



Policy Title	Use of the First Aid Room
Person(s) responsible for reviewing/updating the Policy	Medical Welfare Officer
Approval Required By	Health & Safety Committee
Review Cycle	Annually
Last Review Date	March 2017
Next Review Date	March 2018
Comments	<p>A version of this document was also sent to parents, and a copy to teachers.</p> <p>This document also includes information on the Management of Medicines Policy from WSCC</p>

Scope (or Who is Governed by this Policy)	All relevant persons at Millais School
Links to other Policies or Procedures or Documents <i>(including their location – physical or electronic)</i>	<p>O:\STAFF\ADMINISTRATION\POLICIES\ Medicines in Schools Policy</p> <p>To be renewed in conjunction with Whole School First Aid Risk Assessment</p> <p><a href="#">Public Health England – Guidance on Infection Control</a></p>
Policy document location	O:\STAFF\ADMINISTRATION\POLICIES\First Aid Room, the use of, policy_gen.docx
Where this Policy is published	Millais School website and with school staff (shared area)

This Policy has been considered in line with the Equality Policy and for implications on the work life balance of Staff.

## 1. **RATIONALE**

The First Aid Room exists to provide initial assistance or treatment to a person who is injured or suddenly taken ill during the school day. The Medical Welfare Officer will endeavour to provide first aid support to individuals in school and to support the school's 'Healthy Schools' programme. The First Aid facility should not be seen as a point of reference for pupils with ongoing medical conditions or injuries/illnesses that have occurred out of school. In this respect the First Aid facility should not be seen or used as an alternative to or extension of a GP surgery, health clinic or hospital. In line with Government Guidelines pupils should not be sent to school when they are clearly unwell or infectious.

Note: Diarrhoea and/or vomiting – it is recommended that a child is kept away from school for 48 hours following the last episode (Ref PHE guidance)

## 2. **RESOURCE**

### a) **Staffing**

The First Aid room is staffed by a full time qualified Medical Welfare Officer during the school day. There are additional staff who are qualified first aiders within school, available to support the Medical Welfare Officer, and staff who have the Emergency First Aid at Work qualification (see Millais Intranet, 'First Aid Contacts' for full list of First Aiders).

### b) **Resources**

The First Aid room is well equipped to deal with most basic first aid requirements and includes a private area for consultation and recovery.

### c) **Times**

The Medical Welfare Officer's hours are 8.00 – 3.15. The First Aid Room is open within these times excluding when the Medical Welfare Officer is away 'on call' or on a work break. Non-emergency visits to the First Aid room should be made at break and lunchtimes (see ELR). Pupils should only be referred during lesson times in an emergency. The First Aid Room may also be accessed by a qualified first aider for extended school hours 3.00-5.00 pm, and during the evening and weekend by contacting the duty Maintenance Officer.

## 3. **RECORD KEEPING**

### a) **Information on entry**

Parents/Carers have primary responsibility for their child's health. When pupils begin at Millais, parents are required to complete a medical form informing the school of any known medical conditions. If a child has a specific medical condition and is under the care of a hospital or Specialist then it is important to include school in any communication to enable school to fully support the child. This information is stored confidentially both in a paper file and on the school network in a secure area inaccessible to students.

### b) **Changes to medical history**

It is vital that the school is kept up to date of any changes to a child's health with immediate effect, preferably in writing and always from a parent/carer or health professional.

### c) **Recording incidents**

All visits to the First Aid room are documented. Any accidents/incidents that need to be reported to WSCC are sent via the on-line reporting system.

#### **4. COMMUNICATION**

##### **a) Health promotion**

Information and advice, where appropriate, will be made available by the Medical Welfare Officer in line with the school's 'Healthy Schools' agenda.

##### **b) Keeping parents informed**

Depending on what the accident/illness is, primarily we will try to manage it in school. If a pupil is unwell and unable to remain in school the relevant first aider will contact a parent/carer to come and collect the pupil. A Director of Year, member of the Senior Leadership Team, Medical Welfare Officer (or First Aider on duty in MWO absence) are the only persons who can authorise a pupil going home unwell. All pupils who need to go home have to be collected from the main reception at school by an appropriate adult. Any pupil contacting a parent directly for collection from school without prior agreement from the school will have the absence unauthorised.

##### **c) Referrals**

Liaison with specialist and dedicated external agencies will take place if required to ensure the needs of the individual are met.

##### **d) Teaching staff**

All staff are kept informed of any pupils in school with existing medical conditions. The Medical Welfare Officer and First Aiders have access to photo sheets of relevant pupils to ensure they are fully informed. The medical information is also stored centrally on SIMS. This information is treated confidentially.

#### **5. HOW PUPILS CAN ACCESS THE FACILITY**

##### **a) Visiting the First Aid Room**

The First Aid room should be accessed at break (10:30-10:45am) and lunchtimes (12:35-1:10pm). The First Aid room will always be staffed during these times.

##### **b) For first aid emergencies during lesson time**

If a pupil requires first aid during a lesson, they must attend with the red card with the Class Teachers name on, to authorise the pupil being out of a lesson. No pupil will be seen without this card. If a pupil is sent to the First Aid room and a First Aider is unavailable or busy with another pupil, a note will be on the door and the student will be directed to the main reception.

#### **6. MEDICATION**

Please refer to the Medicines in School policy.

#### **7. ACCESS AND MOBILITY ISSUES**

##### **a) Temporary use of crutches**

If a pupil is required to have crutches for any length of time whilst in school, following a fracture or injury and issued on the advice of a Medical Practitioner, the Medical Welfare Officer/Pupil

Support Team should be informed in advance of the pupil returning to school, so appropriate support can be put in place following a health and safety risk assessment.

## **8. OFF SITE SUPPORT**

### **a) First aid kits**

All staff going on a trip/visit and requiring a first aid kit will need to request one in advance from the Medical Welfare Officer. On the day of the trip this will need to be collected from the First Aid room along with any additional medication that may be required for specific students (e.g. Epi-pens).

Anything used from the kit needs to be documented and the kit must return in the same condition as it left. All the kits are packed in the same way for ease of use.