



Rossall
POLICY ON FIRST AID

**ROSSALL SCHOOL
MEDICAL CENTRE**

First Aid

Principles

First Aid can save lives and prevent minor injuries become major ones. The Governing Body accepts the responsibility to provide adequate and appropriate equipment and facilities for providing First Aid in School, following the guidelines from the Health and Safety at Work etc Act 1974.

The Governing Body is responsible for the Health and Safety of their employees and anyone else on the school premises. This includes:

- Arrangements for First Aid
- Number of first aiders/appointed persons
- Number and locations of first aid bags
- Arrangements for off site activities and visits
- Out of school hours arrangements, for example ,lettings, parents' evenings

The Governing Body should ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

Responsibilities of school staff

Staff are expected to use their best judgment at all times to secure the welfare of students at the school in the same way that parents might be expected to act towards their own children.

The Head Master must arrange for adequate and appropriate training and guidance for staff who volunteers to be first aiders and that there are enough trained staff. In addition, the Head will consider:

- The individual's reliability and communication skills
- Aptitude and ability to absorb new skills and knowledge
- Ability to cope with stressful and physically demanding emergency procedures
- The ability to leave normal duties to attend to an emergency.

Duties of First Aiders

The School Nurse is on site Monday to Friday, between 0815 and 1715 and for 3 hours on a Saturday to cover sporting events during term time. Saturday times are on the House Board each week. The School Nurse is the Primary First Aider. See appendices (1)

First Aiders complete a training course approved by the HSE. They give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school. When necessary, they ensure that an ambulance or other professional medical help is called. Staff who agree to be first aiders do so on a voluntary basis.

Assessment of Need

The school is required to provide first aid for employees and in the light of legal responsibilities considers the likely risks to students and visitors and makes allowances for them when training first aiders. This is reviewed annually. The following factors are taken into consideration in the provision of first aid.

- The size and spatial arrangements of the school
- Any specific site hazards for example in the science laboratories
- Any specific need arising from the staff or students
- Accident statistics
- Provision at lunchtimes, or in the case of absence or for out of hours activities.

Providing Information

The school nurse must inform all staff, students and visitors to the school of the first aid arrangements. Notices must be clear and easily understood and displayed in prominent places.

Induction programmes should include first aid information and it should also be included in the staff and parent handbooks and student diaries. See appendices. (1) Information regarding the Medical Centre

All staff, students and visitors should know how to contact a first aider from any area of the school.

First Aid Equipment and Facilities

The Medical Centre includes a Nurse consulting room, a Doctors consulting room, toilets, shower, washbasin, 2 bedrooms comprising of two beds each, a small lounge with TV, and a kitchen.

This houses the first aid equipment according to HSE recommended provision. For off site visits, we have several medical bags which are available to collect from the medical centre. School mini buses also contain medical bags. See appendices (2) Department of Sport and Activity Risk Assessment Folder and Guidance

Hygiene and Infection Control

All staff are required to take precautions to avoid infection and must follow basic hygiene procedures. First aiders have access to single use disposable gloves and hand washing facilities. The usual precautions are taken when dealing with blood and other bodily fluids, or disposing of dressings or equipment.

Reporting Accidents and Record Keeping

All staff keeps an accident book in their department which is completed when an accident occurs. The medical centre is informed and the original report sent to Mrs King in the commercial department. If the accident warrants reporting to RIDDOR this will be done by Mrs King under the (RIDDOR) Reporting of injuries, Diseases and Dangerous Occurrence Regulations 1995 A copy of the report is then sent to the medical department for information purposes. These records must be kept for a minimum period of three years. See appendices (3) RIDDOR Form

The school will keep a record of treatment given by the first aider to include:

- The date, time and place of incident
- The name of the injured or ill person
- Details of the injury or illness and the first aid given
- What happened to the person immediately afterwards, for example, went back to class
- Name and signature of the first aider dealing with the incident.
- In the case of any serious or significant incident, the parents will be contacted by telephone or by letter if less urgent.

Appendices	1	Medical Centre Policy
	2	Department of Sport and Activity Risk Assessment Folder and Guidance
	3	Riddor
	4	Medication permission and Consent Form
	5	Medication Policy
	6	Annual up-date Medical Form
	7	Consent for Flu Vaccine
	8	Protocol for Medications in Houses



**ROSSALL SCHOOL
MEDICAL CENTRE**

MEDICAL CENTRE POLICY

Appendix (1)

The Schools Doctor

Dr. Paul Carpenter of the Broadway Medical Centre,
West View Health Village
Broadway,
Fleetwood, FY7 8GU.

Dr. Carpenter or a partner has a daily surgery prior to morning school. Dr Kirk usually attends on Wednesdays allowing pupils the choice to see a female Doctor.

The Medical Centre is located in Porritt Hall and is staffed by Registered General Nurses' working within defined "Codes of Practice". The School Nurse is therefore bound by certain codes of conduct including a pupil's right of confidentiality regardless of their age. There are currently two nurses who work complementary routines; they are Mrs Karen Pook and Mrs Lyn Kane.

Medical Centre Opening Times

Monday to Friday 0815 – 1715 hours

Saturday Three Hours
Times change in accordance with the sports fixture list. House notified each week.

Surgery Times

Monday – Friday 0830 – 0900 for those requiring the Doctor
0815 – 1515 for those requiring routine attention by the nurse.

Other times (including Sunday)

Pupils requiring medical attention should see their House Parents who will either contact the Broadway Medical Centre or take the pupil directly to the Accident and Emergency at Victoria Hospital see useful numbers.

Any regular medication will be pre planned and administered through the house. See appendix (5) medication policy

In the event of an epidemic or if a pupil needs constant supervision the School will arrange 'agency cover' through the night.

Boarding Pupils

The Doctor and nurse are available to boarding pupils for all aspects of their health care. **Dental care should be carried out during the holidays.**

Medicals

There is a statutory requirement on schools to conduct medical examinations on all new pupils on entry. This will take place as soon as possible at the beginning of each term. All boarding pupils are then registered with the school Doctor. This service is free.

Admission Records

On admission of any pupil to the school all parents will be required to provide information giving full details of:

- Medical conditions
- Allergies
- Regular medication
- Emergency contact numbers
- Name of family doctor/consultants
- Special requirements (e.g. dietary)

At the beginning of each academic year all parents will be required to up-date the medical form. See appendices (6)

Administration of Medication

Prescription medications will be deposited with the Houseparent who will be given full directions on administration and dosage of medication. Pupils will not be allowed to have prescription medication in their possession, and every attempt should be made to limit the possession of other medication (e.g. Paracetamol, medication from home or abroad)

When the medical centre is closed it is acceptable for home remedies and Paracetamol supplied by the school nurse to be administered for particular ailments.

Aspirin or aspirin based products should not be used by anyone under the age of 12yr.

Boarding pupils who are ill may need to be sent home to their parents/guardians, as facilities to care for them are limited in the medical centre.

Vaccinations and Immunizations

No form of vaccination or immunization will take place at Rossall unless the School Medical Officer has parental consent.

The Medical Centre send out consent forms for Flu vaccination for the boarders at the beginning of every academic year. Appendix (7)

Regarding other routine immunizations, the School Nurses from Fleetwood come into school to give them after consent from parents. These take place as and when indicated.

Day Pupils

During the school day the school nurse is available to day pupils for emergency care. Routine Medical care can not be arranged. Parents will be contacted if their child falls ill at school so they may be taken home as soon as possible.

Day pupils who need to take medicine while at school must inform the school nurse. Parents must provide written consent detailing valid information see appendix (4) Medication permission and consent form.

Medicines should be in an original dispensed container detailing pupils' name, name and strength of medicine, required dosage and time of administration.

If a day pupil requires medication during the day for headache or a temperature this will only be given if parental consent has been given. On a pupil's admission to the school, a green admission form is issued, on this there is a list of over the counter remedies used by the medical centre and the parent is asked to sign for consent.

Leave Off Games Chit

Boarders will only be given 'leave off' chits after seeing the School Nurse at the Medical Centre.

Day pupils will not be given permission to miss games at any time other than in an emergency. It is the parents' responsibility to provide an excuse letter.

USEFUL CONTACT NUMBERS

Broadway Medical Centre 01253 657500

Out of Hours

Fylde Coast Medical Centre, Whitegate Drive, Blackpool

Urgent Medical Problems 01253 305895

Accident and Emergency Blackpool Victoria Hospital

01253 300000

NHS Direct

Available 24 hours a day to give general advice and information about medical conditions, illnesses, treatment and self help.

0845 4647

Walk- in centre, Clifton Street Blackpool

Offers advice, information and treatment of minor injuries and Illnesses

01253 655871

Dental Care

Emergency dental care can be arranged via Bispham Clinic

01253 301600



DEPARTMENT OF SPORT AND ACTIVITY RISK ASSESSMENT FOLDER & GUIDANCE

Contents of folder-

1. Out of School visits form
2. Group Information Sheet
3. Medical Questionnaire
4. Basic Risk Assessment for trips
5. H&S Checklist for Accommodation
6. Accident / Illness Procedure
7. Accident Investigation
8. Missing Person(s) Procedure
9. Missing Person(s) Report Form
10. Checklist for Self Drive Minibus
11. Procedure for Travel by Minibus
Driver by Rossall Driver
12. Procedures for Travel by Coach or
Hired driven Minibus
13. Travel by Minibus Driven by
Rossall Driver

1. Immediately prior to leaving school Group Information sheet and other relevant paperwork to be left in a folder in reception, dated and signed by the Group Leader.
2. Depending on the type of transport used complete either -
Travel by a Rossall recognised Minibus driver - or -
Travel by Coach or Hired Driven Vehicle - if a contract driver is driving.
3. On arrival at destination complete and sign the Basic Risk Assessment for trips form.
4. If any pupil is involved in an accident or becomes ill, follow the procedure laid out and complete the Accident Investigation Form as soon as possible after the accident.
5. If any pupil goes missing, follow the procedure laid out and complete the Missing Persons Report Form as soon as possible after the accident.
6. In an emergency, where parents and/or school need to be contacted, telephone the Duty Officer, Mr F.Q.Livingstone on 07742 539873 / 07980 30916
7. All completed forms should be placed in the Educational Visits folder on your return to Rossall
8. Extra sheets to be collected from KMI..