

MEDICAL AND FIRST AID POLICY

TREETOPS SCHOOL

Treetops School

Medical & First Aid

Date	Review Date	First Aid Nominated Persons				
Summer 20	Summer 21	June Brooks and Jackie Hodge				
3 Day First Aiders	Frequency	Trainer	Area of school	Training recorded.	Date	Review
June Brooks	3 years		Whole	SIMS	04.08.17	September 20
Maxine Murray	3 years		Primary	SIMS	08.09.17	September 20
Laura Rice	3 years		Post 19	SIMS	15.09.17	September 20
Jackie Hodge	3 years		Primary	SIMS	06.10.17	05.10.20
Sally Clements	3 years		KS3/4	SIMS	06.10.17	05.10.20
Jackie Brodie	3 years	St. John's	VB	SIMS	12.06.18	11.06.21
Tony Cunliffe	3 years	St. John's	KS3	SIMS	13.07.18	12.07.21
Dan Wood	3 years	St John's	VB	SIMS	19.07.18	18.07.21
Hannah Dennis	3 years	St John's	Whole	SIMS	19.07.18	18.07.21

We believe this policy relates to the following legislation:

- Occupiers' Liability Acts 1957 and 1984
- Health and Safety at Work, etc Act 1974
- Workplace (Health Safety and Welfare) Regulations 1992
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Education Act 2002
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- School Premises (England) Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Coronavirus Act 2020

We have a duty of care under The Health and Safety (First Aid) Regulations 1981 to promote the health, safety and welfare of all pupils, school personnel and school visitors by providing adequate first aid equipment and school personnel qualified in first aid.

We will ensure that under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) that all accidents resulting in death, major injury or the prevention of the injured person undertaking their normal work for more than three days will be reported to the Health and Safety Executive (HSE).

We will ensure that first aid provision is up to date and available at all times in school and for all off-site educational visits and sporting events. Pupils and school personnel with specific health needs and disabilities will be given specific consideration.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

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We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To provide adequate first aid provision and medical care for pupils and school personnel.
- To have in place qualified first aid personnel who are aware of hygiene and infection control procedures.
- To have in place adequate first aid equipment.
- To have in place excellent lines of communication with the emergency services and other external agencies.
- To work with other schools in order to share good practice in order to improve this policy.
- To ensure delegated staff are fully trained in the administration of medication for specific health conditions as outlined in the pupils' individual health care plans.
- To carry out the procedure in place for Covid-19 symptoms as detailed below:-

What to do if a child or member of staff display symptoms of Covid19 in school.

If a child displays any of these symptoms:

- New continuous cough
 - Shortness of breath
 - High temperature
 - a loss or change to their sense of smell or taste
-
- The member of SLT on duty should be informed immediately
 - They should be isolated to the medical room and supervised maintaining social distancing. If this is not possible then PPE will need to be worn.
 - If the child presents with shortness of breath, reports a loss or change to their sense of smell or taste or a new continuous cough, parents will be contacted and asked to collect their child and not return to school for 7 working days isolation period.
 - If the child records a high temperature (38c or more) this will be taken again 30 minutes later. If it remains high, parents will be contacted and asked to collect their child and not return to school for 7 working days isolation period.
 - Any surfaces touched by the child should be cleaned immediately and the remaining members of the 'bubble' wash their hands with soap and water.
 - Covid19 Symptom Form completed. Available in the office

Government advice states members of the household should isolate for 14 days and that the child should receive a COVID swab (test). They can do this by visiting NHS.UK to arrange or contact NHS 119/111 via telephone if they do not have internet access. If they test negative they can come back to school and their household end their isolation.

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Given the range of children's complex conditions it can be hard to know if they are unwell and so if a child appears unwell with any other symptoms other than listed above, we will request the child to go home, and get a COVID swab (test) if necessary.

If a member of staff displays any of these symptoms:

- New continuous cough
 - Shortness of breath
 - High temperature
 - a loss or change to their sense of smell or taste
-
- The member of SLT on duty should be informed immediately
 - The member of staff should go home and isolate for 7 days
 - Any surfaces touched by the member of staff should be cleaned immediately and the remaining members of the 'bubble' wash their hands with soap and water.
 - Covid19 Symptom Form completed. Available in the office

Government advice states members of the household should isolate for 14 days and that the member of staff should receive a COVID swab (test). They can do this by visiting NHS.UK to arrange or contact NHS 119/111 via telephone if they do not have internet access. If they test negative they can come back to school and their household end their isolation.

If the child or member of staff tests positive **all** members of their 'bubble' in school (staff and pupils) should then isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

Responsibility for the Policy and Procedure

Role of the Trustees

The Trustees:

- nominated a member of staff to take charge of first aid arrangements;
- delegated powers and responsibilities to the Headteacher to ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities trustee to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Trustees;

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- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- ensure that the nominated persons are suitably trained, have sufficient time to undertake their role and an adequate budget to purchase first aid equipment;
- ensure delegated school personnel are fully trained in first aid and any specific health conditions as detailed in the pupils' individual health care plans;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link trustee and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Trustees on the success and development of this policy

Role of the Nominated Persons

The nominated persons will:

- ensure nominated school personnel are trained in first aid arrangements and hold a valid certificate of competence that is valid for three years;
- ensure nominated school personnel receive refresher training every three years;
- organise and maintain the medical room;
- ensure that there are adequate stocks of first aid equipment;
- position and maintain first aid containers at appropriate locations around the school;
- conduct with the Health and Safety coordinator annual risk assessments;
- ensure all accidents and injuries are recorded and reported;
- ensure that pupils and school personnel with specific health needs and disabilities are given specific consideration;
- ensure the appropriate medical resources (asthma inhalers, insulin, epipens) are available for those pupils with specific health needs at all times;
- ensure the pupils' health care plans are reviewed and in date, and that the appropriate medication is in date and stored with the original care plan in the school office;
- ensure school personnel are aware of the specific health needs and disabilities
- determine the level of provision:
 - at breaktimes and lunch times
 - when school personnel are absent
 - for all educational visits and sporting activities
 - for curriculum activities
 - before and after school clubs
- ensure first aid kits are taken on educational visits or off-site sporting activities;

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- ensure there is a designated medical room that is kept well stocked and free from clutter;
- ensure school personnel follow basic hygiene procedures and have access to disposable gloves, masks and hand washing facilities;
- inform parents of any accident essentially head injuries and of any first aid administered;
- ensure first aid notices are displayed in the appropriate places;
- provide guidance and support to all school personnel;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Trustees on the success of this policy

Role of the Health and Safety Coordinator

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated trustee;
- provide guidance and support to all staff;
- ensure training is provided for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;
- annually report to the Trustees on the success and development of this policy

Role of the Nominated Trustee

The Nominated Trustee will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- attend training related to this policy;
- report to the Trustee every term;
- annually report to the Trustees on the success and development of this policy

Role of School Personnel

All school personnel must:

- be aware of first aid arrangements;
- be suitably trained in identifying pupils with expected medical problems;
- report any concerns they have on the medical welfare of any pupil;
- undertake training in first aid, administration of medicines and awareness of medical problems in pupils;
- report and record all accidents and first aid treatment administered
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- inform the school of their child's medical history that may be a cause for concern;
- complete the necessary paper work before the school administers any medication to a child;
- be encouraged to work in school as volunteers;
- be asked to take part in periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

Role of Pupils

Pupils:

- be aware of and comply with this policy;
- must report all accidents;
- will be given the opportunity to attend first aid training during organised after school activities;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys

Role of the School Council

The School Council will be involved in:

- determining this policy with the Trustees;
- discussing improvements to this policy during the school year;
- organising surveys to gauge the thoughts of all pupils;
- reviewing the effectiveness of this policy with the Trustees

Recording Accidents and Injuries

All accidents and injuries will be:

- recorded in the Accident Book with all details given;
- reported to parents in person, by letter or phone

All accidents involving the loss of life, major injury or preventing the injured person undertaking their normal work for more than three days must be reported to the Health and Safety Executive (HSE).

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and or end of half term newsletters
- reports such as EHCP reviews to parents and Headteacher reports to the Trustees
- information displays in the main school entrance and other areas of the school

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training related to this policy on induction which specifically covers:
 - basic first aid
 - medical care
 - dealing with emergencies
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

Linked Policies

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▪ Safeguarding & Child Protection	▪ Health & Safety	▪ Hygiene
▪ Medication Policy		

Headteacher:	J Brewer	Date:	Summer 2020
Chair of Board of Trustees:	A Peaford	Date:	Summer 2020

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Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
			✓	

This policy affects or is likely to affect the following members of the school community (✓)	Pupils	School Personnel	Parents/carers	Governors	School Volunteers	School Visitors	Wider School Community

Question	Equality Groups																		Conclusion										
	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Yes	No			
Does or could this policy have a negative impact on any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS					
		✓			✓			✓			✓			✓			✓			✓			✓			✓			
Does or could this policy help promote equality for any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
	✓			✓			✓			✓			✓			✓			✓			✓			✓				✓
Does data collected from the equality groups have a positive impact on this policy?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓			✓				✓

Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
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Preliminary EIA completed by	Date	Preliminary EIA approved by	Date

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Policy Evaluation

Points to be considered	Yes	No	N/A	Please supply evidence
• Policy annually reviewed				
• Policy in line with current legislation				
• Coordinator in place				
• Nominated trustee in place				
• Coordinator carries out role effectively				
• Headteacher, coordinator and nominated trustee work closely				
• Policy endorsed by governing body				
• Policy regularly discussed at meetings of the governing body				
• School personnel aware of this policy				
• School personnel comply with this policy				
• Pupils aware of this policy				
• Parents aware of this policy				
• Visitors aware of this policy				
• Local community aware of this policy				
• Funding in place				
• Policy complies with the Equality Act				
• Equality Impact Assessment undertaken				
• Policy referred to the School Handbook				
• Policy available from the school office				
• Policy available from the school website				
• School Council involved with policy development				
• All stakeholders take part in questionnaires and surveys				
• All associated training in place				
• All outlined procedures complied with				
• Linked policies in place and up to date				
• Associated policies in place and up to date				
A statement outlining the overall effectiveness of this policy				