

## First Aid and Medicines Policy

**This Policy is an LSI UK Policy. Local adaptations for specific schools are in blue text.**

### **INTRODUCTION**

This policy applies to all students and staff at Language Studies International (LSI). It outlines the School's responsibility to provide adequate and appropriate first aid to students, staff, parents and visitors and the procedures in place to meet that responsibility. The policy is reviewed annually.

### **AIMS**

1. To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992 and 1999.
2. To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school activities.

### **OBJECTIVES**

1. To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the School
2. To provide relevant training and ensure monitoring of training needs.
3. To provide sufficient and appropriate resources and facilities.
4. To inform staff, students and parents (of students under 18) of the School's First Aid arrangements.
5. To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

### **PERSONNEL / RESPONSIBILITIES**

The Senior Management are responsible for:

- The health and safety of their employees and anyone else on the premises. This includes the School Director/Principals and teachers, non-teaching staff, pupils and visitors (including contractors).
- Ensuring that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

The School Director/Principal is responsible for:

- Acting as the Appointed Person
- Undertaking a risk assessment and that the appointments, training and resources for first aid arrangements are appropriate and in place.
- Putting the first aid policy into practice and for developing detailed procedures.
- Ensuring there are adequate first aid boxes, both in buildings used by LSI and portable 'taxi' kits for social activities where necessary and appropriate numbers of body fluids kits. These must be checked for date and refreshed, replaced or replenished on a regular basis.
- Ensures that the policy and information on the School's arrangements for first aid are made available to students and parents (of students under 18).
- Ensuring there is adequate signage in the buildings to advise where to find First Aid.

- The above may be delegated, all or in part to an appointed Health and Safety Officer. However, First Aid remains the overall responsibility of the School Director/Principal.

Teachers and staff are responsible for:

- Teachers and other staff are expected to do all they can to secure the welfare of the pupils.

## **TRAINING**

### **First Aiders**

The recommended number of certified first-aiders with the full First Aid at Work qualified and maintained status is one per 100 students/staff.

In selecting the numbers of people to be trained the School Principal considers:

1. The requirements of the school at peak periods, where there may be multiple sites and activities running in parallel.

In selecting first-aiders, the School Principal considers the person's:

1. Reliability and communication skills
2. Aptitude and ability to absorb new knowledge and learn new skills
3. Ability to cope with stressful and physically demanding emergency procedures
4. Normal duties. A first aider must be able to leave to go immediately to an emergency, without their absence putting students at risk.

**There is always at least one qualified person on a school site when students are present.**

## Qualifications and Training

The Schools have the following First Aiders:

<b>London</b>		

<b>Cambridge</b>		

<b>Brighton</b>		
Justin Franklin	FAW	Feb 2023
Anthony Drury	EFAW	Jun 2020
Sian Sandry	EFAW	Jun 2021
Romina Pahlavan	EFAW	???

First Aiders undertake specialist training in first-aid with an organisation approved by the HSE. This training is updated every three years.

All appointed persons hold a valid certificate of competence.

Training must be updated every three years.

### **GIVING FIRST AID**

The First Aider will take charge when someone is injured or becomes ill. They shall:

- Assess the area for further risk of harm and if safe to do so will:
  - Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
  - Call for further help and assistance from colleagues as needed.

- When necessary, ensure that an ambulance or other professional medical help is called as soon as possible.
- If a student is injured off site, the first aider at hand will deal with the situation in accordance with the injury. The first aider should always carry a mobile phone when accompanying students off site in case the emergency services have to be called.

Spillages of blood, vomit, excrement or other bodily fluids must be dealt with promptly by a first aider.

The area should be:

- Cordoned off as soon as is practicable.
- Cleaned using the Body Fluids spillage kit
- Protective gloves must be used at all times.

***Please see the LSI Emergency Procedures for detailed guidance on large scale emergencies.***

## **PREVENTION**

### **Risk assessment**

Building Risk Assessments are required to be carried out at least annually by the Health and Safety Officer and School Director/Principal. Recommendations on measures needed to prevent or control identified risks are either dealt with immediately or forwarded to senior management if of significant operational or structural significance.

Separate Risk Assessments must be carried out for all annex or additional rooms used, including checking the in house Fire Risk Assessment and Evacuation plans.

Activities Risk Assessments are carried out before each activity by a member of management and the accompanying staff member. Risk Assessments are to be updated regularly via feedback.

## **PROVISION**

The School Principal will consider the findings of the risk assessment in deciding on the number of first-aid personnel required. The School is a low risk environment, but the School Principal will consider the needs of specific times, places and activities in deciding on their provision.

In particular they will consider:

1. Off-site school trips
2. Out-of-hours provision e.g. social programme events

Arrangements are made to ensure that the required level of cover of both Appointed persons and First Aiders is available at all times when people are on school premises.

### **Continuing assessment of first-aid provision**

As part of the Schools' annual monitoring and evaluation cycle

1. The Health and Safety Officer and School Director/Principal review the Schools' first-aid needs following any changes to staff, building/site, activities, off-site facilities, etc
2. The Health and Safety Officer and School Director/Principal monitor the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions.

3. The Health and Safety Officer and School Director/Principal monitor the emergency first-aid training received by other staff and organises appropriate training.
4. The Health and Safety Officer and School Director/Principal checks the contents of the first-aid boxes regularly.

There is always at least one qualified person on the school site when the students are present.

There are first aid kits kept in reception.

#### Accommodation – Medical Room

The schools provide a suitable room for medical treatment and care of students during school hours.

London:

Cambridge:

Brighton: rooms 2.5 or 2.6 which is close to a toilet and washbasin.

#### Hygiene/Infection control

Basic hygiene procedures are followed by staff.

Single-use disposable gloves are worn when treatment involves blood or other body fluids.

Care is taken when disposing of dressings or equipment.

#### **REPORTING/RECORDING ACCIDENTS**

All incidents where first aid is required are to be recorded in the Accident Book (reception)

Serious incidents must be reported to the HSE using the appropriate RIDDOR form from:

<http://www.hse.gov.uk/riddor/report.htm>

#### **PROVISION OF INFORMATION**

The School Director/Principal ensures that staff are informed about the Schools' first-aid arrangements:

1. Provide information for new staff as part of their induction programme.
2. Maintain a first-aid notice board in the staff room.
3. Give all staff information on the location of equipment, facilities and first-aid personnel.

#### **ADMINISTERING MEDICINE**

It is LSI policy for staff not to administer medication. However, a student or parents of a student under 18 may present a written request to the School Director/Principal before the start of the course for school staff to administer medication.

This application will then be considered by the school and the decision will have regard to the best interests of the student whilst considering any implications for the staff. In cases where permission is granted, staff who volunteer to administer medication only do this with the support of the School Director/Principal and upon receipt of written confirmation/instruction from the student or their parents (for students under 18).

If medicines are to be administered by staff in school we must bear in mind the guidelines on such matters which are:-

1. The medicines must be kept safely and the containers clearly labelled.
2. Name of student

3. Date of dispensing
4. Dose and frequency
5. Cautionary advice/special storage instructions
6. Name of medicine
7. Expiry date
8. There are written instructions from the doctor

Medicines will not be administered by staff if:

1. They do not wish to do so. No member of staff can be asked to do this against their will.
2. Timing of administration of medicine is crucial
3. Some technical or medical knowledge or experience is required.
4. Where any intimate contact is required
5. They are analgesics and not part of a prescription.

Following Government guidelines the following points should be noted:

Prescribed medication can only be administered by staff if the student or parent (students under 18) has requested us to do so in writing and this has been accepted by the School Director/Principal in advance.

Non-prescribed medication should not be administered by staff.

No creams or lotions should be administered e.g. Arnica cream, Witchhazel. All cuts and bruises should be cleaned with water or a non alcohol antiseptic wipe. Individually wrapped sterile adhesive dressings are safe to use provided that they are not used on anyone who may suffer an allergic reaction to certain types of plaster. Before plasters are used, first aiders should establish whether the person requiring treatment has such an allergy.

All medicines are to be kept in the fridge or locked in the first aid cupboard in the staff room and to be administered by the staff who have paediatric/first aid training.

Policy review by UK Policies Committee March 21

Next review March 2022