

# First Aid Policy

North Kesteven Academy

2021-2022

**Review Date:** Summer Term 2021

**Next Review Due:** Summer Term 2022



North  
Kesteven  
Academy

*Think Excellence*

## CONTENTS.

### 1. Purpose of the policy

### 2. Responsibilities:

The Governing Body  
The Headteacher  
Teachers & other staff  
Staff with First Aid Qualifications  
Parents /Carers  
Students

### 3. Drop In Clinics

### 4. Immunisation

### 5 Infectious Diseases

### 6. Insurance

### 7. Medical Emergency

### 8. Procedure for calling for an ambulance

### 9. Record Keeping

### 10. Academy Trips & Visits

### 11. Specific Medical Needs Health Care Plans

## APPENDICES

APPENDIX 1	Health Care Plan
APPENDIX 2	Anaphylaxis
APPENDIX 3	Asthma
APPENDIX 3	Diabetes
APPENDIX 5	Epilepsy
APPENDIX 6	Long-term medication taken in academy e.g. Ritalin.
APPENDIX 7	Broken limb and / or other injuries to legs, which will require the use of crutches.
APPENDIX 8	First Aid Boxes / Bags
APPENDIX 9	Location of first aid boxes around the academy site.

## 1. Purpose of the policy

North Kesteven Academy accepts that Health and Safety is an integral part of all activities and believes that the only effective approach to injury, ill-health and loss prevention is one based on the active participation of everyone and the systematic identification of hazards and the assessment and control of risks as outlined in the Academy's Health & Safety Policy.

North Kesteven Academy recognises that under Health & Safety, the provision of **First Aid** can prevent minor injuries becoming major ones. It understands that it has a responsibility to provide first-aid to ensure that staff have access to adequate facilities and equipment at all times during the working day. North Kesteven also understands that as an academy that responsibility extends beyond that of just staff but to others in our care, which are the students and, at times, any visitors on our site.

North Kesteven Academy has assessed that **adequate** and **appropriate** first aid provision for us as an academy is:

- An appointed person to take charge of first aid arrangements
  - Additional qualified staff that can offer support in the case of an emergency
  - A designated First Aid Room
  - Suitably stocked first aid boxes, located at key points around the site\*
- \*See appendices for further information

The North Kesteven Academy First Aid Policy has been formulated in line with health and safety legislation and the **DfE Guidance**:

- Guidance on First Aid for Academies
- Supporting Students with Medical Needs.

## 2. Responsibilities.

### **The Governing Body**

The Board of Directors accepts the responsibilities of the employer and will provide adequate resources to implement this policy.

This policy will be reviewed annually and amended in accordance with the experience gained from monitoring and taking into account any new developments in health and safety legislation.

Governors will promote and keep under review the measures taken to secure health and safety in the academy. Governors will:

- a. Review and monitor Health and Safety, including First Aid.
- b. Receive regular reports
- c. Develop safety rules and safe systems of work
- d. Ensure that staff responsible for aspects of Health & Safety are competent and, adequately trained.

### **The Headteacher**

The Headteacher is responsible for ensuring that the Governing Body's First Aid policy is put into practice. The Academy's Health & Safety Policy and the processes and procedures that are contained within that, underpin this policy.

### **Teachers & other staff**

Teachers' conditions of employment do **not** include giving first aid and they are not obliged to become a First Aider or appointed person, although some staff have **volunteered** to undertake these tasks. There is also no legal or contractual requirement to administer medication to a student.

However Teachers and other staff in charge of students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students at North Kesteven Academy in the same way that parents might be expected to act towards their children.

All staff should make themselves aware of the medical conditions of students who they regularly come into contact e.g. Classroom Teachers and those students who are in their teaching groups and conditions such as anaphylaxis, asthma, diabetes and epilepsy.

All staff should ensure that the Academy is aware of any condition for which they may require support in an emergency.

### **Appointed Person**

The academy has a designated person whose role is to ensure the provision of comprehensive first aid cover for staff, students and any visitors to the academy during the working day. The Appointed Person is the Director of Operations. This role incorporates the following:

- To be responsible for carrying out a risk assessment of the need for first aid provision within the academy and for ensuring this is regularly reviewed
- To be responsible for ensuring that the academy has a sufficient number of staff who are fully trained First Aiders at Work, as identified in the risk assessment, and to ensure that refresher training is completed for this and other areas, for example epipen training.
- To be responsible for the maintenance of all first aid boxes and bags (visits) belonging to the academy and ensure the academy is fully compliant with Health and Safety Regulations relating to first aid\*
- To keep up-to-date with current legislation, in relation to first aid provision and students with specific medical needs.
- To report, as required, to the Governors, Headteacher and other stakeholders. **\*See appendices for further information.**

### **Staff with First Aid Qualifications.**

In addition to the Appointed Person the Academy has deemed it appropriate and necessary through risk assessment to have trained staff that can support the Academy's First Aid provision. These staff can offer support in the case of an emergency or provide cover in the case of absence and have completed an appropriate training course approved by OFQUAL and delivered by recognised providers. At North Kesteven Academy, these staff have completed one of two courses:

- Emergency first aid at work (EFAW). EFAW training enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work.
- First aid at work (FAW). FAW training includes EFAW and also equips the first-aider to apply first aid to a range of specific injuries and illnesses.

Both EFAW\* and FAW\* are qualifications that are valid for a specific period of time. The academy is committed to ensure that refresher training and retesting of competence is facilitated before certificates expire. **\*See appendices for further information.**

## Parents /Carers

In order for the students to be able to access the curriculum provided at North Kesteven Academy, it is essential that students are well enough to do this.

Parents / carers of students with certain specific medical needs will be required to complete an appropriate Health Care Plan in order that the academy can, within its remit, support those needs. **One to one support for a student with a medical need can only be provided if the student has an Educational health Care Plan..**

Parents / Carers play a fundamental part in supporting the Academy in managing Health & Safety. In order to do this Parents must ensure that:

- Students are not sent to the academy unwell and unfit to participate in the academy day. Adequate and appropriate arrangements must be made by the parent/carer for the care of any student unfit for school.
- Any injury incurred at home or off the academy site (with the exception of those incurred en route to academy) is dealt with appropriately by the parent/carer before the student is sent to the academy.
- **Contact numbers** should be given on the **Induction Pack** of names of parents, relatives and other responsible adults who are prepared and able to accept responsibility for any student needing to be sent home from the academy ill or requiring further medical attention.

**Sufficient telephone numbers should be provided to ensure that contact can be made with someone who will be able to accept legal responsibility for the student e.g. if a student has to be taken to hospital in an emergency.** It is essential that Parents inform the academy of any changes to these numbers.

- Parents / Carers understand, that in order to account for students once they have arrived on site, that it is the Academy that will make contact with them through the First Aid Room, rather than the students making direct contact should a student be unwell or hurt in academy and need to be sent home from the Academy or require further medical attention.
- In the circumstances where further medical advice treatment is advised, Parents are asked to inform the Academy of the outcome.
- Parents /Carers will inform the Academy as soon as possible by telephone and in writing via the **Induction Pack** or letter, if their child has a specific medical condition, which may require first aid attention or support. This will require, in some cases, the completion of a **Health Care Plan**. This should be updated regularly, as soon as possible, but certainly following any review by external health professionals.

Specific medical conditions specifically include:

- **Anaphylaxis\*** (severe allergic reaction to certain food products or other agents).
- **Asthma\***
- **Diabetes\***
- **Epilepsy\***
- **Long -Term medication prescribed by a Doctor\***
- **Broken limb and / or other injuries to legs, which will require the use of crutches\***

**\*See appendices for further information**

- Parents of students with specific medical needs may need to provide details about certain needs or illnesses, such as allergic reactions in order to assist the Academy in meeting its duty of care to all students. If this is required, reasons will be fully explained.
- Tablets/medicine, apart from prescribed asthma and diabetes medication or epipens are **NOT**, under any circumstances, to be carried around the academy site by ANY student for reasons of Health and Safety for the individual and other students and staff. Any **non-prescription tablets/medication** required in the academy should be provided in a named container or envelope with accompanying separate written permission from Parents / Guardians for a First Aider to supervise the student self-administering the tablets/medicine. (Please also see the section on paracetamol). Medication & written permission must be handed into Reception or Student Services before Registration.
- Any student who requires tablets / medicine **prescribed by a Doctor** to be taken during academy hours, must first contact a First Aider for confirmation of our agreement to supervise the student self administering the tablets / medicine. Only the correct amount of tablets are to be sent into academy to cover the period of time the tablets are to be taken with accompanying separate written permission from Parents / Guardians for a First Aider to supervise the student self-administering the tablets/medicine. Depending on the type of medication, some cannot be handed back to the students to take home.
- If a student refuses to take medication, academy staff will not force them to do so. The academy will inform the student's Parents / Guardians as a matter of urgency and, if necessary, the academy will call the emergency services.

**The Academy is not legally required to dispense any medication. The current facility is a "good-will" gesture to help Parents /Carers and the Academy may withdraw this facility at any time.**

- **PARACETAMOL AND OTHER OVER THE COUNTER MEDICATION**

Following advice from the Health and Safety Executive, the academy is unable to routinely offer or administer paracetamol or other medications (e.g. Piriton) to students or staff. The only exception to this will be a decision by a qualified first aider to administer aspirin to a casualty over the age of 16 they suspect is having a heart attack. Parents who believe their child may require paracetamol or another medicine during the academy day should ensure they follow the procedure outlined above. In certain circumstances, should the First Aider on call consider that a situation can be quickly remedied by the administering of an over the counter medication,

they may contact the parent/carer for permission to give it. Such medication will NOT be administered unless the student has medication in school, or where the parent specifically gives an instruction.

Parents / Guardians and students, as part of the **Induction Pack**, are asked to sign to say that they have read and agree to accept the procedures for themselves and their child contained within this Policy.

### **Students**

Students must exercise personal responsibility for their own safety and that of other members of the Academy's community such as teachers, support staff and fellow students.

All students on their arrival at North Kesteven Academy, as part of their induction process, are made aware of the Academy's provision of First Aid. They are also made aware that their tutor or the pastoral team is their first point of call if they are feeling unwell, are hurt or require first aid treatment at any point during the academy day. Therefore Students must:

- Report to their tutor or college team if they are unwell, are hurt or require first aid treatment with their Learning Diary.
- Be aware that if the Academy assesses that they are not fit or well enough to remain in academy or need further medical attention, the Academy will attempt to contact their Parents / Guardians or other named adults, in order that they student can be collected and taken home or for a further check.
- **Not** contact home directly, or leave the site, in order that the Academy can account for their whereabouts once they have arrived onto the academy site.
- Other than self-medication for asthma, diabetes and severe allergies, or at parents' discretion an exact dose of over the counter medication for use during the academy day, students will not carry any other medication around the academy site.
- Students **and** Parents / Guardians, as part of the **Induction pack**, are asked to sign to say that they have read and agree to accept the procedures for themselves contained within this Policy.

### 3. Drop-In Clinics.

The Community Academy Health Nurse affiliated to the Academy, provides a 'Drop-In' facility for confidential health advice as part of the Community Health Programme, for all students.

**This is not a Academy managed activity.** The confidential nature of the 'Drop-In' would mean that North Kesteven Academy cannot be held responsible for any advice given.

Parents with queries about this facility should address them directly to Academy Nurses on Lincoln 502010 who are employed by Lincoln District Health Care, NHS Trust.

### 4. Immunisation.

Immunisation programmes are organised by local health authorities, under the direction of the Department of Health. The Secretary of State for Health is required, under NHS and education legislation, to provide for the medical and dental inspection of children.

At North Kesteven Academy we support the local health authority with some immunisation programmes e.g. HPV.

### 5. Infectious Diseases

Students who have an infectious disease should not be in the academy.

In order to minimise the risk of transmission of infection to other students and staff if a student reports to the Academy and it is suspected that they are suffering from such a disease, Parents / carers will be contacted in order that the student can be collected immediately and medical advice sought.

Staff who have come into contact with others or whom have themselves suffered from such a disease, should not return to work until a medical practitioner has cleared them.

If the Academy has an unusual number of cases of an infectious disease it will inform the appropriate body, through the RIDDOR documentation.

### 6. Insurance.

The Academy holds insurance legally required for the delivery of its core business through the Department of Education's Risk Protection Arrangement. All staff are adequately insured to undertake the duties for which they are trained, as long as they act within agreed policies.

### 7. Medical Emergencies

The Academy has in place an **First Aid call out rota** which is activated in the case of an emergency and involves the support of a member of staff "on call" in attending the lesson, accident or incident. This rota is in place from 8.30am until 3.30pm each day.

In the case of an Accident / medical emergency to a student, staff should:

- Contact Reception. If it is felt an ambulance is required, **staff should state this when the call is made.**
- If it is not possible to call, a student should be sent to reception to request immediate assistance. Reception will contact a First Aider to either attend the incident or administer first aid once the student has arrived at the first aid room.

In the case of a member of staff:

- A responsible student should report to the nearest member of staff or Reception.
- The First Aid call out timetable will be activated.
- The “on call” member of staff can attend and organise cover for the teaching group, should the emergency have occurred in a lesson.
- A First Aider can support the member of staff either by attending the lesson or administer first aid once the member of staff has arrived at the first aid room.

### **8. Procedure for calling for an ambulance.**

In certain circumstances the support of the emergency services are required to support severe illness or injury. In those circumstances an ambulance will be requested. The process for this is:

- Call a first-aider by contacting reception: use internal telephone or radio or send a student or member of staff. **If it is felt an ambulance is required, staff should state this when the call is made.**
- In other circumstances the First-aider decides if emergency services should be called. If so, call directly or instruct reception to make the call.
- If the emergency services personnel decide that the injured person requires treatment at the Accident & Emergency Department, the Parent / Guardian in the case of a student or a named contact for the injured person will be contacted. **In these circumstances it is expected that the person contacted comes to the academy immediately or makes their way to the Hospital to meet with the ambulance on its arrival there.**
- If the First Aider makes the call, they will inform Reception.
- Reception will, if they have made the call, send message back to first-aider that ambulance is on its way.
- Site staff will be notified and be in place to ensure that the ambulance is deployed to the nearest point of the accident / emergency.

In the case of further treatment being required it is the Parents /Carers responsibility to make arrangements to support their child in these circumstances.

Where there is failure to make contact with Parents / Carers, a responsible adult from the Academy will be sent whilst the Academy continues to try to make contact. It does expect Parents / Carers to respond as soon as possible and make their way to the hospital in order that the member of staff is able to return to the Academy, to continue with their duties as soon as possible.

### **Defibrillator**

The Academy has a defibrillator which is kept in the reception area. First aiders who have completed the full 3 day qualification have been trained to use it, although the device is simple enough for any person to use in an emergency situation. In a situation which is deemed life-threatening, the on call First Aider or a senior member of staff may decide to use the defibrillator. In this scenario, we will endeavour to contact parents/carers as quickly as possible, however parents and carers should be aware that the immediate priority will be to preserve life and summon qualified medical help. The defibrillator is checked visually on a daily basis by the reception staff and checked and tested six monthly by the Director of Operations.

The main unit battery and pads are replaced in line with the manufacturer's direction. The operating battery is changed every six months.

## 9. Record Keeping

Inevitably as a large institution staff, students and visitors may require first aid as a result of feeling unwell or an accident or incident. The Academy ensures that records are kept of first aid treatment given by first aiders and appointed persons. These records show:

- The date, time and place of the incident
- Details of the injury / illness and what first aid was given
- What happened to the person immediately afterwards.

Where a student requires first aid the student's Learning Diary is completed to indicate to Parents / Carers that they have received First Aid treatment. It is expected that the student will give Parents / Carers the details.

Direct contact with Parents / Carers will be made, if it is felt that a student is not well or fit enough to remain in academy or additional treatment is advised or required.

As well as the Academy's first aid records there are certain statutory records and reporting arrangements that must be adhered to for more serious injuries. This involves the completion of the F2508 forms for more serious injuries and for carrying out the statutory reporting procedures for all deaths, injuries, acts of violence, or notifiable disease as required by the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995) (RIDDOR)**.

## 10. Academy Trips & Visits.

Provision for first aid on any Academy trip or visits is covered within the Trips & Visits Policy.

## 11. Specific Medical Needs.

### Health Care Plans

For some students who have a specific medical need, an individual health care plan may be drawn up in order that the Academy can identify the care requirements to manage that need at North Kesteven Academy. This agreement between Academy, Parents / Guardians and the Student outlines the expectations for all concerned. This plan will need to be reviewed on a regular basis, at the very least on an annual basis, or following a regular health professional review. Health Care plans will be drawn up and managed by the Academy's SEND team.

Unless the student also has an **Educational Health Care Plan**, which will enable specific staff support, the completion of a health care plan is specifically about the management of that need within a normal, comprehensive academy setting.

In order that these plans do not become an onerous task for the Academy, North Kesteven will adopt generic ones for specific needs, which can then be added to on an individual basis, if required. The Academy expects that the completion of such a plan will involve:

- The parent or guardian
- The student
- The student's tutor and Head of Year
- The academy health service, the child's GP or other health care professionals (depending on the level of support the child needs)

At North Kesteven Academy because the student will have contact with a significant number of staff, the Health Care Plan will be attached to the student's electronic file in order that staff can access the information.

If the student's needs require staff to volunteer to assist those needs, appropriate training in conjunction with the Health Authority, will be arranged e.g. administration of an epipen.

It is expected that the Academy Staff will treat medical information confidentially.

Health Care Plans are put into place for students with:

- Anaphylaxis (severe allergic reaction to certain food products or other agents).
- Diabetes
- Epilepsy
- Long-term medication taken in academy e.g. Ritalin.
- Broken limb and / or other injuries to legs, which will require the use of crutches. **\*See appendices for further information.**

Please note the list above is not limited and will extend to other needs, where the student and their need, would be best suited by the completion of such a plan.

**13. APPENDICES.**

**APPENDIX 1: Exemplar Health  
Care Plan**

**NORTH KESTEVEN ACADEMY  
HEALTH CARE PLAN**

STUDENT'S NAME	
TUTOR GROUP	
DATE OF BIRTH	
STUDENT'S ADDRESS	
MEDICAL DIAGNOSIS OR CONDITION	
DATE	
REVIEW DATE	
<b>Family contact information</b>	
NAME	
PHONE NUMBER (work)	
Home	
Mobile	
NAME	
PHONE NUMBER (work)	
Home	
Mobile	
<b>Clinic/hospital contact</b>	
NAME	
PHONE NUMBER	
G.P.	
NAME	
PHONE NUMBER	
Describe medical needs and give details of student's symptoms	

?
Daily care requirements (e.g. before sport/at lunchtime)
?
Describe what constitutes an emergency for the student, and the action to take if this occurs
?
Follow up care
?
Who is responsible in an emergency (state if different for off-site activities)
?

Form copied to	Parent, Tutor, teachers, Head of Year
Signatures	
Parent	
SendCo/Head of Year (for and on behalf of North Kesteven Academy)	

## APPENDIX 2: Anaphylaxis

Anaphylaxis is an extreme allergic reaction requiring urgent medical treatment. When such severe allergies are diagnosed, the people concerned are made aware of what they can and cannot eat and drink or come into contact with.

The most common cause is food - in particular nuts, fish, and dairy products. Wasp and bee stings can also cause allergic reaction. In its most severe form the condition can be life threatening, but it can be treated with medication. This may include antihistamine, adrenaline inhaler or adrenaline injection, depending on the severity of the reaction.

In the most severe cases of anaphylaxis, people are normally prescribed a device for injecting adrenaline. The device looks like a fountain pen and is pre-loaded with the correct dose of adrenaline and is normally injected into the fleshy part of the thigh. The needle is not revealed and the injection is easy to administer. It is not possible to give too large a dose using this device. In cases of doubt it is better to give the injection than to hold back.

Responsibility for giving the injection is on a purely **voluntary** basis and is not, in any case, undertaken without training from an appropriate health professional.

For some people, the timing of the injection may be crucial.

- This must be clear in the health care plan and suitable procedures put in place so that swift action can be taken in an emergency.
- **Epipens** should be carried at all times by the student so that they can be accessed immediately should the need arise.
- It is up to the Parent / Guardian of students who are at risk of anaphylaxis, to ensure that their child carries the appropriate medication, that it is labelled clearly with their name, and that it remains in date.

**The Academy cannot ensure that the student will not come into contact with the allergen but will endeavor to minimise the risks whenever possible. This may require precautionary measures on events such as outdoor activities or academy trips.**

### Allergic Reactions

Symptoms and signs of allergic reactions will normally appear within seconds or minutes after exposure to the allergen. These may include:

- A metallic taste or itching in the mouth
- Swelling of the face, throat, tongue and lips
- Difficulty in swallowing
- Flushed complexion
- Abdominal cramps and nausea
- A rise in heart rate
- Collapse or unconsciousness
- Wheezing or difficulty breathing

Each person's symptoms and allergens will vary and will need to be discussed when drawing up the health care plan.

An ambulance should be called immediately, particularly if there is any doubt about the severity of the reaction, or if the person does not respond to the medication.

### **APPENDIX 3: Asthma**

Students with asthma have airways that narrow as a reaction to triggers. These triggers vary amongst individuals but common ones include viral infections, cold air, grass pollen, animal fur and house dust mites. Exercise and stress can also precipitate asthma attacks in susceptible people. The narrowing or obstruction of the airways causes difficulty in breathing and can be alleviated with treatment.

Asthma attacks are characterised by

- Coughing,
- Wheeziness and difficulty in breathing, especially breathing out.

The affected person may be distressed and anxious and, in severe attacks, the student's skin and lips may become blue.

There are several medications used to treat asthma. Some are for long-term prevention and are normally used out of academy hours and others relieve symptoms when they occur (although these may also prevent symptoms if they are used in anticipation of a trigger, e.g. exercise).

Most people with asthma will relieve their symptoms with medication using an inhaler. At North Kesteven Academy it is expected that students with asthma take charge of and use their inhaler as and when required and that should be clearly marked with their name.

Inhalers should also be available during physical education and sports activities or academy trips. It is helpful if parents provide the Academy with a spare inhaler for their child's use, in case the inhaler is left at home accidentally or it runs out. Spare reliever inhalers must be clearly labelled with the student's name and stored safely in the First Aid Room.

Students with asthma are encouraged to participate as fully as possible in all aspects of academy life, although special consideration may be needed before undertaking some activities. Students will be allowed to take their reliever inhaler with them on all off-site activities. Physical activity will benefit students with asthma in the same way as other students. They may, however, need to take precautionary measures and use their reliever inhaler before any physical exertion. All are encouraged to undertake warm up exercises before rushing into sudden activity especially those with asthma and when the weather is cold.

North Kesteven Academy will not force an asthmatic student to take part if they feel unwell.

If a student is having an asthma attack, the person in charge should:

- Prompt them to use their reliever inhaler if they are not already doing so.
- Reassure and comfort them whilst, at the same time, encouraging them to breathe slowly and deeply.
- The student should sit rather than lie down.
  - If the medication has had no effect after 5-10 minutes, or if the student appears very distressed, is unable to talk and is becoming exhausted, then medical advice must be sought and/or an ambulance called.

### **APPENDIX 4: Diabetes**

Diabetes is a condition where the person's normal hormonal mechanisms do not control their blood sugar levels. People with diabetes normally need to have daily insulin injections, to monitor their blood glucose level and to eat regularly.

The diabetes of the majority of academy-aged children is controlled by injections of insulin each day. For some students these may need to be given during academy hours. Most students can do their own injections, however students should use an appropriate environment to do this. North Kesteven Academy would recommend that the First Aid Room is such a place.

Students with diabetes need to ensure that their blood glucose levels remain stable and may monitor their levels using a testing machine at regular intervals. This is usually done during the academy lunch break but the Academy accepts that this may need to be done more regularly if their insulin needs adjusting. Students will be able to do this themselves and again the First Aid room is the designated place for this to take place.

Students with diabetes need to eat regularly during the day. This may include eating snacks during class-time or prior to exercise. Students can store a "goodie" box at the First Aid Room for such occasions.

If a meal or snack is missed, or after strenuous activity, the student may experience a hypo glycaemic episode (a hypo), during which his or her blood sugar level falls to too low a level. Staff should be aware that the following symptoms, either individually or combined, may be indicators of a hypo:

- Weakness, dizziness
- Confusion, memory loss
- Lack of coordination
- Slurred speech
- Bizarre, uncharacteristic uncooperative behaviour

If a student has a hypo, it is important that:

- A fast acting sugar, such as glucose tablets, a glucose rich gel, a sugary drink or a chocolate bar, is given immediately.
- Slower acting starchy food, such as a sandwich or two biscuits and a glass of milk, should be given once the student has recovered, some 10-15 minutes later. If the student's recovery takes longer, or in cases of uncertainty, call an ambulance. □

## **APPENDIX 5: Epilepsy**

People with epilepsy have recurrent seizures, the great majority of which can be controlled by medication.

Not all students with epilepsy experience major seizures but for those who do, the nature, frequency and severity of the seizure will vary greatly between individuals. Some may exhibit unusual behaviour (for example, plucking at clothes, or repetitive movements), experience strange sensations, or become confused instead of, or as well as, experiencing convulsions and/or loss of consciousness.

Seizures may be partial (where consciousness is not necessarily lost, but may be affected), or generalised (where consciousness is lost).

The symptoms of most children with epilepsy are well controlled by modern medication and seizures are unlikely during the academy day. The majority of children with epilepsy suffer fits

for no known cause, although tiredness and/or stress can sometimes affect a student's susceptibility. Flashing or flickering lights, video games and computer graphics, and certain geometric shapes or patterns can be a trigger for seizures in some students. Screens and/or different methods of lighting can be used to enable photosensitive students to work safely on computers and watch TVs. Parents should be encouraged to tell the academy of likely triggers so that action can be taken to minimise exposure to them.

Students with epilepsy at North Kesteven Academy are not unnecessarily excluded from any academy activity. Extra care and supervision may be needed to ensure their safety in some activities such as swimming or working in science laboratories. Off-site activities may need additional planning, particularly overnight stays. Concern about any potential risks should be discussed with students and their parents, and if necessary, seeking additional advice from the GP, paediatrician or academy nurse/doctor.

When drawing up health plans, parents should be encouraged to tell the Academy about the type and duration of seizures their child has, so that appropriate safety measures can be identified and put in place.

Nothing must be done to stop or alter the course of a seizure once it has begun except when medication is being given by appropriately trained staff. The student should not be moved unless he or she is in a dangerous place, although something soft can be placed under his or her head. The student's airway must be maintained at all times. The student should not be restrained and there should be no attempt to put anything into the mouth. Once the convulsion has stopped, the student should be turned on his or her side and put into recovery position. Someone should stay with the student until he or she recovers and re-orientates.

Call an ambulance if the seizure lasts longer than usual or if one seizure follows another without the person regaining consciousness, or where there is any doubt.

#### **APPENDIX 6: Long-term medication prescribed by a Doctor.**

In the circumstances where a student is prescribed medication over an extended period of time, which would be deemed longer than ten days, a health care plan must be drawn up. Ritalin is one such example of such medication

#### **Ritalin**

Ritalin is used to treat attention deficit disorder (ADD) and attention deficit hyperactivity disorder (ADHD). It is also used in the treatment of a sleep disorder called narcolepsy (an uncontrollable desire to sleep).

Ritalin must be taken exactly as prescribed by your doctor. It should not be taken in larger or smaller amounts or for longer than recommended by the GP.

Ritalin is controlled drug and, as such, it is Parents who must bring this particular medication into Academy. This will enable the Academy to support what is required for the student but also the rules that healthcare providers must follow.

## **APPENDIX 7: Broken limb and/or other injuries to legs, which will require the use of crutches.**

In order to prevent further harm to an injured limb, provision may be made to a Student's timetable, so that they are not at further risk of being knocked or jostled as they move around the site.

The Academy is not in a position to ensure a person's injury cannot be exacerbated further when it is in a back slab (half plaster / half dressing). Therefore it is only when the person is in a full cast that the person should return to the academy.

Any exceptions to this, can only be authorised by the Headteacher or Director of Operations and will be subject to individual risk assessment and consultation with parents/carers.

Students on crutches are not permitted to go up and down the stairs in order that they can evacuate the buildings safely without risk to themselves or others, nor should they be out on the Academy field at Break or lunchtime

In order that they can continue with any lessons timetabled for upstairs classrooms, the Academy will whenever possible arrange to re-room classes to ground floor classrooms. Where this is not possible, work will be brought to them whilst they remain in the Resources area.

## **APPENDIX 8: First Aid Call Out**

In order to respond effectively and swiftly to accidents/medical emergencies around the site, the academy operates an Emergency Call Out system of trained first aiders. Please do not use this call out system for routine issues. Examples of the type of issues this service should be restricted to is as follows:

- Loss of consciousness
- Suspected cardiac arrest
- Moderate/serious bleeds (e.g not a paper cut)
- Asthma attack
- Severe allergic reaction (e.g NOT itchy eyes)
- Seizure
- Breathing difficulties
- Suspected fractures

This service should not be called for:

- Pre-existing non-serious injuries (e.g. a hurt leg from the previous day)
- Feeling sick
- Tummy ache/headache
- Blisters

In most cases of emergency call out, the first aider will attend the student in situ. Students will not be sent from lessons to access first aid. This includes the administering of any medication that the student has been unable to take at break or lunchtime.

## **APPENDIX 8: First Aid Boxes / Bags.**

**The Academy has two different size boxes located at key points around the site. The size is dependent on the location and assessed risk of users in those areas.**

There is no mandatory list of items for a first-aid container. However, the HSE recommend that, where there is no special risk identified, a **minimum** provision of first-aid items would be:

- 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 safety pins;
- 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.
- Cleansing wipes

N.B. Equivalent or additional items are acceptable.

**If items are used from a first aid box, staff are expected to inform the Appointed Person that the box will require restocking as soon as possible after use.**

It is the responsibility of the Appointed Person to examine the contents of first aid boxes / bags on a regular basis and record their findings.

**APPENDIX 9: Location of first aid boxes around the academy site.**

## FIRST AID BOX SITES

LOCATION	DATE CHECKED	CHECKED BY
RECEPTION	09/20	MIKE GALLIMORE
GENERAL OFFICE	09/20	MIKE GALLIMORE
STAFFROOM	09/20	MIKE GALLIMORE
ART OFFICE	09/20	MIKE GALLIMORE
S1 SCIENCE	09/20	MIKE GALLIMORE
S2 SCIENCE	09/20	MIKE GALLIMORE
S3 SCIENCE	09/20	MIKE GALLIMORE
SCIENCE PREP (S)	09/20	MIKE GALLIMORE
S4 SCIENCE	09/20	MIKE GALLIMORE
S5 SCIENCE	09/20	MIKE GALLIMORE
K1 SCIENCE	09/20	MIKE GALLIMORE
K2 SCIENCE	09/20	MIKE GALLIMORE
K3 SCIENCE	09/20	MIKE GALLIMORE
SCIENCE PREP (K)	09/20	MIKE GALLIMORE
RES MATERIALS	09/20	MIKE GALLIMORE
RES MATERIALS	09/20	MIKE GALLIMORE
T8/T9 FOOD TECH	09/20	MIKE GALLIMORE
MUSIC OFFICE	09/20	MIKE GALLIMORE
IT BLOCK STORE	09/20	MIKE GALLIMORE
RESTAURANT	09/20	MIKE GALLIMORE
LIBRARY	09/20	MIKE GALLIMORE
PE OFFICE	09/20	MIKE GALLIMORE
PE OFFICE	09/20	MIKE GALLIMORE
HISTORY OFFICE	09/20	MIKE GALLIMORE
SITE OFFICE	09/20	MIKE GALLIMORE
MAIN HALL	09/20	MIKE GALLIMORE
CONTENTS OF FIRST AID KITS		
ITEM	QUANTITY	EXPIRY
GUIDANCE LEAFLET	1	-
MEDIUM STERILE DRESSING 120X120	6	06/24
LARGE STERILE DRESSING 180X180	2	06/24
TRIANGULAR BANDAGE	3	06/24
SAFETY PINS	12	-
EYEPAD STERILE DRESSING	3	06/24
STERILE ADHESIVE PLASTERS	60	06/22
SALINE CLEANSING WIPES	30	06/22
ADHESIVE TAPE 5M	1	05/24
NITRILE DISPOSABLE GLOVES	9	06/24
STERILE FINGER DRESSING	3	06/24
RESUS FACE SHIELD	1	06/24

<b>*FOIL BLANKET</b>	<b>2</b>		<b>06/24</b>
<b>**BURN DRESSING</b>	<b>2</b>		<b>06/24</b>
<b>FIRST AID SHEARS</b>	<b>1</b>		<b>-</b>
<b>CONFORMING BANDAGES</b>	<b>2</b>		<b>06/24</b>
<b>ELASTIC STRIP DRESSINGS</b>	<b>2</b>		<b>09/21</b>
<b>STERILE SKIN CLOSURES</b>	<b>5</b>		<b>04/25</b>
<b>**EYEWASH PODS</b>	<b>10</b>		<b>09/24</b>
<b>VOMIT BAGS</b>	<b>3</b>		<b>-</b>
<b>FACE MASKS</b>	<b>3</b>		<b>06/22</b>
<b>ICE PACKS (PE ONLY)</b>	<b>5</b>		<b>SEE PACKS</b>

**\* EXTRA FOIL BLANKETS INTO PE KITS \*\* EXTRA BURN GELS AND EYEWASH PODS INTO TECHNOLOGY KITS \*\* EXTRA BURN GELS INTO RESTAURANT KIT**