

FIRST AID AND MEDICATION POLICY

Anderida Adolescent Learning Centre has facilities for administering first aid in the first aid room. The person with parental responsibility must give written permission for staff to administer first aid and medication on admission to Anderida. This document must be retained on file.

There are several First Aiders who are available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill during every school day. We also have a number of members of the teaching staff who are trained and qualified as First Aiders, who are capable of giving first aid if, for example, your child is injured during sport.

First aid boxes are placed in all areas of the school where an accident is considered possible or likely. Another first aid box can be found in the first aid room. We always take first aid boxes with us when groups of pupils go out of school on organised trips or to participate in sporting events.

All new pupils (and staff) are given information on where to go for help in the event of an accident as part of their induction into the school.

We keep records of all accidents and injuries, and have a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence.

We will always contact significant others if your child suffers anything more than a trivial injury, or if they become unwell, or if we have any worries or concerns about their health.

Anderida Learning Centre acknowledges its responsibility to have reference to RIDDOR to which Health and Safety Executive will report. (Telephone 0845 300 99 23)

ACCIDENTS

In case of accidents to pupils the normal procedure is to send a message immediately to the School Office. The child involved should not be moved if seriously injured but in all other cases the treatment or course of action will depend on the circumstances.

Details of the accident must be recorded giving time, location and details of action taken in the accident book as soon as practicable after the event. This information will be passed over to the head educational coordinator and a hard copy printed and kept in the pupil's file.

Accidents to a member of staff involving personal injury must also be recorded in the accident book and also be passed on to the educational coordinator.

EMERGENCY AID POINT

The emergency aid point is the first aid room

A First Aid box must be taken for all off site activities, whether this be in a local hall, swimming pool or sports area.

LOCATION OF EMERGENCY FIRST AID BOXES

First Aid Room

HYGIENE/INFECTION CONTROL

- Basic hygiene procedures must be followed by staff.
- Staff should have access to single-use disposable gloves and hand washing facilities.

Body Fluid

- 1) Spillages of body fluids should be dealt with as follows:
- 2) Wear disposable gloves and use a supply of disposable absorbent tissue.
- 3) Use the tissue to mop up the spillage and either flush it down a toilet or place it in a plastic bag, being careful not to allow contact with the exterior of the bag, tie the bag and place this bag in another plastic bag. Dispose of the bag appropriately.
- 4) Disinfect the area and wipe up as in (b) above.
- 5) Unroll the gloves carefully and place in a plastic bag. Place this in another plastic bag and dispose of appropriately.
- 6) Where possible, spilled body fluids and in particular blood, should be cleaned up by the person producing the spillage.
- 7) Do not clean up spillages if you have exposed broken skin. Cover all such cuts, wounds and abrasions with suitable plaster or bandage.

CONTENT OF FIRST AID BOXES

Disposable gloves Antiseptic wipes

Sterile dressings - small, medium and large dressings

Plasters and tape

Tweezers and scissors

2 sterile eye pads

Triangular Bandage for sling

Disposable sick bags

All boxes should be restocked as used, twice termly checks by Health and Safety officer should be undertaken to check contents and expiry dates.

Eye wash bottle available in the first aid room

Ice packs are kept in the small freezer in the first aid room

EMERGENCY PLANNING

If anyone on the site sustains an injury which the First Aider considers to be sufficiently serious an ambulance will be called.

Request for an Ambulance

Dial 999 ask for ambulance and be ready with the following information:

Your telephone number: 01323 410655 (school mobile if offsite 07810 533136)

Your Location: Anderida, Neville Mews, 6a Neville Road, Eastbourne, East Sussex. BN22 8HR

Your Name:

Brief description of symptoms:

Age of Patient:

Speak slowly and clearly and be ready to repeat the information if requested.

MEDICINES

The school aims to provide support, assistance and a sympathetic attitude towards those pupils with special medical needs. To this purpose, home and school need to liaise closely to ensure that all procedures are acceptable and provide a sound basis for ensuring that children with medical needs receive proper care.

All medicines brought to school (prescription and non-prescription) are to be kept in a secure cupboard in the first aid room. Neither children nor staffs are to keep medicines on their person or in the classroom, EXCEPT for children suffering from asthma, in which case they must keep their own inhaler, appropriately labelled, in their pockets. A spare named inhaler should be kept in the school first aid room in case of emergencies. Pupils requiring epipens have their own supply which is also kept in the first aid room clearly named. Medication, inhalers and epipens are available to be taken on off-site visits by the supervising teacher.

Medication Administration

- 1) The person with parental responsibility must give written permission for staff to administer first aid and medication on admission to Anderida. This document must be retained on file.
- 2) All drugs, medicines, pills (except contraceptive pills) and tonics must be kept in a locked medical cabinet.
- 3) Young people may not have unsupervised access to rooms containing medical cabinets.
- 4) A risk assessment must be completed prior to young people being allowed to self administer and hold their own medication.
- 5) When prescribed medication and over-the-counter remedies are brought into the centre for the young people, they must be logged in the medication log.
- 6) Staff medication must be kept separate to the young people's in a locked secure area.
- 7) All drugs, medicines, pills and tonics must be administered by staff, unless risk assessment states otherwise.
- 8) The administration of such medication must be recorded in the medical log.
- 9) The taking of such medication must be supervised by staff.
- 10) Over-the-counter remedies and tonics may be administered by staff for identifiably genuine complaints these are not to be given in conjunction with any prescribed medication (unless agreed by a qualified practitioner) and administered with reference to the medical log, parents/significant others requests and following dosage guidelines.
- 11) A record of prescribed courses of medication administered to young people must be recorded in the medical log. Staff must also log if the young person is absent or

refuses to take the medication. If this is persistent or presents a risk to the young person it must be reported to their parents/significant others.

- 12) Out-of-date or unused drugs, medicines, pills or tonics must be taken head office. Head office needs to check the amount and sign the medication return form accepting responsibility for destroying them through the local medication collection service. This record is to be kept in the centre's health & safety file.
- 13) Head office must also keep a record of all medication collected and destroyed.
- 14) A medication stock check must be completed once a week and any discrepancies reported to the Educational co-ordinator immediately. If there are persistent discrepancies staff must undertake a daily stock check to ensure all meds are accounted for.
- 15) Staff are to be trained in the safe handling of medicines.

ALL TEACHING AND SUPPORT STAFF ARE QUALIFIED FIRST AIDERS