



# DROYLSDEN

## Academy

### Medical Treatment / First Aid Policy

#### 1 Introduction

- 1.1 Droylsden Academy is committed to giving all its students opportunities to access the curriculum. Every effort will be made to ensure that students with medical needs experience the best possible care whilst at the Academy. This policy provides a sound basis for ensuring that children with medical needs receive proper care and support at the Academy. In addition, the Academy has adopted the guidance published by the DfEE/Department of Health entitled "Supporting Pupils with Medical Needs: a good practice guide". This publication may be accessed through [www.teachernet.gov.uk](http://www.teachernet.gov.uk)
- 1.2 All medical information received by the Academy will be treated confidentially. Information to ensure the safety and care of individual students will be disclosed as appropriate to staff of the Academy. Such procedures will be discussed with the student and parent for their agreement prior to the disclosure.

#### 2 Students with long-term medical needs

- 2.1 Students with medical needs entering Droylsden Academy from local primary schools will usually be identified through discussions with the Year 6 teacher. Such information will be checked with the parent to ensure appropriate records are kept and appropriate provision can be made.
- 2.2 Parents are requested to approach the Academy with any information that they feel the Academy will need to care for individual students. The parent will be required to complete a Medical Statement form to identify any medical needs. This may require endorsement from the student's General Practitioner.
- 2.3 Parents are responsible for informing the Academy of medical issues that arise during the student's time in the Academy.

#### 3 Medicines in the Academy

- 3.1 Learning Tutors should be informed of any medication brought into the Academy at any time.

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- 3.2 Information regarding any prescribed medication should be made available to the student's Learning Tutor.
- 3.3 In the event of any special form of administration of medication being required, the parent must contact the Academy so that arrangements can be made for this to occur.

#### **4 Academy off-premises visits**

- 4.1 Droylsden Academy believes that all students are entitled to participate fully in activities associated with the Academy and will attempt at all times to accommodate students with medical needs. However, consideration must be given to the level of responsibility that staff can be expected to accept.

#### **5 Policy on specific medical issues**

- 5.1 The Academy welcomes all students and encourages them to participate fully in all activities.
- 5.2 The Academy will advise staff on the practical aspects of management of:
  - i Asthma attacks
  - ii Diabetes
  - iii Epilepsy
  - iv An Anaphylactic Reaction
- 5.3 The Academy will keep a record of students who may require such treatment.
- 5.4 The Academy expects all parents whose children may require such treatment to ensure that appropriate medication has been lodged with the Academy together with clear guidance on the usage of the medication.

#### **6 First Aid**

- 6.1 All First Aiders within the Academy must hold a valid certificate of competence approved by the HSE. First Aid certificates are only valid for three years. The Academy will arrange refresher training and retesting of competence before certificates expire.
- 6.2 The First Aider should administer help where required to the best of their knowledge and ability.

- 6.3 Under the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.
- 6.4 The Academy must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.
- 6.5 For definitions of major injuries, dangerous occurrences and reportable diseases see HSC/E guidance on RIDDOR 1995, and information on Reporting Accidents. (Annex A)
- 6.6 HSE must be notified of **fatal and major injuries and dangerous occurrences without delay** (eg by telephone). This must be followed up within ten days with a written report on Form 2508. Other reportable accidents do not need immediate notification, but they must be reported to HSE within ten days on Form 2508.
- 6.7 The Academy should keep a record of any first aid treatment given by first aiders and appointed persons (this record is not the same as the RIDDOR record). This should include:
- The date, time and place of incident;
  - The name (Learning Tutor group) of the injured or ill person;
  - Details of the injury/illness and what first aid was given;
  - What happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital)
  - Name and signature of the first aider or person dealing with the incident.

- 6.8 First Aid staff are as follows:

Manor Road	Cryer Street	Both Sites
Joanne Hankinson	Julie Hartigan	Liz Findlay
Rachel Atherton	Jean Screen	Dave Mallen
Sarah Bailey	Neil Cosgrove	Mark McPhillips
Christine Hellowell		Mark Acton
Angela Robinson		
Kemoy Walker		

- 6.9 First Aid containers are kept on both sites near to hand washing facilities and can be found in the following areas:

- |                     |                     |
|---------------------|---------------------|
| Manor Road          | Cryer Street        |
| • Science prep room | • Science prep room |

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- Food Technology
- Reception
- PE Department
- Food Technology
- Reception
- PE Department

6.10 It is recommended by the HSE that the following items are kept in the First Aid containers:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- two sterile eye pads
- four individually wrapped triangular bandages (preferably sterile)
- six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings
- One pair of disposable gloves
- Equivalent or additional items are acceptable.

## 7 Illness in the Academy

7.1 If a student becomes ill in a lesson and the teacher feels that medical treatment is required, the student should be sent to the first aid room where Joanne Hankinson (Manor Road) and Julie Hartigan (Cryer Street) are based. The student may be accompanied by another student if necessary.

7.2 The Academy has a strict policy that no medication will be given orally or externally unless permission has been given by the parent. Parents will be contacted depending upon the nature of the medical problem.

7.3 If the teacher feels that the student is too ill or injured to be moved, then a designated First Aid member of staff should be called. First Aid should be administered as appropriate and precautions taken to avoid infection. All First Aid staff have access to single use disposable gloves and hand washing facilities and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. If it is thought that follow-up treatment is required, the parent will be contacted.

7.4 In more serious cases, where hospital attention is deemed necessary an ambulance must be called and the parent contacted by Joanne Hankinson, Manor Road and Julie Hartigan, Cryer Street (Student Services).

7.5 In the absence of a parent, a member of staff must accompany the student to the hospital and remain there until the parent arrives.

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- 7.6 If a parent cannot be contacted, the Academy will act in loco parentis and give permission for any emergency treatment.

### Monitoring, Evaluation and Review

- 8.1 The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

### References

“Supporting Pupils with Medical Needs: a good practice guide” ,  
DfEE/Department of Health

DfEE Circular 14/96 “Supporting Pupils with Medical Needs in School”

Useful contacts (Annex B)

# ACCIDENT OR DANGEROUS OCCURRENCE REPORT FORM

This form must be completed by the person in charge - not the injured party.

## Details of Injured Party

Name \_\_\_\_\_ Payroll No. \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_ Telephone No. \_\_\_\_\_ Date of Birth \_\_\_\_\_

Job Title (or public / client / student) \_\_\_\_\_

Department \_\_\_\_\_ Section \_\_\_\_\_

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## Accident / Aggression / Dangerous Occurrence Details

Date \_\_\_\_\_ Time \_\_\_\_\_ hrs

Address accident occurred

Date Reported \_\_\_\_\_ Reported To \_\_\_\_\_

How Did Accident / Aggression / Dangerous Occurrence Happen?

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Nature and Location of Injuries

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Did the injured party attend hospital? Yes/No

How did they reach hospital? \_\_\_\_\_

Were they detained in hospital? Yes/No

Name of first aider \_\_\_\_\_

Nature of first aid \_\_\_\_\_

Has there been time lost at work as a result of this accident? Yes/No

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If so, how many days? \_\_\_\_\_ is the injured party carrying out normal duties? \_\_\_\_\_

Was protective equipment in use? \_\_\_\_\_

Name of Line Manager or Equivalent \_\_\_\_\_

Designation \_\_\_\_\_

Name of Witness / Aggressor  
\_\_\_\_\_

Address \_\_\_\_\_

Name of Witness / Aggressor \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

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Line Managers / Teacher / Duty Officer's Comments in Regard to the Accident \ Aggression \ Dangerous Occurrence

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Any Remedial Action Taken  
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\_\_\_\_\_  
\_\_\_\_\_

Initial box if incident is reportable under RIDDOR

Signature of Line Manager / Teacher / Duty Officer \_\_\_\_\_

Print Name \_\_\_\_\_

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OTHER USEFUL GUIDANCE

ANNEX A

**Department for Education & Employment (DfEE)**

Circular 3/94 - The Development of Special Schools

Circular 10/96 - The 1996 School Premises Regulations

Circular 14/96 - Supporting Pupils with Medical Needs in School\*

Supporting Pupils with Medical Needs - Good Practice Guide\*

HIV and AIDS: A Guide for the Education Service

School Governors - A Guide to the Law

**All these publications are available free of charge from:**

DCFS Publications Centre  
PO Box 5050  
Sudbury  
Suffolk CO10 6ZQ  
Tel: 0845 6022260  
Fax: 0845 6033360

Everyone's guide to RIDDOR '95 (1996)  
HSE31 - free leaflet or available in priced packs  
ISBN 0 7176 1077 2

Reporting school accidents (1997)  
EDIS 1 - free information sheet  
Workplace Health, Safety & Welfare

## USEFUL CONTACTS

## ANNEX B

**British Red Cross**  
9 Grosvenor Crescent  
London SW1X 7EJ  
Tel: 0171-235 5454

**Child Accident Prevention Trust**  
Clerks Court 18-20 Farringdon Lane  
London EC1R 3AU  
Tel: 0171-608 3828

**CLEAPPS School Science Service**  
Brunel University  
Uxbridge  
UB8 3PH  
Tel: 01895 251496

**Royal Society for the Prevention of Accidents**  
(ROSPA)  
Edgbaston Park  
353 Bristol Road  
Birmingham B5 7ST  
Tel: 0121-248 2000

**Department of Health**  
Wellington House  
133-155 Waterloo Road  
London SE1 8UG  
Tel: 0171-972 2000

**Health and Safety Executive**  
HSE First Aid Applications and Monitoring Section  
Quay House  
Quay Street  
Manchester M3 3JB  
Tel: 0161-952 8276

**HSE Infoline**  
Tel: 0541 545500  
or write to:  
HSE Information Centre  
Broad Lane  
Sheffield S3 7HQ

**Department for Education and Employment**  
Sanctuary Buildings  
Great Smith Street  
Westminster  
London SW1P 3BT  
Tel: 0171-925 5000

**St John Ambulance**  
1 Grosvenor Crescent  
London SW1X 7EF Incident No

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FORM HS1

## ACCIDENT OR DANGEROUS OCCURRENCE REPORT FORM

This form must be completed by the person in charge - not the injured party.

### Details of Injured Party

Name \_\_\_\_\_ Payroll No. \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_ Telephone No. \_\_\_\_\_ Date of Birth \_\_\_\_\_

Job Title (or public / client / pupil) \_\_\_\_\_

Department \_\_\_\_\_ Section \_\_\_\_\_

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### Accident / Aggression / Dangerous Occurrence Details

Date \_\_\_\_\_ Time \_\_\_\_\_ hrs

Address accident occurred \_\_\_\_\_  
\_\_\_\_\_

Date Reported \_\_\_\_\_ Reported To \_\_\_\_\_

How Did Accident / Aggression / Dangerous Occurrence Happen?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Nature and Location of Injuries

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\_\_\_\_\_ Did the injured party attend hospital ? \_\_\_\_\_ How did they reach hospital ?

\_\_\_\_\_ Were they detained in hospital? \_\_\_\_\_ Name of first aider  
\_\_\_\_\_ Nature of first aid

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Has there been time lost at work as a result of this accident? \_\_\_\_\_ If so, how many days ? \_\_\_\_\_

Was the injured party carrying out normal duties?  
\_\_\_\_\_

Was protective equipment in use ?  
\_\_\_\_\_

Name of Line Manager or Equivalent \_\_\_\_\_  
Designation \_\_\_\_\_

Name of Witness / Aggressor  
\_\_\_\_\_  
\_\_\_\_\_

Address  
\_\_\_\_\_  
\_\_\_\_\_

Name of Witness / Aggressor  
\_\_\_\_\_  
\_\_\_\_\_

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Received by \_\_\_\_\_ Date

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Signature \_\_\_\_\_ Date F2508 sent

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Notes

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Tel: 0171-235 5231

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