



First Aid & Medical Policy

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1. Statement of purpose

First aid is an important part of the South Brockwells Farm School's provision for health and safety.

- the purpose of this policy is to ensure that the procedures for dispensing first aid and medicines at South Brockwells Farm School are set out clearly in accordance with legislation and Department for Education (DfE) advice.
- this policy primarily relates to staff and students with minor or short-term or one-off medical issues.

2. Background

- Health and Safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises – i.e. pupils/students, and visitors (including contractors).
- it is also accepted that some students may require medical treatment and/or medication during learning hours. After consultation and written agreement with parents and nominated staff, such treatment may be given, following the principles set out in this policy.

The purpose of first aid is two-fold :-

- in cases where a person will need help from a medical practitioner or nurse, to give treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained.
- to treat minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

It is on this basis that facilities and arrangements for first aid may be provided at South Brockwells Farm School.

3. Roles and responsibilities

The Director of Education at South Brockwells Farm School is responsible for all health and safety matters at the Farm School.

The Director of Education:-

- is responsible for overseeing and monitoring the implementation of this policy, ensuring statutory requirements are fulfilled.
- is responsible for ensuring that all staff, students and parents/carers are aware of this policy, including the arrangements for first aid and medical treatment.
- is responsible for ensuring that all relevant information regarding pupil's medical needs/IHCP is collated and all relevant staff members are aware of how to support pupils with medical conditions including their role in its implementation:-
 - ensuring there are sufficient trained members of staff available
 - ensuring all staff who need to know are aware of the child's condition
- must assess the level of risk associated with an activity and determine the level of first aid provision which is suitable. Many of the factors listed below will influence the decision e.g. :-
 - the distance of the Farm School from a casualty department.
 - type of activities being undertaken (e.g. working with some animals/outdoor education could be considered high risk activities).
 - if an employee is isolated.
 - the size of the group (e.g. numbers of staff and students).

Employees' conditions of employment do not include giving first aid, although some staff volunteer to undertake medical support and provide first aid. All staff are expected to aid pupils/students in emergencies and call for assistance, as part of their duty of care.

4. Developing a first aid system

An efficient system to deal with injuries at the Farm School is of paramount importance.

- first aiders should be appointed by the Director of Education and clearly noted on file.
- all persons at South Brockwells Farm School should be made aware of who the first aiders are and how they can be contacted. This information should be displayed on the Farm School Team Notice Board.
- new employees, temporary employees, volunteers and students must be informed of emergency arrangements and procedures. This may include:-
 - procedure and arrangements that will be required for visitors to the farm.
 - siting of first aid boxes and equipment.
 - the establishment of a procedure for the treatment of minor first aid.
 - ensuring that first aiders are made aware of South Brockwells Farm School's process for reporting incident.
 - first aid procedures need to be considered in other emergency procedures, e.g. fire.
- details of how to contact the emergency services, hospitals or GP should be recorded and communicated where necessary.

5. First Aid Provision - levels and training

The levels of first aid provision that apply to South Brockwells Farm School are:-

5.1 Appointed Person (AP)

Where an assessment identifies that a designated first-aider is not required, the minimum requirement is an AP. The AP's role is to:-

- take control of an emergency situation, by for example:-
 - calling the emergency services
 - sending a responsible person to open gates and direct an ambulance crew to the injured person if necessary
 - ensuring children and onlookers are kept away from the scene
 - obtaining details from the ambulance crew regarding where the injured person will be taken.
- take charge of first aid arrangements, including looking after equipment and facilities.

The AP does not provide first aid treatment or need to be first aid trained to fulfil his/her role. However, where the AP has undertaken the Emergency First Aid at Work (EFAW) qualification, he/she may assume both roles.

5.2 Emergency First Aid at Work (EFAW)

The one-day EFAW certificate is generally suitable for low-risk environments.

On successful completion of an Emergency First Aid at Work course, candidates are issued with a certificate valid for three years. They then need to undertake the relevant course as appropriate to obtain another three-year certificate (see FAW below).

The EFAW's role is to:-

- provide emergency first aid treatment only (e.g. resuscitation, control of bleeding, treatment of burns and unconscious casualties).
- in the absence of an AP, take control of an emergency situation (see above).
- in the absence of an AP, take charge of first aid arrangements (see above).

EFAW's have far less training than qualified first aiders and cannot, therefore, be considered as substitutes for first aiders.

5.3 First Aid at Work (FAW)- training and recertification

On successful completion of a First Aid at Work Course (FAW) or an EFAW course, candidates are issued with a certificate valid for three years. They then need to undertake the relevant course as appropriate to obtain another three-year certificate.

- every effort should be made to make sure that qualified first aiders attend the relevant course within the three-month period prior to the certificate expiry date. The new certificate will then take effect from the date of expiry. However, where it has not been possible to re-qualify in this three month period, there is a 28 day period of grace within which a FAW recertification course should be completed. Please note that first aid cannot be administered beyond the date of expiry of the appropriate First Aid Certificate until the member of staff has re-qualified.
- anyone re-qualifying within a period of certificate extension will have their new certificate dated from the expiry date of the previous one. Any first aider who is not able to complete a course up to a maximum of 28 days after the expiry date of their three year certificate, will need to undertake a full First Aid at Work or Emergency First Aid at Work course, to obtain a valid certificate.
- the Health and Safety Executive (HSE) strongly recommends that it is good practice for first aiders to complete annual 'refresher' courses during any three year FAW or EFAW certification period.
- First Aid training must only be delivered by organisations regulated by Ofqual.

6. Risk Protection Arrangements

- the Director for Education is responsible for ensuring that there is a sufficient number of first aid qualified staff on site and supporting any off site activities.
- South Brockwells Farm School shall have as a minimum one member of staff who is a trained first aider in the workplace at all times.
- for visitors, contractors and letting of premises :-
 - it is reasonable for South Brockwells Farm School's first aid arrangements to include visitors who may be on the premises eg. parents/carers.
 - where a contracting firm is working on the site for a period of time, it is reasonable to expect that their employer has made arrangements for their first aid cover. It would be reasonable, however, to provide first aid if required in an emergency.

7. First aid equipment and facilities

7.1 The **main** first aid box is located in the South Brockwells Farm School classroom. In addition,

- all staff should be able to reach a first aid box within approximately 3 minutes at all times whilst they are at the Farm School. If staff are further away, first aid bum-bags should be carried.
- boxes should be located in or close to hazardous areas e.g. stables and craft preparation areas.
- where possible, it is recommended that boxes be located near to hand washing facilities.
- only authorised users should use first aid materials except in an emergency.
- containers should be made of a suitable material to protect contents from dirt, damp or dust.
- containers should be identified by means of a white cross on a green background in accordance with the Safety Signs and Signals Regulations 1996.

7.2 First Aid boxes should :-

- contain a sufficient quantity of first aid equipment and nothing else.
- contain only those items which first aiders have been trained to use.
- have their content replenished as soon as they are used.
- be checked regularly to ensure sufficient materials are available for use and to ensure expiry dates are still current.
- Travelling First Aid Kits should be available to any group operating off site.

7.3 First Aid Room

- The South Brockwells Farm School Classroom is a suitable room that can be used for medical treatment when required, and for the care of students during learning hours.
- the room should contain a washbasin and be reasonably near to a WC. It does not need to be used solely for the purposes of first aid but must be readily available for use when required, and a first aider should be responsible for the room and its contents.

7.4 First Aid Notices

A First Aid Notice, indicating the location of the nearest First Aid Box, and a list of South Brockwells Farm Schools' 'Appointed Person' and 'First Aiders' is prominently displayed in the Farm School Classroom.

8. Procedure for medication and first aid

8.1 Administration of medicines to children.

- medicines should only be administered at South Brockwells Farm School when it would be detrimental to a child's health or school attendance not to do so.
- If a child is due to take prescribed medication whilst on-site at South Brockwells Farm School, this is through prior arrangement with the Director of Education. Activity Leaders will complete the medication log (Appendix A) accordingly.

8.2 Procedure for unwell pupils/students

- if a student is feeling unwell they should report it to their Activity Leader who can seek medical attention if required.
- when a pupil/student has received first aid, the parent/carer will be informed if the condition is stable or may need further treatment.
- if a student is too unwell to remain in lessons, parents/carers/school will be contacted to take them home. This will normally be with the permission of the Director of Education.
- in cases where illness may warrant hospital treatment, a member of South Brockwells Farm School staff will inform the parent/carer, escort the pupil/student, and await the parent/carer's arrival.

8.3 Procedure for First Aid

- if an accident occurs resulting in injury, First Aid staff should be notified immediately.
- First Aid staff will perform emergency first aid.
- in all cases of accident on the Farm School site, accident forms should be completed by the attending member of staff.
- the Director of Education must be notified of all pupils/students who require hospital treatment.

8.4 Hygiene/infection control

- the use of strict hygiene procedures will minimise the risk of contracting an infectious disease. It is the responsibility of South Brockwells Farm School to ensure that suitable hygiene procedures in place, and that First Aiders and other responsible persons are familiar with them.
- all staff should take precautions to avoid infection and must follow basic hygiene procedures. This is essential with regard to hand washing and cleaning equipment.
- those dealing with injuries should cover all cuts and/or abrasions before treatment is started.
- disposable gloves and aprons must be used.
- dressings and/or infected materials should be placed in a sealed plastic bag.

8.5 Transporting injured pupils/students

8.5.1 Use of an ambulance:-

An ambulance should normally be called in the event of a serious injury/illness. However, if there is any doubt, staff should not hesitate to call an ambulance. The ambulance service is always ready to respond in these circumstances.

It is recommended that a member of staff accompany the student to hospital.

Serious injuries include :-

- a suspected bone fracture
- a probable injury to a joint
- severe wounds with bleeding or shock or where the wound is grossly contaminated with dirt
- burns and scalds, except for very small areas
- head and eye injuries.

The distinction between these groups cannot be clearly defined and injuries mentioned are only given as guides. The Director of Education must, therefore, decide on the appropriate action to be taken in each case.

8.5.2 Use of a taxi

- if a taxi is used, a member of staff must accompany the student.
- a taxi could be used in circumstances to take a student home, where the parent/carer does not have transport.

8.6 Handing over the responsibility for an injured pupil/student to the parent/carer

- Initially it is the Director of Education's responsibility to endeavour to contact the parent/carer of an injured student in order to make arrangements for the necessary treatment.
- if the parent/carer cannot be reached, it is the responsibility of the Director of Education to make appropriate arrangements, and to contact the parent/carer at the earliest possible time.

8.7 Procedure for supporting pupils with medical conditions

- Individual Health Care Plans (IHCP's) are requested at point of referral by the Director of Education. If there is no IHCP in place yet short term medical conditions raised, this should be shared via the student referral form and/or medical consent form.
- Referring school/ parent/carer/ student and Director of Education to share/discuss IHCP and how the pupil's medical needs can be met in our setting prior to initial induction session.
- It is the responsibility of the Director of Education to share the relevant information with the appropriate South Brockwells Farm School staff and ensure they receive suitable training.
- Staff will be made aware of the specific medical conditions they are being asked to deal with, their implications and preventative measures.
- The Director of Education will liaise with the appropriate Healthcare Professional/School nurse/School/ parent/carer on identifying and agreeing the type and level of training required in individual circumstances.
- As well as individual training, the Director of Education will make arrangements for all staff awareness training, and induction arrangements for new members of staff. This will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

8.8 Pupils' role in managing their own medical needs:-

- Pupils' competency to manage their own health needs and medicines will be shared at the point of referral.
- South Brockwells Farm School will discuss individual competencies with the referring school/agency prior to onsite induction.

- Competent pupils will be allowed to carry their own relevant devices, or will have access to their medicines from South Brockwells Farm School for self-medication quickly and easily, wherever possible.
- Pupils must be able to take their medicines themselves with an appropriate level of supervision. This will be recorded in the student medical log (Appendix A).
- If pupils are not able to take their medication themselves, the referring school/agency must provide additional staff in which to do so.
- If a pupil refuses to take his/her own medicine, or refuses to carry out necessary procedures relating to his/her medical needs, then staff will not force them to do so, but report this to the Director of Education who will inform parent/carer/referring school/agency to follow the procedure agreed within the pupils' IHCP.

9 Record keeping

- Accidents

Records should be kept in the Farm School Accident Book for the following:-

- name of the person who had an accident at the Farm School.
- all first aid administered
- date of entry.
- date and time of accident.
- place and circumstances.
- type of injury.
- treatment given.
- ambulance/ hospital, parents informed.
- and signed by attending Farm School staff member.

- Medicines

Written records of all medicines administered to individual children will be kept in the Director of Education's Farm School Office, (Appendix A), detailing what, how and how much was administered, when and by whom. These accurate records offer protection to staff and children, whilst providing evidence that agreed procedures have been followed.

- Allergies that a person may have, e.g. plasters.
- Stock control of First Aid equipment
- Details of staff who are first aid trained, including the type of qualification and certification dates.

10 Policy status and review

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