



Arbour House School

First Aid Policy & Procedures

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Policy owner	Nicola Murphy
Signed off by	The Governing Body
Distributed to	All staff, including the Governing Body, the Proprietors, or anyone working on behalf of the Proprietors (Potens) at Arbour House School

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Introduction - Management of First Aid

First Aid must be provided to any person that Arbour House School owe a duty of care to if they become ill or are injured whilst on the school premises or involved in an off-site activity. Arbour House must ensure that sufficient suitably qualified first aiders and first aid facilities and equipment are in place to ensure that assistance can be provided quickly and a call is made to the emergency services promptly where necessary.

Any contractors working on the school site are responsible for their own first aid provision.

First Aiders

The number of qualified first aiders necessary for any educational establishment will vary depending upon the size and layout of the premises and the number of people it accommodates as well as the nature of the activities carried out.

Arbour House School's nominated First Aider at Work is Nicola Murphy, School Administrator who has undertaken a 3-day First Aid at Work (FAW) course by a training provider who has been approved by the Health and Safety Executive (HSE).

The nominated First Aider at Work is responsible for:

- Reviewing the first aid assessment and policy on a bi-annual basis or more often if required
- Ensuring that first aid supplies are replenished, kept up to date and correctly stored.
- Coordinate first aid training to ensure continuation of competency.
- Manage first aid related paperwork.
- Ensure that medication is appropriately managed, stored, recorded and disposed of.

At Arbour House School all staff that work directly with pupils undertake a HSE approved 'Emergency First Aid at Work' training course for 0.5 days and practical first aid training with an approved provider.

Providing First Aid – Appropriate Practice

The nominated First Aider is responsible for assessing injuries or ill health and using their training and knowledge to decide on the appropriate response and action. This can involve treating the individual if the injury falls within their scope of training, referring them to hospital for assessment or further treatment, or calling the emergency services.

Medical Accommodation

Schools are required to have accommodation to care for pupils during school hours, and for health professionals to carry out medical and or dental examinations. It does not need to be used solely for these purposes but it must be appropriate for this use and be available when needed. The room must be well lit and also contain a wash basin and have a toilet nearby. The floor and walls must be easy to clean and disinfect.

Arbour House has a dedicated medical room situated on the 1st floor at Glendinning, our Weymouth site and on the ground floor at Maen, our Dorchester site.

First Aid Boxes

Our First Aid Boxes are located in the following areas on both school sites:

- Medical Room
- Main School Office
- Main Kitchen
- Mini buses and cars (travel kit)
- Further travel kits are available in Going Out Bags or from the School Office for staff taking pupils out on trips as required.

The contents of the first aid boxes is checked regularly to ensure there is adequate stock and will be replenished where required.

There is a new British Standard for First Aid box contents. All new kits will conform to the new British Standard for First Aid Boxes as follows:

- 1 leaflet giving general guidance on first aid
- 6 pairs of nitrile disposable gloves
- 40 individually wrapped sterile adhesive dressings
- 2 sterile eye ad dressing with bandage
- 2 individually wrapped sterile triangular bandages
- 1 conforming bandage
- 6 safety pins
- 1 large individually wrapped sterile undedicated wound dressing
- 1 foil blanket
- 1 mouth to mouth resuscitation device which includes a one-way valve
- 20 alcohol free moist cleansing wipes individually wrapped (sterile)
- 1 micro porous adhesive tape.
- 2 finger sterile dressings with adhesive fixing
- 1 burn relieve dressing/gel
- Scissors

Antiseptic creams, lotions or any type of medication or drugs must not be kept in the First Aid kit.

Travelling first aid kit for off-site visits must be appropriate to the type and duration of the visit, but should contain as a minimum:

- 1 leaflet giving general advice on first aid
- 1 content list giving the first aid components in the kit
- 1 pair of nitrile disposable gloves
- 10 individually wrapped sterile adhesive dressings
- 1 sterile eye pad dressing with bandage
- 1 conforming bandage
- 2 safety pins
- 1 medium sized, individually wrapped, sterile, unmedicated wound dressing.
- 1 large, individually wrapped, sterile un medicated wound dressing
- 1 foil blanket
- 1 mouth to mouth resuscitation device which includes a one way valve
- 4 alcohol free, moist cleansing wipes individually wrapped
- 1 micro porous adhesive tape
- 1 burn relief dressing
- Scissors
- 1 eye wash

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 appropriate response and it is important to be clear about the details to provide. 'Request for Ambulance' signs are displayed in the First Aid Room and in the School Office.

Calls to the Emergency Service should not be delayed - let the Emergency Services decide the appropriate course of action based on the information that you give them.

Supporting pupils with medical conditions and managing medicines

First Aiders need to be informed if a pupil with a medical condition is likely to need special emergency treatment. Pupils' health care plans must be available to first aiders and a copy should be provided to any medical practitioner providing emergency medical treatment. Health care plans are kept in pupils' files and in the Medical Room.

The nominated First Aider at Work is responsible for:

- Overseeing the school's management of medicines to ensure Health and Safety standards are met and that parents can have confidence in the school's ability to support their child's medical needs.
- Review of the First Aid Policy on an annual basis.
- Keep, maintain and monitor records as detailed in this policy.
- Make sure that arrangements for staff are in place for adequate and appropriate training for them to support pupils with medical needs.

Management of medication

- If a pupil is required to take/be assisted with medication during school times, this must be handed to the School Office or another appropriate adult in the school by the parent/carers or the transport escort.
- Medication must be received in the original container from the pharmacy, clearly labelled with the pupil's name, name of medication, dosage and frequency required.

- Medication received must then be logged on a weekly Individual Medicine Administration Record.
- School staff must not administer medication to pupils unless written parental consent has been received.
- All medication must be kept locked in the Medical Room dedicated medication locker.
- A fridge is made available in the Medication Room for any medication which requires refrigeration storage.
- Two staff must be present at all times when a pupil is taking/being assisted with medication and must sign the Individual Medication administration record.
- Refusal of medication will be clearly marked and parents/carers will be advised.
- For off-site activities all necessary medication is the responsibility of the Class Teacher.
- School staff must not dispose of any medication. Medication is to be returned to the parent/carer at the end of the school week. Parents/carers are responsible for the disposal of date-expired medication.
- The disposal of sharps is the responsibility of any visiting Community School Team Nurses.

Management of pupils with medical needs

The Council for Disabled Children together with the Royal College of Nursing have produced a list of clinical procedures which can be taught and subsequently delegated to non-health qualified staff (September 2012) as follows:

- Administering medicines in accordance with prescribed medicines in a pre-measured dose via nasogastric tube, gastrostomy tube, orally or applied to skin, eyes and or ears.
- Injections (intramuscular or subcutaneous). These may be single dose or multiple dose devices which are pre-assembled with pre-determined amounts of medication to be administered as documented in the individual child's care plan. (Preloaded devices should be marked when to be administered eg. For diabetes the dose might be different am or pm. In many circumstances there may be two different pens.)

Any staff required to assist a pupil with the above will be suitably trained by a qualified Nurse.

Hygiene and 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 towels and detergent solution should be used to absorb and clean surfaces. These items must then be disposed of in the clinical waste - yellow plastic bags.

A "spill kit" is located in the Medical Room cupboard.

To prevent contact with body fluids the following guidelines should be followed.

- When dealing with any body fluids wear disposable gloves.
- Wash hands thoroughly with soap and warm water after the incident.
- Keep any abrasions covered with a plaster.
- Spills of the following body fluids must be cleaned up immediately.
- Bodily fluids include: blood, faeces, nasal and eye discharges, saliva, vomit

Record Keeping & Reporting

First Aiders should ensure that a record is made of all first aid treatment provided. This should include:

- Date, time and place of injury or illness occurring.
 - Name of the injured or ill person and their status, such as employee, pupil, client or visitor.
 - Details of the injury or illness and what first aid was given.
 - What happened to the person immediately afterwards, for example, sent home, sent to hospital, returned to normal duties.
 - Printed name of the first aider or person dealing with the casualty.
1. A record is kept in the office for non-accident related occasions where the First Aider at work provides assistance.
 2. Accidents to pupils and staff should be recorded on the accident forms or in the Accident Book provided.
 3. Pupils' accidents must be reported to parents via their teacher or the School Office.

Serious accidents, resulting in a person being taken to hospital, must be reported to the Headteacher.

The Headteacher is responsible for reporting and recording any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR).

All notifiable accidents and near misses are reviewed by the Headteacher and Governing Body on a regular basis with a view to assessing whether any measures need to be taken to prevent recurrence.

The Headteacher must be informed if it is felt necessary to send or take persons home due to illness or injury.

Infectious diseases

If a pupil is suspected of having an infectious disease advice should be sought from the appointed First Aider who will follow the Health Protection Agency guidelines as laid out in the **Infectious Diseases Guidelines** to reduce the transmission of infectious diseases to other pupils and staff.

Pupils' Medical Information

It is the parent/carer's responsibility to ensure that Arbour House School has sufficient and up to date information about their child's medical needs.

All pupils' medical information, whether those pupils receive medication or not, is stored in a confidential file in the Medical Room.

Policy Review Record

POLICY NAME	First Aid Policy & Procedures	
COMPILED BY	Martina Goble	
DATE	Policy V1 Distributed October 2017	
REVIEW DUE DATE	REVIEWED	
	DATE	BY (NAME) & CHANGES MADE
April 2023	April 2023	<p>Julie Perks:</p> <ul style="list-style-type: none"> - Reviewed and updated to include the proposed addition of another school site. - Added reference to an additional medical room and its location. - Removal of the inclusion within this policy of exemplar First Aid documents – pupil medical record, accident form, and list of Infectious Diseases. These sit within our school documents and records available for inspection, and reference to them is clear, but they do not require reproduction in their entirety within this policy.
	May 2023	<p>Julie Perks:</p> <ul style="list-style-type: none"> - Additional site approved by DfE. - Changes to the policy to include first aid provision on an additional site. Policy updated accordingly.
April 2025	April 2025	<p>Julie Perks:</p> <p>No changes made.</p>
April 2027		