

**Update: January 23**

## **FIRST AID POLICY (inc. Administration of Medication)**

### **General Statement**

The Jacques Prévert School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors.

The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the School in regards to all staff, pupils and visitors.

The Head has overall responsibility for ensuring that the School has adequate and appropriate first aid equipment, facilities and first aid personnel and for ensuring that the correct first aid procedures are followed.

This policy aims to comply with paragraph 3 of the schedule to the Education (Independent School Standards), the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917) and the First aid at work: Health and Safety (First Aid) Regulations 1981, approved code of practice and guidance.

All staff should read and be aware of this Policy, know who to contact in the event of any illness, accident or injury and ensure this Policy is followed in relation to the administration of first aid. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

Anyone on the School premises is expected to take reasonable care for their own and others' safety.

This policy is part of a number of school policies aiming at safeguarding children in all circumstances.

### **Aims of this Policy**

- To ensure that the School has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- To ensure that all medicines are appropriately stored (for ex: asthma inhaler and EpiPen)
- To promote effective infection control.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on the School site.

To achieve the Policy Aims, the School will:

- Have suitably stocked first aid boxes.
- Carry out a suitable and sufficient assessment of the risks posed to persons in the event that they suffer an accident, injury or ill health.
- Appoint sufficient First Aiders to take charge of first aid.
- Provide information to employees, pupils and parents on the arrangements for first aid.
- Have a procedure for managing accidents, including immediate liaison with emergency services, medical staff and parents.

- Review and monitor arrangements for first aid as appropriate on a regular basis (and at the very least on an annual basis).

### **First Aid Room**

The School has a designated First Aid Room which is located in the Head's office.

The first aid cabinet is located in the School office.

First aid travel bags for off site visits are held by teachers in their classrooms, or in the school office for supervisors.

It is the responsibility of the Head of Administration to check the content of first aid supplies regularly and restock if necessary.

### **First Aiders**

The main duties of First Aiders are to give immediate first aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary.

First Aiders are to ensure that their first aid certificates are kept up to date through liaison with the Head.

The following staff have completed a HSE-approved first aid course and hold a valid certificate of competence in First Aid at Work (FAW) or Schools First Aid:

- Marie Dominique SANDERS - who is located in the School Office.
- Alain QUILLEROU - who is located in the School Office.

### **First Aid Training**

The Comité de Gestion will ensure that there are appropriate numbers of First Aiders and/or Appointed Persons at all times and will ensure that they have undergone appropriate training, refreshed at three yearly intervals.

The School will maintain a record of employees who have undergone first aid training, which can be requested from the Bursar.

### **First Aid Information**

Notices are located throughout the School indicating the location of the First Aid cabinet and the names of the School First Aiders.

*Emergency Procedure in the event of an accident, illness or injury:*

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate next course of action, which may involve calling immediately for an ambulance or calling for a First Aider. If summoned, a First Aider will assess the situation and take charge of first aid administration.

In the event that the First Aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

A member of staff will remain with the pupil until one of the pupil's parents, guardian or a named representative appointed by a parent arrives at the hospital.

Procedure in the event of contact with blood or other bodily fluids is available (see Appendix A).

### **Accident Reporting**

All accidents, administration of first aid and/or medicine will be recorded in the Accident Report Book which is located in the School Office.

The Record shall include:

- Date, time and place of accident.
- Name and form of the person involved (if a pupil)
- Details of injury and treatment and any medication given.

- Outcome of accident
- Name and signature of the person or first aider dealing with incident.

### **Reporting to Parents**

In the event of accident or injury to the head, at least one of the pupil's parents must be informed as soon as practicable by phone. Parents must also be informed in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop.

In the event of serious injury or an incident requiring emergency medical treatment the First Aider, in consultation with the Head, will telephone the pupil's parents as soon as possible. A list of emergency contact details is kept at the School Office.

### **Reporting to HSE**

The School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) (RIDDOR) to report the following accidents related to pupils, visitors and staff to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23):

- accidents where a person is seriously injured or is taken from the site of an accident to hospital and where the accident arises out of or in connection with:
- any School activity (on or off the premises);
- the way a School activity has been organised or managed (e.g. the supervision of a field trip);
- equipment, machinery or substances;
- the design or condition of the premises.
- work related accidents resulting in fatality to staff at school.

### **Administration of Medication**

A central list of all pupils' medical conditions and any particular requirements are kept at the School Office (Projets d'Accueil Individualisés – PAI). A further copy is held by each form teacher concerned and by the supervisors' coordinator. A copy is available on the staff notice board in the staff room.

Parents of pupils required to use an inhaler or Epipen are required to go through a PAI process involving the Parents, a medical doctor and members of the Educational team.

The information held by the School will include a record of pupils who need to have access to asthma inhalers, epipens, injections or similar and information regarding relevant parental consent, as well as a record of dispensation of medication (name of pupil, name of medicine, date, time, dosage, signature of person who supervised).

The First Aiders will retain and administer an inhaler or Epipen for each pupil who is deemed not to be sufficiently competent to carry this themselves.

In other cases, such equipment and medicines will be kept, suitably labelled, in a locked cabinet by a First Aider in the School Office.

Teachers are not allowed to administer drugs of any kind to children

If their child needs medication during school hours, parents must come to school at a time arranged with the Administration to give the child the necessary medicine.

For safety reasons, children must not carry medicine in their bags.

### **Visits and Events off Site**

Before undertaking any off-site events, the Head will assess level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. When appropriate a portable first aid kit will be carried on every occasion.

Please see separate Educational Visits Policy for more information about the School's educational visit requirements.

Procedures for pupils with medical conditions such as asthma, epilepsy, diabetes etc. will be followed.