

<b>13a: First Aid</b>		<b>Implementation Date</b>	May 2017	
<b>Author</b>	Deputy Head	<b>Reviewer</b>	Head	

## PURPOSE

To describe the policy for the delivery of first aid at Thetford Grammar School (TGS)

## RESPONSIBILITIES

Role	Responsibility
Head of School	Identifying and establishing documentation requirement.
Author	Implementing, reviewing and maintaining document control.
Staff	Ensuring the most up to date procedure is followed and report any changers required.

## POLICY

### RECORDING

All reportable accidents are recorded in the Accident Book detailing date, time, and nature of accident, injury and action taken whether or not they are considered serious. Any 'near misses' are recorded in a book kept in the main office. The School has a duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995) to report serious injuries. Accident/injury statistics and details are examined closely by the School's Health and Safety Officer and at termly Health and Safety Committee meetings.

A note is made in the Medical Book in the School Office when and why paracetamol/ calpol has been administered. Details are also recorded on the treatment section of Schoolbase.

### STAFF

The School Nurse provides a clinically effective, high quality service to pupils and first aid care to all members of the School community. The role is also to promote the Medical Centre as a welcoming and friendly place for pupils and staff.

It is School policy to have a number of staff with First Aid qualifications. These are updated as and when required by law. There is at least one qualified person on each school site when children are present.

The following staff hold a School First Aid Certificate:

<b>Staff</b>	<b>Department</b>
Tania Beukes	Mathematics
Felicity Brewer	Admissions
Renate Dimminger	Prep School
Daniella Dunsmore	RS
Emma Eden	History
Kirsten Ehinger	Languages
Daniel Ford	Maintenance
Mark Foreman	ICT/SLT
Allan Gatward	Maintenance
Rob Gray	Maintenance
Mark Glassbrook	Geography/SLT
Linda Grimmond	Kitchen
Hannah Higgins	Receptionist
Kate Jones	SENCO/LS
Matthew Mosby	Maintenance
Linda Pearson	BS
Cathie Reynolds	School Secretary
Melvyn Reynolds	Maintenance
Caroline Salt	Science
Sheridan Scarborough	Bus Driver
Julie Settle	Librarian
Dawn Singer	Bus Driver
Alfie Small	Office Staff
John Snipe	Science
Andrew Ward	Librarian
Phillipa Weyers	Music

<b>The following staff hold a First Aid at Work Certificate:</b>	
Alison Alecock	PE
Michael Hill	PE
Mandy Kheder	Prep School
Heather Pringle	DT/SLT
<b>The following staff hold a Paediatric first Aid Certificate.</b>	
Judith Banks	Morning Supervisor - prep
George Bone-Knell	Head of House - Boarding
Stacey-Marie Buck	Lunch time Supervisor - prep
Julie Foreman	Prep School
Ana Graca	Prep School
Kim Hill	Prep School
Nicki Peace	Prep School

### **First Aid Boxes**

First Aid boxes are sited in the following areas:

Medical Centre/Losinga	Prep School House Foyer
Staff Office F4	Prep Art/ DT Room W21
All Science Laboratories	Goldcrest
Workshop: Design and Technology	Art Room W22
School Dining Room: Kitchen	Sports Pavilion School
School Reception	Old School
W1	W3
W5	W6
W7	Shed on Pre-Prep playground

At the beginning of each academic year First Aid boxes are checked and restocked as required by School Secretary and checked by Health and Safety Officer.

## **Treatment**

It is important that a member of staff makes an immediate assessment of a pupil's injury at point of need. If casualties are in any way distressed they are not to be left alone and a message should be sent to the School Office for immediate aid. In cases of severe injury, a pupil should be sent for help immediately while the staff member remains with the casualty. It is important to remain calm and reassure the casualty. In the event of a suspected serious injury, an ambulance will be sent for at this stage and one of the accredited first aiders will administer such treatment as is necessary until the arrival of the ambulance. Pupils with minor injuries (cuts, bruises, etc.) or feeling unwell should be sent or taken to the School Office. The School Nurse will either help the pupil herself or refer her to another trained First Aider. Pupils should not contact their parents first; this will be done by the First Aider if considered necessary after assessment. The casualty will be dealt with, and the incident recorded in the Accident Book/Medical Book as appropriate. After treatment, the pupils may return to class or the School Nurse or we may contact parents to arrange for the pupil to be collected from School. If the child has to wait for any length of time before collection they will be asked if they would like to lie down in the medical room (Senior School pupils only). Whilst they wait in the Medical Room, the School Nurse when on duty or a trained member of staff will keep a regular check on them.

All members of staff who carry out a duty on the Pre-Prep or Prep playgrounds carry a red card with their name on it. In the event of an accident where extra support is required the red card is given to two pupils who will find the next available adult on the Williamson site. This member of staff will then provide assistance to the duty member of staff.

## **Parental Contact**

Parents are always contacted when this is considered necessary. This does not necessarily mean the casualty needs to go home, but can be a safeguard when it is thought the casualty may need a further check on a particular injury or where it is felt the parent should know of the accident. Emphasis is always put on the importance of having injuries checked by the hospital or a Doctor.

When a casualty needs to be taken either to hospital or home the parent is contacted and arrangements made accordingly. If there is any delay in contacting parents, in an emergency, the casualty is removed to hospital accompanied by either the First Aider or a member of staff and the parents contacted as soon as possible (a pupil's data checking sheet should be taken to hospital so that any medical information can be provided). All major injuries, any head

injuries and wounds needing stitches, all suspected fractures or if there has been any amount of unconsciousness even for a few seconds, should be taken to hospital via ambulance unless it is for a finger or toe.

When there has been a minor head injury, telephone contact is made or a standard letter is sent home to parents with the pupil that day. Minor injuries will usually be treated by the School Nurse when on duty or first aid trained member of staff.

If the injury involves a bump to the head, a 'bump note' will be sent home with the child. The child will remain with office staff for a suitable period of time, before returning to class, where the member of staff will be informed that there has been a bump to the head. If the child is in EYFS - Year 2 they will be given a wrist band to wear for the remainder of the day, to alert staff to their injury. If the bump is deemed to be more serious, parents will be called and asked to take the child home.

If teeth are damaged in any way, parents must be informed immediately in order to ensure dental treatment is received as appropriate.

N.B. Legally pupils must be sixteen to be given medical treatment without parental consent, however in 'Life or Death' situations treatment is offered immediately.

## **DATA COLLECTION**

Parents are asked to fill in a Medical Form when the child has accepted a place at the school. Copies of the child's specific medical needs (as advised by parents) will be kept in the medical centre, and in the staff room and every member of the teaching staff has a copy of the medical list - this includes asthma.

Individual health care plans are stored on the google drive and staff working with children on an individual health care plan are required to review this. Not all children will require a individual health care plan, this will be decided on an individual bases by the School Nurse. A list of children with Individual health care plans is listed in the staff room.

Parents are asked to provide up to date information if any condition or its treatment is changed. Information for each child will be updated as appropriate and at least at the beginning of each school year.

## **ADMINISTRATION OF MEDICINES IN SCHOOL**

### **Access to Medicines**

The general principle is that NO MEDICINES are provided in School, BUT there is provision for certain items to be kept in the Medical Centre (i.e. prescribed by a Doctor), where the Head is willing to act in 'loco parentis', in compliance with the Governors. Written requests for such items to be administered must be made by parents and filed in a pupil's file. The letter must include the name of the child, the name of the medication, the required dose and the agreed time for administration. The medicine must be clearly labelled and handed to the Medical Centre Staff, or office staff in their absence, or Prep Staff if appropriate. Medication will then be stored securely.

There are certain circumstances when the Head may refuse permission:

- where the medicines are dangerous;
- where the timing of administration is of vital importance;
- where serious consequences could result if the dose is not administered;
- where technical or medical knowledge is required.

### **Administering medicines**

A small selection of over the counter medicines are held in the medical centre that may be given by school to a pupil. These are only to be given if a child has a minor ailment and permission has been given for that medicine by parents on the Medical Form (which is checked before administering any medicine).

Medicines will be stored securely in the Medical Centre/W1 and pupils will only be given the correct dosage. If calpol/ paracetamol is given before 12.00pm confirmation must be sort that the pupil did not take an earlier dose before coming to School. If given after 2.00pm a note should be sent home to confirm the dose and time given.

Tablets or syrup given are recorded in the Medical Book in the office and pupils must be observed by the first aider whilst they take the medicine. When administering medicines gloves are to be worn and a specific waste bin for bodily fluids is provided.

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## Children with Asthma

Children with inhalers will be responsible for their own inhaler so that they always have immediate access to it. If necessary, this includes the inhalers being taken out of school for games/swimming, or other off-site activities.

It is important that all adults involved with children in school or school-associated activities, should receive advice on practical asthma management. (This is covered in first aid training).

Where inhalers are necessary, (i.e. prescribed by a Doctor), children will need free, permanent access to their location. Inhalers will be stored in the pupil's school bag. All inhalers will be labelled with the child's name and class. There are two main types of inhalers:

- i. **Relievers** clearly relieve the symptoms of asthma - common examples are called 'Ventolin' and 'Bricanyl' and are usually BLUE in colour.
- ii. **Preventers** relieve inflammation and are clearly designed to prevent the onset of asthma - common preventers are 'Beclafort', 'Becotide' and 'Intal' and are usually BROWN in colour.

## The use of Emergency Reliever Inhalers

Emergency Reliever (blue) Salbutamol inhalers are available from the following locations:-

The medical centre room in Losinga building (above the medicine cupboard).

Mrs Peace's Class room in Prep School. (In the First Aid kit).

2 are allocated to the PE department. (In the First Aid kits).

Emergency Salbutamol Inhalers are for emergency use only. It is essential that only children who have Asthma or who have been prescribed a reliever inhaler and for whom written parental consent has been given can use them. Only use an emergency inhaler if the child's own inhaler is not available.

Inhalers and spacers should not be locked away and should be easily accessible to staff in an emergency. They should be cleaned and dried after use and returned to the appropriate location they were taken from.

Inhalers can be administered by any member of staff who is first aid trained. Within each kit is a Salbutamol inhaler, a spacer, instruction on how to use the inhaler and spacer and

how to clean equipment.

The School Nurse will maintain the emergency inhalers in school. They will be reviewed monthly, to ensure enough doses are in the inhalers and spacers are present, clean and in working order. A record will be kept in the medical centre in Losinga building with expiry dates and when replacement inhalers are required.

If a member of staff has used the emergency inhaler they are to inform the school nurse after they have delivered treatment.

In the event of a child having an asthma attack please follow first aid procedures.

We currently have no boarding students that require an inhaler, if we have a student that is prescribed a Salbutamol inhaler in the future we will supply an Emergency Salbutamol inhaler at the boarding house.

## **Diabetes**

Pupils with diabetes will have an individual management programme, about which parents must inform school, using the Medical Information Form. Pupils may need to check blood sugar levels or take insulin during the day and the process for this will be detailed on their care plan.

## **Allergy Medications**

A list of pupils' medical conditions (diabetes, asthma, epilepsy etc.) and dietary needs is kept on Schoolbase, in a file in the Medical Centre and in the Staff Room which is regularly updated. Pupils who might suffer a severe allergic reaction/breathing difficulty should keep their epipens/inhalers/anti-histamine tablets with them. It is also essential that 'spare' items be deposited with the Medical Centre in case of emergency where the pupil has lost/forgotten their own.

## **Hygiene Procedure for spillage of Bodily Fluids**

Any vomit or bodily fluids are covered in deodorized absorbing powder, especially produced for this purpose. When all fluid is absorbed into the powder it is swept up and disposed of in

the yellow clinical waste bags which are kept in the medical room. This is collected by a specialised company.

### **Trips out of School and Sports Fixtures**

Staff responsible for taking groups of pupils out of School either for a short period or an organised trip should be fully aware of procedures for medical treatment, particularly if abroad.

The recommended First Aid Box contents (available from the School Medical Centre) should always be taken by the Organiser when pupils are taken out of School, whether this be for a short excursion, day trip or longer. Members of staff wishing to take paracetamol with them should request this from the First Aider administering the first aid box as paracetamol is not kept in First Aid boxes. The member of staff will then take responsibility for issuing paracetamol. The staff member organising the trip/fixture will take a copy of medical conditions, allergies, consent to administer medication and review any individual health care plans as required. They will have emergency contact details of parents in case of emergency.

## REVIEWS

Date	Summary of Changers	Author	Reviewer
Jun 2019	<ul style="list-style-type: none"> <li>● Updated to new template</li> <li>● Change of school office to medical centre</li> <li>● Diabetes – to see individual care plans</li> <li>● Administrating medicines – update to state a selection of OTC medicines available</li> <li>● Updates to trained staff members</li> </ul>	Amanda Faye	Michael Brewer
Oct 2019	<ul style="list-style-type: none"> <li>● Emergency Inhaler use in school</li> <li>● Change of school secretary to the new role of school nurse</li> <li>● Individual health care plans for children with medical conditions</li> <li>● Parents to complete parental agreement for administering medication form</li> <li>● Emergency contact details for students and medical conditions and consents when not on site</li> </ul>	Jessica Theobald	Michael Brewer