

Please contact the Student Reception/Admin Hub if you have any queries regarding this document.

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**Updated October 2021**  
To be reviewed October 2022

For use by all staff

## First Aiders

Name	Position	Level
Tracey Roberts	Teacher	2
Alan Andrews	Caretaker	2
Mark Cox	Teacher	Outdoor Education Emergency
Appointed Person Craig Murphy	Business Manager	
Secondary Person/s Steph Percy (Equip)/ Leigh Wills	Administrative staff	

First Aid Kits :  
 First aid room (Near Hall)  
 Food Room  
 STAFF ROOM  
 ALL SCHOOL VEHICLES

## Administering Medication

### Prescription Medicines

- Staff should **never** give a prescribed medicine to a child unless there is specific prior written permission from the parents/carers. Only medication prescribed by a doctor will be accepted. Where the head agrees for a prescribed medicine to be administered a letter **must** be received from the parents/carers giving exact details of the medication, the time and the dosage and the medication will need to be provided in an envelope clearing stating the child's name and the medication. All information must then be stored on SIMs The medication **must** be stored in a lockable cupboard. Staff **must** check that the medicine has been administered without adverse effect to the child in the past and that parents/carers have certified this is the case. The medication **must** be taken by the child under the supervision of a nominated person.
- **A child under 16 should never be given aspirin-containing medicine unless prescribed by a doctor**

### Non-Prescription Medicines

- **Pain killers (eg paracetamol) will only be administered to students, with full consent of parents/carers.**

## Sharps Information

A sharps injury is an incident which causes a needle or sharp instrument, such as a scalpel (collectively referred to as 'sharps'), to penetrate the skin. This is sometimes called a percutaneous injury. If the sharp is contaminated with blood or other bodily fluid(s), there is a potential for transmission of infection.

Although rare, injuries from sharps contaminated with an infected patient's blood can transmit more than 20 diseases, including Hepatitis B, C and Human Immunodeficiency Virus (HIV). Because of this transmission risk, sharps injuries can worry the many thousands who receive them.

### What to do if you receive a sharps injury?

If you suffer an injury from a 'sharp' which may be contaminated:

- Encourage the wound to gently bleed, ideally holding it under running water;
- Wash the wound using running water and plenty of soap;
- Do not scrub the wound whilst you are washing it;
- Do not suck the wound;
- Dry the wound and cover it with a waterproof plaster or dressing;
- Seek urgent medical advice (for example from your Occupational Health Service), as effective prophylaxis (medicines to help fight infection) are available;
- Report the injury to your employer.

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## COVID—19

### WHAT HAPPENS IF SOMEONE BECOMES UNWELL AT THE CPA?

If anyone at the CPA becomes unwell with Covid19 symptoms they must be sent home. Then follow the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection guidance](#).

If a child is awaiting collection, they should move, if possible, to a room where they can isolate behind a shut door. This depends on the age of the child and with appropriate adult supervision is required. Ideally, open a window for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting, they should use a separate bathroom if possible. Clean and disinfect the bathroom using standard cleaning products.

Staff caring for the child should wear PPE while they await collection if a distance of 2 metres cannot be maintained. Such as for a very young child or a child with complex needs.

In an emergency, call 999 if they are seriously ill or injured or their life is at risk.

If a member of staff has to help someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive.

They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the area with normal household disinfectant after someone with symptoms has left is vital. This will reduce the risk of passing the infection on to other people.

### WHAT HAPPENS IF THERE IS A CONFIRMED CASE OF CORONAVIRUS (COVID-19) IN A SETTING?

When a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19), they should be instructed to do a Lateral Flow test which can be provided by the school, if the test is negative and they are still symptomatic they should arrange to have a PCR test to see if they have COVID-19. They can arrange a PCR by visiting [NHS.UK](https://www.nhs.uk) or contact NHS 119 via telephone. Where the young person or staff member tests negative, they can return to their setting.

## Responsibilities

- **First Aiders** must leave the Medical Room in good, clean order;
- **Student Reception/Admin Hub** must do a weekly check on the following:
  - Medical Room;
  - First Aid Supplies are in stock;
  - Staff are not allowed to give students medical sweets e.g. Hall Soothers, Tunes etc.

Student Reception/Admin Hub is responsible for ordering First Aid Supplies. It is the responsibility of the drivers of the vehicles and teachers of the specific classrooms to notify Reception/Admin hub when their supplies need replenishing.

## Emergency Services/Ambulance

1. The first call should go to the First Aider via Student Reception/Admin Hub;
2. If an ambulance is required a call must be put through to the **Student Reception/Admin Hub**;
3. The information required will be:
  - a. Name of Student
  - b. Age of Student
  - c. Exact location of Student
  - d. What has happened
  - e. Condition of Student
4. First Aider will remain with injured student;
5. Student Reception/Admin Hub will then organise the following as a priority:
  - a. Phone for an ambulance;
  - b. Phone the students' parent/carer and calmly request that they come to school and that if the student needs hospital attention, they will need to go with them. If the student does not go to hospital, they will need to be collected to go home.
  - c. Phone for the SLT on rota to go to the injured student. If the student needs to go to hospital and parent/carer has not arrived the SLT will go with them. The SLT will get back from hospital by taxi, which is paid for by the school.
  - e. Wait for the ambulance to arrive and have Student Support waiting to escort them to the student.

The First Aider must complete a WCC Accident Form (additional forms can be found in the Student Reception/Admin Hub) It then must be reported to RIDDOR.

## COVID-19

Where the child, young person or staff member tests positive, they must follow the latest government guidance. The other household members of that wider class or group do not need to self-isolate.

In some cases a larger number of other children, young people may self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

The Government offers [guidance for special schools, specialist colleges, local authorities and any other settings](#) managing children and young people with education, health and care plans, including those with complex needs.



## First Aid in the Classroom

If a student has an accident or requires medical assistance in a classroom the member of staff needs to:

- Assess the nature of the injury;
- If necessary and if the student is capable of moving, they should be escorted by another student to the Student Reception/Admin Hub;
- Student Reception/Admin Hub will contact the First Aider and code the student on SIMs. Upon their arrival, the accompanying student will return to lesson;
- The First Aider will treat the student and then complete a WCC Accident Form;
- If the injury was the result of faulty equipment i.e. broken glass, raised carpet etc. the First Aider must notify the Site Manager (Alan Andrews) Then fill out an investigation form along with the accident form, both located in reception.
- If the student has received a bang to the head and has signs of concussion, the First Aider must ask the Student Reception/Admin Hub to telephone home and have the student collected;
- If the student is injured due to the actions of another student or is unable to leave the classroom, SLT must be contacted immediately by alerting the Student Reception/Admin Hub;
- If a student has been sick or has diarrhea they must be sent to the Student Reception/Admin Hub, who will send them home and request that they are not to return to school for 48 hours from the last incident of vomiting or diarrhea.

## First Aid during Trips

A full and complete First Aid Box must be taken on all trips. This can be found in the blue and red minibuses.

- The contents must be checked by the Trip Organiser;
- Any use of the First Aid Box must be recorded upon return to school in the First Aid log in the Student Reception/Admin Hub;
- First Aid boxes must be returned to the Minibuses on the first day back after the trip;
- It is recommended that Sick Bags are also taken.

## Outdoor Education Accidents Protocol

### School Based Activities:

Minor injuries such as a bump on the leg or a scratch that does not involve a break in the skin then a short rest should suffice. For more serious injuries where you are worried about a sprain or strain to a muscle/ligament then the trained First Aider needs to be called via the Student Reception. At no point should a student be sent on their own to receive treatment, if you are unable to leave your group then send a responsible student as support.

Major injuries such as broken bones and head injuries, immediate contact with the Student Reception/Admin Hub is made, the student should be made comfortable however not moved. The First Aider will call for Ambulance assistance after an assessment has been made. If there is an obvious break then contact the Student Reception/Admin Hub who will contact the First Aider. If there is a bleed an effort should be made to stem the blood using anything to hand - always be aware of infection from contaminated blood so keep a safe distance. If a student has been rendered unconscious then check the airway, place in the recovery position or apply CPR if trained/required.

### Off-site Activities:

The same procedures apply, however the staff member will need to use a telephone to make contact with the school, in order that another member of staff can come and supervise the students if they need to accompany a student to the hospital. Whilst cycling there must be two members of staff i.e. a teacher and an LC in case there is a need to accompany a student to the hospital. At all times the members of staff off-site should be contactable by mobile phone.

### Key points to remember:

1. As a teacher use your own judgement with minor injuries;
2. Never let a student leave without a proper assessment by a First Aider if there is the slightest chance they may be injured seriously;
3. Remember to take a mobile phone with you when you are off-site;
4. Always have head and spinal injuries checked by a qualified First Aider.

## First Aid during Brunch or Lunch time

Requests for First Aid must be sent via the Student Reception/Admin Hub, who will contact a member of the First Aid team to attend.

The following information is required:

1. Who the student is?
2. Where they are located within the school grounds?
3. What has happened?

To be provided/taken by the Student Reception who will then check attendance and the medical log.

The First Aider will then deal with the student in the appropriate manner.

## Back or Neck Injuries

Under no circumstances must a student move or be moved by anyone other than Paramedics/Emergency Services.

An ambulance must be called in **all** instances.

## Recognising & Treating an Asthma Attack

According to Asthma UK the definition is *'Asthma is a condition that affects the airways - the small tubes that carry air in and out of the lungs'*.

When a person with asthma comes into contact with something that irritates their airways (an asthma trigger), the muscles around the walls of the airways tighten and become narrower and the lining of the airways become inflamed and start to swell. Sometimes sticky mucus or phlegm builds up which can further narrow the airways.

Asthmatics generally use two different types of inhaler to manage and treat the condition. A brown inhaler contains a preventative medication and a blue inhaler contains a reliever medication. Asthmatics usually only call for assistance when they have taken their reliever medication and they have not had the relief from the symptoms that they would normally expect.

### What do you see?

- A dry, unproductive cough;
- Difficulty in breathing - especially out;
- Wheezing as they breathe out;
- Tightness of the chest;
- Difficulty in talking;
- Distress and anxiety;
- Possible loss of consciousness.

### What do you do?

- Call for medical assistance Student Reception/Admin Hub - wait with the asthmatic until help arrives - in the meantime:
- Any treatment should be aimed at easing the casualty's breathing;
- Rest and reassure the casualty whilst sitting them down, ideally leaning slightly forward;
- Encourage the casualty to self medicate, improvise a nebuliser if they are having problems co-ordinating an in breath with a puff of medication;

## Serious Allergies - The Principles of Treatment

If an allergic reaction starts it is vitally important that the treatment is as quick as possible. The sooner the reaction is treated the better.

Mild reactions can be treated with an antihistamine medicine.

More serious reactions are treated with adrenaline which, if given quickly, can reverse the symptoms of the reaction. Adrenaline is given by an injection. People who suffer severe reactions will carry a 'pen like' injection, brand names include EpiPen® and Anapen®. They work by injecting adrenaline into the thigh muscle when you press a button or jab against the skin.

### In all cases of an allergic reaction you must:

- Stay calm and assist the casualty;
- Send for **immediate** medical assistance via the Student Reception/Admin Hub;
- Make a note of when and how often they have had treatment.

## Serious Allergies

### What is an Allergy?

An allergy occurs when your body's immune system, which normally fights infection, overreacts to a substance called an allergen. Most allergens are not obviously harmful and they have no effect on people who are not allergic to them. Allergic reactions to allergens can vary from mild to life-threatening.

### What are the symptoms?

Symptoms often start very quickly, within an hour of contact, sometimes within minutes.

Signs and symptoms of a **mild** allergic reaction can include:

- Mouth and lips tingling;
- Face swelling;
- Feeling sick;
- Urticarial (nettle rash or hives);
- Colicky pains in the abdomen (tummy or stomach);
- A feeling of tightness around the throat;
- 

Signs and symptoms of a more **severe** allergic reaction can include:

- All of the above;
- Wheezing or difficulty breathing due to an asthma-like attack or swelling around the throat;
- A sense of impending doom;
- Dilation of the blood vessels, which in turn can cause:
- General redness of the skin;
- A fast heart rate;
- Low blood pressure, which can cause fainting or collapse.

A **severe reaction** is called anaphylaxis and without quick treatment this can quickly lead to unconsciousness.

- Medication should relieve the symptoms of the attack within a few minutes. If there is no relief help them to self-medicate again every 5-10 minutes.

The First Aider will decide when to call an ambulance.

The following are general guidelines for when to call an ambulance:

- If the medication is not working after five minutes;
- If the condition is getting worse;
- If talking is becoming more difficult;
- If they start to become exhausted;
- If you are at all unsure.

**If the First Aider is delayed and the asthmatic is suffering from any of the above, you need to call an ambulance via the Student Reception immediately.**

Asthma can lead to unconsciousness and stoppage of breathing. You must be prepared to resuscitate using the ABC accident procedure.

Asthma sufferers tend to play down an asthma attack. However, an asthma attack can very quickly change from a slight cough and wheezing to unconsciousness. If someone is have an asthma problem:

**Never:** Leave them outside your classroom;  
Leave them with another student .

**Always:** Call for medical assistance via Student Reception/Admin Hub;  
Stay with them until help arrives.

Even if the sufferer says they will be okay and they just need some air, it is always better to be safe. A First Aider can watch the sufferer constantly and immediately detect any deterioration.