

Whole School First Aid Policy (including EYFS and Boarding)

When writing this policy DfE guidance 'First Aid in Schools' 2014 has been followed.

1. First aid should be administered by an individual who has received first aid training. Hall Grove arranges in-house training for all staff, which includes training on the use of Adrenaline Pens ('Epipens'), emergency asthma management, and the use of the defibrillator in the event of a collapsed or unconscious child or adult.

Some staff will also be trained on fuller courses to cover Health & Safety at Work requirements. There will always be at least two members of staff with the First Aid at Work qualification on site when the school is open.

The Early Years Foundation Stage have four members of staff on site who have qualified in Early Years First Aid, 12 hour paediatric first aid course. When children are off site at least two qualified paediatric first aiders will accompany the Early Years Foundation Stage children. There will always be at least two qualified Early Years first aider on site when children are present. Should a child suffer a bump to the head or accident during the day their parent/guardian will be informed via the communication book, a member of staff or by telephone.

2. All teaching and support staff who have attended first aid courses within the previous three years have a duty of care to provide first aid to any member of the Hall Grove community if there is both the need and the opportunity to provide it. There will be first aid cover across the school site.
3. Where possible, first aid is administered in School Nurse's Room which is situated on the ground floor of the main house opposite the boys' lavatories (if approaching from the archway, left into building and second door on the left). Protective gloves and first aid items are housed in the cupboard above the sink. Staff should ensure they protect themselves when dealing with any first aid incident and take care not to become a casualty themselves.
The EYFS have all this equipment at The Barn and maintain a log of incidents that occur there. Children who become sick at school are taken to rest in School Nurse's Room until they can be collected.

If a child who is boarding becomes unwell at school, they will be cared for by School Nurse during the school day, using the side room behind School Nurse's Room. If they are unable to be collected from school, the care of the child will transfer to Mrs Tutt (Head of Boarding) and Mr and Mrs Graham at the end of the school day. Should a child be considered to be infectious, infection control will be initiated and a designated bathroom facility will be arranged in the boarding house. Each case will be assessed individually, taking into consideration the age of the child and medical need.

4. If the casualty is unable to be moved then School Nurse is called for, otherwise the casualty should be taken to School Nurse's Room by the attending member of staff if possible or by a responsible pupil chosen by the member of staff.
5. If unable to move the casualty, School Nurse must be informed as soon as possible. School Nurse will bring a first aid box and, if necessary, the defibrillator, to the casualty. **CASUALTY MUST NOT BE LEFT ALONE UNLESS UNAVOIDABLE.**
6. An ambulance should be called if:
 - a. Casualty cannot be moved (or is in acute pain).
 - b. Casualty is unconscious.
 - c. Casualty is not breathing.
 - d. Casualty has had a severe allergic reaction (see 14).
 - e. Casualty has had an asthma attack and relievers have not helped (see 13).
 - f. Casualty shows signs of heart attack or stroke.
 - g. Casualty is deteriorating.

IF IN ANY DOUBT DIAL 999

In the event of a 999 call made to summon an ambulance, a responsible person will be designated to meet and direct the paramedics. The casualty should be accompanied in the ambulance.

7. All action taken must be recorded in writing and left for School Nurse's attention on her return. Action taken by the School Nurses will be entered onto the computer in the 'Medical' section of Hall Grove Manager. An incident such as a bad graze or a big bump to the head will be reported to the parent/guardian in the children's diary, verbally at collection time or by telephone. In the event of the need to go to hospital following an accident (e.g. possible broken bone) the parent/guardian will be contacted as soon as is possible. An Accident Form must also be filled in by the person who dealt with the incident. The relevant authorities must then be informed by the person responsible for RIDDOR (Tel: 0845 300 9923) or online on www.riddor.gov.uk.
8. Hygiene procedures for dealing with the spillage of body fluids. In the event of body fluids (eg sick/blood) being spilled, body fluid disposal kits are available in School Nurse's Room and The Barn. Instructions for use are included in the kit. The sealed yellow bag containing the spillage and any items used in clearing the accident should be placed in the yellow clinical waste bin, in the courtyard behind the kitchens. The Housekeeper will then clean the area where the spillage occurred.
9. If needed, the nearest first aid box should be used and the accident recorded in the accident book which is found in the first aid box. First aid boxes are available at the following locations:
 - School Nurse's Room
 - Art Room
 - Boarding House
 - Catering Department (provided and replenished by Hallmark Catering)
 - Food Science Room
 - The Barn
 - Waldek's Workshop
 - Pony Grove
 - School Minibuses
 - Science Room
 - Senior Pavilion
 - Swimming Pool (when in use)
 - TASC – plus own Accident Book held
 - Technology Room
 - 11 x sports first aid / boxes / bags (kept in School Nurse's Room – see 10)
 - Large pack for day trips (kept in School Nurse's Room – see 11)
 - 4 small packs for day trips (kept in School Nurse's Room – see 11)
 - Overnight kit.

All first aid boxes are checked to be complete every year and out of date items are removed and replaced. The 'Heartstart' defibrillator is located in School Nurse's Room. The battery is regularly checked.

10. Sports Coaches are responsible for collecting first aid kits from School Nurse's Room and for returning them afterwards. They must be signed out and back in the First Aid Signing out/in book. Relevant asthma inhalers, Adrenaline Pens and individual emergency medication and treatment must also be taken to away matches. Any first aid used should be noted in the First Aid signing out/in book so they can be replenished. A member of staff with a first aid qualification will accompany away matches (see lists 13&14).
11. Members of staff accompanying trips off-site have the responsibility of ensuring the collection of a first aid box/bag and the list with medical information for the travelling year group from School

Nurse's Room. Relevant asthma inhalers and Adrenaline Pens should also be taken. On the trips return any items used should be noted in the First Aid signing in/out book so they can be replenished. A qualified first aider (see list) will accompany trips off-site.

12. Arrangements for pupils with particular medical conditions or disabilities:

- In the event of a pupil having special medical requirements (for asthma, allergies see 13 & 14) e.g. epilepsy, diabetes, an individual risk assessment and care plan will be produced in discussion with the child's parent/guardian and the appropriate medical authorities. Children with a medical need or disability will be supported in school in order that they can play a full and active role in school life. Staff training will be arranged if necessary. The information is on the Yellow Medical Form and also on Hall Grove Manager - Medical. The Medical section of Hall Grove Manager is only accessible to the School Nurses and Administration.
- All staff will be informed of the child's specific needs and the child's name will be highlighted on a list in School Nurse's Room and on the Pastoral Board in the Staff Room.
- Asthmatics and those with serious allergies requiring Adrenaline Pens are listed separately on the board.
- It is the parents' responsibility to ensure that the school are holding in-date medication.
- A list of those with special dietary requirements and food allergies is provided for the Catering Department at the start of the year and updated as necessary.
- For asthma and Adrenaline Pens, see 13 & 14.

First Aiders will endeavour to be sensitive and aware of a child's cultural and religious beliefs and needs.

13. Asthma Procedure

Some pupils will carry inhalers in their school bags. Each child who requires an inhaler will keep a spare named inhaler in School Nurse's Room on the bookcase in year group boxes.

Inhalers must always be taken on school outings and sports matches and kept with the teacher in charge of the asthmatic child. It is the responsibility of the staff member to ensure that children have their inhalers when they go off-site.

The following guidelines are taken from the Department of Health's 'Guidance on the use of emergency salbutamol inhalers in schools' (2014):

HOW TO RECOGNISE AN ASTHMA ATTACK

The signs of an asthma attack are:

- Persistent cough (when at rest)
- A wheezing sound coming from the chest (when at rest)
- Difficulty breathing (the child could be breathing fast and with effort, using all accessory muscles in the upper body)
- Nasal flaring
- Unable to talk or complete sentences. Some children will go very quiet.
- May try to tell you that their chest 'feels tight' (younger children may express this as tummy ache)

WHAT TO DO IN THE EVENT OF AN ASTHMA ATTACK :

- Encourage the child to sit up and slightly forward
- Use the child's own inhaler – if not available, use the emergency inhaler
- Remain with the child while the inhaler and spacer are brought to them
- Keep calm and reassure the child
- Immediately help the child to take two separate puffs of salbutamol via the spacer
- If there is no immediate improvement, continue to give two puffs at a time every two minutes, up to a maximum of 10 puffs
- Stay calm and reassure the child. Stay with the child until they feel better. The child can return to school activities when they feel better
- If the child does not feel better or you are worried at ANYTIME before you have reached 10 puffs, CALL 999 FOR AN AMBULANCE
- If an ambulance does not arrive in 10 minutes give another 10 puffs in the same way

CALL AN AMBULANCE IMMEDIATELY AND COMMENCE THE ASTHMA ATTACK PROCEDURE WITHOUT DELAY IF THE CHILD:

- Appears exhausted
- Has a blue/white tinge around lips
- Is going blue
- Has collapsed

14. Adrenaline Pen ('Epipen') Procedure

Should children with Adrenaline Pens in school experience an allergic reaction please follow the procedure for each individual child. The child's name and the procedure to be followed will be highlighted on a list in School Nurse's Room and on the Pastoral Board in the Staff Room. There are photographs of the children who hold Adrenaline Pens on notice boards in the Front Office, Kitchen, Staff Room and School Nurse's Room.

It is the responsibility of the teacher in charge of an off-site activity to ensure that they are aware of the procedure and take the medication with them. The named Adrenaline Pens and relevant medicine are kept on the second shelf down of the bookcase in the School Nurse's Room.

A member of staff who has received Anaphylaxis / use of Adrenaline Pen training should accompany any of the named pupils on any 'off site' activity. Staff with relevant qualifications are listed below.

Specific Qualifications:

Miranda Jackson – Registered Nurse (Child)
Lisa White – Registered General Nurse and

Instructor and Assessor in First Aid training

First Aid at Work Qualifications

(Updated every 3 years)

Kirsty Furness

Miranda Jackson

Ian Tullett

Lisa White (School Nurse)

Early Years Paediatric First Aid Qualifications

(Updated every 3 years)

Sue Tanner (teaching assistant)

Sarah Parsons (teaching assistant)

Katie King (teaching assistant EYFS)

Meg Singh (teaching assistant EYFS)

Philippa Gent (Head of Pre-Prep and Reception class teacher)

Samantha Tomlinson (Reception class teacher)

Lisa White (School Nurse)

15. Epilepsy/seizures

If a child is known to suffer from Epilepsy, they will have an individual care plan to follow and all staff will be made aware. However, should a child not be known to have an existing medical condition, the guidance below should be followed.

A seizure (also called a convulsion or fit) consists of involuntary contractions of many of the muscles in the body. A person can initially display signs by stiffening of the limbs and torso, loss of consciousness and falling to the ground. This can be followed by jerking movements. A blue tinge around the mouth is likely. This is due to irregular breathing. Loss of bladder and/or bowel control may happen. After a minute or two the jerking movements should stop and consciousness may slowly return.

If this is witnessed a call for help must be made and the following action should be taken:

- Protect the person from injury - (remove harmful objects from nearby)
- Cushion their head
- Look for an epilepsy identity card or identity jewellery
- Aid breathing by gently placing them in the recovery position once the seizure has finished
- Stay with the person until recovery is complete
- Be calmly reassuring
- Call for an ambulance

Don't...

- Restrain the person's movements
- Put anything in the person's mouth
- Try to move them unless they are in danger
- Give them anything to eat or drink until they are fully recovered
- Attempt to bring them round

16. Diabetes

A child who is known to suffer from Diabetes will have an individual care plan in place, taking into account their Diabetes type, medication and treatment in the event of emergency. All staff will be informed and adequate training will be provided. Close communication with the catering staff will be maintained.

17. Administering Medication Policy

Administering of medicines and treatment of minor injuries takes place in School Nurse's Room which is located in the main house opposite the boys' lavatories.

- Disposable gloves are available in School Nurse's Room (located in the cupboard above the sink).
- First aid items are located in the cupboards above the sink. Medicines (e.g. Paracetamol, Ibuprofen and Piriton) are kept in the lockable white first aid cabinet.
- Medicines needing refrigeration are kept in the small fridge behind the desk.
- Before administering any of the above please refer to the child's yellow medical form which gives/does not give authorisation for the use of first aid/medication. The forms are located in the tall filing cabinet in School Nurse's Room. The School Nurses, Mrs Tutt and Mrs Graham have access to the files. If the information is incomplete it may be necessary to telephone the child's parent/guardian for permission to treat.
- Medication from home, (e.g. antibiotics) may only be administered if requested by the parent/guardian in writing with instructions. All medication should be clearly labelled. If full written instructions are not provided then a Medication Form should be completed which is available from the Front Office or School Nurse's Room. The forms are also available for parents to download from the school website. **Please note that decanted medicines will not be accepted.**
- The School Nurses will give clear guidance to staff who are required to give medication. ALL treatments must be recorded in writing for School Nurse's attention. School Nurse will enter treatment given onto Hall Grove Manager – Medical.
- Following administration of medication (other than medication sent in from home) a note of the time, medication given and the reason should be written in the child's diary or the parent/guardian telephoned to inform them of the action taken. There is also a book in the lockable first aid cabinet to document the medication that has been administered and the remaining amount of each school-stocked medication.
- Medication from home for children in the EYFS takes place at The Barn and follows the procedures above. All records are kept on the school format and the School Nurses are consulted before hand. Any administration of medicine during illness that occurs at school is managed by the School Nurse on duty.
- Medication given to Boarders during the school day will be recorded in School Nurse's diary and in the Boarding Communication book. This will be discussed with Head of Boarding at hand-over time at the end of the main school day. Should a pupil who is boarding become unwell, parents will be informed. If possible the child will be collected to recover at home. If this is not possible, care will be given to the pupil by School Nurse during the day time, and Head of Boarding overnight.
- Within the Boarding House, in the kitchen area there is a lockable medical cupboard with first aid box, basic non-prescription medication, copies of yellow forms and medical record book.

18. Medical Record Form Policy

Before entering the school a yellow medical form is sent to parents/guardians which they are asked to fill in. This gives information of the child's date of birth, doctor's name and address, medical history, existing medical concerns and permission to administer basic first aid and medication listed on form. This is combined with parent/guardian address, contact numbers, emergency contact numbers in an 'Information for Trips' form on Hall Grove Manager. Should a child need to be taken to hospital, their form must be taken with them as it helps with the admissions procedure at the hospital.

The original yellow forms are located in the files in the bottom drawer of the tall filing cabinet. The 'Information for Trips' forms are in Year Group plastic wallets in the bottom drawer of the small filing cabinet and sent with the First Aider on any school trips. If the form is incomplete it may be necessary to telephone the child's parent/guardian for permission to treat.

Parents/guardians are asked to update the records as necessary.

Reminders at the beginning of every school year are given.

19. Notification of Exclusion of Children due to Illness or Infection

In the event of a child contracting an infectious illness/disease the School Nurses will work closely to support the families. They can be met with in person, telephoned or emailed. Should a child become ill or receive a minor injury whilst at school a parent/guardian will be informed either by telephone or via a note in the child's diary. They will be told the recommended time to be off school by School Nurse.

All parents are notified via the weekly Newsletter. Should immediate action be necessary parents will be contacted via a ClarionCall message with further information being posted on the school website.

If a child is suffering from a notifiable disease (see Public Health - Infection Diseases Regulations 1988), RIDDOR will be informed.

20. Staff medication

Staff must seek medical advice if they are taking medication which may affect their ability to care for children, and staff are responsible for ensuring that their own medication is stored securely at all times. Provision for storage can be provided in School Nurse's Room if necessary.

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