

THE APOLLO EDUCATION PROJECT

The Apollo Education Project: First Aid and Medicines Policy

1. STATEMENT

The Apollo Education Project is conscious of its obligation under the Health and Safety (First Aid) Regulations, 1981 and guidance from the Department for Education, the Education Advisory Committee and the Local Education Authority to provide adequate and appropriate first aid facilities and personnel for members of staff, pupils and visitors. As a result, this policy has been drawn up to give details of the first aid arrangements which have been made at our Project.

2. PRINCIPLES AND PRACTICE OF FIRST AID

First Aid is the skilled application of accepted principles of treatment on the occurrence of any injury or sudden illness, using facilities and materials available. It is the approved method of treating a casualty until placed, if necessary, in the care of a parent/carer, doctor or hospital. First aid is given to reassure casualties, to promote recovery and prevent the condition worsening.

3. FIRST AID ARRANGEMENTS

Trained and qualified First Aiders are those members of staff who have attended a course of training on first aid (i.e. First Aid at Work, Emergency First Aid, Emergency First Aid at Work adapted for children, Paediatric First Aid or a Refresher Course) and have a valid current first aid certificate issued by an organisation approved by the Health and Safety Executive under the Health and Safety (First Aid) regulations 1981.

The First Aid certificate is valid for three years and has to be updated by means of a refresher course.

The duties of the trained and qualified first aider are:

- To assess the situation where there is an injured or ill person.
- To give immediate and appropriate treatment bearing in mind that a casualty may have more than one injury and that some casualties' will require more urgent attention.
- To arrange, without delay, for the casualty to be transported either to a doctor, hospital or home, according to the seriousness of the condition. The first aider's responsibility ends when the casualty is handed to the care of parent/carer or an appropriate person. The first aider should not hand over until they have reported to whoever takes charge and have ascertained whether they can be of any further assistance.
- Ensuring that there is an adequate supply of materials in the first aid boxes and kits and that the contents of first aid boxes and kits are replenished after use and the items are not used after the expiry date.

- Completing the accident paper records, for all minor injuries, head injuries and near misses.
- Ensuring the medical requirements of pupils with an individual Health Care Plan (IHCP) are carried out correctly.

Our Lead First Aider is Dr Mick Clarke, and we have Siobhan Boyce who is adequately qualified.

4. Individual Health Care Plans (IHCP)

The Director of The Apollo Education Project will ensure that all pupils with medical conditions, either physical or mental, will be properly supported to ensure that they can play a full and active role in school life, remain healthy and achieve their academic potential. Their medical needs will be assessed by the Director and entered on the pupils IHCP, the Director will ensure the procedures are in place to support the pupil and parents.

5. FIRST AID BOXES

First Aid Boxes are located in the ground floor kitchen and in the first floor kitchen.

6 PROJECT VISITS

The first aid requirements and procedures for Project trips will be identified when trips are being planned. First Aid Kits will be provided for all Project trips. A member of staff who is first aid trained will attend each trip.

Risk assessments will be completed for all trips and children with Individual Health Care Plans (IHCP) must have these accessible at all times.

7 HEADLICE

Headlice is a common occurrence in the classroom. When it does occur a text is sent out to all parents within the Project notifying them of the occurrence. Should the problem continue with the same child, parents will be invited into the Project. Family Worker to discuss the situation and advice will be sort from the school nurse.

8 CHILDREN USING INHALERS

All inhalers are kept in a central place, in a named box so they are readily available for children to use. Should the child be unable to manage the situation themselves they should be brought to the Director.

9 First Aid Procedures

Every incident that is reported to staff will be judged on its own merits, however, the following principle guideline will be followed:

Generally feeling Unwell

- When children are feeling generally unwell they will be given some time in another room, have their temperature taken if required, given the opportunity to get fresh air if

this is convenient, and then will then be returned to class to continue with their education.

- If a child has been sick in the Project or we feel they are unable to continue with the school day, we will arrange for them to be collected. If a child has been sick they must not return to the Project until 48 hours after their last sickness. Please ensure that the Project always has current contact numbers.
- Children will receive notification of their illness to produce to their parents. The illness will also be logged in our medical book so we are able to use the information in the future i.e. regular bouts of illness, timings of illness etc.

Head Injuries

- When a child receives an injury to the head, they will be observed by a first aider, if the child is happy to continue the school day they will be returned to their class. Parents/Carers will be notified of the head injury via the telephone, we will leave an answer phone message if we are not able to make contact. Parents/Carers will be given the opportunity to collect their child after a head injury if they are concerned.
- If the child is unable to continue the day, arrangements will be made for them to be collected.
- All head injuries will receive a letter completed by the first aider that carried out the treatment.

Minor Injuries

- Minor injuries which occur at the Project will be treated as appropriate by a first aider and children will be given a letter to take home to notify parents.
- If we feel the injury requires further observation/investigation, we will arrange for the child to be collected.
- First Aiders are unable to carry out procedures such as removing splinters and removing objects from children's eyes. Parents/Carers will be contacted if the child is distressed and unable to continue with the school day.
- First Aiders are unable to carry out first aid on any injuries that children have acquired at home. Parents/Carers or Contacts will be contacted to come to the Project to carry out treatment on pre-existing injuries.

Relevant Telephone Number

The Nearest Doctor:

Wenlock Surgery
Wenlock Street
Luton
LU2 0NN
Tel: 0844 576 9785

The Nearest Chemist:

Royal Pharmacy
57 High Town Road
Luton

LU2 0BW
Tel: 01582 732312

The Nearest Hospital:
Luton and Dunstable Hospital
Lewsey Road
Luton
Tel: 0845 1270127

The Director will review this policy as necessary or when recommended to do so by LBC

Next review date: As required.