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# Midhurst Rother College

## First Aid Policy

**Written by:** Jack Clements

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**Review cycle:** Annual

# Midhurst Rother College

## First Aid Policy

### **POLICY STATEMENT:**

Midhurst Rother College will undertake to ensure compliance with the relevant legislation about:

The provision of First Aid for students, staff, parents, and visitors and will make sure that procedures are in place to meet that responsibility.

### **AIMS & OBJECTIVES:**

- To identify the First Aid needs of the College in line with the Management of Health and Safety at Work Regulations 1992 & 1999
- To ensure that First Aid provision is available for students/staff/visitors all times on the College premises.
- To ensure that First Aid provision is available whilst staff/students are on school visits.
- To appoint the appropriate number of suitably trained staff as First Aiders to meet the needs of the College and to maintain a record of that training and review annually.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities
- To provide awareness of Health and Safety issues within the College and on College trips, to prevent, where possible, potential dangers or accidents
- To inform staff and parents of the College's First Aid arrangements
- To report, record and where appropriate investigate all accidents.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995 (RIDDOR).

### **FIRST AID PROVISION**

First Aid kits are available at the following destinations: -

- 1) Student Reception
- 2) PE Office
- 3) The Gym
- 4) Science Preparation Room
- 5) Technology workshop (One kit in each room)
- 6) Staff Room
- 7) Food Technology prep room
- 8) Sixth form common room
- 9) 3 Portable First Aid kits located in 'Sick Bay' for trips.

These kits will be checked by Nicholas Feltimo half termly, or after use, whichever occurs first, to ensure they are fully stocked and the equipment in the kits has not expired. Overseen by Jack Clements, First Aid Lead.

It is the responsibility of Mr Nicholas Feltimo to check the medical supplies every half term and maintain a suitable level of First Aid stock for the College's needs.

It is the responsibility of the Senior First Aider Jack Clements, in communication with the Business Manager Katherine Chard, to stock-take the First Aid provisions at suitable intervals.

Student Reception has designated First Aid Treatment Rooms for sickness and the administration of First Aid for the use of staff and students. If the incident is severe enough the emergency services will be called, and their recommendations will be followed until the arrival of the paramedics. The Business Manager and Jack Clements will be informed upon a call to the emergency services.

All staff will ensure that they have read the College's First Aid Policy.

#### **FIRST AID TRAINING:**

First Aid training will be provided inhouse by Nicholas Feltimo in line with the college CPD policy. First Aid training will be accredited by a recognised organisation in accordance with HSE guidelines. Appointed staff will be annually trained in the use and administration of EpiPens. Epilepsy training will be provided; this is currently provided by WSCC nursing authority.

#### **QUALIFIED STAFF: (definition)**

Qualified Nurse, (SEN), First Aider, Child Care Practitioners.

A list of qualified members of staff is held by Claire Dickens and Jack Clements.

<b>Jack Clements (Senior Lead)</b>	<b>Toni Cheal</b>
<b>Aaron Hancock</b>	<b>Steph Skinner</b>
<b>Paul Thompson</b>	<b>Lucy Naldrett</b>
<b>Lisa Shadbolt</b>	<b>Bridget Carver</b>
<b>Heidi Evans</b>	<b>Alex Beech</b>
<b>Jayne Beesley</b>	<b>Cliff Denyer</b>
<b>Joanne Purser</b>	<b>Georgie Dyll</b>
<b>Emma Glue</b>	<b>Hannah Clayton</b>
<b>Chloe Greet</b>	<b>Alastair Brown</b>
<b>Hollie Lavelle</b>	<b>Nicola Robson</b>

## **HEAD INJURIES:**

Accidents involving head injuries can be problematic because the injury may not be evident (e.g., internal) and the effects only become noticeable after a period. If the injury is minor the student should be monitored closely, and the Patient report form completed in all cases. Any serious Head Injury should always be referred for Hospital treatment (please follow the section for Emergency Arrangements). Parents are to be informed of any head injury.

## **EMERGENCY ARRANGEMENTS:**

Where the injury is an emergency, an ambulance will be called; parents will be contacted after the College has spoken to the emergency services. Katherine Chard and Jack Clements will be informed of any call to the emergency services.

Where hospital treatment is required but it is not an emergency, Student Reception will contact the parents for them to take over the responsibility of the student.

If the parents cannot be contacted, the Head of year will accompany the student to hospital and remain with them until the parents can be contacted.

In the absence of a full First Aid at work First Aider an Appointed Person in the Hub will call an ambulance if any of the following events occur:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- If there is the possibility of a fracture or where this is suspected.

## **HYGIENE/INFECTION CONTROL:**

Hands must be washed before and after giving First Aid and single-use disposable gloves must be worn. Any soiled dressings, items contaminated with bodily fluids, or Personal Protective Equipment must be put in a yellow clinical waste bag and disposed of in the clinical waste bin.

Any body fluids on the floor should have absorbent granules sprinkled on to them, then swept up with the designated dustpan and brush. This should also go in a yellow bag and be disposed of in the clinical waste bin. If possible, the area should be disinfected (dilute 1:10). Body fluid spillages on hard surfaces should be cleaned and then disinfected (1:10).

Exposed cuts and abrasions should always be covered.

### **INCIDENT REPORTING:**

Incidents where minor treatment are required will be reported and logged on Arbor more serious injuries and those resulting from Mental Health will be reported on Arbor. Any incident where the emergency services are contacted will be reported on Arbor and a patient report form will be completed.

For accuracy and incident summaries, the following codes will be used:

First Aid – for any minor injuries that are treated on site.

Accident/Injury – for any injuries where we have advised Parents/Carers to get checked out at a medical facility.

Acute Illness – Where we have contacted Emergency Services.

Student Reception will contact the parents if they have any concerns about the injury or need to send a child home through illness.

All significant injuries need to be filled out on a Patient Report Form. This needs to be completed by the person administering the First Aid. On the reverse side of the form there is the Accident or Incident Report and Investigation form, this is to be filled in for any serious accident/incident. The completed form is to be handed to Jack Clements for sign off and then onto the College Business Manager. It is recommended that these records are kept for 25 years.

If the nature of the accident involves contacting Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 (RIDDOR). Arms will highlight this for attention.

### **SHARING OF INFORMATION:**

At the start of the academic year student Reception will update Arbor with any medical issues and print a report for student reception and for Head of Years. This will be updated if there are any changes throughout the year.

All students with a known medical issue will have a care plan which is held in student reception and maintained by Mr Nicholas Feltimo. The care plan will have all the relevant details of who to contact and what actions to take upon the student having a medical episode.

Student reception holds medical consent forms for out of college visits that are readily available to staff. (These are kept on the student reception desk, in the bottom tray labelled Medical Consent forms for trips).

### **PARENTS/CARERS RESPONSIBILITIES:**

Parents/Carers Parents have prime responsibility for their child's health and should provide the College with up-to-date information about their child's medical conditions, treatment and/or any special care needed. **Parents and Carers are made aware at the start of every term to update us on any changes to medical needs/medical treatment.**

### **Emergency Salbutamol Inhaler**

Since October 2014 schools have been able to purchase salbutamol inhalers without a prescription, for use in an emergency.

The legislation allows school staff to administer an emergency inhaler to any child who has been assessed with asthma and prescribed a salbutamol inhaler.

In line with this legislation Midhurst Rother College will hold an emergency salbutamol inhaler kit and a spare salbutamol inhaler.

These will be located at student reception.

It will be the parents' responsibility to ensure that students are equipped with their own emergency inhaler when they are in school and taking part in school activities such as school trips and sporting events.

Consent and confirmation of prescription information will be obtained via Microsoft form. This information will be kept with the Emergency Kit.

A record will be kept of all use of the emergency inhaler.

Regular training will be provided to staff responsible for supervising the use of the inhaler.

### **Adrenaline Auto-Injectors (AAIs)**

From October 2017 schools have been able to purchase spare adrenaline auto-injectors (also known as AAIs), without prescription, to treat anaphylaxis. AAIs can deliver a potentially life-saving dose of adrenaline to someone suffering a severe allergic reaction.

The legislation allows school staff to administer an emergency AAI to any child who has been assessed as being at risk of anaphylaxis and who has been prescribed an auto-injector.

In line with this legislation Midhurst Rother College will hold up to 2 auto injectors of 300mcg.

These will be located at student reception.

It will be the parents' responsibility to ensure that students are equipped with their own AAI's when they are in school and taking part in school activities such as school trips and sporting events.

Consent and confirmation of prescription will be obtained via Microsoft form. This information will be kept with the Emergency Kit.

A record will be kept of all use of the auto-injectors.

Regular training will be provided to staff in the use of auto Injectors.

The MHRA would like to clarify that, in principle, a legal exemption under Regulation 238 permits a school's adrenaline auto-injector(s) to be used for the purpose of saving a life, for a student or other person not known by the school to be at risk of anaphylaxis (and thus does not have medical authorisation/consent in place for the spare device. This might be, for example, a student presenting for the first time with anaphylaxis due to an unrecognised allergy.

The two staff named for ensuring that records are maintained are N Feltimo supervised by J Clements.

### **ADMINISTRATION OF MEDICINES:**

Please see the separate Administration of Medicine Policy.