
RUPERT HOUSE SCHOOL



WHOLE SCHOOL, INCLUDING EYFS, FIRST AID POLICY

Reviewed by:

SMT Overseeing: Mrs Glenda Rawlingson, Bursary Assistant & First Aid and Mrs Susie Newman,
Deputy Head Pre-Prep School

Date: 10th October 2019

Governors' Committee:

REVIEWED: OCTOBER 2019

NEXT REVIEW: OCTOBER 2020

AIM

Where this policy refers to the school this includes the EYFS, The Pre-Prep School and The Prep School. There is an additional policy document for the EYFS with specific guidance for Foundation Stage pupils.

To ensure that any illness or injury involving a pupil, an employee of the school or any one visiting our school site is treated quickly and effectively.

OBJECTIVES

- To train all staff to a good level of competency when dealing with first aid incidents
- To seek to ensure that any first aid intervention is appropriate and effective
- To ensure that appropriate materials and equipment are available at well-sited points throughout the premises and when on an off-site visit
- To produce up-to-date risk assessment of activities and areas both in and around school and for outings so as to keep the need for first aid to a minimum
- To include first aid information in an induction programme for new staff
- To have good communications throughout school and good access to emergency contact numbers relating to all pupils and staff
- To keep detailed records of any incident
- To ensure that accidents are reported to HSE according to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- To ensure that we obtain professional medical advice if required

TRAINING

Every 3 years, RHS employees receive first aid training from a recognised organisation (e.g. St John's Ambulance, Red Cross). The last training course by St John's Ambulance was held in January 2016. Records of staff training are held by the Bursary. The next training takes place in January 2019. This takes the form of one-day INSET training (and a second day for a specialised Paediatric first aid qualification).

There will always be at least one qualified person on each school site when children are present. When children from the EYFS are on outings they will always be accompanied by a paediatric first aider. The Lead first aider is Mrs Rawlins and when she is not available then staff from the Bursary are the next point of contact. All staff are first aid trained.

Paediatric First Aiders: The following members of staff hold current Paediatric First Aid certificates:

Mrs G Rawlingson (Lead First Aider and Bursary Assistant)

Mrs Susie Newman (Deputy Head, Pre-Prep and Pastoral)

Mrs Leonie Brown (Head of EYFS)

Mrs Emma Steer (Nursery Teacher)

Mrs Hilary Macartney (Nursery Teacher – Maternity Cover)

Mrs Angela Burns (Teaching Assistant)

Mrs Michelle Stirling (Teaching Assistant)

Mrs Maria Hatton (Teaching Assistant)

Miss Mandy Nicolson (Head of Games)

Mr Peter Malkin (Games Teacher)

Mrs Marie Trimmings (Teaching Assistant)

Ms L Drage (After Care Supervisor)

FIRST AID BOXES

FIRST AID BOX LOCATIONS

- School kitchen (monitored by Thomas Franks)
- Pre-Prep above sink outside Nursery
- Pre-Prep above sink outside Reception Y1I
- Courtneys - Science Laboratory
- Courtneys – Art room
- Prep School - on the first floor landing outside Y6 classroom
- Prep School – landing outside Y4 classrooms
- Prep School – staffroom
- Hall/Gym
- Pavilion
- Portable first aid kits used by PE staff
- Small portable first aid kit used by Breakfast Club and After Care
- Pre-Prep – first aid kit for use in the playground

In addition, there are lockable medical cabinets in the following locations:

- Bursary front office has a locked medical cupboard containing first aid supplies and Calpol
- Bursary front office has a locked medical cupboard containing pupils' own named medication to be administered during the school day
- Staff room has a lockable medical cupboard
- Reception Office has a locked medical cupboard. Spare EPIPENS are kept on top of this cupboard
- Pre-Prep Resource room has two locked medical cupboards containing Calpol and pupils' own named medication to be administered during the day

Asthma Inhalers in Prep School

- The PE staff look after spare named asthma inhalers to take to PE, games and fixtures

EACH FIRST AID BOX CONTAINS

Guidance leaflet	2 medium wound dressings
40 sterile plasters	2 large wound dressings
2 eye pads	10 moist cleaning wipes individually wrapped
2 triangular bandages	Disposable gloves
6 safety pins	

NB: Disposable gloves - must always be used when treating any accident involving bodily wastes.

Single use ice packs

These are located by the First Aid Boxes

SPECIAL BAGS FOR OUTINGS

A first aid bag and bucket are taken on any outing and contains:

Resusci face shield	Paper towels	Disposable gloves
Emergency foil blanket	Sterile water	Triangular bandages
Assorted wound dressings	Eye pads	Alcohol-free cleaning wipes
Bite and sting relief spray	Accident book	Assorted plasters
2 sachets of age appropriate Calpol	Sanitaire powder	Disposable vomit bags or bowls
Baby wipes	Single use ice packs	

A more extensive range of medication is taken on residential trips including: 'Strepsils', allergy relief syrup, sanitary towels, thermometer, sun cream and a small medical bag that can be taken out on day trips. Baby wipes and tissues are also taken.

An accident book and medication log is also taken on residential trips.

REPLENISHING FIRST AID BOXES

Any member of staff using supplies should always inform the bursary when any item of stock is running low.

See <E:\Current Policies 2019-2020\Managing Medication in School Policy - October 2018.docx>

FIRST AID STATIONS

There are 4 first aid stations where walking wounded are taken

- Pre-Prep – just outside Reception N and just outside Nursery
- Prep – front office of the Bursary
- Pavilion – kitchen

STATUTORY ACCIDENT BOOKS

These are located in:

- Prep School - front office of the Bursary
- Pre-Prep - cupboard above sink by Y11
- Pavilion - kitchen
- Residential trip back pack
- Breakfast and Aftercare – front office of the Bursary

All staff to note that if they have need to write anything in an accident book whilst off the main site, which should be recorded in the appropriate accident book when they return to school.

Incidents recorded in the accident books are reviewed are flagged to a member of SMT to identify accident trends around school and make improvements for health and safety reasons

Any incident which requires hospital treatment should be recorded in detail and reported to the Bursar and if necessary be attached to the Accident Book. In such cases a follow up report may be required or the Bursar may be required to report this to RIDDOR. Any incident where a child is taken to the hospital must be reported to the Governors at their next meeting.

MEDICAL ROOM

Sick pupils can lie down in the Medical Room in no. 92 while waiting for collection.

STATUTORY REPORTING OF ACCIDENTS TO HSE

The Bursar is the nominated employee to contact HSE should it be required under RIDDOR 2013.

PROCEDURE FOR DEALING WITH ACCIDENTAL INJURY REQUIRING FIRST AID

If an accident occurs in the classroom the teacher will:

- assess the situation and take appropriate action ensuring that the remainder of the pupils are kept safe
- apply first aid if possible and appropriate
- contact the Lead First Aider or School Secretary, if necessary, to advise them if extra internal assistance is required or if the ambulance/hospital/doctor/parents need to be contacted
- if an ambulance or hospital visit is required, a member of the SMT must be informed straight away
- record the accident in an accident book and update the information at a later stage if it is appropriate

The member of staff reporting the incident will be kept informed of progress with regard to contacting parents or ambulance

Procedures for accidents occurring outside during playtimes

In all situations, the member of staff on duty assesses the situation and takes appropriate action, ensuring that the remainder of the pupils are kept safe.

If in his/her opinion it is safe for the pupil to move, they will send the injured pupil into school with at least one other pupil.

If a child should not be moved, the member of staff on duty will send for help

Pre-Prep playtimes

- the injured pupil is sent, accompanied by a fellow pupil, into the Pre-Prep building where there is a member of staff on duty
- the member of staff will listen to what the children say has happened, assess the situation and treat the injured child appropriately.
- the member of staff will record the treatment in the accident book and how the accident happened. This information will be updated at a later stage if it is appropriate.
- where necessary, an injured child will be accompanied into school by an adult

Prep School playtimes

- the injured pupil is sent to the Lead First aider in the Bursary front office, accompanied by a fellow pupil. If the Lead First Aider is not at her desk, the pupil will seek help from the admin assistant in No 92 or the School Secretary.
- once help has been summoned and the pupil has received treatment this will be recorded in the accident book in the Bursary front office.
- as in the case with Pre-Prep incidents, an injured child will be accompanied into school by an adult if it is thought to be necessary.

Serious Incidents

- summon extra internal assistance if, at any stage, the teacher deems it necessary or ask for the ambulance/hospital/doctor/parents to be contacted.
- if necessary, the pupil can be taken to hospital (this is normally done by the Lead First Aider or member of SMT, who will be accompanied by another adult). The child's medical information sheet, held at school, must be taken, along with any details of any first aid already administered.
- if an ambulance or hospital visit is required a member of the SMT must be informed straight away
- record the accident in an accident book and update the information at a later stage if it is appropriate. The incident should be recorded in full detail including causes and outcomes and sent to the parents and Bursar, as soon as practical.
- The member of staff reporting the incident will be kept informed of progress with regard to contacting parents or ambulance.

If an accident occurs outside school or on the games field the person in charge will:

- assess the situation and take appropriate action ensuring that the remainder of the pupils are kept safe
- treat the casualty and phone for assistance as appropriate.
- clear up and check if others need support

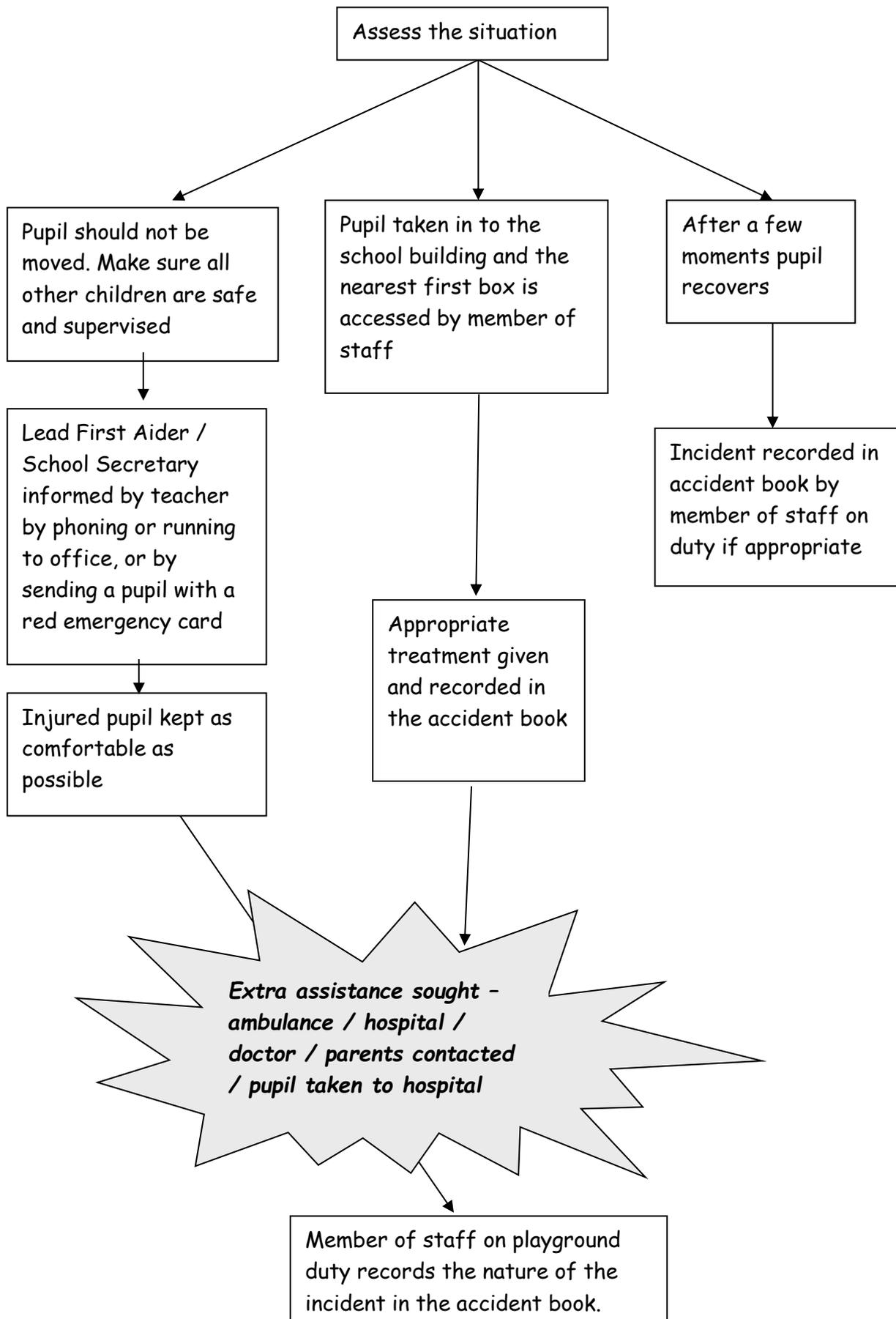
The following information about managing an emergency is reprinted from our Educational Visits policy

If an emergency occurs on a school visit the teacher in charge should maintain (or resume) control of the group overall. The main tasks will be to:

- *establish the nature and extent of the emergency as quickly as possible*
- *ensure that all the group are safe and looked after*
- *establish the names of any casualties and obtain immediate medical attention*
- *ensure that a teacher accompanies any casualty to hospital with any relevant medical information and that the rest of the group are adequately supervised at all times and kept together. If necessary, the activities will have to be curtailed if it becomes unsafe to continue with the planned events with one fewer adult than originally thought*
- *notify the police – if relevant*
- *ensure that all group leaders who need to know are made aware of the situation*
- ***inform the Head*** *as soon as possible and keep school regularly informed thereafter about*
 - *nature of incident*
 - *time of incident*
 - *where the incident happened*
 - *names of casualties or those involved*
 - *details of injuries*
 - *action taken so far*
 - *planned action yet to be taken*

THE SCHOOL WILL NORMALLY THEN

- *notify the parents and provide them with as full an account as possible*
- *ascertain any phone numbers for future use*
- *contact HSE – if applicable (usually not until after you have returned to school) and complete an accident report and notify insurers*



Spillages

Spillages of substances likely to result in the spread of infections will be dealt with rapidly and carefully. Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely and hygienically. Staff will wear disposable plastic gloves and an apron while using disinfectant solution, and wash themselves thoroughly afterwards. Children will be kept well clear while such substances are being dealt with.

First Aid and Hygiene

Further to the provisions set out in the Health and Safety Policy, the staff will be mindful of the need to observe the highest standards of personal hygiene when administering any treatment to children. As such, they will wash their hands thoroughly both before and after giving first aid, and ensure that any cuts, wounds or skin damage are covered by plasters or disposable gloves.

Procedure for taking an ill/injured pupil to hospital

- In the case of minor injuries, the child's parent(s) will always be telephoned and will be asked to come to school to take their child to hospital.
- In more serious cases, the paramedic/ambulance service will be called. The parent is contacted and asked to go directly to wherever the child has been taken.
- If a member of staff is taking an ill/injured child in the car, a second adult must accompany the driver to look after the casualty.
- The pupil's medical information sheet and address sheet will also be taken to the hospital, along with any details of first aid already administered.

Guidance on when to call an ambulance (advice from St John Ambulance)

When managing a casualty, you may need to call for an ambulance. Follow the steps below:

- There are several numbers you can call in order to reach an ambulance. From all landlines phone 999. From a mobile phone 112 or medical advice from 111.
- They will ask you what service you require. Say ambulance.
- They will ask where you are located (RG9 2BN). Be as precise as possible.
- They will ask you how many casualties. If one, say one.
- They will ask what is wrong with casualty. Tell them what only you are sure of, to avoid giving misinformation.
- They will ask if other services are required
- After you hang up you must wait with the casualty until the ambulance arrives.
- The School has a legal duty under RIDDOR to report and record major work-related accidents. but not all incidents are reportable. For guidance as to what must be reported and how it must be reported please refer to the HSE website: <http://www.hse.gov.uk/pubns/edis1.htm>

Contacting parents

If a child has had first aid treatment during the school day, he or she will take home an accident form to inform parents. Parents are always telephoned if children have had a head injury. If a head injury results in a child becoming sleepy, dizzy or unwell parents will be contacted immediately. Staff are emailed to inform all parties to keep an eye on the injured child.

In the event of serious injury, as a matter of courtesy and a sign of our duty of care for our pupils, staff are expected to telephone the parents during the evening to enquire how the child is.

APPENDIX A: MEDICAL EMERGENCIES

Asthma

If a pupil is having an asthma attack, the person in charge should prompt them to use their reliever inhaler if they are not already doing so. It is also good practice to reassure and comfort them whilst, at the same time, encouraging them to breathe slowly and deeply. The person in charge should not put his/her arm around the pupil, as this may restrict breathing. The pupil should adopt a position that they find comfortable. Do **NOT** make the child lie down.

Assist with prompt administration of medication -

- Give 2 puffs of blue reliever.
- If no improvement after 4 minutes give another 2 puffs
- If still no improvement or if the pupil appears very distressed, is unable to talk and is becoming exhausted, then an ambulance must be called. Dial 999 from a land line or 112 from a mobile phone.

Diabetes

Signs and Symptoms

High blood sugar (normally slow onset of symptoms)

- Excessive thirst
- Frequent need to urinate
- Acetone smell on breath
- Drowsiness
- Hot dry skin

Low blood sugar (normally quick onset of symptoms)

- Feel dizzy, weak and hungry
- Profuse sweating
- Pale and have rapid pulse
- Numb around lips and fingers
- Aggressive behaviour

Action

- For person with low blood sugar give sugar, glucose or a sweet drink e.g. coke, squash
- For person with high blood sugar allow casualty to self-administer insulin. Do **NOT** give it yourself, but help if necessary.
- If unsure if person is suffering high or low blood sugar, give them sugar. If they have high blood sugar it will not harm them further, but if they have low blood sugar it will be vital!

Epileptic Seizures

Epileptic seizures are caused by a disturbance of the brain.

Seizures can last from 1 to 3 minutes

Signs and symptoms

- A 'cry' as air is forced through the vocal chords
- Casualty falls to ground and lies rigid for some seconds
- Congested, blue face and neck
- Jerking, spasmodic muscle movement
- Froth from mouth
- Possible loss of bladder and bowel movement
- Staff should also be aware of febrile convulsions – more common in Early Years children

Management:

During seizure

- Do **NOT** try to restrain the person
- Do **NOT** push anything in the mouth
- Protect person from obvious injury
- Place something under head and shoulders

After seizure

- Place in recovery position
- Manage all injuries
- Do **NOT** disturb if casualty falls asleep but continue to check airway, breathing and circulation.

Phone an ambulance.

Anaphylaxis

Anaphylaxis is an extreme allergic reaction requiring urgent medical treatment. When such severe allergies are diagnosed, the children concerned are made aware from a very early age of what they can and cannot eat and drink and, in the majority of cases, they go through the whole of their school lives without incident. The most common cause is food – in particular nuts, fish, and dairy products. Wasp and bee stings can also cause allergic reaction. Latex can also be a precipitant of Anaphylaxis. In its most severe form the condition can be life-threatening, but it can be treated with medication. This may

include antihistamine, adrenaline inhaler or adrenaline injection, depending on the severity of the reaction.

Signs and Symptoms

- Swelling and redness of the skin
- Itchy raised rash
- Swelling of the throat
- Wheezing and or coughing
- Rapid irregular pulse
- Nausea and vomiting
- Dizziness or unconsciousness

Management

- Call 999 from a land line, or 112 from a mobile phone, for an ambulance
- Observe and record pulse and breathing
- If casualty is carrying medicine for the allergy, assist casualty to use it if they are able to. In the case of very young children the medication will need to be administered by the adult.
- Help casualty to adopt the position that most relieves breathing difficulty
- Symptoms and signs will normally appear within seconds or minutes after exposure to the allergen.

These may include:

- a metallic taste or itching in the mouth
- swelling of the face, throat, tongue and lips
- difficulty in swallowing
- flushed complexion
- abdominal cramps and nausea
- a rise in heart rate
- collapse or unconsciousness
- wheezing or difficulty breathing

If these symptoms appear in an affected child the epipen must be used and an ambulance called immediately. The pen is pre-loaded and should be injected into the fleshy part of the thigh. Most staff have received training in how to use the epipen, which is very simple, but it must be remembered that swift action is ESSENTIAL.

Procedures for responding to children who are ill or infectious

Prior to admission, EYFS staff will discuss with parents the procedure of the school when responding to children who are ill or infectious.

We provide care for healthy children through working to prevent cross infection of viruses and bacterial infections and promote health through identifying allergies and preventing contact with the allergenic substance.

The School is committed to the health and safety of all children and staff and it will sometimes be necessary to require an unwell child to be collected early from a session or be kept at home while they get better.

If a child appears unwell during the day – has a temperature, sickness, diarrhoea or pains, particularly in the head or stomach – the teacher or Lead First Aider calls the parents and asks them to collect the child, or send a known carer to collect the child on their behalf.

If a child has a temperature, they are kept cool, by removing clothing and sponging their heads with cool water, but kept away from draughts.

The child's temperature is taken using a forehead thermometer strip, kept in the first aid box. In a case of an extremely high temperature, parents will be contacted, urgently, and possibly a paramedic service will be summoned.

Parents are asked to take their child to the doctor before returning them to school and school can refuse admittance to children who have a temperature, sickness and diarrhoea or a contagious infection or disease.

Where children have been prescribed antibiotics, parents are asked to keep them at home for 48 hours before returning to the setting.

Sickness and Diarrhoea

A child or member of staff should not return to school until 48 hours after the last time they were sick or had diarrhoea.

Insurance

Rupert House School has insurance which provides full cover for claims arising from the actions of staff acting within the scope of their employment.

Pupils do not have personal cover for any accidental injury they incur whilst at School although some parents may take out their own cover for such circumstances.

RUPERT HOUSE SCHOOL

INDIVIDUAL HEALTHCARE PLAN FOR

Name:

Date of Birth:

Father's Contact Number:

Mother's Contact Number:

Brief details of medical condition:

GP Details:

Condition experienced:

Symptoms:

Possible Triggers:

Usual Procedure following incident:

Prescribed medicine:

Where medication stored:

MEMBER OF STAFF RESPONSIBLE FOR

Replenishment of medicine

Staff Trained to give medication:

Member of staff responsible for Home/School Liaison



Rupert House School
Consent form for Medications

Please read this form carefully and complete **ALL** the boxes
Please state a time that the medication should be administered, e.g 11:15 am
 We are unable to administer non prescribed medication for longer than 3 days without a note from the child's GP.

Name of Child		
Date of Birth		
Name of medication and strength		
Reason for medication		
Dosage to given at school		
Time last dose given		
Time next dose to be administered		
How should the medication be stored	Cupboard	Fridge
Parent's Name		
Parent's Signature		
Date		

Please bring medication into school in the original container and labelled with the Child's name and specified dose.

For Pre-Prep School children please give the medication and this form to their form teacher.

For Prep School children please give the medication and this form to Mrs Halfhead in the school office or directly to the Bursary where it will be administered.

Please note it is the child's responsibility to come to the Bursary for his/her medicine, but the lead First Aider will endeavour to ensure that the medicine is taken.

For School use only.

Time medication given		Dose		Signed		

Name of Child			
Name of Medication administered			
Dosage given		Time	

Please remember to collect the medication by the end of the week, after which time it will be disposed of.



Rupert House School

Consent form for course of prescribed Medications

Please read this form carefully and complete **ALL** the boxes
Please state a time that the medication should be administered, e.g. 11:15 am

Name of Child		
Name of medication		
Reason for medication		
Dosage to given at school		
Time dose to be administered		
How should the medication be stored	Cupboard	Fridge
Parent's Name		
Parent's Signature		
Date		

Please bring medication into school in the original container and labelled with the Child's name and specified dose.

For Pre-Prep School children please give the medication and this form to their form teacher.

For Prep School children please give the medication and this form to Mrs Halfhead in the school office or directly to the Bursary where it will be administered.