



FIRST AID POLICY (ISI Policy 13a)

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**This policy applies to the whole school, including the
Early Years Foundation Stage (EYFS) and boarding**

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First Aid

Everyone in the school, including The Pre-Prep (and EYFS) children, has access to our Health Centre which is staffed during the day by a medical professional (**Medpro**) which will be a qualified nurse (known as “Sister”) or a paramedic, who each hold a first aid qualification and provide day to day cover. They are responsible for any medical care that any child (or member of staff) may require during the day. Sixpenny Handley Surgery are the School Doctors for the boarders.

We *always* contact parents at once if their child suffers anything more than a trivial injury. We will ask parents of Day Children to collect their child if he or she becomes ill during the school day.

1. First Aiders

We always ensure that a member of staff who is qualified in first aid, (paediatric first aid in the case of our EYFS pupils) accompanies our pupils on their visits out of school. He or she will administer first aid if a child suffers an injury during an outing, and will, if necessary, contact the necessary emergency service.

The School has a policy whereby as many of the staff (where possible) receive basic first aid training approximately every three years, which is organised by the Bursar as Health and Safety Officer. A list of current first aiders is available on request from the Bursar.

Members of staff are trained to summon medical help immediately, if someone at the school has an accident. The **Medpro** is normally responsible for summoning an ambulance, and ensuring there is a member of Staff to escort the pupil to hospital. (See Accidents Requiring Hospital Visits.)

The Pre-Prep (EYFS) – The Pre-Prep Staff are trained in paediatric first aid – this is renewed every three years. The Pre-Prep (EYFS) Staff deal with the small cuts and bruises that may occur during playtime but seek advice from the **Medpro** on duty if the injury is more serious and they are unsure about what treatment to give or if a child becomes unwell during the school day.

First Aid at Work qualification – School Nurses, Head Groundsman, Head of Maintenance – renewed every three years. See Appendix (iii)

2. Access to First Aid

All new pupils (and staff) are given information on where to go for help in the event of an accident as part of their induction into the school.

3. First Aid Boxes/Bags and Notices

First Aid Boxes are under the direct control of the Health Centre. They are located in areas around the school where an accident is considered possible or likely (such as Pavilion, Sports Hall, or the Science Department - See separate list.) They are checked and replenished at the beginning of every term, regularly throughout the term and when they have been used. In each Box/bag there is a Head Injury Aide Memoire. A list of where they are located is displayed on notice boards in the staff rooms and school office.

It is the responsibility of the member of Staff who uses a First Aid Box/Bag to inform **Medpro** so that the box/bag can be restocked.

4. Emergency Medical Treatment

In accepting a place at the school, we require parents to complete a medical authorisation form giving consent, in case of emergency, to sign all forms required by any hospital for treatment and/or operation. Additionally, parents are asked to complete a school trips form giving consent for staff to administer first aid as needed.

5. Trips out of School

First Aid bags are taken when groups of pupils go out of school on organised trips or to participate in sporting events. The **Medpro** will prepare the bags with any additional specific medication required for the trip/match.

- Sandroyd staff in charge of outings are accountable for all children taken out of school and must ensure that the risk assessment has been completed, and that they liaise with the Health Centre to ensure that all medical needs are considered and an appropriate first aid kit is taken.
- The **Medpro** will inform relevant staff and other schools of any significant medical information (e.g. children who need Adrenaline pens, inhalers etc.).

- The Health Centre will provide First Aid kits for all school trips. **It is the responsibility of the member of staff taking the trip to ensure they take a first aid kit with them and that it is carried with the group onto the sports field or to the area of the visit, (e.g. bowling alley) and the bag is returned to the Health Centre on return to School.**

It is the responsibility of the member of Staff who uses a first aid box/bag to inform **Medpro** so that the box/bag can be restocked. The boxes/bags are checked regularly to ensure the contents are intact and in date.

6. ADRENALINE PENS ARE KEPT IN THE STAFF ROOM

There may be times when Adrenaline pens are also stored in the kitchen if there is a known food allergy causing anaphylaxis.

(Please see separate Policy on Anaphylaxis.)

7. First Aid Cover for Matches

Cover is provided at all home matches. A paramedic from an external company is now on the touchline for the Autumn and Spring Terms for most matches, along with a Matron(s) who will be nearby. Matron will carry a walkie talkie which she can use to contact **Medpro** for advice/liaise or to call her/him down to the pitch. When a player is injured, **Medpro** will decide whether the child is fit to continue, and must inform the referee of the reason to keep the injured child out of play. If a visiting paramedic is present, he or she will be asked to complete a form (see form A) detailing his/her findings and treatment. This is then handed to the **Medpro** on duty. This is to ensure continuation of care.

Likewise, with visiting teams, the visiting paramedic, **Medpro** or Matron must take responsibility for the child's welfare, advise the staff accordingly and in consultation with the visiting school, organise necessary action to be taken. An Injured Visitors form (see form B) is filled out by the **Medpro** and handed to the member of Staff in charge of the visiting team (with a copy retained for the school's records). First aid kits are kept in the pavilion, the hut next to the astro and the sports hall.

If the referee contests any medical decision, primacy regarding the child's continued participation is to be as follows:

- **Medpro present (e.g. school nurse or paramedic). The Medpro's decision is final.**
- **No Medpro present (e.g. matron or teacher present). The referee's decision is final.**

8. Guidance of when to call for assistance/Emergency Services

If a child needs hospital treatment for a medical emergency such as the following:

- **a significant head injury;**
- **fitting, unconsciousness, or concussion;**
- **difficulty in breathing and / or chest pains;**
- **a severe allergic reaction;**
- **a severe loss of blood;**
- **severe burns or scalds;**
- **the possibility of a serious fracture**

An ambulance must be sought immediately.

Medpro can be contacted on ext. 207 or via the school office who will contact her/him on the walkie talkie.

A member of staff is to be sent to the Temple gates to direct the ambulance to the appropriate area.

Follow the "Accidents Requiring Hospital Visits" protocol.

9. Use of Portable Chair

A Portable Chair is located outside the Health Centre. **It is only to be used when moving patients with non-serious injuries**, e.g. sprains, suspected ligament damage. These patients may be carried off the pitch to allow continuation of the match. If a back injury is suspected, they must be able to actively demonstrate movement in all limbs. **They must be fully conscious. They must not be moved if they are thought to have had a neck/spinal injury.**

10. Children visiting from other schools

Sandroyd School exercises its duty of care to all visiting children. First Aid cover is provided at every home fixture. All details of treatment given to visiting pupils are recorded in the Day Book; the "Injured Visitors Form" (Form B attached) is filled in and handed to the member of staff from the school concerned. A copy of the form is always retained for our records.

Medication is only administered to visiting pupils after authorisation from the School Nurse/ Matron at the school concerned, or with Parental permission. Email confirmation is requested.

11. Accident Books are kept in the Health Centre – For Staff (during the term time, in the holidays the Bursar keeps it) and Riding School. Any forms filled in from the Accident Books are passed on to the Bursar as Health and Safety Officer for investigation and secure storage. **N.B.** The Riding Department keeps a separate Accident Book for all incidents/accidents connected with riding.

Pupil accidents requiring Hospital/Doctor/Dentist visits are also recorded in the Accident Book. These are then reviewed at the Health and Safety Committee Meetings.

12. Reporting an Accident

Local and National Health & Safety requirements require that any serious occurrence be reported. This is known as RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995). These regulations must be adhered to and reports of serious occurrences made by telephone or through the government website (<http://www.riddor.gov.uk/>). The Bursar will notify Health and Safety Executive if the accident meets the criteria.

13. Arrangements for pupils with Particular medical Conditions

Asthma - From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 will allow schools to have salbutamol inhalers, without a prescription, for use in emergencies.

There are emergency inhalers, with spacer, in a Yellow Bag labelled Asthma at the following points within the School Grounds:

**Pavilion
Sports Hall
Astro**

There is also one kept in the Health Centre

(Please see separate policy on Asthma)

Anaphylaxis - Adrenaline Pens are kept in Staff Room and in the Kitchen if there are children with food related allergies. (Please see separate Policy on Anaphylaxis.)

Diabetes – If there are any diabetic pupils in School then Hypo kits may be kept in the following key places:

[OBJ]

**Pavilion
Astro
Sports Hall
Health Centre**

In addition, the pupil will carry dextrose tablets with them.

Epilepsy – Please see separate Policy on Epilepsy

SPILLAGE OF BODY FLUIDS

Clear Up Kits

These are provided in the School Minibuses and School people carrier along with First Aid Kits. They are also provided on any outings, where an outside company is used.

In addition, there are kits located in the following places:

- ❖ Alaska House
- ❖ Himalayas House
- ❖ Surgery
- ❖ Main Office
- ❖ Pre-Prep
- ❖ Matron's Pantry
- ❖ Laundry

Spills of body fluids – blood, faeces, vomit- must be cleaned up immediately

- Wear disposable gloves and apron supplied in the Kits, take care not to get any of the fluid you are cleaning up on any open sores you may have
- Sprinkle emergency spillage powder liberally over spill area. Leave for a few minutes for the powder to be absorbed by the body fluid. Then clean the area using the scoop and scraper from Body Fluid Disposable Kit, dispose of gel powder into yellow biohazard bag and seal securely. This bag can be disposed of via School surgery.
- Clean and disinfect any surfaces on which body fluids have been spilled. (An effective disinfectant solution is household bleach diluted 1 in 10.)
- Mops used to clean up body fluids should be changed immediately and washed using the “soiled/infected” cycle on the washing machine. The carpet cleaner cleaned and dried.
- Contaminated clothing put into red laundry bags and washed on “soiled and infected” cycle.
- Discard protective clothing
- Wash Hands

FIRST AID KITS LOCATIONS

These are located at the following points: -

Pre-Prep – Walled Garden
Pavilion + Asthma Kit
Swimming Pool
Astro Pitch + Asthma Kit
Cupboard in Sports Hall + Asthma Kit
Kitchen (+ Burns)
DT
Science Labs
Theatre
Domestic Science (+ Burns)
Stables
Grounds Hut
Maintenance Hut
School Office
School Minibuses +Car
School People Carrier(s)
Health Centre – used for matches

First Aid Kits are checked at the beginning of every term and are updated regularly as needed.
Clear up Kits are also stored in the Minibuses and School Car.

Staff **must** report to the Health Centre if they have had to use a First Aid Kit and/or Clear up Kit

There are **Adrenaline Pens** located in The Staff Room

There may be times when an Adrenaline pen is also stored in the kitchen if there is a known food allergy causing anaphylaxis.

Hypo Kits will be in the Health Centre, and any classroom deemed necessary by Sister if there is a diabetic child

There is a **defibrillator** located on the wall in the entrance foyer just outside the Sports Hall doors.



From: Sister
(sister@sandroyd.com)

Medical Authorisation Form

I/We.....

As the Parents/Guardian(s) of

Hereby authorise and request the authorised representative of Sandroyd School, in case of emergency, to sign on my/our behalf all forms of consent required by any hospital admitting the above named pupil for treatment and/or operation, after all reasonable attempts to reach me/us have failed.

It is hereby acknowledged that neither the authorised representative nor the School can be held responsible in any way for the results of any hospital treatment given or operation performed.

I hereby agree to inform the School should there be any changes in my/our circumstances or my/our intentions in this respect.

Signed

Date

MATCHES – PARAMEDIC

Name:	Age:
Date:	Time:
School:	Sport:
Injury:	
Treatment/advice given:	
School/Accompanying Adult informed:	
Signature..... HCPC number:	



INJURED VISITORS

Name:	Age:
Date:	Time:
School:	Address:
	Telephone Number:
Sport:	
Injury:	
Treatment given:	
Medication given:	
Permission given by:	
Recommendations:	
School/Accompanying Adult informed:	
Follow Up:	
Signature..... School Nurse	