



POLICY DOCUMENTS

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Addendum (COVID)

- As Kingham Hill School returns after the pandemic lockdown, the following documents are required to be read by staff:
 - COVID Safe Handbook
 - COVID Response plan.
- In addition, staff have been provided with a PPE briefing where relevant.



First Aid Policy

1. Introduction

- **Scope.** This policy contains guidelines in order to provide information for the School community when dealing with medical emergencies. This policy incorporates
 - First aid
 - Accommodation for ill boarders
 - Administration of medications
 - Infection plan
 - Emergency contact.
- **Interpretation.** The 'Health Centre' is managed by two nurses; it was previously named 'the Medical Centre' and the 'San'. It has a central position on site for ease of access. The 'first aid trainer' is a member of staff who is qualified to deliver first aid training to staff and pupils.

2. Policy statement

- **Aims.** The aims of this policy are:
 - To provide information in case of a need for first aid, emergency treatment or illness for any members of the school community
 - To fulfill the regulations laid out by the ISI Handbook Regulatory Requirements September 2019 and the National Minimum Boarding Standards September 2019.

3. First Aid

- **Method.** The School will conduct the following activity to ensure appropriate first aid treatment and compliance with the said regulations:
 - An assessment of first aid is conducted which is appropriate to the circumstances of each workplace
 - The School provides an adequate number of Appointed Persons and qualified First aiders who are appropriately qualified throughout the organisation (eg. EFAW)
 - The School maintains the level of competence of first aiders
 - The School provides adequate equipment for first aid treatment
 - The School provides adequate first aid rooms or other suitable areas for the administration of first aid treatment
 - All first aid treatment is recorded.
- **Assessment.** Although there are no set numbers laid down by HSE, thus it is

the responsibility of the School to decide on the appropriate level of first aiders based upon

the number of employees, pupils and visitors to the School and DfE Guidance on First Aid for Schools policy document. This also takes into consideration school activity including sports and off-site work and trips, for which first aid provision is required. The site and most activities are considered low risk and therefore it is agreed that the 'Emergency First Aid at Work' qualification provides sufficient cover.

- **Procedures.** An untrained individual should immediately summon assistance from the nearest first aider. A first aider present at the scene of an accident, or during a medical emergency, needs to go through the following stages:
 - **Assessing the situation.** This is achieved by taking control of one's feelings and not acting impulsively, looking for continuing danger to both the casualties and the first aider and deciding whether to call for emergency. If in doubt, the first aider should call an ambulance immediately on 999 or 112. If a pupil is feeling faint or unbalanced assistance must be called for. A pupil in this condition should never be sent directly to the Medical Centre (even if they are accompanied by another pupil)
 - **Assessing the casualties.** A quiet casualty may be an indication that the person is unconscious and they should be the first aider's first priority. The first aider then needs to prioritise treatment of the casualties according to severity of injury; check response by asking casualties whether they are all right; check airway and finally check breathing. If a casualty is not breathing, the first aider needs to ask someone to call 999/112 immediately and administer first aid (CPR) as per training. The Health Centre should be notified immediately either on ext 250 or via Reception
 - **Provide further assistance to casualties.** The first aider should aim to give all casualties early and effective help. S/he should arrange for casualties to be taken to hospital where necessary, or when in doubt as to the seriousness of an individual's condition, unless this responsibility has been handed over to the Health Centre staff. The first aider should remain with the casualty until help arrives whilst trying to prevent cross-infection between themselves and the casualty. They should also take care of the casualty's possessions and ensure they accompany the casualty to hospital.
- **Qualified first aiders.** The School Administrator will routinely organise 'Emergency First Aid at Work' courses. All first aiders must hold a valid certificate of competence, which is updated every three years, approved by the Health and Safety Executive with a copy stored by the HR manager. The HR Manager will highlight shortfalls to departments. A list of qualified first aiders is available to staff and non-employees from the HR Manager (s.briggs@kinghamhill.org).
- **Qualified first aiders on site.** Kingham Hill has at least one qualified person on the School site when pupils are present. When administering first aid, it is preferable to have at least two people, one to treat the casualty and a second to manage the incident by directing actions and calling for emergency services; this is called the Appointed Person. The Appointed Person does not necessarily need to be First Aid trained, but should know what actions are required if a casualty occurs. There are a number of

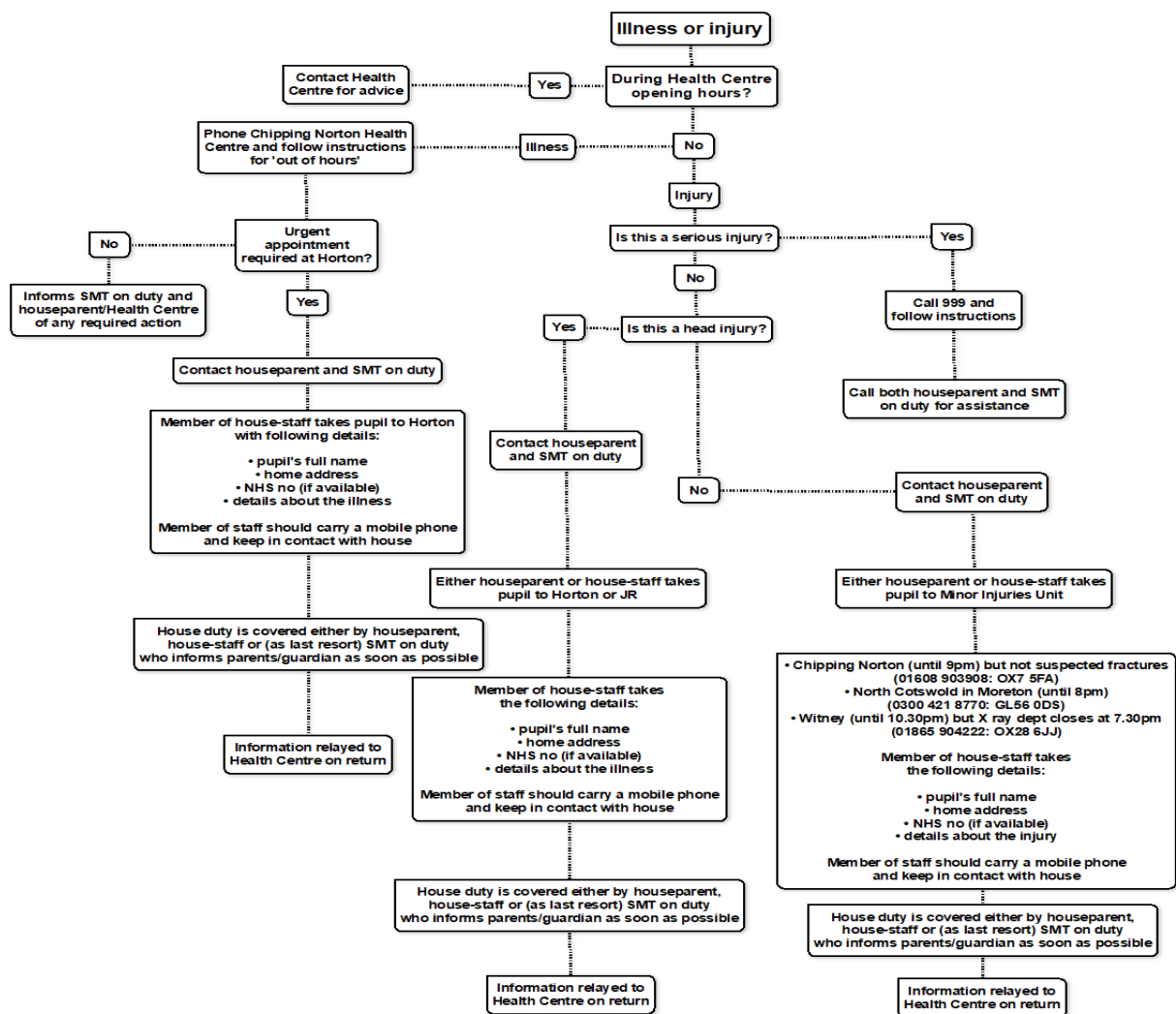
instances when only one member of staff may be at a location and an Appointed Person will not be readily available to the person administering First Aid. In such instances assistance will have to be called for. The minimum requirement for first aid cover is:

- **1 first aider; 1 Appointed Person for** Admin Block, Catering, Veritas Building, Top School
- **1 first aider; 1 Appointed Person on call for** Leisure Centre, Sports Centre, each Boarding and Day House, all off-site trips.
- **Off-site trips.** Members of staff taking pupils on activities outside School when third party first aid facilities cannot be relied upon should have among them a person trained in first aid. The Nurse on duty will determine first aid equipment and consumables taken on such activities after consultation with the activity leader.
- **First aid boxes**
 - The required minimum of First Aid boxes is provided by the School and distributed and restocked by the Health Centre as necessary. The siting of the boxes and any suitable signage is the responsibility of the Health Centre Nurses (See Point 8, Location of First Aid Boxes)
 - The contents of the First Aid boxes will be determined by the Nurses after taking into consideration the area or department in which the box is sited. Houseparents and staff members withdrawing items from First Aid boxes should seek replacement stock from the Health Centre at the earliest convenience. The Nurses will periodically check the First Aid boxes around the School and any serious discrepancies in contents will be communicated to the School's Health and Safety Group
 - First Aid boxes will be provided in all vehicles used for transporting students.
Drivers using any items from the First Aid box should seek replacements from the Medical Centre before signing off the vehicle.
- **First Aid room.** The School Medical Centre is the nominated First Aid Room.
- **Records.** The person giving first treatment must report all first aid incidents and the person who received treatment to the School's Health Centre at the earliest opportunity. The person giving first aid treatment should enter the incident in the School's Accident Book located in the Bursary or available on line via Smartlog and pass the sheet to the School Safety Officer for recording any action.
- **Reporting.** All incidents of injury, disease and dangerous occurrences (including near misses) which are logged through the School's Accident Book are reviewed on a regular basis by the School's Health and Safety Committee whose minutes are tabled at a meeting of the School's Board of Governors. The Health and Safety Committee's main concern is the incident, the result of the incident, could a future similar event be avoided and what procedures if any can be put in place to reduce the likelihood of a recurrence

- **RIDDOR.** The School complies with all RIDDOR regulations which can be found in the Health and Safety policy.

4. Illness

- **Who and when to call in case of illness or injury.** All members of staff should follow the following flowchart to ascertain the most appropriate course of action.



- **Accommodation for ill boarders.** If a boarder becomes ill during the evening, the member of staff should follow the above chart. If the pupil is not infectious or seriously ill, then s/he can be accommodated in his/her area and should be checked at regular intervals. All boarding houses will have a procedure so that a boarder can alert the houseparent if ill after 'lights out'. The procedure should be relayed to all house members at the beginning of the academic year and also to any new pupils on arrival. If a boarder is infectious or too ill to stay in their house overnight, they are accommodated in the Chaplain's house. Parents should be contacted in all the above cases and informed of any treatment or medicine given (other than non-prescription pain killers).
- **Medical confidentiality.** The School is affiliated with the Chipping Norton Health Centre where GPs visit the school twice a week for appointments. All visiting doctors, as well as the School's Medical Staff abide by the GMC principles on medical confidentiality.
- **Pupils with specific medical conditions.** The conditions (for example, asthma, epilepsy, diabetes) of these pupils are recorded and monitored by the Health Centre. Information for staff is placed on the School's database and information. In addition, the Health Centre passes on information and photographs to the Catering Department about pupils with certain food allergies.
- **Spillage of bodily fluids.** In order to prevent infection, the Health Centre and all houses are supplied with equipment to clean and disinfect the spillage of bodily fluids. All staff are given training and must wear appropriate PPE to protect themselves.

Outside of these areas, staff should contact the Estates Department who are also available to assist the Medical Centre and the boarding staff if required.

5. Administration of Medicines

- **Non-prescription medication (household remedies).** A list of all non-prescription medications (household remedies) provided by the Health Centre, along with scenarios for use, instructions and comments (eg. age limits on certain medications) is provided within the pink folders in each house. Such medications are for common ailments (eg. headaches) and are relatively safe if instructions are followed. Houseparents must keep track of their stock of supplied medications and inform the Health Centre if more is required. These guidelines were drawn up in conjunction with the school doctors.
- **Prescription medications.** If a dose of prescribed medication must be taken during school hours (eg. 08.00 –1800) it should be administered by or under the supervision of the Health Centre. Otherwise, it may be appropriate for Houseparents, boarding assistants, boarding tutors or other support staff to administer prescription medications. If it is necessary for a pupil to take prescription medication while on a school trip, the medication should be kept and administered by the staff member in charge of the trip, unless the pupil is considered mature enough to self-medicate.

- **Controlled medications**

- The Misuse of Drugs Act and its associated regulations control the supply, possession and administration of some medications. Some medications prescribed to pupils may be controlled. The administration of a controlled medication is similar to that of a prescription – staff members or self-administering pupils should follow the instructions given by the prescriber. It is less likely that a pupil will be deemed mature enough to self-medicate a controlled medication rather than a prescription medication. Storage and record keeping need more careful consideration. Controlled medications must be kept in a non-portable, lockable container. This may be in the Health Centre or boarding house as appropriate. Only named staff/the pupil should have access to the container. Record keeping is stricter, and is covered later in this document
- If a dose of controlled medication must be taken during school hours (e.g. 8.30am – 6pm) it should be administered by or under the supervision of the Health Centre. Otherwise, it may be appropriate for Houseparents, boarding assistants, boarding tutors or other support staff to administer prescription medications. However, it may be decided that the best course of action is to administer all controlled medications from the Health Centre, and so to arrange doses to fit into Health Centre open hours
- If it is necessary for a pupil to take controlled medication while on a school trip, the medication should be kept and administered by the staff member in charge of the trip, unless the pupil is considered mature enough to self-medicate.

- **Roles and responsibilities of staff administering medications.**

- The School should ensure that they have sufficient members of staff who are appropriately trained to manage medications as part of their duties. Staff managing the administration of medications and those who administer medications should receive appropriate training, guidance and support from health professionals
- Kingham Hill School indemnifies its employees against any consequence arising from any negligent act, error or omission committed in good faith. For the purposes of indemnity, the administration of medications falls within this definition and hence employees can be reassured about the protection their employer provides
- No medications may be administered to pupils without parental consent. However, all pupils, upon joining the School, have parental permission included in the medical forms. Houseparents of any pupils without full consent will be informed that they cannot administer medications to these pupils without first obtaining permission from parents/guardians
- Staff must check the pupil's name and age. If it is a prescription medication, they must follow the instructions on the prescription. If it is a non-prescription medication, they must follow the instructions on the packet. Staff should record any medication given. Staff should also check the expiry date. Any medication given should be communicated to the Health Centre via email with the pupil name, drug given and time administered

- If in doubt, or if a staff member has concerns about any part of administering a medication, they should not administer it. They should check with the pupil's parents/guardians or a health professional (eg the Health Centre) before taking further action
- If a pupil refuses to take a medication, staff should not force them to do so, but should note it in records. Specific action may be outlined in a pupil's care plan. Staff should be aware of care plans for their pupils, and take action based on the care plan. For example, in the case of a student refusing behavioural medicine, their care plan may list medicine refusal, and give instructions for the pupil to be sent to the Health Centre.
- **Policies for long term conditions.** The School holds policies for all long-term conditions likely to affect school children: asthma, anaphylaxis, epilepsy and Type 1 diabetes. These are accompanied by pupil-specific care plans, which include details of the pupil's conditions and considerations of the pupil's participation in the normal school environment. In the event of a pupil attending the School with a different condition (eg cystic fibrosis) a policy would need to be drawn up in consultation with the Deputy Head, Health Centre, Chipping Norton Health Centre and the pupil and pupil's parents/guardians
- **Parental responsibilities**
 - For boarding students, many medical requirements will come under the provisions of loco parentis. Boarders are mostly registered with a local GP practice, (Chipping Norton Health Centre) and these GPs regularly visit the School. Prescriptions received are handled by the Health Centre and administered by the Health Centre or by houseparents, boarding assistants, boarding tutors or other support staff. However, for school holidays, exets or days away from school, it is the parent/guardian's responsibility to ensure they have enough of the medication for the duration of the time away from school. If it is a long-standing condition (eg epilepsy) it is probable that the parents/guardians will already have a supply of the medication. However for a temporary prescription (eg antibiotics) the parents/guardians will need to ensure they take the medication with them. For some long standing conditions, if pupils are not registered with the Chipping Norton Health Centre then prescriptions may be handled by the pupil's parents/guardians. In this case, it is the parent/guardian's responsibility to ensure their child has enough medication both at home and at school
 - For day pupils, usually prescribed medication will not need to be taken in the school day, and so will not need to be administered by the School. If medication is required during the school day, it is the parent/guardian's responsibility to inform the School and to provide the Health Centre with the medication required for during the day.
- **Parental consent.** All parents/guardians should sign that they 'consent to the administration of first aid and medicines'. Specific consent should also be obtained for longstanding prescription medications (e.g. inhalers) and for pupils to carry their own

medication if they are considered mature enough by the pupil's parents/guardians, health care professionals and the School. These permissions are all included in the medical forms parents/guardians complete upon the pupil's admission to the School.

- **Self-medication and storage**

- It is good practice to support and encourage pupils, if they are considered mature enough, to take responsibility for and to manage their own medications. Older pupils (approximately 16 years and over, though this will vary from pupil to pupil) should whenever possible, assume complete responsibility for their medication under the supervision of their parents/guardians or houseparents
- The pupil's parents/guardians, health care professionals and the School need to evaluate the maturity of the pupil and come to conclusions about how independent the pupil should be
- If a pupil is considered mature enough, arrangements need to be made for the storage of their medication. It may be appropriate for them to keep their medication in their area in the boarding house; this should always be kept in a locked box. However, it is more likely that it will be appropriate for their medication to be kept in the boarding house medicine cabinet. In which case, it must be clearly labeled, and set apart from medications supplied by the Health Centre on a labelled shelf. Special arrangements would need to be made for controlled medications, but it is less likely that controlled medications will be considered as appropriate for self-management.

- **Record keeping.** Record keeping is an essential part of the management of medications. A record should be kept of any prescription or non-prescription medication administered to a pupil. The record should include:

- Name of pupil
- Medication given
- Dose given
- Time given
- Staff member's initials/signature.

- **Storage and disposal of medications**

- It is important that medication is stored securely to avoid medicine abuse and accidents. Medication may have specific instructions about storage (e.g. temperature). Medications should be stored in designated, lockable cabinets in both houses and the Health Centre, though special consideration should be given to the storage of emergency medications. Medications should be well labelled and stored in their original containers. Special consideration should be given to the storage of medications when held by pupils
- Medications should not be disposed of in normal waste. They should be taken to the Health Centre for disposal. The Health Centre will dispose of medications by giving them to the White House Surgery for safe disposal.

6. Infection. During recent years, there have been a number of outbreaks of epidemics in the UK that have required a contingency plan from educational establishments. Each epidemic

requires an individual plan but, for the purposes of this policy, a generic infection plan has been formulated.

- **Information.** The rate of spread, form of infection, incubation and period of illness needs to be ascertained.
- **Symptoms.** In consultation with the Chipping Norton Health Centre, a list of symptoms will be circulated to all staff so that potential patients can be recognised.
- **Prevention.** The School will take active steps, on the advice of the Chipping Norton Health Centre for the prevention of the infection.
- **Response.** If the infection is of a serious nature, the following steps will take place in consultation with the Chipping Norton Health Centre
 - Identification of the groups in the School who are vulnerable, eg. women of childbearing age who might have reason to think they are pregnant, those with chronic medical conditions, those who suffer from bronchial or respiratory conditions (actioned by the Health Centre)
 - Information on the epidemic is to be circulated to parents via email, Head's letter and web site. (Action by the Head and the Head's secretary)
 - Houseparents are to act as the referral point within the houses and to send pupils to the assessment centre. Houseparents will be kept informed by the Second Deputy
 - Where there is a suspected case of virus, the Chipping Norton Health Centre is to be informed immediately. On confirmation, the national response framework will be initiated and public health authorities notified in keeping with this advice (actioned by the Health Centre and the School doctors)
 - Pupils and staff who believe they have an infectious illness (they have been in contact with someone who has had the illness) are to stay at home. This applies to day pupils or for those going home at half term or over the course of an exeat weekend (actioned by Parents and Guardians)
 - Pupils who are taken ill at School will need to be isolated within the Health Centre or, if at capacity, the boarding house at which stage isolation areas will need to be set up in each house (actioned by the Second Deputy, Senior Houseparent, Bursar and Estates Manager)
 - In the event of significant infection, boarding houses might need to be closed and, in the worst case scenario, the School would need to be temporary closed until Public Health England declares the School as safe (actioned by the Headmaster).

7. Emergency contact. In an emergency, all staff and pupils are instructed to telephone 999/112 for assistance. Other contact details are as follows:

- **For urgent medical advice.** During 'out of hours', it is possible to speak to an emergency doctor by first phoning the Chipping Norton Health Centre number of 01608 642742 and following the instructions.
- **NHS 111 service.** This is a fast, easy and free service where all advisors are supported

by healthcare professional.

- **Drive to a hospital or clinic.** There are four choices of hospital in the local vicinity:
 - Witney Minor Injury Unit, Welch Way, Witney, OX28 6JJ. Tel: 01865 903841
 - North Cotswold Hospital (minor injury unit), Stow Road, Moreton-in-Marsh, GL56 0DS. Tel: 0300 421 8770
 - Horton General Hospital (A&E), Hightown Road, Banbury, OX16 9AL Tel: 01295 275500
 - John Radcliffe Hospital (A&E), Headley Way, Headington, Oxford, OX3 9DU. Tel: 01865 741166
 - Emergency Eye Treatment at John Radcliffe Hospital. Tel: 01865 234800
 - Emergency Dental Treatment can be sought at Kidlington (0845 345 8995), Banbury (01295 819171), Witney (01993 209474) or Chipping Norton (01608 646620).

Please note that during the Pandemic, not all NHS Services will be running as normal. If in doubt please contact the SMT on duty or the Second Deputy for advice.

8. Location of First Aid Boxes.

- Top School - Staff Room, Library, Greens
- Middle School - Day House office, Staff work room
- Animal Club
- Veritas - Staff work room, Chem Prep room
- Admin Building - Reception, Catering, Art, DT, Clothing store, Housekeeping store
- Maintenance and Grounds shed
- Leisure - Pool Area, Gym area, Sports Hall
- Each boarding house
- Each school vehicle

Rob Jones

Last reviewed: November 2020

To be reviewed: November 2021