

## **First Aid and Safe Administration of Medicine Policy**

### **National Guidance Informing Policy**

Elm House School pays due to the national guidance regarding First Aid and the Safe Administration of Medicine including:

Guidance on First Aid For Schools (February 2014)

[www.gov.uk/government/publications/first-aid-in-schools](http://www.gov.uk/government/publications/first-aid-in-schools)

Supporting Pupils At School With Medical Conditions (December 2015)

<https://assets.publishing.service.gov.uk/media/5ce6a72e40f0b620a103bd53/supporting-pupils-at-school-with-medical-conditions.pdf>

### **Introduction**

This policy sets out Elm House School's commitment to meet the current statutory requirements. The company recognises that adequate first aid provision must be provided for employees, pupils and other persons who may be injured or become ill while at Elm House School.

This policy and procedures identify the measures to be taken to meet each school's statutory obligations and places day-to-day responsibility for meeting the requirements with the Executive Headteacher and Head Of Education assisted by the Health, Safety and Maintenance Manager and Lead Teachers.

We are committed to:

- Providing excellent provision for first aid for pupils, staff and visitors
- Ensuring that pupils with medical needs are fully supported at the school.

We will also make sure that each school is appropriately insured and that staff are aware that they are insured to support pupils in this way.

### **Roles and responsibilities**

Elm House School has produced this policy to clearly identify the roles and responsibilities of all those involved in the arrangements they make to support pupils at school with medical conditions.

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. Elm House Schools ability to provide effective support will depend to an appreciable extent on working cooperatively with other agencies. Partnership working between school staff, healthcare professionals and social care professionals, local authorities, and parents and pupils will be critical. An essential requirement for any policy therefore will be to identify collaborative working arrangements between all those involved, showing how they will work in partnership to ensure that the needs of pupils with medical conditions are met effectively.

Other healthcare professionals, including GPs and paediatricians should notify the residential manager when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Specialist local health teams may be able to provide support in schools for children with particular conditions (eg asthma, diabetes).

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

Social workers are key partners and should be involved in the development and review of their child's individual healthcare plan and will be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, eg provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Local authorities are commissioners of school nurses for maintained schools and academies. Under Section 10 of the Children Act 2004, they have a duty to promote cooperation between relevant partners such as governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and NHS England, with a view to improving the well-being of children so far as relating to their physical and mental health, and their education, training and recreation.

Local authorities should work with schools to support pupils with medical conditions to attend full time. Where pupils would not receive a suitable education in a mainstream school because of their health needs, the local authority has a duty to make other arrangements. Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty when it is clear that a child will be away from school for 15 days or more because of health needs (whether consecutive or cumulative across the school year)

Providers of health services - should co-operate with schools that are supporting children with medical conditions, including appropriate communication, liaison. Local authorities must have regard to statutory guidance on the education of children unable to attend school because of health needs.

This guidance is available on GOV.UK with school nurses and other healthcare professionals such as specialists and children's community nurses, as well as participation in locally developed outreach and training.

The local Health and Wellbeing Board will also provide a forum for local authorities and CCGs to consider with other partners, including locally elected representatives, how to strengthen links between education, health and care settings.

Ofsted - their inspection framework places a clear emphasis on meeting the needs of disabled children and pupils with SEN, and considering the quality of teaching and the progress made by these pupils. Inspectors are already briefed to consider the needs of pupils with chronic or long-term medical conditions alongside these groups and to report on how well their needs are being met.

### **The role and responsibilities of the Directors**

The Directors are responsible for:

- Ensuring the welfare of the pupils in school at all times, that a pupil with medical conditions is supported to enable the fullest participation possible in all aspects of school life and that all staff who need to know are aware of the pupil's condition.
- Ensuring the provision of First Aid and Safe Administration of Medicine.
- Ensuring that first aid is administered in a timely and competent manner.
- Ensuring that the First Aid and Safe Administration of Medicine is implemented effectively.
- Ensuring that suitable accommodation is provided in order to cater for the medical and therapy needs of pupils at Elm House School.
- Ensuring that the First Aid and Safe Administration of Medicine Policy is kept up to date and in line with all current guidelines.
- Ensuring that the First Aid and Safe Administration of Medicine Policy is effective leading to the highest standards of care and dealing with accidents and injuries.

- Ensuring that the company's first aid needs are assessed in line with 'The Management of Health and Safety at Work Regulations' (1992).
- Ensuring that the company is suitably insured in the event of a claim alleging negligence by a member of staff and action is taken against the company.
- Ensuring that any specific hazards or risks to first aid on and off site are provided for suitably and effectively.
- Ensuring that all staff have received suitable training and are competent before they take on responsibility to support children with medical conditions and are provided with annual, basic first aid training including the safe administration of medicines and are suitably qualified and trained in line with HSE guidance.
- Ensuring that that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. This may involve recruiting a member of staff for this purpose.
- Ensuring that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed and that the company provides the proper materials, equipment and facilities required for timely and effective dealing with first aid matters.
- Ensuring that appropriate records are kept of any accidents.
- Ensuring that appointed persons acting as First Aiders complete a training course approved by the Health and Safety Executive (HSE).
- Ensuring that all staff including volunteers and temps are made aware of this policy.
- Ensuring they staff know they should contact the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.
- Ensuring that staff are appropriately insured and are aware that they are insured to support pupils in this way and are aware they have overall responsibility for the development of individual healthcare plans.
- Ensuring that Elm House School has strong guidelines and procedures for dealing with accidents and injuries.
- Ensuring that all policies and procedures are reviewed annually
- Liaising with the Head of Education throughout the year to discuss processes and possible improvements that lead to high standards of care, safety and first aid.

## **The role and responsibilities of the Head of Education**

The Head of Education is responsible for:

- Ensuring that the Director's delegated functions are fully carried out.
- Undertaking regular, frequent and robust checks at each school (including unannounced monitoring visits) to check that the First Aid and Safe Administration of Medicine Policy and Procedures are robustly and effectively implemented.
- Ensuring that the First Aid and Safe Administration of Medicine Policy is kept up to date and in line with all current guidelines and that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
- Ensuring that the First Aid and Safe Administration of Medicine Policy is effective leading to the highest standards of care and dealing with accidents and injuries
- Ensuring that any specific hazards or risks to first aid on and off site are provided for suitably and effectively.
- Ensuring that all staff are provided with annual, basic first aid training including safe administration of medicines and are suitably qualified and trained.
- Ensuring that the company's materials, equipment and facilities required for timely dealing with accidents and injuries are used effectively.
- Checking that appropriate records are kept of any accidents.
- Ensuring that appointed persons acting as first aiders complete a training course approved by the Health and Safety Executive (HSE).
- Ensuring that all staff including volunteers and temps are made aware of this policy.
- Ensuring that all policies and procedures are reviewed annually.
- Liaising with the Directors throughout the year to discuss processes and possible improvements that lead to the highest standards of care, safety and first aid.

## **The role and responsibilities of Staff**

Staff are responsible for:

- Ensuring that the First Aid and Safe Administration of Medicine Policy is fully and effectively implemented.
- Providing high standards of care and dealing with accidents and injuries.

- Ensuring that the company's first aid obligations are fully implemented in and outside of school (for example, on educational visits and trips).
- Ensuring that any specific hazards or risks to first aid on an off-site are managed effectively.
- Ensuring they receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.
- Ensuring they are aware that they may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach.
- Ensuring they are aware that any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
- Ensuring that the company's materials, equipment and facilities required for timely dealing with first aid matters are utilised effectively
- Ensuring that appropriate records are kept of any accidents
- Liaising with the Head of Education throughout the year to discuss processes and possible improvements that ultimately lead to the highest standards of care, safety and first aid.
- Ensuring that any weaknesses they feel exist regarding the company's policy and procedures are promptly reported to their line manager.

## **Definitions**

For the purpose of this Policy and Procedure, "first aid" means cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained.

In the event of illness, a staff member will accompany the pupil to the first aid room in order to manage their medical condition effectively. The school will not prevent pupils from eating, drinking or taking breaks whenever they need to.

## **Staff Training**

All staff receive basic first aid training as part of their induction inclusive of Safe Administration of Medication in order to minimise the possibility of mistakes. This training is refreshed annually. Appointed first aiders have attended an appropriately accredited, extended training course within the last three years. We

insist that appointed first aiders at each school also have accreditation in pediatric first aid. First aid training is appropriate to the age of the pupils in their care, thus allowing them to provide excellent care.

### **The Appointed First Aid Team**

The appointed first aiders in school who are able to administer medicines are:

- *Elm House School – Charlotte Harper*

All first aiders will have easy access to first aid kits.

All staff are aware that their colleagues are qualified to administer first aid and will refer to any accidents or other medical emergencies to them promptly. At all times there will be at least one qualified first aider on site. The staffing is arranged to ensure that a number of first aiders are on site each day so that even in the event of absences or a first aider is accompanying a school trip there will be first aid cover available.

### **First Aid Boxes**

The first aid boxes are located in each school office.

All first aid boxes are placed at easy access for staff but out of pupils' reach.

### **Checking First Aid Boxes**

The first aid boxes should be checked monthly and in any event after each usage. The first aid box checklist should be completed in the relevant form (please refer to Appendix 2 - First Aid Box Contents Checklist). Should additional content be required, staff should complete the relevant form (please refer to Appendix 3 -First Aid Box Contents Re-order list).

### **Administering First Aid**

In the case of an accident, the procedures are as follows:

- The member of staff on duty calls for a first aider; or if the pupil can walk, takes him/her to a comfortable space and calls for a first aider.
- First aider administers first aid and must record necessary details regarding accidents and other medical emergencies in an accident ~

form. Parents/Social Workers should be informed when necessary and a record will be kept of occasions when they have been.

- A body map must always be completed following an accident-causing injury including a nil return if necessary and copies of the Body Map sent to Parents/Social Workers. NB: The body map will of course include head injuries.
- If the incident is reportable under RIDDOR (*Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995*), then the Health, Safety and Maintenance Manager will inform HSE.

### **First Aid and the Curriculum**

Members of staff are made aware of any particular hazards in subjects and all other learning activities that they teach or supervise and therefore a risk assessment is required to ensure all risks are limited. If an accident should occur whilst a teacher is teaching or supervising, they will follow the same procedure (mentioned above) and will have access to the first aid kit.

### **Accidents/Illnesses requiring Hospital Treatment**

Staff should note the following. If it is clear that an injury is relatively low level, then this can be treated onsite. However, if the level of injury is significant, higher level, involving a head injury, a medical emergency or if there is any doubt about whether or not the injury should trigger an emergency ambulance call (or visit to the hospital) then an emergency call or visit to the hospital must take place automatically.

For guidance regarding medical emergencies, please see Appendix 4 - Recognising a medical emergency.

If a pupil has an incident which requires urgent or non-urgent hospital treatment, the school will be responsible for calling an ambulance in order for the pupil to receive treatment. When an ambulance has been arranged, a staff member will stay with the pupil until a member of the residential staff arrives and accompany a pupil taken to hospital by ambulance if required. Social workers will then be informed as soon as is practicably possible.

## **Safe Storage of Medication**

Pupils' prescribed medication is stored in the adjoining residential home office in a locked and clearly identifiable cabinet. Only the officer in charge and the designated first aider have access to the keys to the cabinet.

## **Safe Disposal of Medicines no longer required**

Only the Residential Manager / Executive Headteacher and Head Of Education can decide that medication is no longer required following written advice by the GP. When a pupils' prescribed medication is no longer required the medication is taken to the local pharmacy for safe disposal.

## **Administering Medicines in School**

Prescribed medicines may be administered in school by a staff member who is first aid trained where it is deemed essential. Most prescribed medicines can be taken outside of normal school hours.

If a pupil refuses to take their medication, staff will accept their decision and inform the residential manager accordingly. Staff will not force the pupil.

In all cases, we must have written parental permission outlining the type of medicine, dosage and the time the medicine needs to be given. These forms are available in the school offices. Staff will ensure that records are kept of any medication given.

Non-prescribed medicines may not be taken in school.

It is the responsibility of each school to return medicines that are no longer required, to the parent/social worker for safe disposal.

Asthma inhalers will be held by the school for emergency use, as per the Department of Health's protocol.

## **Pupils with Special Medical Needs – Healthcare Plans**

Some pupils have medical conditions that, if not properly managed, could limit their access to education. It is essential that such conditions are promptly identified. All staff should be aware of their conditions and alert to the need for prompt action.

All efforts will be made through our normal systems of pastoral care and liaison with parents and/or external agencies to ensure effective identification. These pupils may be:

- Epileptic
- Asthmatic
- Have severe allergies, which may result in anaphylactic shock
- Diabetic

Such pupils are regarded as having medical needs. Most pupils with medical needs are able to attend school regularly and, with support from the school, can take part in most if not all school activities; unless evidence from a clinician/GP state that this is not possible. Elm House School will consider what reasonable adjustments they might make to enable pupils with medical needs to participate fully and safely on school visits. A risk assessment will be used to take account of any steps needed to ensure that the curriculum and school environment is inclusive to pupils with medical conditions too.

Elm House School will not send pupils with medical needs home or create unnecessary barriers to pupils participating in any aspect of school life. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

An Education and Health Care Plan will help the school to identify the necessary safety measures required to support any pupils with medical needs and ensure that they are not put at risk. Elm House School appreciates that pupils with the same medical condition do not necessarily require the same treatment.

Halliwell Homes has prime responsibility for their pupils' health and will monitor this. Thus, during the initial registration procedure such questions are asked to gain an insight into all pupils' medical needs.

### **Procedure that will be followed when the school is first notified of a pupil's medical condition**

- The parents to complete and sign medical record forms entitled 'Administration of Medicine to pupils at a Halliwell School' and return these to school (please see Appendix 1).
- Medication that is to be administered at school must be brought in by a residential staff member and must be in original packaging with instructions of times and dosage to be given
- All medication will be recorded on a medication form and signed for on receipt

- Medication will be kept in a locked medication cabinet in the adjoining home office in the case of residential pupils. Such pupils will be made aware who is responsible for access to the cabinet.
- Any medication that is surplus must be sent home to parent/guardian or carer at the end of every term.

## **Educational Visits and Trips**

In the case of a school visit, the accompanying first aider will administer first aid and medication in line with Elm House Schools First Aid and Safe Administration of Medicine Policy. Reports will be completed in accordance with procedures. The trained first aider will carry a travel kit in case of need.

## **Safe Administering of Medicines when on an Educational Visit or Trip**

*Wherever possible the administration of medicines should not be the responsibility of school personnel.*

1. Should a pupil require medicine to be administered, an Administration of medicine form (as attached) should be completed and signed by the residential staff/social worker (or as appropriate) prior to the medicine coming into the school.
2. Once the form has been completed and returned to the school, the medicine should be placed in the care of the school office/Lead Teacher. The completed form should be kept in the First Aid Policy folder.
3. The first aider attending specific Educational Visits or Trips should ensure they are aware of any pupils going on the particular trip with a requirement of prescribed medication during the trip itself.
4. The first aider should ensure that they bring prescribed medication for any pupils as required before leaving the school site.
5. The Administration of medicine form should be checked again for the correct dosage/time and correlation with the pupil.
6. The medication is then administered by a first aider once he/she is satisfied of the correct dosage/time and recipient.
7. The information must be entered into the First Aid Book in the office each time the medication is given as soon as is reasonably practicable.

## **Hygiene procedures in case of body fluid and /or blood spillage**

Blood and body fluids, for example, faces, vomiting, saliva, urine, nasal and/ or 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 minimise the risk of transmission of infection both staff and pupils practice good personal hygiene and are aware of the procedure for dealing with body spillages.

### **Staff Contact**

- The Lead Teacher will need to be contacted initially so that he/she can arrange for a member of the team to clean the area appropriately.
- The initial clean-up of the situation should be carried out by the person(s) who is at the scene of the incident and follow the 'Initial Clean Up Procedure'.

### **Initial Clean Up Procedure**

- Get some disposable gloves from the nearest first aid kit.
- Place absorbent towels over the affected area and allow the spill to absorb. Wipe up the spill using these and then place in a bin (which has a bin liner).
- Put more absorbent towels over the affected area and then contact the Lead Teacher for further help.
- The bin that has had the soiled paper towels put in then needs to be double bagged tied up and placed in the outside bin.
- 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
- The area then needs to be cordoned off until cleaned.
- The area must be cleaned with disinfectant following the manufacturer's instructions.
- A 'Wet Floor Hazard' sign then needs to be put by the affected area.
- The area should then be ventilated well and left to dry.
- All reusable cleaning equipment then needs to be appropriately disinfected according to the manufacturer's instructions.
- Wash hands thoroughly.
- If the spillage has been quite extensive then the area may need to be closed off until the area can be cleaned correctly.

## **Management of accidental exposure to blood**

Accidental exposure to blood and other body fluids can occur by:

- Injury from needles, significant bites that break the skin etc.
- Exposure to broken skin e.g. abrasions and grazes.
- Exposure of mucous membranes, including the eyes and mouth.

## **Action to take if the above occurs**

- If broken skin encourages bleeding of the wound by applying pressure
- Wash thoroughly under running water.
- Dry and apply a waterproof dressing.
- If blood and body fluids splash into your mouth – do not swallow.
- Rinse out mouths several times.
- Report the incident to the Lead Teacher.
- If necessary, take further advice from NHS Direct.
- An accident form will need to be completed, and it may need to be reported to RIDDOR depending on the severity of the injury.

## **Policy for Safe Administering of Prescribed Medication**

*Wherever possible the administration of medicines should not be the responsibility of School personnel.*

1. Should a pupil require medication to be administered, a form (as attached) should be completed and signed by the residential staff/social worker (or as appropriate) prior to the medicine coming into the school.
2. Once the form has been completed and returned to the school, the medicine should be placed in the care of the school office/Lead Teacher. The completed form should be kept in the First Aid folder.
3. The pupil should attend the office at the appropriate time.
4. The form should be checked for the correct dosage/time etc.
5. The medicine administered by a first aider.
6. The completed Administration of Prescribed Medication form must be placed into the First Aid folder in the office as soon as is practicably possible and no later than by the end of the school day.

### **Policy review**

This policy document will be reviewed by the Education Director on an annual basis to ensure it is up to date with current legislation and best practice.

Date approved: April 2015

Date last reviewed: September 2026

Next review (or before): September 2027

Signed: 

Position: Education Director

### **Staff Acknowledgement**

In signing this document, I confirm I have read the information and have an understanding of the procedures outlined within the information provided.

I have had the opportunity to discuss this document with a Senior Leadership member of staff to gain further clarity.

I also know that if I feel I need further guidance I know I can access through the Head Of Education

School name:

Staff member name:

Position:

Date:

School name:

Staff member name:

Position:

Date:

School name:

Staff member name:

Position:

Date:

School name:

Staff member name:

Position:

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School name:

Staff member name:

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Date:

School name:

Staff member name:

Position:

Date:

School name:

Staff member name:

Position:

Date:

## Appendix 1 - **Administration of medicine form**

*Wherever possible the administration of medicines should not be the responsibility of School Personnel.*

**Please complete the form below:**

Name of Pupil:.....

in the care of:.....

The above named pupil at this school should be given the following medicine(s):

.....

..... times a day – at (state amount and when).....

for the period of: (from).....(to).....

Signed:..... Date:.....

Name in Capitals.....Position:.....

Please return this form together with the medicine to the School Office/Headteacher.

## **Appendix 2: First Aid Box Contents Checklist**

**The first aid box should always each contain:**

- A guidance card on emergency first aid
- 20 individually wrapped sterile washproof plasters of different sizes
- 2 sterile eye pads
- 4 individually wrapped sterile triangular bandages
- 6 safety pins
- 6 medium sizes individually wrapped wound dressings
- 2 large sizes individually wrapped wound dressings
- one pair of disposable gloves [non latex]

### Appendix 3: First Aid Box Contents Re-order list

TO: Elm House School Admin

#### Requisition Form

The first aid boxes should always each contain:

- A • A guidance card on emergency first aid
- B • 20 individually wrapped sterile wash proof plasters of different sizes
- C • 2 sterile eye pads
- D • 4 individually wrapped sterile triangular bandages
- E • 6 safety pins
- F • 6 medium sizes individually wrapped wound dressings
- G • 2 large sizes individually wrapped wound dressings
- H • one pair of disposable gloves [non latex]

Please re-order the following items for First Aid Box:

|   |  |
|---|--|
| A |  |
| B |  |
| C |  |
| D |  |
| E |  |
| F |  |
| G |  |
| H |  |

Signed:.....

Date: .....

Designation:.....

## **Appendix 4 - Recognising a medical emergency**

You should always call an ambulance for:

- An unconscious person – who doesn't wake or respond when shaken
- A heart attack (suspected) – pain in the chest, especially if it is crushing or like indigestion and lasts more than five minutes. The pain may spread to the arms and jaw
- Breathing difficulty – especially if the person is unable to speak more than a few words or has blue lips or mouth
- Abdominal pain – if it is severe and undiagnosed
- Bleeding – any major uncontrolled bleeding or any bleeding that does not stop after at least 10 minutes of continuous pressure
- Back pain (severe) – after a fall or after sudden onset of back pain if the person is over 50 years of age
- Burns – which are bigger than the size of a hand or cause severe pain that is not relieved with simple pain-relieving medications, or if the person has difficulty breathing
- Choking – especially if the person is unable to talk, cry or breathe
- Convulsions or fitting – or if the person has no history of convulsions (such as epilepsy or brain injury)
- Drowning, near-drowning, diving or scuba accident
- Stroke (possible) – especially if the person experiences numbness, loss of function of hand, arm or leg, slurred speech, facial droop or severe abrupt headache
- Headache (severe) – not the usual kind, with or without loss of function of arm or leg
- A motor vehicle accident – if you think someone has been injured
- An industrial accident – where a person is injured or trapped
- Vaginal bleeding (severe) – with possible or confirmed pregnancy
- A suicide attempt
- Pain (severe) after a fall or injury – when the person is unable to sit up, stand or walk
- A drug overdose or poisoning – whether you know for sure or just suspect an overdose
- Diabetes – if the person is not fully awake or not behaving normally
- An allergic reaction – especially with difficulty breathing or loss of consciousness
- Electrical shock – of any kind

- Trauma (injury) – if it is severe, especially to the head, neck, chest or abdomen – for example, if the person was stabbed, shot or impaled, or hit by or ran into an object
- Meningococcal disease – if symptoms indicate possible infection
- Hypothermia or heat stress – particularly if the person is collapsed or has an altered conscious state.

## **OTHER USEFUL GUIDANCE**

### **ANNEX A**

#### **Department for Education (DfE)**

Circular 3/94 - The Development of Special Schools

Circular 10/96 - The 1996 School Premises Regulations

Circular 14/96 - Supporting Pupils with Medical Needs in School\*

Supporting Pupils with Medical Needs - Good Practice Guide\*

HIV and AIDS: A Guide for the Education Service

School Governors - A Guide to the Law

All these publications are available free of charge from:

DfE Publications Centre

PO Box 5050

Sudbury

Suffolk

CO10 6ZQ

**Tel: 0845 6022260**

**Fax: 0845 6033360**

*\* Joint publication with the Department of Health.*

Health & Safety Commission (HSC)/Executive (HSE) Basic advice on first aid at work (1997) IND(G)215L - free leaflet or available in priced packs ISBN 0 7176 1070 5

First aid at work - your questions answered (1997) IND(G)214L - free leaflet or available in priced packs ISBN 0 7176 1074 8

First-aid training and qualifications for the purposes of the Health and Safety (First Aid) Regulations 1981 (1997) ISBN 0 7176 1347 X £8.50

First aid at work - The Health and Safety (First Aid) Regulations 1981 - Approved Code of Practice and Guidance (1997) L74 ISBN 0 7176 1050 0 £6.75

5 steps to successful health and safety management: special help for directors and managers IND(G)132L - free leaflet

5 steps to risk assessment: A step-by-step guide to a safer and healthier workplace 1994 IND(G)163L - free leaflet or available in priced packs ISBN 0 7176 0904 9

A guide to risk assessment requirements: common provisions in health and safety law (1996) IND(G)218 - free leaflet or available in priced packs ISBN 0 7176 1211 2

Everyone's guide to RIDDOR '95 (1996) HSE31 - free leaflet or available in priced packs ISBN 0 7176 1077 2

Reporting school accidents (1997) EDIS 1 - free information sheet

Workplace Health, Safety & Welfare Regulations 1992 (1995) IACL97 - free leaflet or available in priced packs ISBN 0 7176 1049 7

Workplace health, safety and welfare - a short guide (1995) - free leaflet or available in priced packs ISBN 0 7176 0890 5

Essentials of health & safety at work (1994) ISBN 0 7176 0716 X £5.95 Signpost to safety signs regulations (1996) IND(G)184 - free leaflet or available in priced packs ISBN 0 7176 1139 6

List of current health & safety legislation 1996: Book and disk ISBN 0 7176 131 19 £11.95 13

HSE priced and free publications are available from:

**HSE Books**

PO Box 1999

Sudbury

Suffolk

CO10 6FS

Tel: 01787 881165

Fax: 01787 313995

HSE priced publications are also available from good booksellers.

**Department of Health (DH)**

Pupil Health in the Community:

A Guide to Good Practice Developing Emergency Services in the Community: The Final Report EL(96)28 LAC(96)10 - Pupil's Services Planning: Guidance

These publications are available free of charge from:

**Department of Health**

PO Box 410

Wetherby

LS23 7LL

Fax: 01937 845381

**Department of Social Security (DSS)**

The Accident Book BI 510 ISBN 011 761 3843 £1.94

Available from The Stationery Office,

PO Box 276,

London

SW8 5DT Tel: 0171-873 9090

### **Department of the Environment, Transport and the Regions (DETR)**

Public Service Vehicles Conditions of Fitness, Equipment, Use and Certification  
Regulations 1981 ISBN 0 11 016257 9 £3.00

St John Ambulance First-Aid Manual - 7th edition  
Emergency Aid Handbook  
Emergency Aid in Schools - gives advice on basic first-aid procedures  
Young Lifesaver Award Scheme - pack for teaching pupils aged 7 and above first-aid skills, including video, teachers' guide and work sheets

These priced publications and first-aid equipment are available from:

PO Box 707a

Friend Street

London

EC1V 7NE

Enquiry line: 0171-278 7888 14

### **USEFUL CONTACTS**

#### **ANNEX B**

#### **Association of Colleges**

7/8 Rathbone Place

LONDON

W1P 1DE

Tel: 0171-637 3919

British Red Cross

9 Grosvenor Crescent

London

SW1X 7EJ

Tel: 0171-235 5454

Pupil Accident Prevention Trust Clerks Court

18-20

Farringdon Lane

London

EC1R 3AU

Tel: 0171-608 3828

CLEAPPS School Science Service

Brunel University

Uxbridge

UB8 3PH

Tel: 01895 251496

Royal Society for the Prevention of Accidents (ROSPA)

Edgbaston Park

353 Bristol Road

Birmingham

B5 7ST

Tel: 0121-248 2000

Department of Health

Wellington House

133-155 Waterloo Road

London

SE1 8UG Tel: 0171-972 2000

Health and Safety Executive HSE First Aid Applications and Monitoring Section

Quay House

Quay Street

Manchester

M3 3JB

Tel: 0161-952 8276

HSE Infoline

Tel: 0541 545500 or write to:

HSE Information Centre

Broad Lane

Sheffield

S3 7HQ

Department for Education and Employment

Sanctuary Buildings

Great Smith Street

Westminster

London SW1P 3BT

Tel: 0171-925 5000

St John Ambulance

1 Grosvenor Crescent

London

SW1X 7EF

Tel: 0171-235 5231

Department of the Environment, Transport and the Regions

Great Minster House

76 Marsham Street

London

SW1P 4DR

Tel: 0171-271 4800

## TEACHER UNIONS

Association of Teachers and Lecturers

7 Northumberland Street

London

WC2N 5DA

Tel: 0171-930 6441

National Association of Head Teachers

1 Health Square

Boltro Road

Haywards Heath

West Sussex

RH16 1BL

Tel: 01444 472472

National Union of Teachers

Hamilton House

Mabledon Place

London WC1H 9BD

Tel: 0171-388 6191

Professional Association of Teachers

2 St James' Court

Friar Court

Friar Gate

Derby

DE1 1BT

Tel: 01332 372337

National Association of School Masters/Union of Women Teachers

Hillscourt Education Centre

Rose Hill

Rednal

Birmingham

B45 8RS

Tel: 0121-453 6150

Secondary Heads Association

130 Regent Road

Leicester

Leicestershire

LE1 7PG Tel: 0116 2471797

UNISON

1 Mabledon Place

London

WC1H 9AJ

Tel: 0171-388 2366