

ST. MARY'S SCHOOL, HAMPSTEAD

FIRST AID & MEDICINES

2011-2012



Original: Within Health & Safety Policy
Revised by: Charlotte Hall (Bursar) – Sept 2011
Review Date: Sept 2012

MISSION STATEMENT

St Mary's School seeks to provide an education firmly founded on Christ and the Catholic Faith.

Spiritual and moral principles are nurtured in a way that is reflected in daily life.

Within a happy and caring environment and based on the recognition of the dignity and worth of each child, high standards are expected and pursued. Intellectual development is emphasised and fostered along with the pursuit of academic excellence.

St Mary's values the unique contribution of every child within the school community.

St Mary's aims to encourage an active partnership between home, school, parish and the wider community.

EQUAL OPPORTUNITIES STATEMENT

St. Mary's School, Hampstead is an equal opportunities school.

As an equal opportunities school we will not discriminate (directly or indirectly), harass or victimise any individual or groups of individuals on the grounds of:

Ethnicity
Ability
Special needs and disability
Race
Gender
Religion or belief
Culture
Home language
Family background or
Sexual orientation

The school is committed to the advancement of equality of opportunity.

INTRODUCTION

This policy sets out the First-Aid and Medicines arrangements implemented at St. Mary's School, Hampstead including the EYFS. It should be considered in conjunction with the other key policies of the school which ensure that the health, welfare and safety of its pupils, employees, staff, and all those on the premises at all times. Regard has been given to the following regulations, guidance and frameworks:

EYFS Statutory Framework

ISI Inspection Standards - Regulation 3 (6) and 5 (1)

DfE – Guidance On First Aid For Schools

DfE – Guidance on The Health and Safety of Pupils on Educational Visits & Supplements.

RESPONSIBILITIES

The Trust ('The Employer') is responsible, under the Health and Safety at Work Act 1974, for making sure that the School has a Health and Safety policy (H&S) which should include arrangements for First Aid. Previously, the written guidance for First- Aid and Medicines has been included in the H&S Policy but are now elaborated upon here in this separate document so as to be fully compliant.

The Governing Body and in particular the Health & Safety Committee have the responsibility of developing policies based on the specific needs of the school. Regular reviews are made to ensure provision is appropriate and adequate.

The Headmistress and Bursar are responsible for putting the governing body's policy into practice and for developing detailed procedures. Further, that policies are made available to staff and parents and all those using the premises at any time. The Head and SMT are responsible for making the necessary risk assessments to ensure adequate and appropriate provision is available.

Teachers and other school staff:

As stated in the DfE guidance on 'First Aid for Schools':

"Teachers' conditions of employment do not include giving first-aid. However, Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those trying to assist in an emergency. "

APPOINTED PERSON and FIRST AIDERS

The Appointed Person for the school is: **Miss Clair Smith – School Secretary**

Miss Smith is also a **qualified First Aider** and who as well as administering basic first-aid:

- 1) takes charge when someone is injured or becomes ill.
- 2) Responsible for first-aid equipment (restocking first-aid boxes etc) and record keeping.
- 3) Co-ordinates with the Head (or in her absence a member of the SMT) to ensure that an ambulance or other professional medical help is summoned when appropriate.
- 4) Works with the Head, Bursar and SMT when risk assessing the First Aid needs of the school.

QUALIFIED FIRST AIDERS & EYFS PROVISION & TRAINING

It is the policy of the school that as many staff as is practicable are trained on a regular basis in First Aid so ensuring that there is a First Aider present during all on and off-site school activities and allowing for the absence of staff due to illness or leave. The level and type of training given reflects the varying levels of responsibility and regulatory requirement.

The main duties of a First Aider are to:

- 1) Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- 2) When necessary, ensure that an ambulance or other professional medical help is called.

Staff are trained at least every three years and complete an approved HSE course. The training courses are child specific and to meet regulatory requirements for EYFS Paediatric First Aid training (12 hr course) is given to at least one member of staff.

Whole school / group or individual training is also given, on a regular basis, for such aspects as administering Epipens and Anaphylaxis and any more specialised care that may be required to meet pupil need.

Lists of First Aiders are updated on a regular basis and are made available in the:

- 1) **Staffroom**
- 2) **Sick Bay**

FIRST AIDERS 2011-2012

The following staff have a Paediatric First Aid Qualification - (2 day course - 12 hours)

Name:	Primary Location / Dept	Qual Expires:	
1 Clair Smith	School Secretary	29/03/2014	APPOINTED PERSON
2 Christine Edwards	Nursery	29/03/2014	
3 Sharmila Bhudia	Nursery	10/06/2012	
4 Monika Budnicka	Reception	02/03/2013	
5 Romona Greene-Bacchus	Nursery	13/07/2013	
6 Veronique Warman Una	Nursery	13/07/2013	
7 Kiernan	Nursery	29/03/2014	
8 Nicola Eaglesham	Reception	29/03/2014	

The Following staff have Emergency First Aid for Children - (1 day course - 6 hours)

1 Catherine Keane	Learning Supp	06/09/2014
2 Francesca Summerfield	Learning Supp	06/09/2014
3 Martina Magee	Learning Supp	06/09/2014
4 Emma Butcher	Y2	06/09/2014
5 Tunjay Fehmi	Art	06/09/2014
6 Pam Day	Music	06/09/2014
7 Helen Griffiths	Y5	06/09/2014
8 Teneka Hall	Y5	06/09/2014
9 Kate McGlashan	Y1	06/09/2014
10 Bridget Cunningham	Music	06/09/2014
11 Emma Harrison	PE	06/09/2014
12 Rachel Doherty	Y2	06/09/2014
13 Mina Mistry	Y2	06/09/2014
14 Tarryn Copland	Science	06/09/2014
15 Jon Davies	Premises Manager	06/09/2014
16 Madeleine Campbell	Deputy Head	06/09/2014
17 Louise Finch	PE	06/09/2014
18 Heidi Botha	Y1	06/09/2014
19 Iwona Ciechanowska	Y1	06/09/2014
20 Charlotte Hall	Bursar	06/09/2014
21 Angela Rawlinson	Headmistress	06/09/2014
22 Miriam Daoud	Reception	06/09/2014
23 Josephine Boon	Receptionist	06/09/2014
24 Christine Edwards	Nursery	06/09/2014
25 Monika Budnicka	Reception	06/09/2014
26 Nicola Eaglesham	Reception	06/09/2014
27 Hannah Barnett	Nursery	06/09/2014
28 Veronique Warman	Nursery	06/09/2014

First Aid & Medicines

29	Sharmila	Bhudia	Nursery	06/09/2014
30	Anna	Kozlowska	Nursery	06/09/2014
31	Vanessa	Brooks	Y4	06/09/2014
32	Sharita	Oomeer	Y6	06/09/2014
33	Kathryn	O'Connell	Learning Supp	06/09/2014
34	Eileen	Garwood	Y6	06/09/2014
35	Jane	Jones	PA to Head	06/09/2014
36	Norah	Wellbelove	Learning Supp	06/09/2014
37	Louise	Shaer	Reception	06/09/2014
38	Patricia	Hunt	Reception	06/09/2014
39	Amanda	Winsloe	Y3	06/09/2014
40	Antonia	Fletcher	Y4	06/09/2014
41	Colleen	Mackay	Y3	06/09/2014
42	Joanna	Leigh	French	06/09/2014
43	Audrey	Campbell	Assistant Bursar	06/09/2014
44	Romona	Green-Bacchus	Nursery	06/09/2014

PRACTICAL ARRANGEMENTS

The Education (School Premises) Regulations 1996 require that:

“ every school has a suitable room that can be used for medical or dental treatment when required, and for the care of pupils during school hours. The area, which must contain a wash basin and be reasonably near a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed “

St Mary's has a well equipped First Aid / Sick Bay located centrally in the school adjacent the School Secretary's Office.

The following are located within the Sick Bay:

1) Accident Books

All accidents are recorded in the Accident Book (see Recording and Reporting). Details of the incident and actions taken are recorded and signed off by the member of staff responsible at the time of the accident. The School Secretary maintains these books, which are archived once a year.

There is also an 'Outside Accident book' which is used to record minor incidents by playground staff. These are also maintained by the School Secretary and archived when required. This book is located within the First Aid box used for playtimes and breaks/ outside play.

2) Toilet & Sink and hand-washing / hygiene facilities

These are readily available next to the sick bay. Whilst these facilities are not used exclusively for medical treatment, they are fully available at appropriate times should pupils need privacy or more 'sensitive' care or assessment.

3) Hazardous Waste Bin

This is the yellow bin (containing yellow bag) located in the toilet bay. This is for HAZARDOUS WASTE only such as plasters, used dressings, used gloves and soiled cleaning materials which have become contaminated with bodily fluids. The bin is collected on a regular basis by PHS Ltd and the School is registered appropriately for this specific waste collection.

4) Medical Fridge

This is used exclusively for medication that requires refrigeration (Antibiotics, insulin etc.). This is kept locked, the key being located in the School Secretary's Office.

5) Medical Freezer

This is used to house ice packs that are re-usable. There is always a stock of disposable ice packs available which can be used on off-site activities, trip and events.

6) First Aid Equipment / Resources

The School Secretary is responsible for ensuring that there is enough stock of basic first aid resources: disposable gloves, plasters, antiseptic wipes, bandages, disposable ice packs and that all first aid boxes are monitored, re-stocked at regular intervals. Additional boxes / kits are available for trips and off-site activities.

First Aid boxes are located in the following areas:

- 1) Sick Bay**
- 2) Nursery & Playground**
- 3) PE Department**
- 4) Science Room**
- 5) Art & DT**
- 6) Catering Managers Office**
- 7) Mary Ward Hall**
- 8) Premises Manager - Workshop**

7) Medicines Cabinet / Individual Pupil Medicines

Below the fridge and freezer is located a lockable grey cabinet which houses medicines and equipment for use in the treatment of individual pupils. This includes such items as EpiPens, asthma pumps and spacers, anti-histamine treatment and steroids which are essential in the treatment of conditions which can be life-threatening. The cabinet is kept locked, but the key is always available, located behind the Sick Bay door and sited in a red key box on the wall. All medicines housed in this cabinet have been given to the school by parents / carers who have given written permission for use (Permission Letters are kept in the medicines record book located in the School Secretary's Office). See section on Medicines below.

Pupils with more complex conditions have an individual named tray in the medical cabinet which contains their medicines / equipment and protocol card. Care is taken to ensure that when administering any medicine that it is for the pupil named on the packet or container (which is not damaged) and that the correct dosage is administered. Care must be taken to ensure that the medicine is in-date and that detailed records are kept.

RECORD KEEPING

All accidents, whether or not they result in injury should be reported to the Headmistress or in the case of her absence to the Deputy Head /SMT. Staff responsible or witnessing an accident should write a full report in the School Accident Book which is kept in the Sick Bay (and outside in the playground). If a pupil is injured, the Form Teacher should be informed if she/he is not already aware.

The School Secretary after consulting the Headmistress, or the Headmistress (or SMT) herself should contact the parents or emergency home contact and inform them that an accident has occurred and if the child has been taken to hospital, give the address and telephone number. If a member of staff is injured, the Headmistress should contact the closest relative and follow the same procedure as for a pupil.

An investigation should be made to try and establish causes and careful consideration be given to remedial measures.

Following a serious accident or incident a formal investigation will be carried out by the Headmistress together with another member of the Senior Management Team and Premises Manager.

Procedure following day to day accidents:

The following should always be asked and answers recorded fully in the school accident book. This must be clearly signed.

- i) Where did the accident happen?
- ii) When did the accident happen?
- iii) Who was injured? Nature of injury - site of injury
- iv) Who else was involved?
- v) Who witnessed the accident?
- vi) what was the injured person doing at the time of the accident?
- vii) If not usual why was the person doing it? Was the persons action rare, occasional/habitual?
- viii) Were protective measures available and appropriate? Were they used? If not why not?
- ix) Was the person adequately trained to do the activity?
- x) Was there supervision in force? If not, should there have been? Was it adequate?
- xi) Was a defect or design fault in the premises involved? If so, are similar situations to be found elsewhere in the building?
- xii) Record Actions / medical care given / who has been contacted

The amount of time and effort put into an investigation should be proportional to the potential severity of the consequences of a recurrence, not to the severity of injury in the case itself. All work related accidents and illnesses and reportable diseases will be reported (RIDDOR) when appropriate by the Headmistress, Bursar or Premises Manager [see below]

The School Secretary will inform parents and carers by telephone of all incidents / accidents and un-wellness even if it is of a minor nature. All accidents / incidents where a pupil sustains a head injury, parents or carers are informed by telephone and asked to collect his / her son or daughter as soon as is practicable.

All data is recorded, stored and used in an appropriate manner as required under Data Protection legislation. Accident Books are archived for at least 3 years.

The information collected is used not only as a record of an event, but can be used to help minimize and manage risk. Accident statistics can indicate the most common injuries, time, locations and activities at a particular site. These can be a useful tool in risk assessment, looking at trends and highlighting areas to focus upon and so tailoring first –aid provision. It is also essential for insurance and investigative purposes.

REPORTING INCIDENTS – RIDDOR

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE. This applies to employees, pupils, staff and visitors to the school.

The school must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of event; personal details of those involved and a brief description of the nature of the event or disease.

Accidents that must be reported are:

- 1) if employee / pupil injured during an activity connected with work / school or self-employed people while working on the premises;
- 2) Accidents resulting in death or major injury (including as a result of physical violence);
- 3) Accidents which prevent the injured person from doing their normal work for more than three days

For definitions of major injuries, dangerous occurrences and reportable diseases see HSE Information sheet below.

Fatal and major injuries and dangerous occurrences must be reported without delay (e.g by telephone) and then followed up, within 10 days a written report using Form 2508 (this can be done on-line).

MEDICINES

This includes: Over the counter medicines, prescription medicines and Homeopathic remedies.

When children are unwell, the best place for them is at home with an adult. A sick child will not be able to cope with school activities and if the illness is infectious there will be a serious risk of other children and staff becoming ill.

Occasionally, a doctor regards a child fit to return to school provided prescribed medicine is taken. There are also children with long term illness who can only attend school if medication is either given during the school day or is available in an emergency. A small proportion of epilepsy sufferers require drugs at midday and some children suffering with asthma need prescribed medication urgently in an attack. There are legal implications involved when agreeing to dispense drugs and therefore the following rules must be observed:

- i) The parent must be responsible for providing written consent together with the medicine in question in a suitable container clearly labelled with the child's name and directions for administration and for replenishing supplies if necessary.

- ii) The medicine must be kept under lock and key with one designated member of staff (the School Secretary) being responsible for administering dosage. [Grey cabinet & Fridge in Sick Bay]
- iii) Unused medicine should be returned to the parent.
- iv) Drugs should be disposed of at the chemist when no longer required.
- v) When a pupil suffers from any disease or any medical need all members of staff who may come in contact with the child will be made aware of the problems and of any limitations / precautions that need to be applied to the child's activities and what to do in an emergency.
- vi) All asthma sufferers are supplied with the appropriate reliever with their name and dosage clearly marked on the label.

A list of pupils with specific medical needs is recorded in the staff room and sick bay medical cabinet. Care should be taken to ensure that this data is used in an appropriate manner. Staff must ensure that they know the particular needs of their pupils. Any relevant medical information for each pupil can be found on the emergency cards kept by the school secretary.

The staff body is circulated electronically with the pupil dietary and medical needs on a regular basis and this list is reviewed and updated by the School Secretary and Bursar.

A written Log is kept by the School Secretary noting when, what and what dosage of medicine has been administered to any pupil together with written consent documentation. This file is kept in the School Secretary's Office. These records are kept for a minimum of 25 years.

ARRANGEMENTS FOR INDIVIDUAL PUPILS

Pupils with chronic conditions or complex needs have individual protocol sheets describing how their conditions need to be treated or regime the pupil requires. The protocol sheets are contained within the trays where their individual medical equipment is stored.

HYGIENE & DEALING WITH SPILLAGES OF BODILY FLUIDS

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Single-use disposable gloves are always available in the sick bay (wall mounted dispenser) and in all first aid boxes and additional gloves are sited outside the Nursery Department and Premises Manager.

Care should be taken when dealing with blood or other body fluids and disposing of dressings or equipment.

All contaminated materials must be disposed of in the Hazardous Waste Bin located in the sick bay.

Personal Hygiene (Pupils and Staff):

The DfE/DoH guidance contains the following advice:

- ✓ Effective hand washing is an important method of controlling the spread of infections, especially those that cause diarrhoea and vomiting.
- ✓ Always wash hands after using the toilet and before eating or handling food using warm, running water and a mild liquid soap.
- ✓ Rub hands together vigorously until soapy lather appears and continue for at least 15 seconds ensuring all surfaces of the hands are covered.
- ✓ Rinse hands under warm running water and dry with a hand dryer or clean paper towel.
- ✓ Discard disposable towels in a bin

- ✓ Encourage use of handkerchiefs when coughing and sneezing.
- ✓ Minor cuts, open or weeping skin lesions and abrasions should be covered with waterproof or other suitable dressings.

The school ensures that toilet areas are kept clean throughout the day and a midday cleaner is employed to clean the main toilet blocks (staff and pupil) so keeping hygiene standards high. There is a detailed cleaning regime at the end of the day whereby desks, door handles and other high-use areas are disinfected on a regular basis.

Pupils are taught the importance of hygiene as part of their day-to-day routines. 'Toilet Assemblies' remind them of expectations and reinforce good practice.

Cleaning up body fluid spills / Injuries:

The DfE/DoH guidance contains the following advice:

- ✓ Spills of body fluids: blood, faeces, nasal and eye discharge, saliva and vomit must be cleaned immediately
- ✓ When cleaning, always wear disposable gloves, disposable apron and take care not to get any of the fluid that is being cleaned up in ones eyes, nose, mouth or any open sores, cuts or abrasions.
- ✓ Clean and disinfect any surfaces on which body fluids that have been spilled.
- ✓ Ensure cuts and open wounds are covered with a waterproof dressing and if contaminated should be washed with copious amounts of soap and water, cleaned and dressed.
- ✓ Discard fluid-contaminated material, along with the gloves worn in the Hazardous Waste bin.

- ✓ Mops and buckets used to clean up body fluids should be cleaned in a cleaning equipment sink (not kitchen sink), rinsed with disinfecting solution and dried and stored appropriately.
- ✓ Ensure that contaminated clothing is hot laundered (minimum 60°C)

The Premises Manager maintains a stock of equipment dedicated for this type of cleaning including 'Spill Dry Powder' which quickly absorbs the contaminant, is bacteriostatic (kills germs) and instantly deodorises. Protective equipment is also available in the sick bay .

At all times staff must ensure that the privacy and dignity of a pupil is maintained. If a pupil needs to be changed then they can be taken to the sick bay where appropriate equipment is sited. If a pupil is very soiled, there is a shower available and appropriate washing facilities in the sick bay. Parents must be called to gain permission before the latter takes place and staff should not work alone under these circumstances.

CONTRACTORS / Small and Large Maintenance Projects

All contractors working on site are made aware of the First-Aid arrangements for the school. This is highlighted in the induction paper-work that must be signed by the Contractor before work commences or formal contract for the larger maintenance and building works.

REASSESSMENT OF FIRST-AID PROVISION & Revision of Policy

The SMT will regularly review the school's first-aid needs to ensure the provision is adequate. This policy is reviewed on a regular basis by the Governors.

GUIDANCE SHEETS (see below)

RIDDOR – HSE Guidance – pages 14 -17

Instructions for Use: EpiPen / Anaphylaxis Symptoms (Allergic Reaction) – page 18 -19

REFERENCES Used / FURTHER GUIDANCE & READING:

NUT – Hygiene Control in Schools
QGP Ltd AM9 Example First Aid Policy
ISBA – Guidance on First Aid Policy – March 2010
Medical Officers of Schools Association (MOSA) – Guidance
DfE – Managing Medicines in Schools and Early Years Settings
DfE – Guidance on First Aid for Schools

HSE information sheet Incident-reporting in schools (accidents, diseases and dangerous occurrences)

Some incidents that happen in schools, or during education activities out of school, must be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). These Regulations require employers and other people to report accidents and some diseases that arise out of or in connection with work. This information sheet gives practical advice to schools on what they need to report and how to do it.

Who should report?

The duty to notify and report rests with the 'responsible person'. This may be the employer of the injured person; a self-employed person; or someone in control of the premises where work is carried out. See the HSE website <http://www.hse.gov.uk/services/education> for more information on who the employer is in different types of schools.

What needs to be reported?

Under RIDDOR you must report the following workrelated accidents, including those resulting from physical violence, if they injure either your employees, or self-employed people working on your premises:

- accidents which result in death or major injury must be reported immediately (see 'Reportable major injuries' below); and
- accidents which prevent the injured person from continuing at his/her normal work for more than three days must be reported within ten days.

You must also report, in writing, any cases of workrelated ill health affecting your employees that a doctor notifies you about (see 'Reportable diseases' below).

Dangerous occurrences are specified events which may not result in a reportable injury, but have the potential to do significant harm. A full list is given in *A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* (see 'Useful HSE publications' for details).

Reportable major injuries

These include:

- fracture other than to fingers, thumbs or toes;

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- any amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- a chemical or hot metal burn to the eye or any penetrating injury to the eye;
- any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to:
 - hypothermia, heat-induced illness or unconsciousness;
 - resuscitation or requiring admittance to hospital for more than 24 hours;
- loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent;
- either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin;
 - acute illness requiring medical treatment; or
 - loss of consciousness;
 - acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Reportable diseases

These include:

- certain poisonings;
- some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis /acne;
- lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;
- infections such leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus;

- other conditions such occupational cancer; certain musculoskeletal disorders; decompression illness; and hand-arm vibration syndrome.

Who do I report to?

All accidents, diseases and dangerous occurrences may be reported to the Incident Contact Centre (ICC). The ICC is a single point of contact for receiving all RIDDOR-reportable incidents in the UK.

You can report incidents by any of the following routes:

- Telephone: 0845 300 9923
- Internet: by completing the relevant form on the ICC website at <http://www.riddor.gov.uk/reportanincident.html>
- E-mail: riddor@natbrit.com
- Form F2508: by completing the relevant hard copy form and sending it to:

Incident Contact CentreCaerphilly Business ParkCaerphillyCF83 3GG

Fax: 0845 300 9924

The ICC will forward details of incidents to the local HSE office.

What about pupils and other people who are not at work?

You need to report an accident that happens to someone who is not at work, eg a pupil or visitor, if:

- the person involved is killed or taken to hospital; and
- the accident arises out of or in connection with the work activity.

Like fatal and major injuries to employees, you must notify these accidents by following the procedures given above.

How do I decide whether an accident 'arises out of or is in connection with work'?

An accident will be reportable if it is attributable to:

- work organisation (eg the supervision of a field trip);
- plant or substances (eg lifts, machinery, experiments etc);
- the condition of the premises.

What about sports activities?

Accidents and incidents that happen in relation to curriculum sports activities and result in pupils being killed or taken to hospital for treatment are reportable.

Playground accidents

Playground accidents due to collisions, slips, trips and falls are not normally reportable unless they happen out of work or in connection with work, eg because of:

- the condition of the premises or equipment;

- inadequate supervision.

What records must I keep?

You must keep a record of any reportable death, injury, disease or dangerous occurrence for three years after the date on which it happened. This must include the date and method of reporting; the date, time and place of the event; personal details or those involved; and a brief description of the nature of the injury, event or disease.

Where can I find out more?

You can find full details of accident-reporting requirements in *A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* and *RIDDOR explained: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations* (see below). See also website <http://www.riddor.gov.uk/>

Useful HSE publications

A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 L73 (Second edition) HSE Books 1999 ISBN 0 7176 2431 5

RIDDOR explained: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations Leaflet HSE31(rev1) HSE Books 1999 (single copy free or priced packs of 10 ISBN 0 7176 2441 2)

RIDDOR reporting: What the Incident Contact Centre can do for you! Leaflet MISC310(rev1) HSE Books 2002

Preventing slip and trip incidents in the education sector Education Information Sheet EDIS2 HSE Books 2003

Workplace (Health, Safety and Welfare) Regulations 1992: Guidance for the education sector IACL97 (single copy free or in priced packs of 15, ISBN 0 7176 1049 7)

Further information

HSE produces a wide range of documents. Some are available as printed publications, both priced and free, and others are only accessible via the HSE website, www.hse.gov.uk.

HSE priced and free publications are available by mail order from HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA Tel: 01787 881165 Fax: 01787 313995 Website: www.hsebooks.co.uk (HSE priced publications are also available from bookshops and free leaflets can be downloaded from HSE's website: www.hse.gov.uk.)

For information about health and safety ring HSE's Infoline Tel: 0845 345 0055 Fax: 0845 408 9566 Textphone: 0845 408 9577 e-mail: hseinformationservices@natbrit.com or write to HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG.

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INSTRUCTIONS FOR USE OF EpiPen:

INSTRUCTIONS FOR USE

EpiPen Auto-Injector: ENSURE THAT THE EpiPen is in date



- Grasp EpiPen® in dominant hand, with thumb closest to grey safety cap
- Pull off grey safety cap (Fig. 1)



- Jab black end of the EpiPen® firmly into outer thigh, through clothing if necessary (Fig. 2)



- Hold in place for 10 seconds (Fig. 3)
- Remove EpiPen® from outer thigh
- Massage injection area for 10 seconds



- Ensure EpiPen® is disposed of safely as the needle will be exposed (Fig. 4)

- Each EpiPen® can only be used once

BE PREPARED: Administer a second EpiPen Auto-Injector after 5-10 minutes if patient does not respond or original symptoms return.

Actions:

1)

CALL 999 – ask for an ambulance and explain that you have a child / adult who has had an allergic reaction requiring an EpiPen and that it is an emergency case of **anaphylaxis (ana-fi-lax-is)**.

2)

Contact parent or Carer

3)

Lay the child flat and raise legs (if breathing is difficult, allow to sit but do not stand)

4)

If the child has not improved in 5-10 minutes, give second EpiPen injection.

Note // children who have an EpiPen at school will also have other drugs and inhalers to be used during a reaction. This is often the first line of medication when a reaction is mild or moderate / start of a reaction but is also used in between administering EpiPens. These drugs can include: antihistamines and salbutamol inhalers and steroids etc. SEE INDIVIDUAL PUPIL PLANS where appropriate.

Symptoms of Anaphylaxis:

Mild to Moderate allergic reaction :

- **swelling of lips, face , eyes**
- **hives or welts (rash, blotches can be itchy)**
- **abdominal pain, vomiting**

Anaphylaxis (Severe allergic reaction):

- **difficulty / noisy breathing**
- **swelling of tongue**
- **swelling / tightness in throat**
- **difficulty talking and/or hoarse voice**
- **wheeze or persistent cough**
- **loss of consciousness and / or collapse**
- **pale and floppy (young children)**

