



SILCOATES

Independent education for boys and girls aged 3-18

First Aid Policy

Introduction

This policy should be read in conjunction with the Health and Safety Policy and other policies relating to child welfare. The principles contained in this policy are applicable to the Senior School, Junior School and Pre-School.

Aims

- To provide good First Aid care to pupils, staff and visitors on the premises;
- To promote their safety and well-being;
- To provide adequate First Aid cover on school premises, within the competence of the staff trained to provide it;
- To take appropriate action where further treatment or advice is needed;
- To inform parents, teachers and other appropriate persons of any action taken;
- To ensure confidential recording of treatment given and action taken.

Implementation

To this end, Silcoates School provides:

- A qualified School Nurse to give First Aid cover during school hours at Silcoates School;
- An adequate number of staff with other appropriate First Aid qualifications, so that there is always at least one qualified person in attendance when children are present;
- Training in First Aid for all PE and Games teachers, and for staff supervising trips and expeditions;
- Facilities for the provision of First Aid, including the Clinic, a defibrillator, First Aid bags and boxes (portable and fixed) in and around school premises;
- Facilities to enable staff to summon assistance in case of accident;
- Accessibility to pupils' contact details in case of an incident;
- Up to date confidential health records, held by the School Nurse, submitted by all parents for their child on admission to the School and updated as appropriate by the School on receipt of information from parents thereafter;
- A list of qualified first aiders*, updated annually, and displayed in all appropriate areas.

*Members of staff are deemed to be qualified to administer First Aid if they have a valid practical First Aid certificate issued by a recognised body (e.g. S.T.A. St. John Ambulance or the British Red Cross) or if they have received appropriate in-house training from the School Nurse.

Staff who are qualified to provide First Aid:

- Offer immediate care until further assistance is available;
- If the incident is within the School/grounds, contact the School Nurse or another qualified first aider (via Reception).

The procedures below are followed in case of accident, injury and illness:

- Pupils, staff or visitors requiring treatment for injury or illness should report to the School Nurse at the Clinic, which is located in the main building on the ground floor of South House.
- If the School Nurse is not there, a note is left on the door advising of her whereabouts; alternatively, she can be contacted on mobile no. **07826 949460**. The Clinic extension is **219** (01924 885219);
- If the School Nurse is not in school, an alternative first aider will be available; pupils and staff should report to Reception in the first instance;
- Accidents and injuries are recorded on a School Accident Form;
- All visits to the Clinic must be entered onto SIMS;
- An accident occurring away from school during a sporting event, trip or expedition must be reported by the teacher in charge to the School Nurse and a written School Accident Form completed by that member of staff;
- Procedures are in place to send pupils home if necessary;
- If a pupil is knocked unconscious or is concussed, he/she must not be allowed to continue with any activity and the School Nurse must be contacted;
- All staff must familiarise themselves with where the School's First Aid points are;
- Stretchers are available in the Pavilion and in the Clinic.

The following First Aid facilities and resources are available at Silcoates School:

- A fully equipped Clinic;
- A defibrillator located in the Staff Common Room;
- The two school minibuses contain First Aid kits;
- There are ample First Aid bags (green) for off-site activities, which are checked and replenished regularly by the School Nurse. They are kept on the shelves outside the Clinic for collection when needed. Each sports team has its own allocated First Aid bag on these shelves, which must be taken to the sports pitches on games afternoons;
- Two mobile phones for use with the minibuses;
- First Aid provisions are situated throughout the School:
 - Reception, Kitchen, Groundsmen's Room, Porters' Room; Accounts Office; Staff Common Room; Music Department; Junior School (at Reception and in the entrance to each Junior Block); portable First Aid kits for use at lunchtime by the Playground Assistants and First Aid packs for use on school trips; Swimming Pool Area; Sports Office; Pavilion; Science Block (in every laboratory); Design and Technology Department (in all areas); Geography Department; Library.

Emergency Incident Procedures

The School Nurse keeps a First Aid emergency bag ready at all times in the Clinic. When the School Nurse is summoned she attends the scene and assesses the situation. She decides whether the casualty needs further assistance from:

- Other First Aiders;
- Ambulance Service;
- Fire/Rescue Service.

Only essential and appropriate treatment is undertaken and the casualty is promptly transported by appropriate means to hospital. If there is any danger, evacuation must not be delayed to await the arrival of back-up First Aiders.

When the casualty is being transferred to hospital, the School Nurse:

- Informs the Deputy Head (Pastoral) to contact next of kin;
- If necessary, goes in the ambulance with the casualty to hospital or sends a member of staff as an escort;
- Writes a School Accident Form, giving details about the incident and the action taken;
- Reviews emergency procedures and individual contributions;
- Assesses the need for refinement to the emergency plan;
- Restocks the First Aid bag used.

Medication in School

Silcoates School's primary aim is to support, as far as possible, pupils who require medication (either short-term or long-term) whilst in school. This is done by co-operation and liaison between the School Nurse, parents and teachers.

On admission to the School, parents sign a form giving the School Nurse and other suitable people permission to dispense medicines. It is the responsibility of the parents to keep the School updated of any changes.

Hay fever/anti-histamine preparations must be provided by parents.

On school trips certain non-prescription preparations may be administered by a member of staff to pupils when prior written consent has been given. These are ibuprofen, paracetamol, dressings and anti-histamine. For all school trips, parents must sign to give consent for their son/daughter to take part and to confirm that the School has all the up to date medical information it needs before the trip. This is usually covered by parents signing an 'Off-Site Travel Consent' form when their child joins the School, giving blanket permission for local visits, sports fixtures and other such trips. On longer residential trips, an accident, illness and medication book is used. The assigned member of staff records all injuries and distribution of medication. The book is handed to the School Nurse on return.

Parents must notify the School by letter when a pupil is taking long-term, regular medication or when he/she needs to carry medication for occasional use. Details must include the dosage, the frequency and the medical condition being treated. This information is stored in the pupil's individual records. There must be a pharmacy label on the medication indicating the pupil's name, the dosage and the expiry date.

This procedure also applies to pupils who carry reliever or preventer inhalers for asthma and epipens for allergies and other such medical conditions. This information may need to be shared on a need-to-know basis with other members of staff and may need to be documented in the pupil's individual records. Parents are encouraged to permit such information to be shared in the interest of the pupil, on the understanding that such information is treated with discretion and that confidentiality is maintained whenever possible.

All medication brought to school by pupils must be in the original container with a pharmacy label. It should include the name of the pupil, name of the medication and the dosage.

Medicines should be administered by the School Nurse whenever possible. For Junior School pupils on long-term medication, arrangements may be made for the Junior School Secretary to administer them.

Non-prescription medicines and prescription medicines must be stored in a locked cupboard in the Clinic. A spare key is kept in Reception.

The School Nurse safely disposes of unwanted medication and ensures that medicines to be administered are clearly labelled.

Used needles and syringes must be disposed of in a 'sharps' bin kept in the Clinic.

Spillages/body fluids

Spillage kits are available in both the Senior and Junior reception areas and in the Clinic. When a spillage is reported, the cleaning Supervisor is notified either directly or via the Operations Manager. The spillage kit must be used and is then disposed of in the yellow bin in the Clinic.

Asthma

As inhalers are needed immediately, pupils are encouraged to carry their own inhaler at all times. All inhalers must be clearly labelled with the pupil's name and Class/Form. Pupils should not need to ask permission to use their inhaler at any time and they should be encouraged to use them prior to sporting activities. They must take their inhaler to the side of the swimming pool and to the sports fields and not leave them in the changing rooms.

Parents are requested to supply a spare inhaler to be stored in the Clinic for use in an emergency. It is the responsibility of the parent to check expiry dates of all medicines, inhalers and epipens.

Severe Allergic Reaction

All pupils with severe allergies are expected to have two epipens in school.

Years 7 to Upper Sixth:

One epipen to be kept with the pupil and the other to be kept in the clinic.

Junior and Pre-School Pupils:

One epipen is kept with the form teacher the other in Junior Reception/Clinic.

Epipens must be taken on any trips/visits outside of school and kept with the first aid kit.

Parents are responsible for ensuring that epipens are in date at all times.

All staff must know how to deal with severe allergic reactions (anaphylaxis), taking note of the following guidelines.

- Does the pupil have any of the following symptoms:
 - Airway blockage, i.e. severe swelling of the tongue or neck, choking, severe hoarseness;
 - Breathing difficulties, i.e. gasping for air, looks blue;
 - Circulation or blood difficulties, i.e. pale, clammy, semi-conscious or unconscious.
- If the answer to any of the above is YES:
 - Call for help – send for nurse and epipen;
 - Send someone to dial 999 (stress case of severe allergic reaction/anaphylaxis to ambulance service);
 - Administer epipen (adrenaline);
 - Send someone to contact parents.

- Do the symptoms improve? If YES:
 - Stay with the pupil until the ambulance arrives;
 - Continue to observe the pupil's condition;
 - Keep pupil warm and comfortable, and loosen tight clothing;
 - Sitting supported may help breathing if they are conscious. If they are unconscious, they will be placed in the recovery position;
 - Do not give any food or drink;
 - Inform ambulance staff of the administration of the EpiPen;
 - Give ambulance crew empty EpiPen cartridge.
- If NO:
 - Administer second epiPen;
 - Go to basic Life Support procedure.

Pupils Using Crutches for Injuries to Feet/Legs or Plaster cast to Upper Limbs

The following measures are put in place once a letter is received from parents informing the School of the injury and how long the crutches are needed for:

- The pupil can be dropped off and picked up from the lay-by;
- The Class Teacher/Form Tutor arranges for a 'buddy' to escort the injured pupil around school, opening doors and carrying any school bags as required;
- The Pastoral Head sends memos to subject teachers requesting them to allow the pupil to leave classes early in order to get to the next lesson unhindered;
- At lunchtime the pupil has permission to go to the front of the queue with his/her 'buddy', who can help with the choice of food and with carrying it to the table;
- School sports kit may be worn if students have casts/braces.

Pupils Going Home due to Illness

All staff must have an understanding of what to do if a pupil is unwell and needs to go home, as follows:

- Staff must send a pupil who complains he/she is unwell to see the School Nurse, escorted/unescorted as appropriate;
- The School Nurse assesses the pupil's condition and takes appropriate action;
- If the pupil needs to go home, the School Nurse organises this with the parents;
- Pupils must not ring their parents before they visit the Clinic;
- Pupils in Year 11 and below must be escorted home by parents;
- Students in the Sixth Form may make their own way home with verbal permission given to the School Nurse by the parents;
- The Head of Sixth Form must be informed in the event of a Sixth Former going home because of illness;

Head Lice

- If parents find their child has head lice, it is important that they treat their child for removal of the lice and notify the School.
- The School will monitor the number of cases reported to them and will notify other parents of affected children by letter, informing them of the outbreak and year group, and providing them with guidance to help combat head lice.
- Pupils must not attend school if head lice have not been treated.

Diarrhoea and Vomiting

Any child suffering from diarrhoea and vomiting must stay away from school for 48 hours from the last episode. Pupils are not permitted to swim for 14 days after the last incident.

Paracetamol

Paracetamol must only be administered by the School Nurse or by a designated member of staff, and only then if parental consent has been given.

Symptoms requiring the need for paracetamol include: headache; fever; period pain; earache; toothache.

The following dosages must be given:

Paracetamol Infant Suspension: 120mg per 5ml

2 to 4 years: 7.5ml up to four times a day

4 to 6 years: 10ml up to four times a day

Paracetamol Six-Plus Suspension: 250mg per 5ml

6 to 8 years: 5ml up to four times a day

8 to 10 years: 7.5ml up to four times a day

10 to 12 years: 10ml up to four times a day

for children 6-12 years, 250-500 mgs; for children over 12, 500-1000 mgs, depending on body size.

Tablets:

11 to 14 years: one 500mg tablet

15 to 18 years: two 500mg tablets

The School Nurse or the designated member of staff must check that the child has swallowed the medication.

All paracetamol medication that is given must be documented on SIMS and a slip must be given to all pupils up to the age of 16 to take home for parents to see.

Ibuprofen

Ibuprofen must only be administered by the School Nurse or by a designated member of staff, and only then if parental consent has been given.

Symptoms requiring the need for ibuprofen include: migraine; sports injury; muscular/skeletal inflammation; fracture.

The following dosages must be given:

11 to 14 years: one 200mg tablet

15 to 18 years: two 200mg tablets

Care Plans

If any student has a serious medical condition that needs special requirements/medication i.e. Diabetes, Anaphylaxis, a care plan is needed from their consultant. This will provide an individual care plan for the student.

Medical Reporting

All medical conditions, medical events and visits to the clinic are recorded by the School Nurse on SIMS. A detailed medical report is produced every term for the Governors' Health and Safety Committee. The report is used to identify trends in medical events and is particularly useful for Pastoral Heads.

Keeping Parents Informed

There are a variety of ways that parents are informed of medical treatment given in school depending on the incident. If medication has been administered a letter is given to the pupil (see annex) including the pupil's name, date, dosage and time of medication. If a pupil suffers a head injury they are given a letter which advises parents about symptoms to look out for (see annex). If a pupil has an accident, an accident form is completed and parents are informed by telephone. In cases of illness, parents are contacted by the School Nurse by telephone.

RIDDOR

For all accidents, an Accident Report Form must be completed. These are given to the School Nurse, who will then assess if the incident needs to be reported to RIDDOR. The School Nurse completes all the required documentation and copies are given to the Bursar.

First Aid Training

Emergency First Aid at Work training (STA - Safety Training Award) is offered to all staff. Two sessions a year are taught by the School Nurse. Teachers who run sports teams and who lead trips are expected to be First Aid qualified. Training is also offered to students from Year 10 upwards.

Games staff are expected to complete Sports Concussion Assessment Tool (SCAT) training and give a copy of their certificate to the School Nurse.

Date of last review:	October 2018
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