

Local First Aid Protocol

This protocol is written in conjunction with the relevant Beckfoot Trust Policies which are available on the Trust website: **Beckfoot Trust - Policies and Documents**

At Beckfoot Thornton we work hard to ensure our students acquire the knowledge, build the cultural capital and develop the character to live their best lives; we live our values of enjoy, learn and succeed.

Expectations of a First Aid Team Member

- All Beckfoot Thornton First Aid Members are requested to carry out basic First Aid when needed and/or required in an Emergency Situation if asked to attend
- You are required to keep your First Aid Kit & PPE in an accessible area, ready for you to use in case of emergency
- You are required to always have your supplied Radio turned on and on your person
- You are required to ensure your first aid kit tamper tag is in place ensuring your stock is in date, unused and complete. This info is to be recorded each month on the First Aid Kit spreadsheet (a reminder of these checks will be implemented by your Lead)
- You must report any stock used to your Lead via the spreadsheet or sooner via email if required.
- Completed Treatment Forms will be expected to match stock used
- After attending any first aid call out, regardless of severity, there should, in all cases, be a report completed by the attending first aider (Appendix 1 in your handbook) and staff involved and/or witnessed the incident. (Please see Reporting an Incident Process)

There are no exceptions to these requirement as these reports may be required during any investigation by the School, Trust or DFE

- Once First Aid has been administrated and you are no longer required by the patient, all used material should be disposed of correctly.

- (Body fluids such as vomit or blood, should be placed in a yellow waste bag and be sealed and discarded into the Yellow Waste Bin situated in the Medical Hub. First aid body waste should NEVER be placed into a domestic bin, this includes tissues/wipes used during first aid)
- Complete a First Aid Treatment Form (Appendix 1 in your Handbook) ensuring that this is completed with as much information as possible. This includes any small, superficial procedures i.e. clean and admonitor a plaster during a lesson for whatever reason
- If First Aid treatment is not required/given or refused by a patient, but you were called and attended as a first aid incident, you must complete the Treatment form to record this.
- All completed paperwork's must be returned to the Health Lead immediately after the Incident to enable the Lead to contact Parents where required and further advisory letters be complete.

Informing Families

Families should be contacted to inform, advise and/or to collect their child due to an incident resulting in First Aid treatment, assessment and/or monitoring that could potentially result in further medical attention.

Families should be supplied with an Advisory Letter detailing the advisories & completed by the Health Lead

Examples of when families would be contacted -

- 1. Child has sustained trauma/bang to their Head*
- 2. Child had trauma/Injury to their Genital area*
- 3. Child has sustained an Burn/Scald*
- 4. Child has sustained a Significant Bleed/Trauma*
- 5. Child has been Involved in a Fight/Assault*

Contact can include one of the following - phone call home, Class Charts Message, email, advisory letter sent with the student.

Responding to a First Aid Emergency

When responding to any First Aid call out, staff must ensure that they are responding because they are free to attend in that moment. If you have students in your care, then you are not free and should never leave students in your care unattended.

Process to Follow

- Ensure you have as much information as possible about the person and the situation to enable you to administer the correct and appropriate treatment as quickly as possible
- Ensure you have your Kit, PPE and Radio with you.
- Swiftly get to the Emergency asap. DO NOT RUN. You are of no use to the patient in need if you fall whilst running and injury yourself or your need a few minutes to catch your breath before you can administer any first aid.
- Stay calm, be confident with your decisions and focus on the matter at hand
(When you remain calm, your patient/s, others and everything around you will follow)
- Remember your Training
- Check your surroundings, is the area safe, is there anything present that could harm you, your patient or others.
- Assess the situation fully, the injuries, the possible cause etc. Decide quickly as to your next step and call or have someone else call for assistance from your Lead via Radio
- Take control, give other people tasks to do to assist you in caring for the injured person.
- (i.e. Whilst 1 person is sent to get any needed medication, another could go and collect blankets etc It could be anything you need to help you, help the patient. Including helping keep onlookers away from the scene and clear space etc.
- You must always stay with your patient and continue with your treatment until you are no longer required or asked to stop by the emergency services.

Responding to a Minor First Aid call out

A non-emergency first Aid call out should, in the 1st Instance, be made to the Medical & Health Lead situated at the Hub via Radio Ch2, land line Ext 13170 or in person. They will either attend to the call out in person or request assistance from other First Aid team member



Once at the scene, assess the situation and decide on your next step of action

Examples.

1. A health first aid issue (vomiting) when able, escort the patient to the Medical Hub.

2. A superficial first aid issue (trip or fall) assess and escort to the Medical Hub when/if possible

3. A potentially severe injury (unconscious/significant bleed etc) Treat as a Emergency as above and call for assistance.

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|  | |  | | | <h1>Administration of First Aid & Medications</h1> | |
| Risk Assessment whilst in/on Beckfoot | | | | | | |
| Assessment Carried out by: | | Tracy Kendall -Health/Medical Lead | | | | |
| Reason for Assessment: | | Annual Updates | | | | |
| Legislation Source: HSE & GOV.UK | | | | | | |
| Risk Assessment | | Is a careful examination of everything that could cause people to suffer injury or ill health, cause loss or damage to personal property or that of a third party/have an adverse impact on the environment. Based on professional judgements and sensible decisions based on knowledge, experience, training and is in integral part of the planner process. | | | | |
| Hazards | | Anything that may cause harm. Risk Assessments should focus on hazards which present significant risks | | | | |
| Control Measure | | Are actions that reduce the likelihood and/or severity of an accident - supervising adults must fully understand the control measures and what they must do. All participants must fully understand the risks involved and behave/act appropriately | | | | |
| Review Date & Signed | | | | | | |

| Hazard/s Observed Inc What Could Happen | Control Measures |
|---|---|
| Staff fail to follow the School First Aid Process | Full and Clear process in place and poster of process visible at the hub. All accessible to all staff on share drive. First Aid Poster on key places around school so available to all staff |
| Trained First Aiders may treat incorrectly | All first aiders have level 3 paediatric blended learning which can be reviewed each year and requalified in 3 years. A full account form is completed after each first aid procedure and returned to Health Lead to assess and complete correct follow up process if needed. If any issues are seen, these can be dealt with quickly and feedback given to staff member. If a first aider is unsure how to treat, guidance will be sought from the Health Lead. |
| Administration of Medication given incorrectly | Effective process for administration of all medications which can only be administered by a staff member who is trained to do so. Medications can only be given after the correct form has been completed by the parent or carer in advance. Medication is clearly labelled with the patient's name, dosage permitted and a form to be filled in by medication-trained staff each time medication is administered, including, date, time, dosage and by whom. All medication administered will be done at the hub and nowhere else in school. School trips will be arranged with the Health Lead in advance |
| First Aid Kits not having appropriate items to treat patients | All first aid boxes are regularly checked for in date items and all required kit required for basic first aid needs. When items are used, this is reported to the Health Lead to replace as soon as possible |
| Medication is administered by, or is available to be accessed by someone who is not trained to administer/access it | All medication is locked away in secure storage within the student hub, with only medication-trained staff able to access it. Controlled drugs are stored in a safe with only the Health Lead and Headteacher's PA having access to the code. |
| Incorrect or Incomplete information given when a First Aider is called for | All staff are all regularly reminded that clear and precise information is paramount to the quick treatment of a patient. If incorrect or insufficient information is given at the point of requesting first aid, this is then followed up after the event to further educate as to the importance of correct information |

I certify that the above information is correct and up to date

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Care Plans

Children's & Young peoples care plans can be found on student Sims record and a paper copy is available from the Medical Hub on request.

Medical Needs Register

All registers are available on SharePoint by Patrol, BHU and all school 1st Aiders

This includes:

- *Allergy Register*
- *Epilepsy Register*
- *Asthma Register*
- *Diabetic Register*

Medication Management

Medication that school store on behalf of students, is kept in the locked cabinet at the Medical Hub. All these medications come with a signed consent form from parents/carers and all medications are clearly labelled

Controlled Drugs

Controlled drugs such as ADHD Medication is kept in the safe on Mrs Kendall desk to the right and the admin recorded for those students are to the right of the safe to be completed with every administration

Pass code for the safe is with the Head Teachers Assistant and nominated First Aid members

Emergency Drugs I.e. Epi-Pens

Emergency Epi Pens for students are kept in white box (UNLOCKED) behind entry door at the student hub, they are all named, care plans for those students are filed in Year order to the right of the box.

Access to Medication Keys

The main set of keys for the Student & Medical Hub are with Mrs Kendall at all times

There are spare keys for the Medication Cabinets in the lock box behind the door in the Student Hub.

The Head Teacher's Assistant has the code for this in her office

For your Information, Guides whilst working at the Hub

**Guide to the Student & Medical Hub can be found to the left of the telephone along side a booklet on*

**Signs & Symptoms*

**Keeping Students Safe these are all in the same place*

Incidents in School

All incidents that happen in school, regardless of severity, must be reported to the Medical Hub, as soon after the incident as possible.

This will include the following:

- * Accidents.
- * Near Miss.
- * Incident Involving a Student.
- * Team Teach.
- * Violence towards Staff.

Further information of incidents that will require reporting

* **Accident** - This is anything that requires First Aid Treatment

i.e. from dressings for a cut finger, minor burn management or Ice Packs, to a bump, to Emergency Medical Intervention

* **Near Miss** - This is any minor accident, but that caused no injury to yourself or others

i.e.. Trip/Stumble over an object, bump into something/someone, anything that may have caused pain/discomfort at the time.

* **Incident Involving a Student** - This is a minor accident or near miss that you may have witnessed and can give further information about how an injury happened.

i.e.. PE Lesson Injury, Burn/Scald in Cooking Lesson or Science Lesson

* **Team Teaching** - This is when you are directly involved in a Team Teach incident with a student. All members of staff involved in the incident are required to complete a form giving the details of their involvement.

* **Violence Towards Staff** - This is any situation you are in that involves any form of violence, either towards you directly or indirectly if dealing with an altercation between students. This in all instances must be reported, even if no injury occurs and First Aid was not

What happens next

On completion of any statement by staff, please ensure you read through your statement and sign it where indicated. Please return this to the Medical Hub.

This information and details indicated on the forms may be shared with safety representatives for them to carry out Health & Safety checks and/or adjustments. The information provided may also be shared with the Senior Leadership Team and/or the Trust Incident Site when necessary.

All hard copies of the report forms will be kept by the Medical Hub