

Safeguarding Statement

Langley Park School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Equality & Diversity Statement

Langley Park School for Girls is committed to valuing and celebrating diversity and promoting equality of opportunity for all its staff and students. We are working to create a learning and working environment which is free from prejudice, discrimination, intimidation and all forms of harassment including bullying. Respect for rights is at the heart of our planning, policies, practice and ethos and we expect all members of our school community to model this in their behaviour and relationships.

POLICY TITLE: FIRST AID POLICY

Approval Body:	FGB
Approval Date:	November 2019
Implementation Date:	November 2019
Designated Person (as appropriate):	Estates Manager
Intended Audience:	All Staff
Review Date:	August 2020

Version History

Version	Approval Date	Summary of Changes
1.0	December 2009	New Policy
2.0	September 2011	Updated Policy (LVR)
3.0	March 2018	Updated Policy (SCC)
4.0	December 2018	Updated Policy (SLR)
5.0	August 2019	Updated Policy (SLR)
6.0	November 2019	Updated Policy (KS)

FIRST AID POLICY

Langley Park School for Girls as an employer has a legal duty to ensure that employees receive the appropriate assistance if they are injured or taken ill at work. To meet its obligation, the school has appointed first-aiders, who hold an appropriate (according to HSE guidelines) first-aid qualification. The school currently requires its first aiders to hold the First Aid at Work 3 day course qualification. First-aiders will also receive refresher defibrillator training annually.

Langley Park School for Girls is in loco parentis and it is therefore expected that whilst at school students will be shown the care that a reasonable parent would give. This does not imply a duty upon staff personally to undertake first aid treatment, however, all staff will be trained according to Para. 3.2 of the Medical Needs policy and be aware of, and follow, the school's **First-Aid Flow Chart** card (see appendix B), which gives instruction on responding to a student requiring medical assistance. In an emergency situation, teachers and other staff are expected to use their best endeavours at all times.

Trained first-aiders are expected to give initial assistance or treatment before the arrival of the emergency services and to do their best to relieve distress and to prevent further harm to the students concerned. First-aiders will follow guidance and act in accordance with the first-aid practice taught, and written information received at the time of qualification. **First-aiders should NEVER supply medicines to staff.** All first-aiders will meet as a team at least annually to review procedures. The rostered response team will meet once a term.

First Aid Support

First-aid support during school hours: Between the hours of 8:30am – 4:30pm requests for first aid support should be made via Main Reception. Calls to the emergency services will be handled by Main Reception or Student Support.

First-aid support outside of school hours: Outside of school hours, first-aid trained Site staff can be contacted via the radio (channel 2) on Main Reception, or by calling the Site Staff office on 5231.

Following an initial assessment of any incident outside of school hours, if staff remain in doubt, they are advised to dial 999, placing the onus on the emergency services.

Medical Room

The Medical Room is sited in Student Support. The room contains the school's first aid supplies, two Emergency Asthma kits and a locked cupboard for storing student's prescribed medicines. Further storage for students' emergency medication which must be held in an UNLOCKED cupboard, is provided in the SEND office. This holds prescribed Diabetic kits, Auto injectors, including two Emergency AAIs and Inhalers.

This room is for those who are seriously unwell and awaiting collection by parents / emergency services or are being assessed. It is not for students who are experiencing minor ailments such as headaches / period pains.

First Aid Boxes

First aid boxes, which contain checklists and guidelines, are located on the map on appendix A attached to this policy. First Aid boxes, contents, signage and paperwork should be checked on a half termly basis by site staff and logged. Any first aiders that admit first aid must inform the site team of the contents used for this to be replaced. First Aid boxes are provided in both minibuses and are checked by Site Staff on a monthly basis.

A Physio Control Lifepak defibrillator (AED) is held on Main Reception. Its location should be clearly labelled and it should be freely accessible at all times. A spare battery will be held at all times. Site staff will be responsible for checking the defibrillator battery and ordering replacement batteries and electrodes. The remaining battery life and the expiry dates on the Therapy Electrodes will be checked monthly. When the Low Battery warning is given, the battery will be replaced with the spare

and a new battery ordered immediately. The old battery should be kept safely until the replacement arrives.

Emergency Auto injectors (AAI) are located in Main Reception (1), Food Technology room E004 (1) Sixth Form Common room office (1), Student Support (2)

Emergency Asthma kits are located in Main Reception (1), PE Office (2) Student Support (2)

Emergency kits may only be used where students are prescribed the relevant medication AND we hold parental consent. In all other cases, permission for use MUST be given by the Emergency Services.

What constitutes First Aid?

The following areas are problems that is considered should be dealt with only by First Aiders. First Aid is considered the first port of call after an accident, seizure or:

- Bleeding/cuts/grazes
- Burns
- Fainting
- Head injuries
- Epilepsy
- Asthma
- Medical illnesses

Minor health issues that First Aiders cannot deal with:

- Period pains
- Headaches
- Students complaining of feeling sick, fever, etc.
- Sore throat

Students are encouraged to be resilient in the face of these common ailments and remain in class. Staff are advised not to send them to the medical room but instead give the advice a parent might:

- Fresh air – sit near to an open window
- Drink some water
- Rest for 5 minutes
- Try to eat something at break / lunch

Existing problems such as backache, previous accidents that may have happened at the weekend or outside of school hours are deemed the responsibility of the parents. Further treatment from First Aiders in school is unnecessary.

Staff Responsibilities

A weekly rota of non-teaching first aiders is kept at main reception and student support. Each listed member of staff will be first point of call for one week and will then move to the bottom of the list in order to spread workload and maintains first aid skills. When a first-aid request is received by main reception, the Receptionist should work through the list in order for that week and in the event that no listed first-aider is reachable, first-aid trained site staff will be contacted via radio and asked to attend.

The SEND/Inclusion Administrator is responsible for maintaining records of students' medical conditions, care plans and medication, and identifying needs and co-ordinating provisions relating to maintaining their health. Staff organising trips away from school should liaise with the SEND/Inclusion administrator to ensure that individual medical requirements are understood and to collect care plans/relevant medication (see para.7).

The student support receptionist and keyworkers are responsible for ordering and co-ordinating the provision of first aid supplies for trips (BF) and events, such as Sports Day (BF and SK).

Only trained staff (BF, DJS, SK, ZR) are trained in controlling and dispensing students' medicines. No other member of staff should supply medicines to students at any time.

The additional medical needs of a particular student may require first-aid trained or other support staff to undertake further training to deliver that assistance. This is covered in Para. 3 of the Medical Needs policy.

First-aiders should always follow their training and not undertake duties for which they have not been fully trained and certificated, including instructions in Care Plans.

Full information for every accident/illness will be recorded in the Medical Incident book which is kept in Student Support Reception. Minor injuries sustained in the Technology building, Food rooms or Science classes and requiring only plasters need only be logged in the Plaster Issue record books provided. Before plasters are issued, staff should ensure that the student is not allergic to plasters.

Any accidents on the school premises must be recorded in the relevant area on Firefly (Resources>Staff Forms>Accident Report Form), preferably by the staff member witnessing/handling the incident. The Estates Manager is responsible for Health and Safety on site and incidents where school maintenance/environmental factors may have had an impact should be reported to him/her immediately. An accident report should follow. For accidents of a more serious nature, a RIDDOR form must also be completed and sent to the local HSE office.

Accidents / Emergencies

In the event of an incident, staff will seek the assistance of a trained first-aid by sending a student/messenger to Main Reception with details of the student's name, room number or location and symptoms/accident details. The student/messenger will be provided with a two-way radio, bagged with written instructions, to enable the attending first-aid or staff member overseeing the incident to summon further assistance as required.

Staff should refer to the school's First Aid Flow Chart to assist them in providing the appropriate support to the casualty until assistance arrives. **If in doubt, do not move the casualty unless they are in danger from their surroundings. Keep the casualty still, warm and reassure them. Do not give them anything to eat or drink.**

All staff, having called for first aid assistance, are free to utilise their own first aid skills and may also:

- Administer a personally prescribed Adrenaline Auto Injector/Epipen or to muse an emergency school AAI, if the school holds parental consent, or when instructed to do so by the emergency services. Once an AAI has been administered, the patient MUST always be sent to hospital accompanied by the used injectors.
- Deploy any defibrillator AED provided on site.

If the casualty requires hospital treatment, is under the age of 16, and parents/carers are not able to reach the school in time to accompany their daughter, their full personal/medical details should be printed from SIMS and a member of staff nominated to accompany the student. It must be established from the ambulance crew to which hospital the student is being taken and the parents/carers notified.

Illness

When a student has indicated that she/he feels ill, staff should consider their course of action, taking into consideration the information included in the First-Aid Flow Chart and school medical training provided. Careful consideration should be given as to whether the student is well enough to leave the classroom. At this stage, either a student messenger should be sent to Main Reception, as in Para.5 above, or the planner must be signed by the teacher, Year Head or Form Tutor (with the exception of those students out on the playing fields) and sent to Student Support. Consideration should be given to sending a student accompany them. Having been assessed, a decision will then be made as to whether they can recover and return to class, or contact made with their parents (or other previously named emergency contact) to request collection.

In respect of short term illness/ injury, a student who is not well enough to be in class is not well enough to be in school and if they cannot return to class after a reasonable recovery period, they should be sent home.

Students in Years 7-11 who are too unwell to be in school, must be collected by a parent / carer and approved by SLT. For students in the sixth form, SLT's / HofY12/13 will use professional judgement as

to whether they are well enough to get home by themselves with parental permission. Students 7-11 are not sent home in taxis for safeguarding reasons. Parents/carers can arrange for 6th formers to be collected by taxi / Uber should they wish to if SLT / HofY 12&13 feel it appropriate under the circumstances.

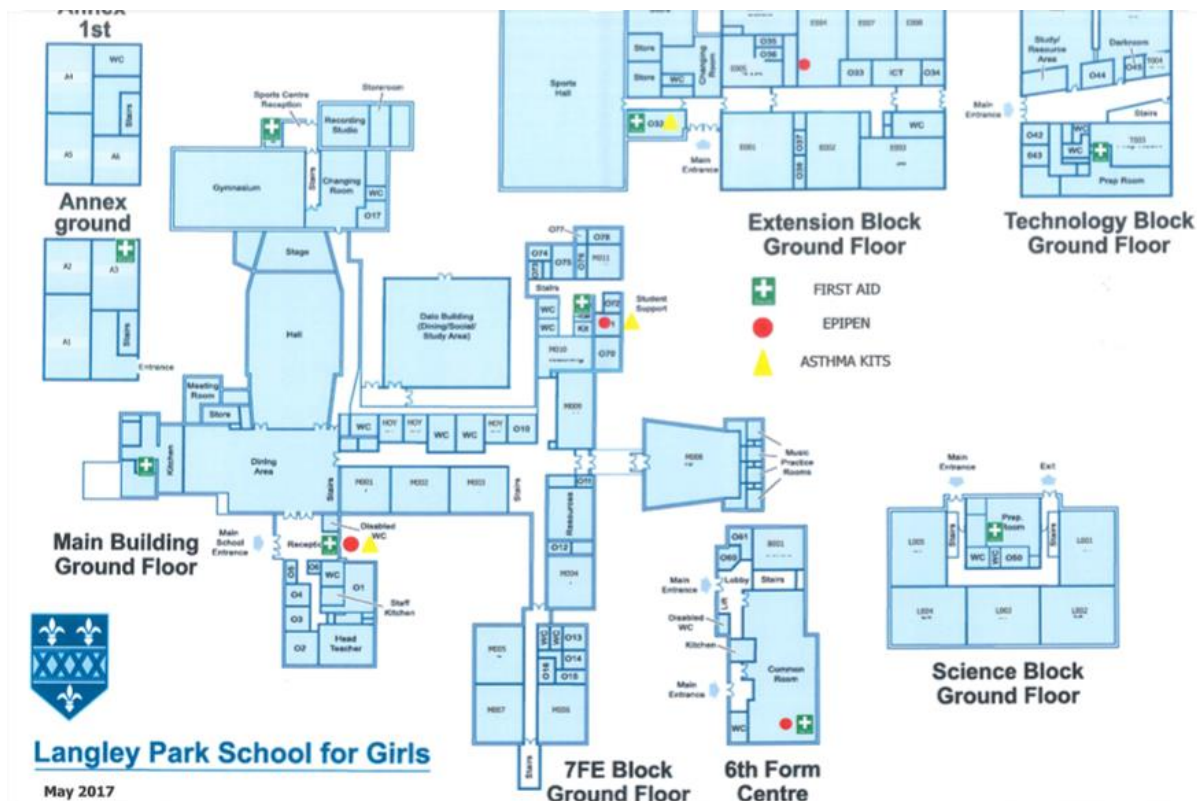
Educational visits

Staff taking students out of school should liaise with the SEND/Inclusion Administrator to ensure that they are fully informed of the participating students' medical needs. All students with medical needs should be included on the risk assessment and consideration should be given to a first-aider accompanying the group. A Consent/Medical Form should be completed by parents/carers for every student participating. Before the visit, the SEND/Inclusion Administrator should be given 48 hours notice, in order that the relevant paperwork and medicines/equipment held by the school can be made available. This should be collected after school on the day before the visit. For extended visits of more than one day, a separate supply of medicines/equipment should be provided by the parent.

Appendix A



Map of school



Appendix B



First Aid Flowchart

