



# THE LOUGHBOROUGH Schools Foundation

---

---

Policy Title: The Provision of First Aid, the Medical Arrangements and Accident Reporting Procedures at Loughborough Schools Foundation

Version Number: 20180901

Approved by: Operations Committee

Date Approved: 1<sup>st</sup> September 2018

Point of Contact (Reviewer): Compliance Manager (Mr G Leeson)

---

---

**THE PROVISION OF FIRST AID, THE MEDICAL ARRANGEMENTS AND ACCIDENT REPORTING PROCEDURES AT LOUGHBOROUGH SCHOOLS FOUNDATION**

**INTRODUCTION**

**POLICY STATEMENT**

**THE AIMS OF THE POLICY**

**PROCEDURE**

**ORGANISATION**

**ARRANGEMENTS:**

1. Risk Assessment
2. Qualifications and Training
3. First Aid Materials, Equipment and Facilities
4. Information and Notices
5. Administration Procedures for Medicines and Analgesics
6. Record-keeping
7. Self –administration of Medication
8. Medicines on Out-of-School Visits
9. Physical Activities and Extra-Curricular Sport
10. Non-prescription Medicines
11. Controlled Drugs
12. Serious Medical Conditions
13. Hygiene and Infection Control
14. Recording Accidents and Injuries
15. Reporting Accidents to the HSE
16. Accident Investigation

**APPENDICES:**

**Appendix I            Accident Report Form**

**Appendix II            Near Miss Report**

**Appendix III Dangerous Situation Report**

**Appendix IV Accident Investigation Form**

**Appendix V Residential Medical Information Form**

## **Introduction**

The Education (Independent School Standards) (England) Regulations 2014 set out the Independent School Standards to which independent schools are inspected under the Education Act 2002. Among the welfare standards is a requirement for Loughborough Schools Foundation (LSF) to ensure that first aid is administered in a timely and competent manner by the drawing up and effective implementation of a written first aid policy.

## **Policy Statement**

This policy is designed to;

- Promote the health, safety and welfare of pupils, staff and visitors to the Schools through the provision of first-aid equipment and trained personnel in accordance with the requirements of The Health and Safety (First Aid) Regulations 1981.
- Clarify the Schools' position with staff, pupils and parents regarding the managing, storing and administration of medicines and drugs to pupils during the normal school day and when on visits out of school.
- Ensure that a comprehensive record is maintained of all accidents, near misses and dangerous situations involving staff, pupils or visitors, either on the Schools' premises or on out-of-school activities.

## **The Aims of the Policy**

The aim of providing first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. The aim of this policy is to ensure that:

- a person is appointed to take charge of first-aid arrangements;
- staff nominated as "First Aiders" receive up-to-date training on courses run by a competent first aid training provider;
- suitably stocked and marked first-aid containers are available at all appropriate locations throughout the Schools;
- procedures are detailed for administering prescribed medication;
- procedures are detailed regarding non-prescription medicines;
- all members of staff are fully informed with regard to the first-aid arrangements and adequately trained by a professional in order to administer support or medication;
- support is given to pupils/students with medical conditions, so that they have full access to education, including physical education and Out-of-School visits;
- all staff are aware of hygiene and infection control procedures;
- written records are maintained of any accidents, near misses, reportable injuries, diseases or dangerous occurrences;
- accidents are investigated; and that
- first-aid arrangements are regularly reviewed.

## **Procedure**

Medical arrangements and/or first-aid provision will be made available at all times while persons are present on LSF premises and also whilst staff and/or pupils/students are off the premises, while on out-of-school activities.

## **Organisation**

All members of LSF staff have the responsibility to take all reasonable steps to ensure that no person in their care is exposed to unacceptable risk and that they carry out activities in accordance with training and instructions. All staff must know what action to take if an accident or emergency occurs, including their responsibility for reporting accidents, near misses and dangerous situations.

Certain key members of staff are responsible for managing the implementation of this policy. The responsibilities of these personnel are:

- **Governors will:**
  - ensure that staff at all levels fulfil their duties with regard to health, safety and welfare matters;
  - ensure that the budgets reflect the resources necessary to implement all statutory health and safety matters, including first aid provision; and
  - regularly review the Health & Safety Policy of the Foundation with the aim of continuous improvement
- **Heads of Schools will:**
  - ensure that the policy is effectively implemented and understood at all levels;
  - ensure the proper functioning of the school Health and Safety Committee; and
  - refuse admittance to the School to a child with an illness, infectious disease or medical condition, where there may be a risk posed to others or to the health of the child involved.
- **Chairs of the Schools' Health and Safety Committees will:**
  - ensure that first aid and emergency procedures are in place and being followed;
  - review statistics and trends of accidents, near misses and dangerous occurrences at their respective committee meetings; and
  - ensure that managers/HODs are reviewing and investigating accidents and incidents, and making recommendations and sharing learning.
- **The Health and Safety Officer will:**
  - ensure there are enough first aid personnel to meet assessed needs, monitoring their training and competencies;
  - ensure that all accidents and injuries are appropriately recorded;
  - ensure that all members of full time and temporary staff are familiar with the Schools' first-aid and emergency procedures;
  - undertake an annual review of the risk assessment and liaise with the Chairs of the Schools' Health and Safety Committees as appropriate;
  - act as Lead Investigator for the most serious accidents, unless the Governors/Chief Operating Officer appoint another individual to carry out this role; and
  - compile and report information about relevant accidents, near misses and dangerous occurrences to the respective Health and Safety Committee.

- School Nurses (where appointed) will:
  - be primarily responsible for the administration of the medical arrangements at the School, administering any medication required by pupils/students or staff within their areas of authority and responsibility;
  - produce and oversee the implementation of recognised protocols on the management of minor and major medical emergencies;
  - be involved in the arrangements of any secondary treatment at hospital, or GP's surgery;
  - provide, manage and maintain first aid equipment and facilities;
  - train staff where the administration of medicine requires medical or technical knowledge; and
  - administer appropriate first aid if required.
  
- First Aiders will;
  - administer any immediate treatment to the injured person and provide an early diagnosis as to the severity of the injuries, prior to the arrival of the emergency services, or other professional assistance.  
An "appointed person" can carry out the responsibilities of the first aider in their absence, within their area of competence and training. Appointed persons are not first aiders.
  
- Staff will;
  - familiarise themselves with the first aid procedures in operation within their School/normal place of work, such as how to summon the assistance of a School Nurse. They will also ensure that they know whom the current First Aiders are;
  - be aware of specific medical details of individual pupils/students when publicised;
  - ensure that the pupils/students are aware of the procedures in operation;
  - never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger;
  - send for appropriate additional help as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty;
  - reassure, but never treat a casualty unless staff are in possession of a valid First Aid at Work Certificate or know the correct procedures to follow - such staff should start emergency aid until a First Aider arrives at the scene;
  - send a pupil/student who has minor injuries to the Medical Centre if they are able to walk, where the School Nurse/First Aider will see them; this pupil/student should be accompanied;
  - send a pupil/student who feels generally 'unwell' to the Medical Centre, unless their deterioration seems uncharacteristic and is causing concern - this student should be accompanied;
  - ensure that they have current medical details (including contact details of each pupil's/student's own GP) for every pupil/student that they take out on an out-of-school-visit which indicates any specific conditions or medications of which they should be aware.
  - have regard to personal safety; and
  - report to the appropriate person all accidents/near-misses to themselves at work

- Parents' roles and responsibilities;

The School will make it clear to parents, that both prescribed and non-prescribed medication will only be administered during the school day, or on out-of-school-visits, if the following conditions are met.

- The responsible parent provides written permission/consent for the school to administer over the counter medication to their child\*;
  - The responsible parent supplies the school with all relevant up-to-date information needed in order for proficient care to be given to the child\*;
  - Medicines will only be administered in school when it is essential, i.e. where it would be detrimental to a pupil's/student's health if the medication were not administered during the school day;
  - The school will only administer prescription medicine prescribed by a doctor or some other person authorised to do so, e.g. a dentist, qualified nurse or pharmacist (medicine containing aspirin will only be given if prescribed by a doctor);
  - The responsible parent provides the in-date prescribed medicine in its original container with the dosage instructions clearly displayed; and
  - The responsible parent provides sufficient prescribed medicine for the dosage to be given in school.
- Pupil/Student responsibilities;

The School will provide information to all pupils/students on where to go for help in the event of an accident, or illness and the procedures for pupils/students with medical conditions. Pupils/students will be expected to follow these procedures at all times.

## **ARRANGEMENTS**

### **1. Risk Assessment**

The Health and Safety Officer will complete an annual risk assessment of all school buildings and facilities paying particular attention to:

- practical activities;
- the use of machinery;
- storage of hazardous substances; and
- the use of equipment for sports and physical education.

From this assessment a judgment will be made as to how many trained first aiders are required to provide an effective and safe response to accidents and injuries in each building.

A judgment will also be made as to how many fixed and portable first-aid containers should be available and where they are to be located.

In determining the level of provision the Health and Safety Officer will consider:

- The maximum number of staff (and pupils/students) present at any one time;
- The distribution of staff;
- The number and locations of first-aid boxes;
- Whether there are inexperienced members of staff;
- The number of staff and pupils/students with disabilities or specific health problems;

- The size, nature (split sites/levels) and location of the school premises to which members of staff have access in the course of their employment;
- Whether there are travelling, remote or lone staff;
- Arrangements for off-site activities;
- Arrangements for out of school hour activities such as parent evenings;
- Parts of the school premises with different levels of risks;
- The types of activity undertaken;
- The proximity of professional medical and emergency services;
- Any unusual or specific hazards (for example, working with hazardous substances, dangerous tools or machinery); and
- Accident statistics. These indicate the most common types of injuries, times and locations.

## **2. Qualifications and Training**

All first aiders will hold a valid certificate of competence appropriate to the potential injuries associated with the activity they are leading, supervising or actively involved in and issued by a competent and the most appropriate training provider to meet the identified training needs.

At least one person with a current paediatric first aid certificate will be on the premises at all times when EYFS children are present and accompany them on out-of-school visits.

The Schools' will consider annual refresher training to maintain first aiders' basic skills and keep them up to date with changes.

## **3. First-aid Materials, Equipment and Facilities**

First-aid containers will be:

- marked with a white cross on a green background;
- stocked in accordance with HSE recommendations; and
- located in all Loughborough Schools Foundation buildings.

All school minibuses will have a first-aid container on board.

Automated External Defibrillators (AEDs) will be made readily available at all times. There are currently seven AEDs sited on the schools' campuses, in The Bursary, in Eadon Hall foyer and Medical room at Fairfield, in the Burton Hall link at the Grammar School, in the foyer of the Main Hall at Loughborough Amherst School and in the High School Reception and gymnasium. There is also one located in the pavilion at Quorn playing fields.

Portable first-aid containers will be available for all school trips and for sporting and other activities that take place outside school buildings e.g. fieldwork in the spinney etc. Where it is known that staff or pupils/students engaged in an out of school activity have specific health needs or a disability, the contents of the first-aid container will include the resources to meet these specific needs, e.g. a supply of insulin or an epi-pen.

The School's Medical Centres are located in School House at the Grammar School, the Main Building at the High School, in Reception at Loughborough Amherst School and in the New Building at Fairfield. The provision of first aid and medical usage will have absolute priority for all of these rooms.

#### **4. Information and Notices**

First-aid notices giving the location of first-aid containers and the names of members of staff who are certificated first aiders, or have received first aid training, will be prominently displayed in:

- staff rooms and other common rooms; and
- all locations where sports, physical activities or practical lessons involving machinery or similar equipment, take place.

The Schools will make every effort to ensure that first-aid notices are clear and easily understood by all.

#### **5. Administration Procedures for Medicines and Analgesics**

All medicines may be harmful to anyone for whom they are not appropriate. At the Schools a stock of named over-the-counter medication and analgesics will always be stored in a secure wall-mounted cabinet in the Medical Centres. Access will be available only to the nominated staff.

Where medicines need to be refrigerated, they will be kept in an airtight container that is clearly labeled. Access to any refrigerator holding medicines will be restricted.

Nurses, Boarding House staff and Visit Leaders responsible for tours/overnight visits and other staff, who have agreed to accept the responsibility for administering specific medication, will be provided with appropriate training to ensure that they are aware of use, contraindications, dosages, side-effects and the duration of treatment before medical advice is sought.

Any person responsible for administering medicines to a pupil/student will ensure that they are aware of:

- details of the pupil's/student's condition;
- any special requirements, e.g. dietary needs, pre-activity precautions;
- the likely side effects of the medicine;
- what constitutes an emergency;
- what action to take in an emergency;
- what not to do in an emergency; and
- who to contact in an emergency.

The Schools' Doctor, will be available to provide additional advice for the appointed staff, parents and pupils.

The nominated members of staff will not accept prescribed medicines that have been taken out of the container in which they were originally dispensed.

They will not agree to make changes to recommended dosages on parental instructions. Staff will always seek parental agreement before passing on relevant information about a pupils'/students' health to another member of staff. Information will only be shared if it is important to the overall care of the pupil/student.

#### **6. Record-keeping**

A record will be kept for every time a medicine is administered.



For children in an EYFS setting, a written record will be kept each time a medicine is administered to a child and the child's parents and/or carers will be informed on the same day, or as soon as reasonably practicable.

In some circumstances, a second adult will be present to:

- witness the dosage and administration, and
- confirm that a record of administration has been made

## **7. Self –administration of Medication**

In some instances, a pupil/student may be prescribed medication by a doctor but does not wish the Schools to know; in these cases, the doctor must make the pupil/student aware of the need to keep the medication secure.

Boarders who may need to self-medicate will be supplied with their own lockable cupboard or drawer in which to keep the medication.

## **8. Medicines on Out-of-School Visits**

For all out-of-school visits a First Aid Kit will be provided. The provision for First Aid and the management of medical emergencies will form part of the visits' Risk Assessment.

For residential visits a more comprehensive First Aid Kit can be provided, in which case a medical consent form will be sent out by the Visit Leader to be signed by parents (see Appendix V). Any problems should be discussed with parents and the Schools' medical staff before departure.

Injuries or illnesses on an out-of-school-visit will be monitored by the member of staff in charge of First Aid and/or the Visit Leader. A written record of treatment and relevant information will be kept. The Visit Leader will inform the Schools' Emergency Contact of any serious or major problems and follow the requirements of the Emergency Procedures as defined in Section 11.

Special arrangements will be made by the Visit Leader for the secure transport of any pupil's/student's personal medication and for appropriate facilities to be available, if required, at the location where the visit is to take place for the administration of the medicine.

If parental consent is not given for a pupil/student to receive any necessary medical treatment on an out-of-school-visit, parents may be willing to provide written instructions and an indemnity on the subject of medical treatment and in this case the School may decide to take the pupil/student. Staff will not override parental wishes and if an agreement cannot be reached on this issue the pupil/student will not be taken on the visit.

## **9. Physical Activities and Extra-Curricular Sport**

The Schools will encourage pupils/students with medical conditions to participate in physical activities and extra-curricular sport. Similar flexibility will be applied when planning such activities as it is applied to educational visits.

## **10. Controlled Drugs**

Special arrangements will be made, with the agreement of parents, for any pupil/student who has been prescribed a controlled drug.

## **11. Serious Medical Conditions**

Confidential lists, or details, of pupils/students and staff with known life threatening medical conditions, e.g. a history of severe allergic reactions, will be made available to staff and First Aiders as appropriate.

Specific arrangements will be arranged for all pupils/students and staff with known medical conditions.

## **12. Hygiene and Infection Control**

All staff will:

- follow basic hygiene procedures;
- be made aware as to how to take precautions to avoid infections, e.g. HIV and AIDS.

Disposable gloves will be worn at all times when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment.

An instruction on the disposal of all used dressings, or equipment, is included in the first-aid containers.

## **13. Recording Accidents and Injuries**

All accidents will be recorded in a written and/or electronic form and such records will be kept for a minimum of three years (see Appendices I, II and III for appropriate form).

To clarify and simplify accident reporting procedures, the following definition of 'accident' will be adopted:

'An accident is an unplanned and unexpected event, that results in death, injury (physical or mental), damage, loss or nothing at all (a 'near-miss')

All First Aiders, Nurses and Visit Leaders will be given training in the accident reporting system.

Accident Report Forms will be retained by the Health and Safety Officer (or other nominated person), and analysed for trends to report to the respective Health and Safety Committee meetings.

The record of any first-aid treatment given by First Aiders and other appointed persons will include:

- the date, time and place of the incident;
- the name of the injured or ill person;
- details of the injury or illness and what first aid treatment was administered;
- what happened to the injured party immediately afterwards (e.g. went home, resumed normal duties, went back to class or went to hospital);
- the name and signature of the First Aider or person dealing with the incident.

Serious or significant incidents to pupils/students of the LSF will be reported to parents, either by sending a note home with the pupil/student or by direct contact with the parent or guardian.

In an emergency involving outside medical professionals, or services, the Head (for a pupil/student), or Line Manager (for a member of staff) will follow the established LSF

emergency procedures for contacting a parent, guardian or next of kin, of the injured party.

#### **14. Reporting Accidents to the HSE**

The following types of incidents to staff will be reported to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR):

- work related accidents resulting in death or specified injury (including those that result from physical violence);
- accidents that prevent the injured person from doing their normal work for more than seven consecutive days;
- when a member of staff is suffering from a listed occupational disease;
- in the event of a dangerous occurrence occurring on LSF premises as per the listed near-miss events listed in RIDDOR.

The following types of incidents to pupils/students will be reported to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Accidents where the pupil/student is killed or is taken from the site of the 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.

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury.

All incidents will be reported online, but a telephone service remains for reporting fatal and specified injuries **only** – by calling the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

The Health and Safety Officer will keep a copy of any completed RIDDOR forms.

#### **15. Accident Investigation**

Accidents that result in near misses, injury or death will be investigated. The HSE may also carry out an accident investigation following receipt of a RIDDOR report, if it is thought necessary.

The objectives of the accident investigation will be to:

- ascertain the facts and sequence of events leading to the accident;
- find the cause by identifying any unsafe acts or conditions;
- determine the human, organisational and/or job factors that gave rise to the unsafe acts and/or conditions;
- recommend both short term and long term measures to prevent a recurrence, and
- ensure compliance with the law.

An Accident Investigation Report will be completed using the form at Appendix IV. This form will be completed for accidents in the following criteria;

- All RIDDOR accidents.
- All injury accidents which required more than immediate first aid (i.e. required a visit to a hospital or a GP).
- Any accident resulting from a defect in the premises or equipment used.
- All accidents, regardless of their outcome, where there was the potential for a major injury or loss to the Schools, or a pattern of regular occurrences (this would include a near-miss, minor injury or damage outcome accident with potential),

Accident Investigation Forms will be retained by the Health and Safety Officer and analysed for trends to report to the respective Health and Safety Committee meetings.

\* Written permission/consent is asked for on the 'Pupil Health and Medical Information' form completed by every pupil/student at entry to the School.

\*\*Further details to support this Policy on the medical arrangements within the School, the treatment of medical conditions, the out-of-school procedures, the management of sporting injuries etc., are contained within the current LSF Medical Protocols document.