



Be safe, Belong, Be inspired

<b>School:</b>	<b>Haywards Farm School</b>		
<b>Policy:</b>	<b>First Aid and Administering Medication Policy</b>		
<p>This policy will be reviewed on an annual basis but will be reviewed termly by the Headteacher and read by all staff.</p> <p>This policy will be read, understood, and signed by all staff yearly and where changes have been made in line with government and DofE guidelines and changes.</p>			
<b>Date of last review:</b>	July 2025	<b>Review period:</b>	Annual
<b>Date of next review:</b>	July 2026	<b>Owner:</b>	Haywards Farm School
<b>Type of policy:</b>	Statutory	<b>Approval</b>	Proprietors/Director
<b>Version:</b>	V 3.0		

### **First Aid**

First Aiders have been trained for the site. A list of qualified First Aiders is kept on the staff noticeboard in the office/staffroom. Every employee must ensure that they are aware of the identity of the First Aid Appointed Person to whom all accidents and emergencies requiring attention should be referred.

The Headteacher is responsible for ensuring that first aid training is kept up to date.

First Aid Boxes are located in the First Aid room, Reception and in all vehicles used at Haywards Farm School for business purposes. Employees must be familiar with their location. When providing first aid, staff will not administer any medication.

A first aid room is located on the ground floor of the school.

The closest A&E facility is:

**Royal Berkshire Hospital**

**London Rd, Reading RG1 5AN**



**Be safe, Belong, Be inspired**

Always call 999 in an emergency situation.

### **First Aiders**

First Aiders are responsible for providing first aid commensurate with their level of training. This includes:

- Attempting to preserve life whilst waiting for the emergency services
- Treating minor injuries that do not require treatment by a medical practitioner

### **First Aid Appointed Persons**

The First Aid Appointed Persons are: Alex Walsh, Samantha Stamp and Hannah Crewe Coughlin Bos and they are responsible for looking after local first-aid arrangements. This includes:

- Maintaining stocks of first aid materials, and checking the first aid boxes in the office and the minibus termly
- Taking charge when someone is injured / becomes ill
- Ensuring that an ambulance/other professional medical help, is summoned when appropriate.

### **Accident Reporting and Investigation**

All accidents and incidents, however minor, that occur on the site, and every accident or incident to an employee that occurs whilst working on behalf of Haywards Farm School, must be recorded. Accidents/incidents causing more than 7 days' absence (increased from 3 days as of 6 April 2012) from work and those diseases and dangerous occurrences notifiable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), must be reported to the Headteacher who shall inform West Berkshire.

Any accidents, incidents or near misses will be thoroughly investigated by the Headteacher to establish immediate and root causes and identify necessary precautions. This will be discussed in daily de-briefing where necessary.

If a member of staff or a young person suffers an accident or an incident whilst on another organisation's site, it must, as soon as possible, be reported to the occupier or controller of the site. Parents/Carers must be informed of the accident or incident as soon as possible and it must be reported to the Head Teacher.

### **Knocks on the Head**

Any young person who has sustained a "knock on the head" must be treated with extreme care. Head injuries are deceptive. Young people have been known to appear perfectly well after them and be very seriously ill



**Be safe, Belong, Be inspired**

within a few hours. All head injuries, however light, will be reported to the Parents/Carers immediately by the Headteacher, Teacher in charge or Office Manager. It will be the responsibility of the staff member witnessing the injury, or the first person on the scene, to ensure that the accident is recorded.

### **All Head Injuries will be treated as potentially serious Accidents**

The young person will be allowed to rest, and medical advice sought if there is the slightest suspicion that the young person is affected, however lightly.

### **Administration of Medicines**

Trained staff are responsible for dealing with the administration of medicines and controlled drugs, including keeping records of Parental/Carer permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines or controlled drugs which are no longer required. All staff who have contact with a child with particular medical conditions i.e. asthma, are to have basic guidance.

Medication administrators at Haywards Farm School are:

- Alex Walsh
- Samantha Stamp

### **Asthma Inhalers**

The Headteacher or nominated person is responsible for the supervision and storage where appropriate of asthma inhalers.

### **Sun Protection**

Haywards Farm School promotes the importance of using sun protection (e.g. sunscreen, hats, sunglasses etc.) during outdoor activities through its education and mentoring services. Supplies of sun cream are kept in the office.

Haywards Farm School encourage parents/carers to provide sun cream and sun protection for the young people and ensure that the young people apply this regularly.

Staff members must not, under any circumstances, apply sun cream to a young person without prior written consent from a Parent/carers. As role models for the young people, the use of sun cream by staff is also encouraged.



**Be safe, Belong, Be inspired**

### **Procedures of when to call an Ambulance**

- Dial 999
- Give the schools full address
- Offer the child's date of birth
- Ensure a member of staff is outside the front of the school to open the gate and guide the crew in.

### **Spillage of blood or body fluids**

**Equipment of PPE is in the First Aid room to assist and insure staff in the process of cleaning up body fluids.**

1. Clean up spillages of blood or body fluids, however small, immediately.
2. Open wounds must be covered with a waterproof dressing.
3. It is essential to wear disposable non-seamed latex or vinyl gloves and an apron.
4. If there is broken glass, never pick it up with your fingers, even if wearing gloves. Use a paper or plastic scoop or litter picker and dispose of the glass in a safe manner. Needles will be stored in a safe container and taken to the nearest GP practice for disposal.
5. Apply cleansing granules i.e. sanitizing granules/body spills kit according to manufacturer's instructions.
6. Rinse area with hot water and detergent.
7. Dispose of gloves and apron as clinical waste in the bin stored in the Medical room.
8. Wash hands thoroughly with soap and hot water.
9. Splashes of blood or body fluid on the skin should be washed off immediately with soap and hot water.
10. If clothing becomes contaminated with blood or other body fluids, it should be rinsed with cold water then laundered separately in a hot wash.

### **Off-site procedures**

When taking pupils off the school premises, staff will ensure they always have the following:

- A school approved mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents'/carers contact details

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises.



**Be safe, Belong, Be inspired**

### **Recording of incidents**

All accidents are recorded in the accident book in the school office and on CPOMS.

### **Links with other policies:**

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy