

### **Safeguarding Statement**

Langley Park School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **Equality & Diversity Statement**

Langley Park School for Girls is committed to valuing and celebrating diversity and promoting equality of opportunity for all its staff and students. We are working to create a learning and working environment which is free from prejudice, discrimination, intimidation and all forms of harassment including bullying. Respect for rights is at the heart of our planning, policies, practice and ethos and we expect all members of our school community to model this in their behaviour and relationships.

# **LANGLEY PARK SCHOOL FOR GIRLS**

## **FIRST AID POLICY**

|   |                        |
|---|------------------------|
| <b>Approval Body:</b>                         | <b>Governing Body</b>  |
| <b>Approval Date:</b>                         | <b>Autumn 2024</b>     |
| <b>Implementation Date:</b>                   | <b>Autumn 2024</b>     |
| <b>Designated Person (as appropriate):</b>    | <b>Estates Manager</b> |
| <b>Committee with Remit (as appropriate):</b> | <b>Governing Body</b>  |
| <b>Review Date:</b>                           | <b>Autumn 2025</b>     |

Langley Park School for Girls as an employer has a legal duty to ensure that employees receive the appropriate assistance if they are injured or taken ill at work. To meet its obligation, the school has appointed first-aiders, who hold an appropriate (according to HSE guidelines) first-aid qualification. The school currently requires its first aiders to hold the First Aid at Work 3 day course qualification. First-aiders will also receive refresher defibrillator training annually.

Langley Park School for Girls is in loco parentis and it is therefore expected that whilst at school students will be shown the care that a reasonable parent would give. This does not imply a duty upon staff personally to undertake first aid treatment, however, all staff will be trained according to Para. 3.2 of the Medical Needs policy and be aware of, and follow, the school's First-Aid Flow Chart card, which gives instruction on responding to a student requiring medical assistance. In an emergency situation, teachers and other staff are expected to use their best endeavours at all times.

Trained first-aiders are expected to give initial assistance or treatment before the arrival of the emergency services and to do their best to relieve distress and to prevent further harm to the students concerned.

First aiders will follow guidance and act in accordance with the first aid practice taught, and written information received at the time of qualification. **First aiders should NEVER supply medicines to staff.**

All first aiders will meet as a team at least annually to review procedures. The rostered response team will meet once a term.

### **1. First Aid Support**

**First aid support during school hours:** Between the hours of 8:30am – 4:30pm requests for first aid support should be made via Main Reception. Calls to the emergency services will be handled by Main Reception or Student Support.

**First aid support outside of school hours:** Outside of school hours, first-aid trained Site staff can be contacted via the radio (channel 2) on Main Reception, or by calling the Site Staff office on 5256.

Following an initial assessment of any incident outside of school hours, if staff remain in doubt, they are advised to dial 999, placing the onus on the emergency services.

### **2. Medical Room**

**The Medical Room** is sited in the SEND Hub. The room contains the school's first aid supplies, two Emergency Asthma kits and two Auto Injector emergency kits for anaphylaxis and 2 storage areas for medication. Storage area 1 is for urgent medication such as students own prescribed emergency Asthma inhalers/AAI (Epipen)/Diabetes kits. This is available and unlocked at all times. Storage area 2 is for stored medication such as pain relief/controlled medication. This is kept locked at all times. All medication held on site is prescribed and only given with parental consent. Use of the schools emergency kits is only with parental consent and in line with the student's medical healthcare plan. Storage area 2 is accessible from the key box situated in the Safeguarding Assistant's office next to the medical room.

### **3. First Aid Boxes**

**First aid boxes**, which contain checklists and guidelines, are located on the map on appendix A attached to this policy. Alongside each first aid box is a list of qualified first aiders.

First Aid boxes, contents, signage and paperwork should be checked on a half termly basis by site staff and logged.

Any first aiders that administer first aid must inform the site team of the contents used for this to be replaced.

First Aid boxes are provided in both minibuses and are checked by Site Staff monthly.

**Four defibrillators (AED)** are available on site at Main Reception, All Weather Pitch, PE office and SEND Hub. Their locations should be clearly labelled and it should be freely accessible at all times. A spare battery

will be held at all times. Site staff will be responsible for checking the defibrillator battery and ordering replacement batteries and electrodes. The remaining battery life and the expiry dates on the Therapy Electrodes will be checked monthly. When the Low Battery warning is given, the battery will be replaced with the spare and a new battery ordered immediately. The old battery should be kept safely until the replacement arrives.

**Emergency Auto injectors (AAI)** are located in Main Reception (1), Science block (1), Sixth Form Common room office (1), Student Support medical room (2)

**Emergency Asthma Kits** are located in Main Reception (1), PE Office (1) Student Support medical room (2)

Emergency kits may only be used where students are prescribed the relevant medication AND we hold parental consent. In all other cases, permission for use **MUST** be given by the Emergency Services.

#### **4. What Constitutes First Aid?**

The following areas are problems that is considered should be dealt with only by First Aiders. First Aid is considered the first port of call after an accident, or seizure:

- Allergies symptoms including Anaphylaxis
- Bleeding/cuts/grazes
- Burns
- Diabetes Management (Hypoglycaemia and Hyperglycaemia)
- Fainting
- Head injuries
- Limb injuries (suspected fractures/breaks)
- Epilepsy
- Asthma
- Medical illnesses

Minor health issues that First Aiders cannot deal with:

- Period pains
- Headaches
- Students complaining of feeling sick, fever, etc.
- Sore throat

Existing problems such as backache, previous accidents that may have happened at the weekend or outside of school hours are deemed the responsibility of the parents. Further treatment from First Aiders in school is unnecessary.

#### **5. Staff Responsibilities**

School staff are responsible for:

- ensuring they follow first aid procedures.
- ensuring they know who the first aiders in school are.
- completing accident report for all incidents they attend to where a first aider is not called.
- informing the headteacher or their manager of any specific health conditions or first aid needs.

The SEND/Inclusion Administrator is responsible for maintaining records of students' medical conditions, care plans and medication, and identifying needs and co-ordinating provisions relating to maintaining their health. Staff organising trips away from school should liaise with the SEND/Inclusion Administrator to ensure that individual medical requirements are understood and to collect care plans/relevant medication (see para.7).

The student support team, primarily the medical officer are responsible for ordering and co-ordinating the provision of first aid supplies for trips and events, such as Sports Day.

Only trained staff (DJS, SK, ZR) are trained in controlling and dispensing students' medicines. **No other member of staff should supply medicines to students at any time.**

The additional medical needs of a particular student may require first-aid trained or other support staff to undertake further training to deliver that assistance. This is covered in Para. 3 of the Medical Needs Policy.

First-aiders should always follow their training and not undertake duties for which they have not been fully trained and certificated, including instructions in Care Plans.

Full information for every accident/illness will be recorded on the SharePoint document 'Medical Room Log & First Aid Events' which is linked to the Student Support Administration area on SharePoint. Any medication administered will be logged on here also. Minor injuries sustained in the Technology building, Food rooms or Science classes and requiring only plasters need only be logged in the Plaster Issue record books provided. Before plasters are issued, staff should ensure that the student is not allergic to plasters.

Any accidents on the school premises must be recorded in the relevant area on Firefly (Resources - Staff Forms - Accident Report Form), preferably by the staff member witnessing/handling the incident. The Estates Manager is responsible for Health and Safety on site and incidents where school maintenance/environmental factors may have had an impact should be reported to him/her immediately. An accident report should follow. For accidents of a more serious nature, a RIDDOR form must also be completed and sent to the local HSE office.

Any head injuries will be assessed by the First Aid team and a head advice letter completed and issued for parents and carers.

## **6. Accidents / Emergencies**

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the incident and seek the assistance of a qualified First Aider, if appropriate, who will provide the required First Aid treatment.
- The First Aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
- The First Aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the First Aider judges that the person is too unwell to remain in school, the named contact will be contacted and asked to collect. Upon their arrival, the first aider will recommend next steps.
- If emergency services are required, the first aider will make the call in the presence of the injured/unwell person/student. They will follow the advice from the emergency services and update senior leadership team of events and actions.
- The First Aider who attended the scene will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.
- Where appropriate a CPOMS safeguarding entry will be completed.

**If in doubt, do not move the casualty unless they are in danger from their surroundings. Keep the casualty still, warm and reassure them. Do not give them anything to eat or drink.**

All staff, having called for first aid assistance, are free to utilise their own first aid skills and may also:

- Administer a personally prescribed Adrenaline Auto Injector/Epipen or to use an emergency school AAI, if the school holds parental consent, or when instructed to do so by the emergency services. Once an AAI has been administered, the patient MUST always be sent to hospital accompanied by the used injectors.
- Staff can support a student in taking their own prescribed emergency Asthma inhaler
- Deploy any defibrillator AED provided on site.

If the casualty requires hospital treatment, is under the age of 16, and parents/carers are not able to reach the school in time to accompany their child, their full personal/medical details should be printed from Bromcom and a member of staff nominated to accompany the student. It must be established from the ambulance crew to which hospital the student is being taken and the parents/carers notified.

## **7. Illness**

When a student has indicated that she/he feels ill in class, staff should consider the next course of action. Staff should follow the steps outlined in section 6 of this policy for emergency incidents. First Aid is required for episodes of bleeding, vomiting, head injuries and fresh injuries which limit movement or are causing severe pain. When students present feeling sick, with stomach aches, headaches, period pain, colds, paper cuts or old injury concerns they are to stay in class and self-report to SEND Hub at break or lunch time.

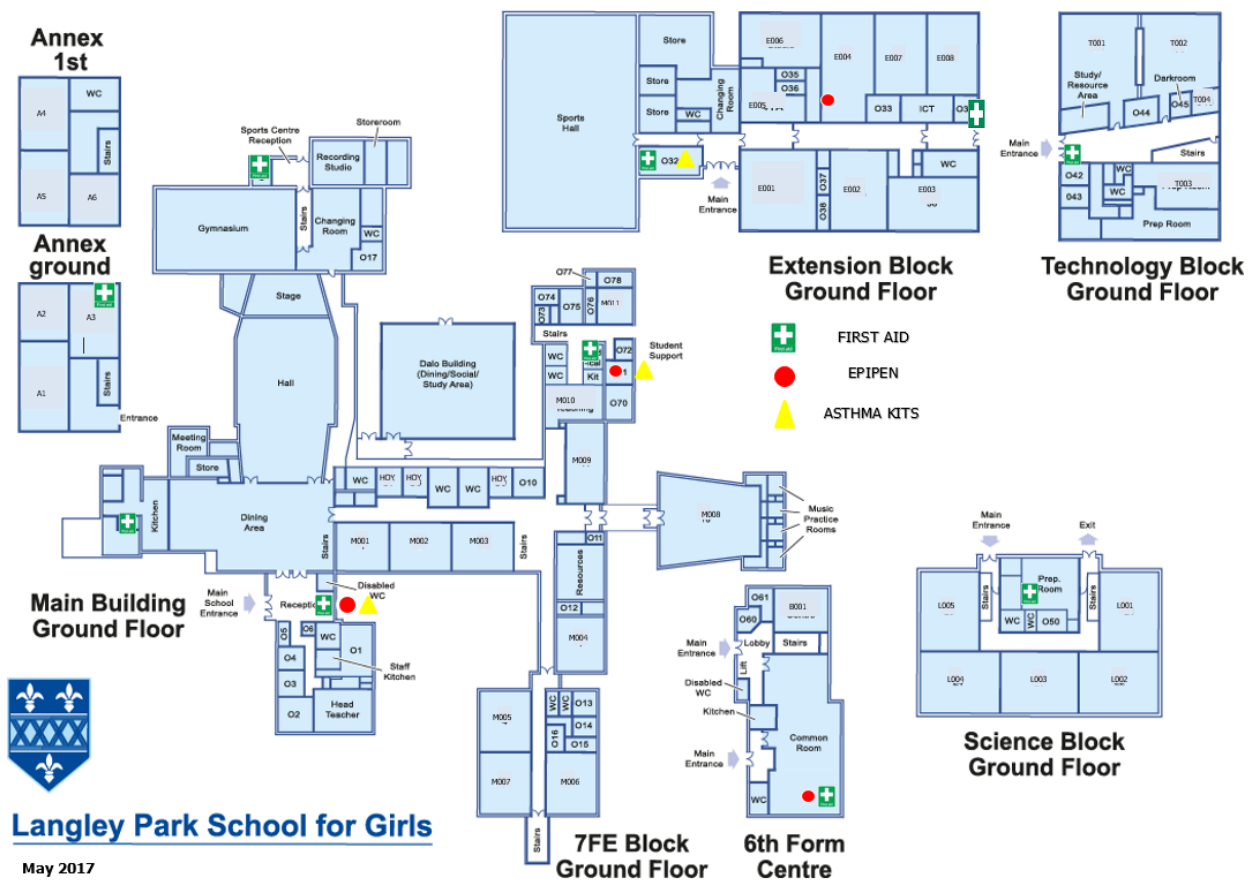
If First Aid is required, the staff member should press on call and email reception to advise that the call is for First Aid assistance giving name/location and nature of illness. Staff should check for any diagnosed medical conditions where the illness may be a linked symptom. The first aider will then follow the steps outlined in section 6.

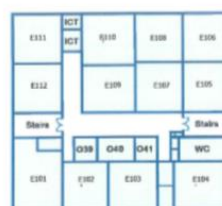
## **8. Educational Visits**

Staff taking students out of school should liaise with the SEND/Inclusion Administrator to ensure that they are fully informed of the participating students' medical needs. All students with medical needs should be included on the risk assessment and consideration should be given to a first-aider accompanying the group. A Consent/Medical Form should be completed by parents/carers for every student participating. Before the visit, the SEND/Inclusion Administrator should be given 48 hours' notice, in order that the relevant paperwork and medicines/equipment held by the school can be made available. This should be collected after school on the day before the visit. For extended visits of more than one day, a separate supply of medicines/equipment should be provided by the parent. In case of an emergency call 999 and inform the school of the situation, the school can contact the parent/guardian of the student.

Updated:      January 2024 (SRO, CB, JC, DS, SOS)  
                     August 2023 (SLR)  
                     April 2022 (SLR)  
                     February 2022 (DSW)  
                     December 2021  
                     September 2019 (LVR)  
                     Mar 2018 (SCC)  
                     Dec 2018 (SLR)  
                     Aug 2019 (SLR)

## Appendix A - Map of school





**Langley Park School for Girls**

January 2017

**Appendix B – List of First Aid Trained Staff**

| <b>First Name</b> | <b>Surname</b> | <b>Staff code</b> | <b>Job title</b>           |
|-------------------|----------------|-------------------|----------------------------|
| Emma              | Ashman-Clark   | EAS               | Deputy Headteacher         |
| Catherine         | Bligh          | CBL               | Sixth Form Administrator   |
| Louisa            | Brown          | LBR               | Head of Key Stage 4        |
| Chloe             | Bush           | CB                | Assistant Headteacher      |
| Carlos            | Cardoso        | CCA               | Site team                  |
| James             | Chinery        | JC                | Assistant Headteacher      |
| Charlotte         | Harris         | CHR               | Head of Faculty            |
| Rachel            | Hurley         | RHU               | Assistant Headteacher      |
| Jason             | Jennings       | JJ                | Science Teacher            |
| Jane              | Lawrence       | JLA               | LSA                        |
| Dave              | Margetts       | DJM               | Site team                  |
| Tierney           | McGovern       | TM                | Head of Y11                |
| Steven            | Miller         | SMI               | Science technician         |
| Alice             | Newland        | ANE               | Reflection Room Supervisor |
| Jane              | Powell         | JP                | LSA                        |
| Emily             | Salmon         | ES                | Art Technician             |
| Nikki             | Sims           | NSI               | Science Teacher            |
| Daniel            | Sinclair       | DSI               | LSA                        |
| Debbie            | Sweeney        | DS                | Assistant SENCo            |