emergency evacuation by air ambulance. Calling 999 should not be delayed, let the emergency services decide the appropriate course of action based on the information that you give them.

Selection of First Aiders

Unless first-aid cover is part of a member of staff's contract of employment, people who agree to become first-aiders do so on a voluntary basis. When selecting first aiders, the Governing Body/Head of School should consider the individuals:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- Normal duties, first aider must be able to leave to go immediately to an emergency.

HAMPTON GARDENS: FIRST AID POLICY

The following employees are first aiders and have been trained in the relevant First Aid qualification:

Helen Deamer

Receptionist. Located at main school reception.

Training completed on 15 July 2020.

Date of Expiry of Certificate - 15 July 2023.

Louise Pope

Student Receptionist. Located at Student Reception.

Training completed on 21st January 2019.

Date of Expiry of Certificate - 21st January 2022.

Carly Dales

Student Services Assistant. Located in the Year 7 Office (ground floor).

Training completed on 15 July 2020.

Date of Expiry of Certificate - 15 July 2023.

Gayle Knight

Student Services Assistant. Located in the Year 8 Office (first floor).

Training completed on 15 July 2020.

Date of Expiry of Certificate - 15 July 2023.

Appointed Persons

An appointed person is someone who:

- takes charge when someone is injured or becomes ill
- looks after the first aid equipment e.g. restocking the first aid container
- ensures that an ambulance or other professional medical help is summoned when appropriate.

Appointed persons are not necessarily first aiders. They should not give first aid treatment for which they have not been trained. However, it is good practice to ensure that appointed persons have emergency first aid training/refresher training, as appropriate.

These courses do not require HSE approval. They normally last four hours and cover the following topics:

- What to do in an emergency
- Cardiopulmonary resuscitation
- First aid for the unconscious casualty
- First aid for the wounded or bleeding.

Emergency first-aid training should help an appointed person cope with an emergency and improve their competence and confidence.

First Aid-needs and expectations

Employers must provide adequate and appropriate equipment, facilities and qualified first aid personnel. The regulations do oblige employers to provide first aid for anyone other than their own staff, but employers do have health and safety responsibilities towards non-employees. The Health and Safety Commission (HSC) guidance recommends that organisations, such as schools which provide a service for others should include them in their risk assessments and provide for them.

HAMPTON GARDENS: FIRST AID POLICY

In light of their legal responsibilities for those in their care, schools should consider carefully the likely risks to students and visitors, and make allowance for them.

Reassessment of First-Aid Provision

The Board of Trustees/Governing Body and/or Head of School should regularly review the School's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate. Where minimum numbers of trained first aiders are set, these should be monitored to ensure that these standards are being met.

Providing Information

The employer or the manager with the delegated function (the Head of School) must inform all staff (including those with reading and language difficulties) of the first-aid arrangements. This should include the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the School's first-aid needs. First aid boxes and first aid record books are kept in the following points in the School.

Location of First Aid Boxes:

- First Aid Room (ground floor)
- Year 7 Student Services office (first floor)
- G6 Technology room (ground floor)
- Year 8 Student Services (first floor)
- S13 Science Prep Room (second floor)
- Year 9 Student Services (ground floor)
- Student Reception (ground floor)
- Technology Prep Room (ground floor)
- G2 Technology DT room (ground floor)
- Office - Evacuation Box
- Year 10 Student Services Office (second floor)
- S08 Art room

Travelling first aid boxes are kept at the following points in the school - PE & Reception.

A defibrillator is available in the First Aid Room (ground floor).

Contacting First-Aid Personnel

The School staff should know how to contact a first aider. In the first instance reception should be contacted when students require first aid.

The names (and extension numbers if appropriate) of current first aiders and appointed persons emergency aiders are displayed at the following points in the School:

Main Reception
Staffroom
Changing Rooms

Staff and students should be informed by the display of the first-aid notices in staff room. The information should be clear and easily understood. Notices must be displayed in a prominent place in the building. Including first-aid information in induction programmes will help ensure that new staff and students are told about the first-aid arrangements.

HAMPTON GARDENS: FIRST AID POLICY

Insurance

In the event of a claim alleging negligence by a member of the School staff, action is likely to be taken against the employer rather than the employee. Employers should make sure their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. The school will provide explicit reassurance to staff who volunteer to assist with any form of medical procedure that are acting within the scope of their employment and are indemnified.

Risk Assessment of First-Aid Needs

The School will include staff, students, and visitors when carrying out risk assessments for first aid needs. Staff will liaise with SENCo where appropriate in the preparation of risk assessments for students with physical disabilities.

Location of Building

It is good practice to inform the local emergency services, in writing of the School's location (giving ordinance survey grid references if necessary) and any particular circumstances that may affect access to the School. If the School has more than one entrance, emergency services should be given clear instructions on where or to whom they should report.

Are there any specific hazards or risks on the site?

Hazards and temporary hazards, such as building maintenance work, should be considered and suitable short-term measures put in place.

Specific Needs

You are to ensure staff or students with special health needs or disabilities are catered for. Different first-aid procedures apply to students in primary and secondary schools. For example, the resuscitation techniques. First aid training organisations can provide advice on training for first aid personnel in schools/the School.

Accident Statistics

Accident statistics can indicate the most common injuries, times, locations and activities at a particular site. These can be useful tool in a risk assessment, highlighting areas to concentrate on and tailor first-aid provision to. It is the responsibility of the Medical Assistant to keep the Accident statistics.

First-Aid Personnel Requirement

The Board of Trustees and Head of School to consider the likely risks to students and visitors, as well as employees, when drawing up policies and deciding on the numbers of first-aid personnel. The HSC provide guidance on numbers of first-aid personnel based on employee numbers. As a general guide, they recommend that:

- A lower risk place of work (e.g., shops, offices, libraries) with fifty to one hundred employees, should consider having at least one first aider.
- A medium risk place of work (e.g. light engineering and assembly work, food processing) with twenty to one hundred employees, should consider having at least one first aider for every fifty employees (or part thereof). Schools will generally fall into the lower category, but some schools or areas of activity may fall into the

HAMPTON GARDENS: FIRST AID POLICY

medium risk category. The School should base its provisions on the results of its risk assessment. If there are parts of the School where different levels of risk can be identified, the employer should consider the need to make different levels of provision in different areas/faculties.

When considering how many first-aid personnel are required, the Board of Trustees/Head of School should also consider:

- Adequate provisions for lunchtime and breaks. It is good practice to encourage lunchtime supervisors to have first-aid training.
- Adequate provisions for leave and in case of absences.
- First aid provision for off-site activities e.g. school trips. If a first aider accompanies students off site, there needs to be adequate first-aid provisions.
- Adequate provisions for practical departments, such as science, technology, home economics, physical education.
- Adequate provisions for out of hours activities e.g. sports activities, clubs.
- Any agreements with contractors, (e.g. Meals) on joint provision for first aid for their employees.
- Adequate provisions for trainees working on site. They have the same status as staff for the purpose of health and safety legislation.

The Medical Assistant deals with emergencies if it occurs in an isolated area e.g. on the playing field. He/she goes to the scene with her radio and radios reception if there is need for an ambulance etc.

Members of staff are to visit the medical assistant if they require any information on first aid procedures, facilities and personnel. This information is displayed on notices throughout the School.

Qualification and training

A first aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE. Information on local organisations offering training is available from HSE offices. Training courses cover a range of first aid competences. However, standard first aid at work training courses does not include resuscitation procedures for children. The employer should arrange appropriate training for their first-aid personnel. Training organisations will often tailor courses specifically to schools' needs. It is helpful to let the training organisation know in advance of any particular areas that should be covered.

First aid at work certificates are only valid for three years. Refresher training and retesting of competence should be arranged before certificates expire. If a certificate expires, the individual will have to undertake another full course of training to become a first aider. However, employees can arrange for first aiders to attend a refresher course up to three months before the expiry date of their certificate. The new certificate takes effect from the date of expiry. The School should keep a record of first aiders and certification dates. The HSE also produce guidance on the standards and requirements for approval of training including a list of standard first aid competences.

EpiPen Management & Administration

Children diagnosed as being at risk of anaphylaxis are prescribed adrenaline in an auto injector which is commonly known as an EpiPen. Adrenaline given through an EpiPen to the

HAMPTON GARDENS: FIRST AID POLICY

outer thigh muscle is the most effective treatment for anaphylaxis, as when injected it rapidly reverses the effects of a severe allergic reaction. It is a single use preloaded automatic injection and is designed to be used as a first aid device by people without formal medical training.

If a child has been prescribed an EpiPen it is necessary that training in its use is a part of professional learning provided each year by a Registered Training Organisation, as a part of development of the Individual Anaphylaxis Management Plan. Records of staff who have received this training are kept at reception.

If a pupil has been prescribed an EpiPen, a minimum of two EpiPens must be provided by the pupil's parents to the school. Storage of EpiPens:

- EpiPens should be stored correctly and accessed quickly.
- EpiPens are stored in the SEN/Medical Room in an unlocked, easily accessible place away from direct heat. They should not be stored in the refrigerator or freezer.
- EpiPens should be clearly labelled with the pupil's name.
- Each pupil's EpiPen should be distinguishable from other students' EpiPens and medications.
- All staff should know where the EpiPen is located.
- The EpiPen should be signed in and out when taken from its usual place, such as for camps or excursions.
- Depending upon the speed of past reactions it may be appropriate to have the EpiPen in class or in a bag for outside use.
- It is important that trainer EpiPens (which do not contain adrenaline) are kept in a separate location from students' EpiPens.

Key information about EpiPens

EpiPens should not be cloudy or out of date. They should last at least 12 months from time of purchase from a pharmacy and have an expiry date printed on them. It is the parent/carer's responsibility to supply the pupil's EpiPen to the school and to replace it before it expires. It is recommended that a designated staff member, such as the senior first aider, should regularly check the EpiPen at the beginning or end of each term. At least a month before its expiry date, the designated staff member should send a written reminder to the parents/carers to replace the EpiPen. Adopting the practice of returning the EpiPen to the family at the end of each term is suggested. Return or replacement of the EpiPen should take place when the pupil recommences school in the new term.

Administration of EpiPen is quite safe: if a person is suspected of having a severe allergic reaction, it may be more harmful not to give it than to use it when it may not have been needed. EpiPen should be administered if there is difficulty in breathing and an ambulance should be called.

If the ambulance has not arrived and the patient has not recovered a second dose should be administered within 10 minutes. "If in doubt, give the EpiPen": from the ASCIA Action Plan for Anaphylaxis For additional information about the use of EpiPens refer to the NSW Department of Education and Training Anaphylaxis Guidelines for Schools, or the Victorian Department of Education and Training Anaphylaxis Guidelines

First-Aid Materials, Equipment and First-Aid Facilities

HAMPTON GARDENS: FIRST AID POLICY

Employers must provide the proper materials, equipment and facilities at all times. First-aid equipment must be clearly labelled and easily accessible.

Every employer should provide at least one fully stocked first-aid container for each site. The assessment of a School first-aid needs should include the number of first-aid containers. Additional first-aid containers will be needed for spilt sites/levels, distant sports fields or playgrounds, any other high risk areas and offsite activities.

All first-aid containers must be marked with a white cross on a green background.

The siting of first-aid boxes is a crucial element in the School's policy and should be given careful consideration. If possible, first-aid containers should be kept near to hand washing facilities.

Contents of a First-Aid Container

There is no mandatory list of items for a first-aid container, however the HSE recommend that, where there is no special risk identified, a minimum provision of first-aid items would be:

- A leaflet giving general advice on first aid (see list of publications in Annex A)
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium size (approx. 12cm x 12cm) individually wrapped sterile medicated wound dressings
- Two large (approx. 18cm x 18cm) sterile individually wrapped undedicated wound dressings
- One pair of disposable gloves.

Equivalent or additional items are acceptable.

The medical assistant is the person responsible for examining the contents of first-aid containers. These should be checked frequently and restocked as soon as possible after use. There should be extra stock in the School. Items should be discarded safely after the expiry date has passed.

Travelling First-Aid Containers

Before undertaking any off-site activities, the Head of School should assess what first-aid provision is needed. The HSE recommend that, where there is no special risk identified a minimum stock of first-aid items for travelling first-aid containers is:

- A leaflet giving general advice on first aid. See list of publications in Annex A
- Six individually wrapped sterile adhesive dressing
- One large sterile un-medicated wound dressing -approx. 18cm x 18cm
- Two triangular bandages
- Two safety pins
- Individually wrapped moist cleansing wipes
- One pair of disposable gloves

Equivalent or additional items are acceptable.

HAMPTON GARDENS: FIRST AID POLICY

Additional items may be necessary for specialised activities for instance eye wash in Science labs.

Public Service Vehicles

Transport regulations require that all minibuses and public service vehicles used either as an express carriage or contract carriage have on a board a first-aid container with the following items:

- Ten antiseptic wipes, foil packaged
- One conforming disposable bandage (not less than 7.5cms wide)
- Two triangular bandages
- One packet of 24 assorted adhesive dressings
- Three large sterile un-medicated ambulance dressing (not less than 15cm x 20 cm)
- Two sterile eye pads, with attachments
- Two assorted safety pins
- One pair of rustles blunt ended scissors.

The first-aid container shall be:

- Maintained in a good condition
- Suitable for the purpose of keeping the items referred to above in good condition
- Readily available for us; and
- Prominently marked as a first-aid container

First Aid Accommodation

Employers must provide suitable and sufficient accommodation for first aid according to the assessment of the first-aid needs identified. The Education (School Premises) Regulations 1996 require the School to have a suitable room that can be used for medical or dental treatment when required and for the care of students during School hours. The area, which must contain a wash basin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.

The School medical room is situated next to the main Reception Office.

Hygiene/Infection Control

First aiders must follow their training and maintain good standards of infection control. Whenever small amounts of body fluids have to be cleaned up, disposable plastic gloves should be worn and disposable paper towels and a detergent solution should be used to absorb and clean surfaces. These items should be disposed of in black plastic bin bags, tied up and placed directly into waste bins with other inert waste.

Reporting Accidents and Record Keeping

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents must be reported to the HSE.

The employer must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of the reporting, the time and place of the event; personal details of those involved and a brief description of the nature of the event or

HAMPTON GARDENS: FIRST AID POLICY

disease. This record can be combined with other accident records. The medical assistant keeps a record of such occurrences.

Accidents to employees the School needs to Report. The following incidents must be reported to the HSE if they injure either the School's employees during an activity connected with work, or self-employed people while working on the premises.

Reportable specified injuries:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours
- accidents that result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury

Reportable occupational diseases:

- carpal tunnel syndrome
- severe cramp of the hand or forearm
- occupational dermatitis, e.g. from work involving strong acids or alkalis, including domestic bleach
- hand-arm vibration syndrome
- occupational asthma, e.g. from wood dust and soldering using rosin flux
- tendonitis or tenosynovitis of the hand or forearm
- any occupational cancer
- any disease attributed to an occupational exposure to a biological agent.

Reportable dangerous occurrences in schools typically include:

- the collapse or failure of load-bearing parts of lifts and lifting equipment
- the accidental release of a biological agent likely to cause severe human illness
- the accidental release or escape of any substance that may cause a serious injury or damage to health
- an electrical short circuit or overload causing a fire or explosion.

How the School should report accidents or injury

Parents will be notified of ANY accident or injury that occurs to their child at school or whilst on a school led activity. Where any head injury has been received, the parent(s) will be notified by telephone.

HSE must be notified of fatal and major injuries and dangerous occurrences without delay (by telephone). This must be followed up within 15 days with a written report on Form 2508. Form 2508 can be downloaded from HSE website: www.hse.gov.uk

HAMPTON GARDENS: FIRST AID POLICY

Other reportable accidents do not need immediate notification, but they must be reported to HSE within 15 days on Form 2508.

Students and other people who are not at work

Injuries to pupils and visitors who are involved in an accident at School or on an activity organised by the School are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

The lists of specified injuries and diseases described previously only apply to employees. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.

Like fatal and major injuries to employees or dangerous occurrences, these accidents must be notified to the HSE without delay and followed up in writing within 15 days on Form 2508.

How do I decide whether an accident “arises out of or in connection with work”?

The responsible person at the school should consider whether the incident was caused by:

- a failure in the way a work activity was organised (e.g. inadequate supervision of a field trip);
- the way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- the condition of the premises (e.g. poorly maintained or slippery floors).

Employers with 10 or more employees must keep readily accessible accident records, either in written or electronic form. These records must be kept for a minimum of 3 years. The medical assistant will keep these records.

The School's Central Record

The School should keep a record of any first aid treatment given by first aiders and appointed persons.

This should include:

- The date, time and place of the incident
- The name (and class) of the injured or ill person
- Details of the injury/illness and what first aid was given
- What happened to the person immediately afterwards (e.g. went home, resumed normal duties, went back to class, went to hospital)
- Name and signature of first aider or person dealing with incident.
- Who notified the parent and whether this was by letter, phone, email or in person.

The Administration Manager keeps a central record, the information in the record book can:

HAMPTON GARDENS: FIRST AID POLICY

- Help the School identify accident trends and possible areas for improvement in the control of health and safety risks
- Be used for reference in future first-aid needs assessments.
- Be helpful for insurance and investigative purposes.

In an emergency, the Head of School will have procedures for contacting the child's parent/guardian/named contact as soon as possible. It is our practice to report all serious or significant incidents including head bumps to the parents e.g. by sending a letter home with the child, or telephoning the parents. (see Appendix B)

Prescribed Medicines

Medicines should only be taken to the School when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the School day.

The School should only accept medicines that have prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in original container as dispensed by pharmacist and include prescribers instructions for administration.

The School should never accept medicines that have been taken out of the container as originally dispensed nor make any changes to dosages on parental instructions.

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside School hours. Parents could be encouraged to ask the prescriber about this.

Non-prescribed medicines

Staff should **NEVER** give non-prescribed medicine to a child unless there is specific prior written permission from the parents.

A child under 16 should never be given aspirin or medicines contained ibuprofen unless prescribed by a doctor.

Controlled Drugs

All controlled drugs are to be kept locked in a non-portable container and only named staff should have access

Children with Special Medical Conditions

The School should be aware of children who have allergies or that require any special medical attention.

Refusing Medicine

If a child refuses to take medicine, staff should not force them to do so but should note this in the records and follow agreed procedures.

Monitoring, Evaluation and Review

This policy will be reviewed every two years.

HAMPTON GARDENS: FIRST AID POLICY

Agreed by the Board of Trustees

HAMPTON GARDENS: FIRST AID POLICY

APPENDIX A

Parental agreement for School to administer medicine. The School will not give your child medicine unless you complete and sign this form, and the School has a policy that staff can administer medicine.

Name of Child	
Date of Birth	
Form Group	
Medical condition or illness	
Medicine	
Name/type of medicine (As described on container)	
Date dispensed	
Expiry date	
Agreed review date to be initiated by	
Dosage and method	
Timing	
Special precaution	
Are there any side effects?	
Self-administration	
Procedures to take in an emergency	
Contact details	
Name	
Daytime telephone number	
Relationship to child	
Address	

I understand that I must deliver the medicine personally to [agreed member of staff]

I accept that this is a service that the School is not obliged to undertake. I understand that I must notify the School of any changes in writing.

Date:

Signature:

HAMPTON GARDENS: FIRST AID POLICY

APPENDIX B

Dear Parent/Carer,

Head Bump

<Name of student> had a bump to his/her head today at <time>. Children often bump their heads with no further consequences. The school informs parents when a child bumps their head so parents can keep an eye on their child once they get home from school. This is because it is possible for a more serious internal injury to occur without obvious symptoms for several hours.

The chance of serious injury is highly unlikely from a simple bump to the head. This letter is not intended to alarm or worry you. It is intended to provide information that could prove vital in exceptional circumstances.

For your guidance, symptoms of serious head injury are listed below:

- Child seems disorientated
- Impaired or loss of consciousness
- Intense headache
- Vomiting
- Noisy breathing becoming slow
- Unequal or dilated pupils
- Weakness or paralysis of one side of the body
- High temperature; flushed face
- Drowsiness
- A noticeable change in personality or behaviour, such as irritability
- A soft area or depression of the scalp
- Clear fluid or watery blood leaking from the ear or nose
- Blood in the white of the eye
- Distortion or lack of symmetry of the head or face

If your child displays any of the above symptoms (they may not all be apparent), you may wish to seek immediate advice from your GP or local A&E Department.

Yours sincerely