



QUORN HALL
SCHOOL

First Aid and Medication Policy

Person Responsible:	Headteacher
Last reviewed on:	Date: June 2021
Next review due by:	Date: September 2022
Created:	Date: October 2012
Revisions:	Date/s: October 2013, October 2015, April 2017, January 2019, November 2020; June 2021

Section 1: Introduction

Quorn Hall School is owned and operated by Cavendish Education, the Proprietary Body also known as the Governing Body. Any reference to Governors means any Director of Cavendish Education.

In all Quorn Hall School policies, unless the specific context requires otherwise, the word “parent” imports the meaning parent, guardian, carer or any other person in whom is vested in the legal duties and responsibilities of a child’s primary caregiver.

If you should require a copy of this document in large print, braille or audio format, please contact QHS Admin office.

Quorn Hall School employs the services of the following consulting companies to ensure compliance is met and best practice is implemented.

Peninsula HR Online

Peninsula Business Safe (Health and Safety)

Care Check (DBS)

National College for Teaching & Learning (online CPD)

This Policy document is one of a series of QHS Policies that, taken together, are designed to form a comprehensive formal Statement of QHS’s aspiration to provide an outstanding education for each and every one of its students, and of the mechanisms and procedures being put into place to achieve this. Accordingly, this Policy needs to be read alongside all of these Policies in order to get the full picture, and should be read in conjunction with the **Equality Policy**, the **Health and Safety Policy**, the **Promoting British Values Policy** and the **Safeguarding Children & Child Protection Policy** in particular. All of these Policies have been written, not simply to meet statutory and other requirements, but to evidence the work that the whole School is undertaking to ensure the implementation of its core values, our ‘4 Cs’:

Character

Creativity

Confidence

Competence

Emotional and physical wellbeing is central to the ethos of Quorn Hall School. We will endeavour to assess and reduce risk effectively and promote wellbeing through our First Aid Policy as well as our general practice.

Section 2: Our responsibilities

The Senior Leadership Team will:

- 1) Provide the dedicated time and funding to ensure that a generous proportion of the staff team are trained to deliver First Aid. This means that there will be access to a qualified First Aider on site and during planned educational visits, despite variation in staff working patterns and absence. They will also ensure provision for up to three members of staff to be trained in the safe administration of medication, such as pain relief.
- 2) Ensure that all members of staff are aware of which of their colleagues are qualified to administer first aid and that all members of staff know to refer any medical accidents, incidents or emergencies to a qualified First Aider. A list of qualified persons will be reinforced at the beginning of employment during an induction session and a list can be found on the Google Drive Staff timetable and in the main office and first aid room. This list can also be found at the end of this policy, in Appendix 1.
- 3) Check that all floors of Quorn Hall School are supplied with First Aid kits and that these are inspected on a regular basis (See Appendix 2).
- 4) Approve orders which ensure that First Aid Kits and other essential medical supplies are replaced and efficiently stocked at all times. First Aid kits will be supplied for trips, Forest School and Duke of Edinburgh outdoor pursuits.

Members of the Qualified First Aid Team will:

- 1) Attend an appropriate first aid course every three years and follow the latest information and updated guidelines given on the training course.
- 2) Ensure that the medical room is appropriately stocked and ready to receive an injured person.
- 5) Ensure that appropriately stocked first aid kits are placed at the first aid points and other convenient locations, including the minibus.
- 6) Respond to medical accidents, incidents or emergencies when requested to do so.
- 7) Make an assessment of the situation and use their training to provide appropriate support and treatment.
- 8) Work within their competency, requesting additional assistance (e.g. paramedics) when they judge this to be necessary.

The wider staff team will:

- 1) Familiarise themselves with the list of qualified First Aiders (Appendix 1) and this policy as part of their induction and ongoing work at Quorn Hall School.

- 2) In the event of an accident causing injury, members of staff must ensure that the injured person is being cared for whilst immediately requesting an appointed First Aider using a walkie/talkie/radio.
- 3) Not move the injured person. When the appointed First Aider has made a judgement on whether it is safe to move the injured person, then they may safely be moved to a first aid point such as the medical room.

Parents and carers will:

- 1) Ensure that the school has up to date information about the child's medical conditions, including any allergies.
- 2) Provide the school with up to date contact details of at least two people who can be contacted in an emergency.
- 3) Explicitly give or withhold permission for the administration of pain relief.

Section 3: Our Procedures

3.1 Administering First Aid:

Only staff with up to date training in First Aid should treat sick and injured children. They have been trained to provide the appropriate level of care and to recognise cases when additional, more specialist support may be needed e.g. paramedics, a visit to the walk-in clinic or to the local Accident and Emergency centre.

The authorised First Aid Staff are trained to observe hygiene principles and minimise the risk of infection. Disposable gloves, aprons and masks are made available for use. Disposable gloves to be worn by staff. Any spills of blood or vomit will be wiped up and disposed of using a body fluids disposable kit. Excrement will be flushed down the toilet. Disposable gloves should always be used when cleaning up spills of bodily fluids. Floors and other affected surfaces should be disinfected with safe and appropriate cleaning materials.

Major Accident (Child)

If a major accident occurs injuring a child:

- Do not move the child without advice from a qualified First Aider if a child has suffered a fall/slip etc. and is unable to move around. If able to be moved, the child is to be taken to the Medical/First Aid Room.
- The Head teacher or member of SLT should be alerted and will assess the situation with another First Aider and will decide whether the child needs immediate hospital attention or whether the child can wait for the parent to arrive.
- If the child needs to go straight to hospital, an ambulance will be called. The

parent will be called and arrangements can be made to meet the parent at the hospital. A member of staff will accompany the child to hospital and stay with him or her until the parent arrives.

- If the child can wait for the parent to arrive then the parent will be contacted and the child made as comfortable as possible. A member of staff must be with the child at all times until the parent arrives.
- The parent can then make a decision as to whether or not to take the child to hospital.
- A report of the accident will then be recorded on Schoolpod.
- The Head of Compliance and Headteacher will follow RIDDOR reporting requirements.

Minor Accident (Child)

The injury must be assessed by a First Aider:

- A First Aider treats the injury if necessary and appropriate;
- The child is resettled in to their room and observed;
- The incident is recorded and parents are informed.

All accidents must be recorded and reported, including minor cuts and grazes. Even minor bumps to the head must be reported to the parents or carers by phone and followed up with a written note.

Sickness

If the child has any of the following they must be sent home:

- Temperature and any other symptoms of COVID
- Sickness or diarrhoea
- Unexplained rash

The school will expect parents and carers to follow up to date guidance for managing the risk of COVID-19.

For many sickness conditions (such as diarrhea or vomiting) the student should remain home until symptom free for a period of time (usually 24-48 hours depending on the condition). The school refers to the latest [Public Health Guidelines](#) regarding illnesses at school and the spread of infection.

Major accidents injuring an adult:

If a major accident occurs injuring an adult:

- Do not move the injured person without advice from a qualified First Aider if the adult is unable to move around after a fall, slip or other injury. If the First Aider judges it is safe for them to be moved, the injured person should be taken to the Medical/First Aid Room.
- A member of SLT should be alerted and will assess the situation with another First Aider and the adult concerned. Together they will decide whether the adult needs immediate hospital attention or whether it is safe and possible for them to wait for a partner or friend to support them. All staff have emergency contacts recorded on Schoolpod.
- If the adult needs to go straight to hospital, an ambulance will be called and their emergency contacts informed. A member of staff will accompany the adult to hospital and stay with him or her until their emergency contact arrives.
- The Head of Compliance and Headteacher will follow RIDDOR reporting requirements.

Minor accidents injuring an adult:

Staff are encouraged to record all work-based injuries and accidents on Schoolpod, which ensures that the Leadership Team is able to identify and manage new or emerging risks.

3.2 Reporting of accidents:

- **Accidents regarding students:** Report the details to the Receptionist (who is a trained First Aider) who will take appropriate action and then record the accident as soon as practically possible after the incident on Schoolpod. **Handwritten statements** must be given to the Receptionist. Information for students is then transferred onto Schoolpod; this triggers contact with parents/carers when necessary and generates a letter home. The Receptionist will ensure that this typed letter is given to the student/taxi.
- **Under no circumstances should an original handwritten form be given to the student/taxi.** If an incident happens at the end of the school day, an email or phone call will be used to communicate the incident to parents/carers. If the medical accident, incident or emergency is deemed to be anything more than minor*, then a senior member of staff shall ring to inform the parents/carers.
- **Accidents regarding staff members:** Staff should record details of any accidents on Schoolpod.
- **Schoolpod then generates reports** which ensure that the Leadership Team can

identify and manage risks relating to premises or physical interventions.

- The Senior Leadership Team will fulfil the duty to report qualifying injuries, diseases or dangerous occurrences to the Health and Safety Executive (RIDDOR). COVID cases are currently reported to Public Health England. The school also will fulfil its obligation to notify Ofsted and Child Protection services, in the case of any serious incident, accident or the death of a child while at school.

3.3 Supporting the management of students' medical conditions:

Upon admission, we ask for comprehensive details of students' medical conditions, allergies and any medication they need to take to help them manage their condition (in or out of school). Current students' profiles are updated on Schoolpod whenever we are informed of changes and contain the details of any medical conditions and current medication. Storing the information on Schoolpod ensures that this information is accessible in cases of emergencies e.g. if we need to share information with paramedics.

The school has a small number of staff who have been specifically trained to administer medication safely. For the school to administer medication:

- Parents must give written authorisation and instructions to the school for medicines to be administered to their children together with a copy of the prescription.
- The medicines must be brought to school in a properly labelled container, which states: (a) the name of the medicine, (b) the dosage and (c) the frequency and timing of administration.
- All medication must be in original NHS prescribed packaging with the child's name and doctor-prescribed dosage.

All administration of medication is recorded and any near misses are recorded and monitored.

In the majority of cases, students' personal medication will be stored securely by the Receptionist in line with guidelines and administered to them as required by trained staff.

However, if required by an individual student, emergency medication such as epipens and inhalers may need to be kept by the class team for swift administration in emergencies. An individual Risk Assessment and Protocol will then need to be approved by a member of the Senior Leadership Team to describe the protocol for storage and usage and additional staff training may need to be arranged. A sample protocol is included in Appendix 3. At the time of generating this policy, Quorn Hall School has no young people registered as being at risk of anaphylaxis.

3.4 Pain relief.

Parents and carers are able to give permission for a small group of trained staff to administer liquid or tablet-form pain relief to their child if requested, or needed. The school keeps a supply of both liquid and tablet pain relief securely onsite. Usually, students under 12 years of

age will be given liquid pain relief and older students will be given capsules or tablets with a drink.

If the parent or carer has previously authorised this, the student may make a request for pain relief to the safe handling and administration of medicines designated person. If the request comes close to the student's arrival at school then, before the dose is given, the safe handling and administration of medicines designated person should check with the parent or carer that a dose has not already been given at home. ALL doses given to students MUST follow the guidelines prescribed by the manufacturer of the medication and UNDER NO CIRCUMSTANCES will any variation be allowed. The safe handling and administration of medicines designated person MUST inform the parent or carer of the time of administering the dose and the amount of the dose via text message or email, to ensure that no 'overdose' can occur.

Just prior to administering any medication to students, their temperature will be taken using a hand-held digital foreheading reading device and this temperature MUST be recorded on Schoolpod by the trained member of staff. The dose administered and time must also be recorded.

All administration of medication is recorded and any near misses are recorded and monitored.

Section 4: Off-site procedures

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

A mobile phone

A portable first aid kit

Information about the specific medical needs of pupils

Access to parents' contact details

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises. This risk assessment will indicate the named member of staff who is trained in First Aid.

In the case of a pupil leaving the site without permission, the member of staff following them will take a 'Grab Bag' from Reception which includes a mobile phone, enabling them to stay in touch with the school and a basic First Aid Kit.

Section 5: Monitoring Procedures

The purpose of monitoring is to improve practice, safety and wellbeing, learning from incidents and near misses. Data on accidents, injuries and illness requiring First Aid or Medication are reviewed weekly by the Senior Leadership Team so that patterns are identified and risks can be managed. Where improvements can be made to reduce the risk

or frequency of accidents, the Senior Leadership Team and Governing Body will then monitor the impact of those actions taken over time to see that the risk is indeed reducing or if further alternatives need to be considered. The Governing Body also requires a termly report in relation to Health and Safety, including any RIDDOR reports.

APPENDIX 1

Staff qualified to give First Aid:

Alistair Parkin

Florence Short

Annissa Cherif

Katrina Cartwright

Joan Munn

Ella Parodi

Nicola Martin

Emma Brookes

Sarah Litchfield

Julie Wells

Aysha Qureshi

Heildi Ritchie

Charlotte Anderton

Stuart Taylor – Duke of Edinburgh Lead First Aider

Eddie Mulligan

Jamie Grover- Forest School First Aider

Bethany Wells

Sharon Hulatt

Sally Dicken

Mohammed Ali Lodhi

Deborah Marsh

Donna Jordan

Kieran Jackson

Melanie Kinsella

Lindsay Clarke

Lydia Wells

Natalie Harries-Walker – Instructor Status

Staff trained in the safe administration of medication:

Yvonne Short

Emma Ludlow

Anna Fitzpatrick

Annissa Cherif

Stuart Taylor

APPENDIX 2

Locations of First Aid Kits:

Reception: Fully equipped/stocked First Aid Kit plus “Grab bag” containing a mobile phone and basic first aid kit.

The Medical Room: Fully equipped with all the stock needed.

The Kitchen: Fully stocked with extra essentials for burns and scalds.

The Food Technology Room: Fully stocked first aid box with extra essentials for scalds and burns.

The Science Lab: Fully equipped with extra essentials for burns, scalds and eye injuries.

The Main Office: Fully equipped First Aid Box.

The Howson Classroom: Fully equipped First Aid box.

The Lower School Kitchen Area: Fully equipped First Aid Box, stored in the kitchen area.

APPENDIX 3

This sample procedure in the event of Pupil X experiencing an Anaphylactic Reaction assumes that the condition is known to the school and that staff have received specialist training in supporting young people experiencing anaphylaxis and administering adrenaline through a prescribed epipen...

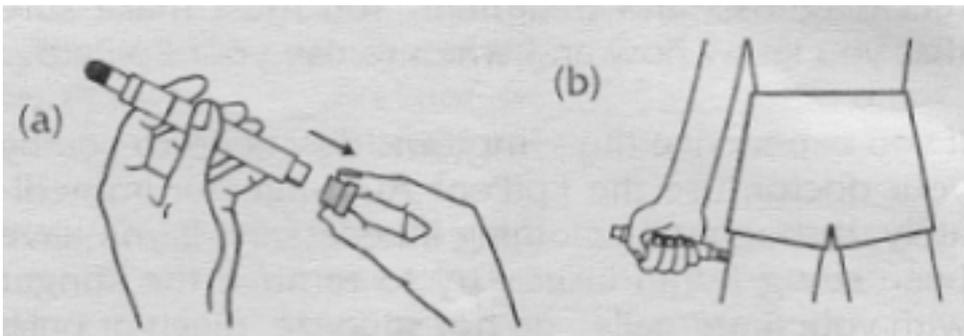
- 1) First Aider or trained member of staff to administer the epipen
- 2) Ask the Receptionist to:
 - Dial 999 and call an ambulance;
 - Give the student's name and inform them that they are suffering an Anaphylactic Reaction;
 - Call the student's parents and inform them;
 - A second dosage will be given after ten minutes if the ambulance has not arrived and his/her condition has not improved.

Epipen Treatment – Injectable Adrenaline

Staff working with Pupil X should be regularly trained on anaphylaxis and treatment. Directions for use are:

- Pull the end off, i.e. the grey cap;
- Hold onto the muscle at the top of the leg, i.e. thigh;
- Aim the pen. It must be placed OUTSIDE THE THIGH AND LEFT

(see below):



- Press down on the top of the pen: this will click which in turn will push the needle into the leg;
- Count slowly to ten: this allows the adrenaline to be absorbed;
- Withdraw needle, i.e. pull the epipen away;

- Look for a positive response. YOU CAN INJECT A SECOND DOSAGE AFTER TEN MINUTES IF REQUIRED;
- Confirm that an ambulance has been called.