



First Aid Policy

This policy is inclusive of all pupils in the school including those in the Early Years Foundation Stage

Reviewed: December 2022

Reviewed by: A Gipson

RATIONALE

It is a statutory requirement for an employer to make adequate First Aid provision for all employees. At Moulsford, it is recognised that the provision should cover all staff, pupils (including EYFS pupils) and visitors.

AIMS

- To provide First Aid treatment, when needed, for all users of the School (with particular reference to pupils and staff).
- To provide or seek secondary First Aid, referring to 112/999 control for ambulance and/or paramedic assistance without delay where necessary and appropriate.
- To treat a casualty, relatives and others involved with care, compassion and courtesy.
- To inform parents of any accident or injury sustained on the same day that is of a more serious nature, or as soon as is reasonably practicable, and any first aid treatment given.

GUIDELINES

- To ensure that there is at least one qualified First Aider available to provide First Aid cover during the school day.
- To ensure that First Aid information is readily available and that all users of the school are aware of the way in which to call for help.
- To ensure that a First Aid kit for minor injuries is available for use in the School Kitchen and is regularly maintained.
- To ensure that an ambulance is called without delay for medical emergencies.

EMERGENCY PROCEDURES

In the event of a medical emergency, where the emergency services are required, dial 112/999 immediately. All members of staff away from the School premises, and all sports staff taking Games, have access to a mobile phone.

The School ensures that there is always a qualified First Aider on site and on call during the school day and evening. This is usually the Matron or Boarding Matron but other staff are also fully trained and can cover if necessary.

All users of the school will be able to contact the First Aider via the School Office or a member of staff.

Once informed of an incident, the First Aider will go to the casualty(ies) without delay and provide emergency care.

Secondary aid will be sought if necessary and at the same time the parent/carer (or other appropriate adult) will be informed.

If an appropriate adult cannot accompany a casualty to hospital, a member of staff will accompany him/her until the parent/carer arrives.

All appropriate precautions will be taken by the Support Staff when cleaning up after an incident involving blood, vomit and other bodily fluids. When appropriate, blood, vomit and other bodily fluids will be flushed away otherwise they will be bagged up and disposed of in the Personal Hygiene Unit. In the event of a student feeling unwell during a lesson, the pupil should be sent to the Medical Room, accompanied by another pupil, to see the Matron (First Aider) on duty.

Matron is responsible for recording the following information in iSAMS, 'Sanatorium Manager':

- details of any illnesses;
- medical treatment;
- accident reports;
- medical records;
- records of ongoing treatment; or
- measures to deal with specific problem.

Matron is responsible for ensuring, where appropriate, that the School's Accident Book for staff, separate accident reports for the pupils and the Authority's Accident Report are completed and referred to the Bursar as the person responsible for Health & Safety. This is held in the Medical Room. Each incident/illness is recorded on iSAMS Sanatorium System.

Reporting of Accidents and Ill Health (RIDDOR)

All work-related deaths, major injuries or over-three-day injuries, work related diseases, and dangerous occurrences (near-miss accidents), are reported to the School Bursar for further investigation and reporting procedures are followed under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013).

ADMINISTRATION OF MEDICATION

The School wishes to ensure all pupils requiring medication feel secure in the School's ability to support them, and to administer the medication efficiently and in accordance with relevant instructions.

Parents/carers are required to complete a Legal and Medical Information Form on enrolment at the school. Copies of these are held in the Medical Room.

Asthma, Epilepsy and Diabetes

Sufferers may carry their inhalers/medication with them once the School has written permission from the parent/carer. If the student is under eight years of age, their medication should be kept with Matron, who will monitor the usage of said equipment/medication.

Pupils who are asthmatic, epileptic or diabetic will have this recorded on iSAMS.

The Medical Room has a supply of emergency spare inhalers (blue) for those children that need them and do not have their inhaler on them.

Parents/carers are required to replace medication when it expires.

Sporting activities may trigger an attack and, in such cases, pupils may need to use their medication before such activities take place. This will only happen if a child's GP has advised them to do so. Games staff will be aware, via the Medical and Dietary information sheet, of sufferers and should encourage pupils to keep their medication with them during exercise.

Science teachers should be aware that Science experiments may trigger symptoms or attacks in pupils.

Those leaving the school premises on a day or residential trip must ensure that they take all pupils necessary medication with them and that Matron is informed of any use whilst out of school so it can be recorded.

All staff organising trips out of school should fill in a risk assessment and ask Matron for the medical and dietary information belonging to the pupils on the trip. No student will be allowed to leave the school on a trip without his appropriate medication.

Prescribed Medication

Written instructions must be given to Matron by the parent/carer, along with the medicine, in its original packaging for Matron to administer the prescribed/non-prescribed medication as and when required.

Precise instructions concerning the timing(s) and exact dosage of the prescribed medication must be communicated in writing by the parent/carer to Matron who will be responsible for its administration.

The labelling of prescribed medication is the responsibility of the parent/carer. Its place of safe keeping, and the notification of this to all interested parties, is the responsibility of Matron on duty. The replenishment of prescribed medication will be the responsibility of the parent/carer of the pupil who will hand it directly to Matron in the School Office.

Matron on duty will input the medication and dosage on iSams on each occasion they administer prescribed medication.

Pupils on prescribed medication, which needs to be taken three times a day should, if at all possible, take this at home i.e. in the morning before coming to school, on reaching home after school and before bedtime.

Non-Prescribed Medication

Non-prescribed medication may be given to pupils under the guidance of the Matron on duty and in line with the child's Legal and Medical Information Form.

Allergies

Upon completion of the Legal and Medical Information Form, details of any pupil allergies are recorded by the Matron. The records are updated by Matron who liaises with the Kitchen Staff. If a child suffers from a food allergy and an EpiPen, Jext Pen or Emerade auto injector is required, then they are located in the Dining Hall and Medical Room.

The Dining Hall has an emergency supply of Jext Pens – 2 x 150 micrograms and 2 x 300 micrograms.

Any medicines held on behalf of the pupil are kept in a named box, within a locked cabinet in the Medical Room under supervision of the Matron. Guidelines and procedures for administration are referred to above.

LOCATION OF FIRST AID KITS

First Aid kits are located in the Pavilion (next to the astro), main School foyer, School Office, School Kitchen, Science Laboratory (Lab 1), DT Room, Boarding House and swimming pool shed. All sports staff responsible for teams have their own First Aid kits to use at both home and away fixtures. There is also a medical cabinet by the main entrance to the Sports Hall and every mini bus is equipped with a First Aid kit.

LOCATION OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

The AED is located on the outside wall to the left of the door leading to the Medical Room. The code to access the AED is C159 and this is displayed on the label attached to the box.

EMERGENCY PROCEDURES FOR SPORTING ACTIVITIES

Please refer to the 'Emergency Procedures for Sporting Activities' policy.

CONCUSSION

Any bump to the head is treated as potential concussion and parents will be notified that their son has bumped his head should there be any symptoms. A leaflet advising parents of the signs to look out for will also be sent home with their child if deemed necessary.

All sports staff have completed a concussion awareness course online provided by the RFU, which is updated annually. Should a child display signs or symptoms of concussion, their parents will be contacted and medical help sought. Further information is also contained in the 'Emergency Procedures for Sporting Activities' policy.

CONTACT INFORMATION

Up-to-date contact information for the parents is available through iSAMS and also from the Legal and Medical Information Forms held in the Medical Room.

Mobile telephone numbers for all staff are available in the school office for use during away games and school trips.

Staff are required to carry a mobile phone with them on school trips so they can be contacted by the school in the case of an emergency.

CARE OF BOARDERS

Please see additional arrangements for the Boarders in the 'Care of Boarders who are Unwell' policy.

EARLY YEARS FOUNDATION STAGES

There will be at least one adult with a Paediatric First Aid Certificate in school at all times when EYFS children are present and at least one on every outing involving these children.

EYFS medicines are kept separately in a secure, clearly marked box in the Medical Cupboard. The access code for this box is 1961. There is also a separate file for medical records and separate accident report book.

PROCEDURES FOR PARENTS

The procedures below should be followed by parents if their child is unwell.

Cough and Cold

A child with a minor cough or cold may attend school. If it is a new or continuous cough which could be a Covid 19 symptom the advice for parents would be to take their child for a pcr test. If the cold is accompanied by a raised temperature, shivers or drowsiness, the child should stay off school, visit the GP and return to school 24 hours after they start to feel better. If a child has a more severe and long-lasting cough, their parents should consult their GP. They can give guidance on whether the child should stay off school.

Raised Temperature

If a child has a raised temperature, they should not attend school. They can return 24 hours after they start to feel better.

Rash

Rashes can be the first sign of many infectious illnesses, such as chickenpox and measles. Children with these conditions should not attend school. If a child has a rash, parents should check with their GP or Practice Nurse before sending them to school.

Headache

A child with a minor headache does not usually need to be kept off school. If the headache is more severe or is accompanied by other symptoms, such as raised temperature or drowsiness, then parents should keep the child off school and consult their GP.

Vomiting and Diarrhoea

Children with these conditions should be kept off school. They can return 48 hours after their symptoms disappear. Most cases of vomiting or diarrhoea get better without treatment, but if symptoms persist, parents should consult their GP.

Sore Throat

A sore throat alone does not have to keep a child from school. If it is accompanied by a raised temperature, the child should stay at home.

QUALIFIED FIRST AIDERS

The HR Manager holds a list of qualified First Aiders, qualified in both Emergency First Aid and Paediatric First Aid. All Pre-Prep staff are Paediatric First Aid trained.