



## First Aid Policy

### Policy Statement:

- To ensure that there is an adequate provision of appropriate first aid at all times
- To ensure that where individuals have been injured there are suitable mechanisms in place to provide remedial treatment

### Responsibilities:

- The Bursar and School Nurse will be responsible for implementing this policy.
- The nurse is on site term time during school hours and for Saturday rugby 1<sup>st</sup> fixtures (which also has paramedic attendance).
- The nurse is responsible for maintaining first aid kits.
- The Bursar is responsible for monitoring and reviewing the school's First Aid facilities and training.

### Pupil illness

#### 1. (Apparently) Minor Cases

- The pupil is sent/taken to the Nurse. You **must** check with Reception that he/she has arrived safely. The nurse will inform the Form Tutor by email or phone.
- If it is necessary to send the pupil home, the Nurse will endeavour to contact the parents to come and collect him/her, or failing that, will make other arrangements. Inform the Form Tutor.

#### 2. Serious Cases

- As above, but if the pupil cannot be moved, remain with him/her and send urgent word to the Nurse. If unable to find the Nurse, always phone the School Office and ask staff there to make contact.
- A Nurse (or other First Aider) will be sent to assess and take charge of the situation. She will liaise with the School Office to alert the parents and arrange transport to home/hospital, or if necessary will call an ambulance. Inform Form Tutor using the reporting slip.

#### 3. Sports Field Injuries (outside school time)

- Minor - carry out first aid as appropriate, make pupil comfortable off pitch, and keep an eye on him/her until he/she recovers, or the game ends. Then make sure he/she can change and get home comfortably.
- Serious - use the mobile phone to contact his/her parents, and/or the ambulance should hospitalisation be necessary.
- Inform Form Tutor.

In all cases of sickness/accident a report form is to be completed by the Nurse, office staff or (outside hours) the staff member supervising the accident.

If following a medical emergency a member of staff takes a pupil for treatment and there is consequently a claim against the School for injury allegedly caused by negligence during the trip, the Public Liability Insurance would deal with the matter on behalf of staff.

The pupil's Form Tutor and parents should be informed in all cases where a pupil is sent to hospital. Only the School Nurses or other staff authorised by the Headmaster may administer Paracetamol. Paracetamol should not be given to a pupil who is taking other medicines. Aspirin, or preparations containing aspirin, may not be given except by a first aider when one tablet may be chewed in the event of a heart attack.

### **First Aid**

First Aid Kits are available in the following locations: Medical Room, School Office, Science Laboratories, Mitre Theatre Green Room, Sports Centre, Climbing Wall, Sandilands Pavilion, CCF Orderly Room, Rifle Range, Maintenance Workshop, Boiler Room, Groundsman's Office.

Portable first aid kits are found in each minibus, and are also available for trips.

Staff in charge of games should note that telephones are available in the Sandilands Pavilion; the postcode for Sandilands is CR0 5DF.

Defibrillators are placed outside the Medical Room, Sports Centre, Pavilion and Sandilands.

The school aims to have adequate first aid cover available at all times, including weekends and holiday periods, and to this end all members of staff are encouraged to undertake first aid training.

As a minimum (and to meet statutory requirements) at least three members of staff should hold a 'First Aid at Work' qualification; of these, one should be a Porter and another a Groundsman. A list of those staff who have attended first aid training can be found on the Common Room noticeboard and other boards around the school.

### **Medical care**

The Medical Room has facilities to examine students, provide quiet space for recovery and store medicines and medical records securely and confidentially.

Author / Reviewer:	Jane Stanley (Bursar)
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Governor committee responsible for oversight:	Welfare Committee
Chairperson of Governor committee:	John Crozier
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## Appendix A

### Dealing with anaphylaxis

Allergy is when the body reacts to foreign substances called allergens, which trigger an exaggerated response from the immune system. An allergic reaction can occur following exposure to peanuts, bee and wasp stings, other food (eg seafood, eggs, milk), pollen, animal hair and drugs (eg penicillin, aspirin).

Most allergic reactions are mild, eg itching, swelling, running nose etc. These symptoms can be easily treated with antihistamines.

Anaphylaxis is an emergency situation in which a severe allergic reaction has occurred, a condition that can result in death. The whole body is affected, usually within minutes of exposure, the symptoms can vary in severity, including some of the following:

- Hives, itching and swelling
- Tightness in the chest
- Hoarse voice or swelling of the throat
- Dizziness or feeling faint
- Unconsciousness and collapse

Remember - each pupil will experience different symptoms. Please refer to each pupil's details in their individual pouches in the Common Room.

Management of Anaphylactic Reaction:

- Remain calm. Lay the pupil down.
- Look for Auto injector/Epipen® that the pupil should have on their person. At same time call for Nurse and obtain pupils pouch from Common Room containing pupils individual care plan.
- Give pupil own inhaler if available.
- Administer prescribed Auto injector/Epipen® when symptoms present. Do not wait for assistance to arrive. **Note the time of administration.**

Procedure for administering Epipen®:

- Remove injector from packaging.
- Remove safety cap.
- Hold trigger firmly in your fist with the tip at right angles to the thigh.
- Press hard (there should be a click).
- Hold in place for 10 seconds.
- Remove the pen and massage the area for 10 seconds.

- Call an ambulance even if the child improves.
- Stay with the child.
- If no improvement occurs a second dose may be given after 5-10 minutes (if a second Epipen® has been prescribed). **Note the time of administration.**
- Send the Epipen® with the child to hospital so that the medical staff can see what medication has been administered. **The ambulance crew must be informed of the time of administration of the Epipen(s)®.**

While the above procedures are being carried out ensure that an ambulance has been called.

**State clearly to ambulance control that the person is having an anaphylactic reaction.**

Ensure that parents/carers of pupil have been called and that a member of staff accompanies the pupil to hospital.

## Appendix B

### Accidents involving bleeding

- a) We should assume that any pupil could have an infectious illness which can be transmitted by contact with blood. All pupils should therefore be treated in the same way.
- b) Always wear disposable gloves (available from the School Nurse) when dealing with bleeding or any spilt bodily fluids.
- c) Spilled blood should be cleaned up as quickly as possible by the Porters using disinfectant. They should wear disposable gloves and aprons.
- d) Any pupils with a cut or nose-bleed should apply pressure to the cut or squeeze the fleshy part of the nose and report without delay to the School Nurse.
- e) Cuts and open or weeping skin lesions and abrasions must be covered with a dressing.
- f) If blood splashes onto the skin of another person it should be washed off immediately with soap and water. Splashes of blood into the eyes or mouth should be washed out immediately with copious amounts of water.
- g) Blood-infected waste should be burnt or "double-bagged" in yellow plastic bags (available from nurses), secured and deposited in the Clinical Waste Bins provided in the PE Office and Medical Room. The local authority will collect this waste for incineration. All blood-infected waste should be disposed of ONLY in these bins.
- h) Infection can occur if blood, saliva or other bodily fluid enters another person through an open wound. This is thought to be extremely rare. DfEE guidelines are that pupils with infected blood disorders should attend school in the normal way, and that their illness should be treated with strict confidentiality.