

# First Aid Policy

THIS POLICY REFERS TO ALL STUDENTS INCLUDING THOSE IN EYFS

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### 1. Policy Statement

Nottingham High School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for students, staff and visitors and will make sure that procedures are in place to meet that responsibility.

### 2. Aims

- To identify the first aid needs of the School
- To ensure that first aid provision is available at all times when people are on School premises, and also off the premises whilst on School trips

### 3. Objectives

- To appoint the appropriate number of suitably trained people as First Aiders and Appointed Persons to meet the needs of the School and to maintain current qualifications for those people
- To ensure that within the Early Years Foundation Stage [EYFS] at least one person with a current paediatric first aid certificate is on the premises at all times when children are present and accompanies children on outings. The course content will cover that required for St John Ambulance or Red Cross paediatric first aid training, and be renewed every three years
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the School's first aid arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 [RIDDOR]

## 4. Medical Facilities

The School is required by the Independent Schools Standards Regulations to ensure that suitable accommodation is provided in order to cater for the medical and therapy needs of students. The School's nominated accommodation is the Senior School Medical Room. At the Valley Road playing fields, this accommodation is provided by the sick room. Where appropriate, students from the Junior School and Lovell House will be brought to the Senior School Medical Room for examination, treatment or care. Where this is not possible or appropriate, the School Nurse will use suitable accommodation made available for the purpose at the Junior School or Lovell House.

## 5. Accident Procedure

1. An adult at the scene of an accident needs to make a quick assessment of the severity of the accident.

2. Small cuts and grazes

a. Small cuts and grazes occurring during a lesson can be cleaned and a plaster applied if the injury occurs in an area where there are first aid boxes eg Art, DT, Science, Swimming Pool, Music, Dining Room and Sports Hall. This enables the lesson to continue with the minimum disturbance to the teacher or class. However, the student must attend the Medical Room at the end of the lesson to have his or her cut or graze checked by the Nurse.

b. Students who sustain an injury of this type at School outside lessons should be told to report directly to the Nurse.

c. At the Infant School, small cuts and grazes will be attended to by a First Aider and the Nurse will be asked to attend to assess any wound of concern to the First Aider.

d. At the Junior School, small cuts and grazes will be attended to by a First Aider and the Nurse will be asked to attend to assess any wound of concern to the First Aider

3. These procedures also apply at Valley Road and students should attend the School Medical Room on their return to school.

4. Serious Injuries are any injuries that may require a qualified First Aider or medical attention

a. If possible, the person with the casualty should call an ambulance [eg via mobile phone] as the Ambulance control will want full details of the casualty's condition]; dispatch another to meet the ambulance and direct it to the incident.

b. For lesser emergencies send a message to Reception and ask for the Nurse to be summoned immediately. Sarah Jacob, School Nurse is available on 0788 770 2636. Use a 9 999 after the switchboard closes at 5pm.

c. At both the Infant and Junior Schools, the messenger should be an adult.

d. At Valley Road, staff should contact the emergency services directly where it is not practical to summon the Nurse from School.

e. Stay with the casualty while waiting for assistance.

5. Accident Report Forms must be completed for all injuries by the person who dealt with the injury.

## 6. Illness

Any student feeling unwell should be sent to the Medical Room accompanied by another student who should be told to return as soon as the student is received by the Nurse. If the Nurse is not in her room, the escort should immediately contact Reception. At the Infant School, the class teacher or duty teacher will assess the child and contact the Nurse to attend where necessary. Any student having difficulty with breathing, dizziness, or feeling faint must remain with a teacher or other member of staff. A messenger should be sent to fetch the Nurse. Reception should be contacted immediately if she is not in the Medical Room. At both the Infant and Junior Schools, an adult should be sent to alert Reception of the need to call the Nurse.

## 7. First Aid Training and Qualifications

There will, at all times when students are at School, be at least one person on each School site qualified to a minimum level of Appointed Person. At the Infant School, Lovell House, this will be a person trained in paediatric first aid. The School Nurse is a qualified Registered General Nurse. A First Aider is defined as a person who has successfully completed a suitably approved 3-day course. An Appointed Person is defined as a person who has successfully completed a suitably approved 1-day course. Where a first aider wishes to continue as such, qualifications are updated every three years, or shorter period where required for specialist qualifications. A list of staff qualified as First Aiders and Appointed Persons is kept up to date and made available on the Medical Pages on SharePoint.

## 8. Off Site Visits

The first aid requirements specific to off site visits are to be found in the Off Site Visits Policy.

## 9. First Aid Kit Provision

First aid kits are available at the following locations:

### Senior School

- The Medical Room
- Reception
- The General Office
- The Sports Hall office
- Swimming Pool office
- Science Prep Rooms
- DT workshop
- Food and Nutrition Kitchen
- Ristes Garage (maintenance workshop)
- Art department
- Music department
- Staff Room
- Kitchen
- Sixth Form Centre
- Founder Hall Drama Department

### **Valley Road**

- Pavilion sick room

### **Junior School**

- Science Lab
- JS Common Room
- 'Bumbags' available at break times

### **Infant School (Lovell House)**

- Reception
- Hall
- Kitchen
- First Aid store cupboard in the cloakroom
- 'Bumbags' available at break times

### **Off-site visits**

Portable first aid kits are available from the School Nurse.

Three automated external defibrillators are available for use by trained personnel and may be found outside the General Office, ground floor, Swimming Pool office and in the sick room at the Valley Road Pavilion.

## **10. Students' Medical Condition**

A list of students who suffer from medical conditions, together with details of those conditions, is updated annually by the School Nurse and emailed to staff who need to be aware of these medical conditions.

Individual health care plans are prepared for students with a more serious medical condition, such as diabetes, anaphylaxis or epilepsy, and information is available in the Medical Room. Epipens are provided for use by the School Nurse and spare sets are stored in the medical room. Training is provided for staff taking students on school trips, and for all teaching staff and teaching support staff at the Infant and Junior School.

## **11. Administration and storage of medication**

Many students will need to take medication at some time during their school life. As far as possible medication should be taken at home and should only be taken in school when absolutely essential. However, some students may require regular medication on a long-term basis to treat medical conditions which, if not managed correctly, could limit their access to education.

The School Nurse may administer medication in school on a regular or occasional basis with the written consent of parents. For all students, a written record is kept each time medication is administered. Parents/carers will be informed on the same day it is given with time and dose detail, verbally and/or in writing. This is then added to their medical notes on ISAMs.

The School Medical Consent form at appendix A allows parents/carers to give consent to the administration of first aid, medical checks and specified medicines.

If a child brings in medication that has been prescribed by a Doctor, it will be kept locked in the Medical room and administered according to instructions and signed for on the daily medication sheet, in the medicine cupboard. Only medication in the original container or packaging as

prescribed by the GP and issued by a pharmacy is accepted. Antibiotics that must be refrigerated are kept in a locked fridge within the Medical room. Medicines will be returned to parents or responsible adult for students at the end of the school day. No child will EVER be given a dose of someone else's medicine.

## **12. Hygiene/Infection Control**

Basic hygiene procedures must be adhered to by staff. Single use disposable gloves must be worn when treatment involves blood or other bodily fluids and disposed of with dressing, etc in the medical waste bin provided in the Medical Room. Where possible, staff should wash their hands before dealing with any first aid issues.

## **13. Responsibilities**

Included within the responsibilities of the School Nurse are:

- To ensure that there are an adequate number of qualified First Aiders and Appointed Persons
- To check the contents of first aid kits each term and re-stock as necessary
- To keep records of all accidents, injuries and other circumstances requiring medical or first aid attention.

The Director of Finance and Operations is responsible for all necessary reporting under RIDDOR.

## **14. Emergency Procedures**

Where an injury or other medical condition is an emergency, an ambulance must be called. Ideally, this will be on the advice of the School Nurse or a First Aider, but there may be circumstances where it is apparent that such a call must be made immediately. Parents will be informed when an ambulance has needed to be called. If a parent cannot accompany a student to hospital, a member of staff will accompany the student to hospital and remain with them until the parents can take over responsibility.

## **15. Accident Recording**

An Accident Report Form is completed for each incident, generally by a person witnessing the events. If not generated by the Nurse, the Report Form is then forwarded to the Nurse who will complete any further details required. The original is passed to the Operations Manager for review and returned to the Nurse for storage. Copies are provided to the Headmaster and, in the Senior School, the student's Tutor. At the Infant and Junior Schools, copies are sent to the Nurse and filed in the student's file. At the Infant School, a copy is sent home.

## **16. Informing Parents**

Where the incident has required the issue of medication, or dressings which will need review after School, the Nurse will provide the student with a note to take home. The parents will be telephoned in the event of any head injury, if an ambulance is called, or any other circumstances where the professional judgement of the Nurse dictates that such contact should be made. At the Infant and Junior School, a 'head bump letter' is sent home and the student is also identifiable to others in School by being given a sticker to wear.

A List of First Aid Qualified Staff is held and maintained on Sharepoint.

**Medical Consent**

- 1 **First Aid:** I/We consent to appropriately trained and qualified members of the School staff to administer first aid to my/our child where appropriate.
- 2 **Health Checks:** I/We consent to my child having periodic health checks with the School Nurse.
- 3 **Emergency Medical Treatment:** I/We give my/our consent for the Head to act on our behalf to authorise emergency medical treatment as necessary for my child's welfare in the event I/We cannot be contacted in time.
- 4 **The Administration of Medicines:** I/We hereby give my consent for the following member(s) of staff to administer the following proprietary medicines to my child as necessary/required:

What	By Whom	Tick here
Paracetamol and/or Ibuprofen	School Nurse or member of School staff whilst on a School trip	
Throat Lozenges		
Antiseptic Cream	Appropriately qualified members of the School staff	
Adhesive Dressing		
Antihistamine Cream		
Other, please specify:		

	First signatory	Second signatory
<b>Signature</b>		
<b>Title</b> (e.g. Mr, Mrs, Ms)		
<b>Name in full</b> (please include all names)		
<b>Relationship to child</b>		
<b>Date</b>		