

## Health and Safety “H&S” Code of Practice

### First Aid and ADMINISTRATION OF MEDICATION

#### PURPOSE

Health and Safety is an important consideration for all within Wingate School. The School will take all reasonable steps to provide a safe and suitable environment for students, staff and visitors.

The school is committed to providing emergency First Aid provision in order to deal with accidents and incidents affecting employees, children and visitors. We will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils.

#### Responsibilities:

The School will:

- Appoint sufficient First Aiders (qualified by training) to take charge of First Aid
- Ensure that the School has adequate, safe and effective First Aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor
- To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury
- To ensure that medicines are only administered at the School when express permission has been granted for this
- The school will securely store and administer medication as authorised and directed by parents.
- Have suitably stocked First Aid boxes in key areas of the school which are checked periodically
- Carry out a suitable and sufficient assessment of the risks posed to persons in the event that they suffer an accident, injury or illness
- To promote effective infection control
- Periodically check students for head lice
- Provide information to employees, pupils and parents on the arrangements for First Aid
- Ensure that any accident is recorded on an Incident & Accident Report Form held in the office
- Nothing in this policy should affect the ability of any person to contact the emergency services (112) in the event of a medical emergency

#### First Aid:

- Basic First Aid is administered by the School Office staff. The School has an appointed Senior First Aider - Mrs Jacqui Dadswell “JD” though many of the staff have undergone Basic First Aid training

First Aid Responders: Ms S Everett, Sta E Ramirez, Mrs J Thompson, Mrs L Estevez, Miss R Styles, Mrs K Tierney, Miss J Burridge, Mrs C Suggitt, Miss A Stobbs, Mrs E Donnelly, Mr S Gill, Mrs E Yates

- Any child complaining of being ill should be taken to the sick room and the office informed
- After initial appraisal by office staff or for more serious incidents JD, a decision is made on the follow up action:
  - The child rests in the sick room for a short period of time and returns to class
  - First Aid is administered and the child returns to class (or rests prior to return)
  - The illness or injury requires more than First Aid and contact the parents to collect the child
  - The illness or injury requires emergency services and calls 112
- Head injuries should always be treated as serious and the parents called to collect. For any serious head injury the emergency services should be called immediately or the student transported to the nearest medical centre or A&E by 2 members of staff

#### Administration of Medication:

- The School Office keeps a register of all students who are on prescribed medication and/or have any allergies. Teachers are notified of any student in their class who may need medication
- Epi-pens with instructions for use are held by the student concerned and in the office
- Any medication is kept in the office or in the fridge in the staffroom and correctly labelled

- It is the **parents responsibility** to keep medicines for their children in date and the office advised on any changes to medical conditions
- On Trips or excursions, if a Trip Leader is uncomfortable with issuing medication then one of the child's parent must accompany them on the trip or the child does not attend the trip (see also Trips & Excursions Code of Practice)

#### **Emergency Protocol at the Pitch**

- There needs to be 2 members of staff (1 from the office and JD if possible, if JD is unavailable then 2 administration staff or a member of staff from the staffroom) to take the school car to the front main entrance of the pitch.
- First Aid kit needs to be taken in the school car.
- Staff members need to assess the situation and call ambulance 112 if necessary.
- Office will send a screenshot of the parent's contact details and any medical needs the child may have to 635 836 883 and 634 574 313.
- Once the situation has been assessed the PE member of staff should contact the parents to advise of the situation.
- Office to inform the Head Teacher.
- If necessary, take the child to El Mojon or Centro de Salud in Cabo Blanco.

#### **Contagious Diseases:**

- Please refer to the current Covid-19 protocols during the pandemic
- Children should not be sent to school if a parent suspects their child has an infectious disease
- Parents must inform the school immediately if their child is diagnosed with an infectious disease
- If there is a serious outbreak of a disease, parents & staff will be notified via email
- In the event of a confirmed infectious disease which could become an epidemic, an initial Report will be sent to the Consejería de Educación y Consejería de Sanidad, advice and guidance will be sought from them

#### **Head Lice:**

- Checks on children for head lice are carried out regularly or if a case arises
- It is also important that parents carry out regular checks on their children and inform the office if they have required treatment
- Incidents of head lice are reported to parents of children in the class. Where a student is found with head lice they are immediately sent home. Parents are provided with the standard letter giving instructions of how to proceed. Children should not return to school until they are completely free of lice and eggs.

#### **Body Fluids Spills:**

In the event of an accident involving spillage of bodily fluids, the Nursery, Reception classes and the Office hold a supply of equipment to deal with such events. The main supply of spill powder is held in the office. The classrooms hold a smaller supply and surgical gloves and are replenished as required.

Mr M Howells  
Head of Wingate School

Date of review: August 2022