



# Athula Dassana International Buddhist Vihara Dhamma School



## First Aid and Medication Policy, including procedures for dealing with body fluids

### Policy Applies to:

- The whole Dhamma school, including staff and visitors.
- All activities provided by the Dhamma school including those outside the normal Dhamma school hours
- All volunteers staff (teaching and non-teaching) working within the Dhamma school

### The Policy has regard for The Education (Independent School Standards) Regulations 2014, in force January 2015, section 5, part 24 and should be read in conjunction with:

- The Health and Safety Policy
- Child Protection and Safeguarding Policy

### Statement

The Dhamma school takes seriously its responsibilities to care for the children, staff, parents and visitors at all times; this care extends to off-site visits. In addition, the Dhamma school encourages children to have 100% attendance and will, through its policies and practices work to ensure that children can attend Dhamma School every Saturday.

Conditions of employment do not include administering first aid; however, teachers and other staff are always expected to use their best endeavours. The Head of the Dhamma School and the Head Teacher supports members of staff who volunteer to provide first aid and will ensure that those members of staff receive appropriate training.

### Qualified First Aiders:

- Ven Wanduramba Kassapa Thero (Heathrow & Aylesbury Dhamma School)
- Mrs Reshika Randi Senarathna (Heathrow Dhamma School)

First Aid is available at all times while children, staff, parents or members of the public are on the Dhamma school premises (Lampton School - main hall). It is also available during off-site visits or other activities organised by the Dhamma School (away from the Dhamma School).

The main duties of a qualified first aider are to give immediate help to casualties and to call an ambulance or other professional help.

First aiders are trained in accordance with HSE requirements and a record of first aiders and their certification dates is held.

First aiders should be called upon when an accident requires treatment beyond basic first aid.

All members of staff are able to administer basic first aid and can deal with routine first aid requirements. This may include: applying plasters, cleaning a minor wound, dealing with poorly/sick children, giving comfort and reassurance. Staff should not administer first aid for which they have not been trained. The first aid box will be available at the Main Hall, Lampton School.

Short term medication: Dhamma School is unable to store and administer any ongoing \ regular medication.

Permission for staff to administer First Aid and to seek emergency medical advice is gained from all parents and carers when a child commence Dhamma school and will remain in place until a child leaves The Dhamma School.

If such permission is not granted, then a disclaimer must be signed and held in a place to instruct the Dhamma school not to seek medical advice for the child on behalf of the parents.

Names of qualified persons, qualifications and dates will be placed in the First Aid box and a copy will be kept in the Dhamma school's staff file.

First aid supplies are checked regularly.

**First Aid/Accident Procedure while on Dhamma school premises (Lampton School – Main Hall) procedures:**

<p><b>A</b>  <b>Minor injuries</b>  <b>All staff may deal with these</b></p>	<p>Administer general first aid. If there is any doubt as to the correct treatment or if the injury is beyond the level of training of the member of staff, seek the advice of a qualified First Aider</p> <p>Enter details of the incident which caused the injury by completing the <b><i>Pupil Accident / Illness at school report</i></b></p>
<p><b>B</b>  <b>Head Injuries</b>  <b>May be dealt with by all staff, but the advice of a qualified First Aider must be sought</b></p>	<p>Administer First Aid. If a person receives a bang to the head or receives an injury which does not necessitate the emergency services, ensure the person is carefully monitored for the remainder of the day</p> <p>Enter details of the incident which caused the injury by completing the <b><i>Pupil Accident / Illness at school report</i></b></p> <p>If the injury is to a pupil, a form (<i>Pupil Accident / Injury in Dhamma School: Report</i>) should be sent home containing the relevant details. Parents should sign and return. If the form is not returned the parent should be asked to initial the accident form to confirm they are aware of the injury.</p> <p><b>Parents will always be made aware of head injuries</b></p>
<p><b>C</b>  <b>More serious accidents/injuries where the emergency services are necessary. These will always be dealt with by a qualified First Aider</b></p>	<p>Administer First Aid.</p> <p>Get another member of staff to call for an ambulance</p> <p>Contact the child's parents or carers</p> <p>A child taken to hospital by ambulance should be accompanied by their parent/carer.</p> <p>In the event of an ambulance not being able to attend the child may be taken to hospital in a staff car. The member of staff should be accompanied by another adult and have appropriate vehicle insurance.</p>

	<p>If the parents cannot be contacted, a member of staff should accompany the child and will remain with the child until the parent/carer arrives.</p> <p>The Dhamma school will continue to try to contact the child's parent/carer.</p> <p>Should emergency treatment be required, prior to contact being made with the parent/carer the member of staff with the child will seek the necessary medical advice or treatment from qualified persons.</p>
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Qualified First Aiders may, on occasions, give advice to parents regarding an injury that has occurred in school or an illness that has become apparent in school. If a parent /guardian does not take this advice the first aider should inform the Head Teacher or the Deputy.

### **Hygiene and infection control**

Staff must take precautions to avoid infection and must follow basic hygiene procedures. Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself and others from the risk of cross infection.

In order to minimize the risk of transmission of infection both staff and children should practice good personal hygiene and be aware of the procedure for dealing with body spillages:

### **Procedure for Blood and Other Body fluid 'Spillage':**

#### **Initial Clean Up Procedure:**

- Get some disposable gloves from the First Aid kit.
- Place absorbent towels over the affected area and allow the spill to absorb. Wipe up the spill using these and place in tie-up plastic bag.
- Put more absorbent towels over the affected area.
- All gloves/ towels used to be placed in "medical bin" in office.
- Any article of clothing that has got contaminated with the spill should be wiped cleaned and then put in a plastic bag and tied up for the parents to take home.
- A badly affected area then needs to be cordoned off until cleaned.
- A staff member to mop affected area, cleaning with disinfectant, and ensure area is cordoned off until dry.
- Any soiled wipes, tissues, plasters, dressings etc must ideally be disposed of in the clinical waste bin.
- When dealing with a spillage, absorbent paper hand towels need to be place on the affected area so absorbing the spill.
- All reusable cleaning up equipment then needs to be appropriately disinfected.
- Wash hands use anti-septic soap.

### **Reporting Accidents**

Minor Accidents such as falling over in the playground, which may require a plaster and more serious accidents such as a bad fall that may require a bandage, all bumps to the head etc must be recorded in a the Dhamma school's Accident Report (***Pupil Accident / Illness at school report***) and a copy of the report sent home to parents/carers when the child goes home.

The person administering the First Aid, and\or the relevant class teacher is responsible for reporting the accident and completing '***Pupil Accident / Illness at school report***'.

## **Pupil Accident / Illness at school report**

### **Major Injury/Serious Accidents**

For any pupil, employee/volunteer or person officially visiting the Dhamma school or any parent or pupil off-site but on Dhamma school business, the following accidents must be reported to the Health and Safety Executive (HSE):

An accident which results in death or major injury

- The person is taken from the Dhamma school or site of the accident to hospital
- An accident which prevents the injured person from doing their normal work for more than three days

Full details of the accident will also be recorded in the ***Pupil Accident / Illness at school report***

### **Fatal and Major Injuries**

Fatal and major injuries must be reported to the HSE immediately by phone and followed up by a written report (Form 2508) within 10 days. Other reportable accidents must be reported on Form 2508 within 10 days. Phone number: HSE 0845 300 9923 The Head Teacher has responsibility for reporting accidents to the HSE/RIDDOR and Ofsted. (0300 123 1231).

### **Infectious Diseases**

Infectious diseases must also be reported to HSE/RIDDOR, Ofsted and Hounslow Council.

### **Dhamma School Outings**

All pupils are expected to take part in all activities and the school will make the necessary adjustments for children with special medical needs.

### **Confidentiality**

All members of staff should treat medical information confidentially. All staff will have access to medical information about a child. Parents must be informed that the medical information is shared with all staff. Where a parent chooses to limit knowledge of a child's medical condition or medical needs with the school staff, the Head Teacher must decide whether this child's needs can be fully met, and a decision made regarding the child's welfare.

### **Control of injury/infections**

The Dhamma school promotes the good health of the children and the staff. In order to do so the Dhamma school aims to prevent the spread of illness.

Parents are encouraged to care for children at home when they are not well enough to undertake lessons, as soon as they are well enough to return to Dhamma school.

The Dhamma school encourages good hygiene practices and promotes regular hand washing, particularly after using the lavatory or eating, and the use handkerchiefs where necessary.

Where a child falls ill at school the child's parent or guardian will be contacted and asked to collect the child from Dhamma school as soon as possible. While the child is awaiting their parent/carer they will be kept warm and comfortable. A member of staff will remain with the child at all times.

If the parent is not able to collect their child, or if the parent/guardian cannot be contacted the child will be cared for in Dhamma school until either the parent is contacted, or the child is collected at the end of the Dhamma school day.