



Hidelow Grange School

First Aid Policy

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Written: June 2017	Review due July 2024
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CareTech's children's education services provide a safe and stimulating learning environment in which young people are always offered a fresh start, and empowered to achieve and fulfil their unique potential

Description and Ethos of Hidelow Grange School

Hidelow Grange is an Independent School operating within the Branas Isaf Company, a subsidiary of CareTech Community Services Ltd., who are the proprietors.

Hidelow Grange is an independent school providing specialist education to boys aged 11 to 18 years with social, emotional and mental health (SEMH) needs, and who are Looked After Children. The school specifically caters for boys who present with a range of complex interpersonal, emotional and behavioural issues.

For a more detailed description of what the school offers see “Statement of Independence” and School Prospectus.

OUR PUPILS

All young people at Hidelow Grange School have a history of harmful behaviours, including harmful sexualised behaviours and social, emotional and mental health needs often accompanied by a range of additional learning needs.

Most of the pupils have had interrupted histories in education and care. There are a wide variety of attainments on admission. All have fragile self-esteem and demonstrate difficulties with authority and a lack of trust in adults. Many have experienced loss and trauma, leading to attachment difficulties. As a result, many experience difficulties in forming and maintaining appropriate, positive relationships with others and have a limited ability to work cooperatively.

Pupils are:

- aged 11 to 18;
- boys only;
- placed within the residential setting of Branas Isaf;
- residents from placing authorities throughout the United Kingdom;
- all present a range of harmful behaviours;
- most are in receipt of an EHC plan.

THE VISION

Our school aspires to become a centre of excellence renowned for making outstanding educational provision for the very special pupils we teach.

This vision drives everything we do and will be achieved through...

- A rich, deep and personalised education designed to meet the needs of each pupil;
- A pupil centred, skills focused curriculum that is relevant to the 21st century and inclusive of all;

- Encouraging all members of the school community to strive beyond expectations and develop a lifelong love of learning;
- Offering a broad range of learning experiences within a curriculum that values academic attainment as well as social, moral, spiritual and cultural aspects of education;
- Providing personalised careers education and guidance, with aspirational next steps planning, preparing pupils for their future;
- Recognising that time is precious: working quickly to turn around pupils' attitudes towards education so they enjoy their time at school and make the most of the opportunities on offer;
- Working collaboratively with our professional partners to support the needs of each individual pupil.

Pupils will:

1. Be challenged to engage in learning and achieve meaningful qualifications that will enable them to take their next steps in education, employment or training;
2. Develop into healthy, resilient and confident individuals who are ready to lead fulfilling lives as valued members of society;
3. Create, nurture and maintain healthy positive relationships with others;
4. Experience success, whatever form it takes;
5. Become enterprising, creative contributors ready to play a full part in life and work;
6. Celebrate diversity and develop into ethical, informed young people who are ready to be citizens of the world.

OUR MISSION

Our mission statement is:

We provide a safe and inclusive learning environment that nurtures mutual respect and encourages reflection so that our pupils develop the knowledge skills and confidence to enable them to achieve their potential in all aspects of their lives.

OUR VALUES AND INTENT

Our values

- **Aspiration** : We encourage each other to be the best we can be
- **Curiosity**: We never stop learning and wondering about the world
- **Independence**: We think for ourselves and determine our own future
- **Innovation**: We look for new and creative solutions to problems
- **Reflection**: We learn from our experiences
- **Tolerance**: We value difference and respect other people's opinions
- **Trust**: We believe in the honesty and reliability of others

Our Curriculum Intent

For our staff: Everyone at Hidelow supports and challenges pupils to invest in education as a priority for a successful placement

For all learners:

- To undergo an initial 6-week assessment so we fully understand their needs for effective learning;
- To achieve at least 95% attendance in school;
- To engage in creative learning experiences appropriate to their needs, supported by an accurate individual learning plan;
- To achieve nationally recognised academic awards in core subjects;
- To achieve accreditation in a wide range of subject areas;
- To become independent learners;
- To learn how to keep themselves safe, and build positive relationships with those around them;
- To take part in decisions that shape their lives, the school and the community in which they live;
- To demonstrate the behaviours needed to stretch themselves and cope with the challenges of learning;
- To attend and participate in regular therapy sessions;
- To learn strategies to manage their feelings and know where to go for help when things are difficult;
- To have the opportunity to participate in work experience and work related learning opportunities;
- To develop the Literacy skills they need for adult life;
- To learn the skills to apply mathematical concepts;
- To learn the skills to use digital technologies creatively and safely in preparation for the world in which they will live;
- To lead healthy, active lifestyles;
- To develop as social, moral, spiritual and culturally aware individuals who are ready to make a positive contribution to society as adults.

1. First Aid Policy

General

Hidelow Grange School is required under the Health and Safety at Work Act 1974, Health and Safety (First Aid) Regulations 1981, and the Education (Independent Schools Standards) Regulations 2014 to have a First Aid Policy; containing the policies and procedures to be used in this school.

Aim:

- to ensure that the school has adequate and appropriate equipment, facilities and procedures to provide appropriate First Aid; and,
- to ensure that the First Aid arrangements are based on a risk assessment of the school.

Internal Management: The Appointed Person

The Headteacher will take charge of First Aid provision in the School, or delegate responsibility to an appropriate named individual on the education team. At Hidelow Grange the appointed person is Sam Goodchild, the Headteacher. Charlotte James is the appointed first aider. He has responsibility for the internal management of First Aid during the school day. He will ensure the First Aid procedure is fit-for-purpose, is followed and will ensure that parents/carers are aware of the school's Health and Safety, and First Aid policies and procedures.

The Headteacher will:

- ensure that the First Aid provision is adequate and appropriate;
- carry out appropriate risk assessments in liaison with other staff members;
- ensure that all staff training is up to date and that they have appropriate understanding, confidence and expertise required;
- ensure that the equipment and facilities are fit for purpose, and regularly checked;
- ensure there are appropriate systems for sharing information about children's medical needs in the school for which they are responsible; and,
- oversee the implementation of this policy.

All staff working with pupils must use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils in the same way that parents/carers would be expected to act towards children.

Duties of a Designated First Aider

The Designated First Aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the Health and Safety Executive. The main duties of the designated first aider are to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school; and,
- ensure, when necessary, that an ambulance or other professional medical help is called.

All First Aiders and appointed persons will be expected to follow any relevant government guidance.

- All staff are to be Emergency First Aid trained;
- The Designated First Aider will be trained to a higher level, holding a First Aid at Work certificate;
- As appointed person, the Head Teacher will take charge when there is a serious illness or injured. The Head Teacher should also hold a 3-day First Aid at Work certificate.

No member of staff should give first aid treatment should they not have received the required training.

The purpose of anyone offering First Aid support is to:

- Manage the situation safely, minimising risk to self, the casualty and others;
- Ensure the casualty receives adequate and appropriate care and support;
- If required, until emergency services are in attendance;
- Ensure practical requirements of the situation are met; and,
- Ensure required recording and reporting duties are completed.

The minimum First Aid provision is:

- a suitably stocked First Aid container;
- an appointed person in charge of First Aid;
- information for employees on First Aid arrangements; and,
- arrangements for provision of first aid on off-site activities.

Siting of First Aid boxes:

The appointed person will be responsible for ensuring that the First Aid boxes in and around the school are well stocked. They will ensure that a portable First Aid box is made available for off-site activities, together with any necessary medication required by those students taking part.

The First Aid box is located in the Medical Room which is in the Staff Room & adjoining toilet. There is also a first aid kit kept in the DT/Vocational room.

The box must contain a 'sufficient quantity' of First Aid material and nothing else. A minimum requirement is listed below:

- a leaflet giving general advice on first aid,
- 20 individually wrapped sterile adhesive dressings (assorted sizes),
- 2 sterile eye pads,
- 4 individually wrapped triangular bandages (preferably sterile),
- 6 safety pins,
- 6 mid-sized (approximately 12cm x 12cm) individually wrapped sterile un medicated wound dressings,
- 2 larger (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings,
- 10 antiseptic wipes,
- 3 pairs of disposable gloves.

The appointed person will determine whether there should be more than the minimum items. A system of regular checks ensure that all First Aid kits are maintained ready for use.

Travelling First Aid containers

Before undertaking any off site activities, the member of staff leading the activity should assess what level of first aid provision is needed. Where there no special risk identified, the travelling first aid containers will contain:

- a leaflet giving general advice on first aid,
- six individually wrapped sterile adhesive dressings,
- one large sterile un medicated wound dressing - approximately 18cm x 18cm,
- two triangular bandages,
- two safety pins,
- individually wrapped moist cleansing wipes, and
- one pair of disposable gloves.

Equivalent or additional items are acceptable. Additional items may be necessary for specialised activities and these will be provided following the risk assessment made before the activity takes place. Any medication necessary for those pupils taking part in the activity will be included with the First Aid pack.

This first aid container shall be:

- maintained in good condition,
- suitable for the purpose of keeping the items referred to in good condition,
- readily available for use,
- prominently marked as a first aid container.
- Included within the same system of regular checks instigated for other first aid kits within the school.

Guidelines: Records

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

- medical conditions,
- allergies,
- regular medication,
- emergency contact numbers,
- name of family doctor/consultants, and

- special requirements (e.g. dietary).

Local Authority / Parental permission forms will be completed at point of admission to the company to allow staff to administer (included within terms of Service Agreement):

- prescribed medication,
- first Aid and
- home remedies (included on approved list).

Administration of Medication:

The school will only manage the administration of or administer medicines **when essential**, that is where it would be detrimental to the child's health if medicine were not administered during the school 'day'. Medicines will only be accepted when it has been prescribed by a doctor, dentist or nurse consultant.

The school will follow the instructions as provided on the original medicine container as dispensed by the pharmacist:

- how much to give,
- how it should be kept and stored,
- how it is to be administered,
- when to be given, and
- any other instructions.

The Head Teacher will decide whether any medication will be administered in school, and by whom. In appropriate cases the administration of medication during school time will be part of a healthcare plan drawn up by Hidelow Grange School in consultation with the Care Team and if necessary the health professional (GP, paediatrician, nurse consultant or dentist) responsible for the child.

The medicine must be in the original container as dispensed by a pharmacist with the child's name and instructions for administration as supplied by the pharmacist on the label. If the pupil is required and able to administer his/her own medicine (e.g. inhaler for asthma) a designated member of staff will supervise the administration dependent on the age and understanding of the particular child.

Normally medication will be kept under the control of the appointed person, or other designated person, and stored in a locked medical cabinet in the medical room.

Every effort will be made to administer any medication between lessons, but in particular circumstances, such as for children with diabetes, medicines will be administered as advised by the child's consultant. In no circumstances will the school allow the administration of non-prescription medicines in school.

Limitations to First Aid Activities

First Aiders are not paramedics or doctors. Their training does not equip them to diagnose illnesses or other medical conditions. All cases of illness or suspected illness must be referred to either:

- the individual's general practitioner,
- the hospital when symptoms indicate severe illness requiring emergency treatment.

First Aid accommodation

The school will provide suitable and sufficient accommodation for first aid and medical treatment. There is a medical room with a washbasin and seating, which is used for medical purposes, and readily available when needed. The Education (School Premises) Regulations 2012, Regulation 5, requires every school to:

5.—(1) Suitable accommodation must be provided in order to cater for the medical and therapy needs of pupils, including accommodation for —

(a) the medical examination and treatment of pupils; and

(b) the short term care of sick

Should a pupil be suffering from illness such that they are not able to return to the school day they will be allowed to return home. This is a decision taken by the Head Teacher, or other designated person for first aid in consultation with the Care Team.

Hygiene & Infection Control

All staff should take precautions to avoid infection and to follow basic hygiene procedures. Staff will have access to single use disposable aprons, masks, single-use gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

Hygiene in treatment

Every effort must be made to avoid contamination of wounds, and only sterile dressings should be used. Only water should be used to clean open wounds. Where there is no water, sterile cleaning swabs such as a medical wipe may be used. Soiled clothing should be effectively decontaminated by washing in a domestic washing machine using the hot programme.

Disposal of soiled dressings

Soiled dressings, wipes or swabs of any kind and any contaminated disposables should not be allowed to contaminate furniture or fittings etc. All items should be handled with care and dropped directly into bin bag and then into the dustbin.

Cleansing of surfaces

Surfaces including floors contaminated with body fluids must be cleaned using antiseptic detergent diluted 1 part antiseptic with 10 parts water. Paper towels used for this purpose should be disposed of in the same way as the soiled dressings. Any cleaning equipment used for the cleaning of contaminated floors should be immersed in a similar solution for 20 minutes before being washed thoroughly in clean water.

Removing a sick pupil/student from school

If a pupil is taken ill or is injured and it is felt that the illness, injury is sufficiently serious as to require urgent medical treatment, this includes any injury to the head, the ambulance service and parents/guardians should be contacted without delay. A member of education or care staff will accompany a pupil. Precise details of the hospital should be noted and the parents/carers informed as soon as possible.

Use of private cars:

A company car should be used for transport but if it is necessary for a member of staff to take a pupil to hospital in their own car, the car must be appropriately insured for business purposes.

Reporting Accidents & record keeping

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE, the school will follow the LA procedures (LCOP 4 Reporting accidents, incidents and dangerous occurrences). The school will keep a record of any reportable injury, disease or dangerous occurrence. This must include 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.

First Aid and Accident log

The school keeps a record of all accidents, and of all treatment given by first aiders and appointed persons in the Accident Log, which will include the name of the injured or ill person and events afterwards (for example went home, resumed normal duties, went back to class, went to hospital, etc.). **This log can be found in the Branas T Drive – Hidelow – School – Accident Forms, a log will also be recorded on Behaviour Watch.** The information in the record book can:

- help the school identify accident trends and highlight areas for improvement in the control of health & safety risks,
- be used for reference in future first aid needs assessments,
- be helpful for insurance and investigative purposes.

All serious incidents or significant incidents will be reported to the parents/carers and if necessary, the child's social worker.

Administering medicines prescribed by medical practitioners in schools

Medication of any sort must only be administered by a trained member of staff. Ideally there should be a minimum of three staff trained to administer medicines.

Without exception the following procedure should be followed:

- Care staff will ensure that the medication is correctly labelled and up to date. The label should indicate the pupil's name, type of medication, dosage and must have been prescribed by a qualified medical practitioner. Details of the dispensing pharmacist should also be stated;
- Measures should be taken to ensure that all medications are stored securely, (by a nominated member of staff) with the appropriate recording systems in place;
- When a child needs medication in school, a clear treatment plan and protocol should be put in place;
- Medicines should not be administered in school where the dosage can be given outside school hours;
- Any amendment to the treatment must be authorised by the responsible medical practitioner, and the treatment plan amended accordingly.

Under no circumstances should educational staff be expected to carry out procedures without receiving adequate training. If the school can arrange for two adults, one preferably of the same gender as the pupil, to be present for the administration of invasive treatment, this ensures that child protection issues are addressed. Staff should protect the dignity of pupils as far as possible. No staff would be expected to undertake any procedure with which they did not feel competent.

General Principles

A list should be available in school of the children who require emergency or regular medication. The list should be made available to all members of the school staff team, and kept in a secure but available location which ensures pupil confidentiality is not breached. The Head Teacher should take responsibility for medication policies.

Refusing medication:

If a pupil refuses medication, teachers should not force them to do so. The school should inform the Head Teacher, or other designated person, as a matter of urgency. The record for administering the medication should be updated to reflect the refusal.

Storage of medicines

The school has responsibility for the safe management of medicines kept at the school. This duty derives from the Control of Substances Hazardous to Health Regulations 2002 (COSHH). The school will not store large volumes of medication. When the school stores medicines, staff will ensure that

each is in a labelled container showing the name of the pupil, name and dose of drug and frequency of administration. If a pupil requires two or more prescribed drugs, each should be in a separate container. Staff should never transfer medicines from their original containers. The Head Teacher, or other designated person, are responsible for ensuring that the medicines are stored safely. Medicines are kept in a secure place not accessible to pupils. If schools lock away medication that may be required in an emergency, all staff should be aware of the location of the keys. Medicines that require refrigeration may be kept in a refrigerator in an airtight container and clearly labelled. Access to this refrigerator is restricted.

Disposal of medicines:

School staff should not dispose of medicines. Any un-administered medicine should be returned to the care staff.

Non-prescription medicines:

Pupils sometimes ask for analgesics at school, if the case is deemed a genuine one and a Consent to Administer Homely Remedies form has been signed then the pupil may be given medication from the approved list, in consultation with care staff.

Long-term Medical Needs

The Head teacher and all of the education staff will do all they reasonably can to assist pupils with long-term needs to ensure that their learning is affected as little as possible by any medical issues they may have.

Records

The school log 'Administration of Medication Record' will be completed in every instance. It will be kept in the First Aid cupboard. The form will record:

- name of the pupil,
- date and time of the administration,
- who supervised the administration,
- which medication,
- how much was given, and
- note of any side-effects.

The Head teacher will ensure that the medical record form is filled in and checked regularly. The record will be cross-referenced with that of the care home where the pupil is resident.

Risk Assessments

The Head teacher must make suitable and sufficient risk assessments in the school to determine any extra provision required over and above the minimum provision. The risk assessments must also cover the risks to employees and also any non-employees who may come into the school.

Training

Care Tech will provide adequate and appropriate training for First Aid staff and appropriate information for all staff to enable them to carry out their duty of care. The Head teacher will ensure that there are sufficient trained staff to meet statutory requirements and the assessed needs, allowing for staff who are absent or off-site.

All staff working in the school will attend a 1-day Emergency First Aid training course as part of their induction process. It is a requirement of working in the school that a staff member has successfully completed this course during their induction period.

Equal Opportunities

The school will take particular care with the First Aid provision for any disabled staff and pupils. Appropriate risk assessments will be done by the person in charge of First Aid, and suitable provision will be made.

Roles & Responsibilities

Teaching Staff	Qualifications
Sam Goodchild Headteacher; DSL; LAC; Teacher: PE	BSc (Hons) in Sports Studies; PGCE: Secondary Education
Charlotte James DDSL; SENCO; Exams Officer; Teacher: Maths, ICT, Art	BA (Hons) in Primary Education specialising in SEND
Mark Maddock 0.6 FTE Teacher: Science, DT	B.SC. (Hons): Applied Zoology (with Agriculture); PGCE in Biology and Science (Distinction in Teaching Practice) Post-Graduate Certificate of SEN
Victoria Cooper Teacher: English; Enrichment	BA (Hons) English Literature and minor Religious Studies; Dip (HE) Diploma in Community, Youth and Play Work; PGCE Secondary English
Juliet Smith	BA (Hons) in Humanities with History; PGCE Secondary Geography

Teacher: PSHE; Humanities; Art; Enrichment	
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Monitoring and Review

The Head Teacher will review the First Aid needs and arrangements annually and that the appropriate standards are met. This policy document is to be read and adhered to in conjunction with other relevant Hidelow Grange School policies and procedures.

This policy is next due for review: July 2024