

First Aid and Medical Policy

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Next Review: Jan 2019



First Aid Provision

The Medical Centre, situated below the Mclsaac building, is staffed from 8.15 a.m. - 5.15 p.m. Monday-Friday. The school nurse or duty staff can be contacted there on 01983 617921 (or ext: 121). Selected members of staff (see procedure: 'Contacting first aid staff / school nurse') will be given the mobile number of the school nurse for use when she is out of the Medical Centre. In the case where the school nurse or duty staff are absent from the Medical Centre a notice will be displayed on the door communicating the Medical Centre's mobile number and directing staff and pupils to the appropriate reception (Junior or main) where a list of staff with first aid training is available.

Boarding Houses

The housemaster/mistress or duty staff will deal with medical matters as necessary. All first aid is recorded in a treatment book that is held securely in the staff offices of each boarding house.

A first aid kit is kept in the entrance hall at the Bembridge Boarding Campus and in the kitchen area of Spinnaker House. A list of pupils with significant medical problems/allergies and any medication (i.e. paracetamol and anti-histamines) are likewise held securely in the respective staff offices. Parental consent to administer pain relief etc. is listed in a yellow folder held by duty staff. All boarding staff members are made aware of these locations and procedures.

If a parent wishes his/her child to self-medicate at the boarding houses, the parent must complete a 'Self-Administered Medication' form. Any such medicines (whether prescription, herbal or non-prescription items) must be shown to the housemaster/mistress who will decide whether it/they should be retained by staff for dispensing, or if the pupil is able to self-medicate. Any medication retained by pupils is to be stored in their personal combination safe.

The school doctor, Dr Hueppe, provides a weekly clinic at the Bembridge Boarding Campus for general medical care.

Training

The total required number of first aiders has been identified and is revised annually in the form of a risk assessment, carried out by the head of pastoral care, after all of the relevant factors have been taken into account, including the layout of premises, foreseeable absences of first aid personnel, the nature of activity being undertaken and the numbers taking part in these activities. See Appendix 1 for the list of first aiders. At the beginning of each term all staff members receive an updated list of first aiders. This list is displayed on noticeboards in each section of the School and in the Medical Centre.

First-aiders are trained in accordance with the standards laid down by the Health and Safety Executive ([Guidance on First Aid for Schools \(DFEE\)](#)) and need to be certificated with refresher training every three years. The School Nurse is responsible for reminding staff and organising re-qualification.

EYFS (Fiveways)

At least one person with a current paediatric first aid certificate must be on the premises at all times when EYFS children are present and when accompanying children on outings. Parents must be notified of any accident or injury and any first aid treatment on the same day or as soon as reasonably practical.

Medical Information Recording, Reporting and Procedures

All staff, pupils and visitors seen by the school nurse are recorded and reported appropriately on the school database system.

Parents are expected to complete a "School Medical" form when a pupil first starts the school. This will include details of any medical problems. Parents should inform the school of any medical changes in their child's medical profile either by letter and/or by completing a new medical form.

Whether pupils are on or off campus (e.g. school trips), parents will be informed on the same day or as soon as is reasonably practicable of:

- all head injuries, regardless of how minor
- injuries that may need further monitoring
- injuries that may require further professional intervention

Staff should inform the school nurse and then record all accidents/incidents in the 'Risk Wizard' area of the School's 'isams' database system.

Medicines and Consent

Medicine cannot be administered to pupils without parental consent, either on the back of the medical form or on a separate 'Request for Medicine to be Administered by the School Nurse' form. All medication administered is recorded on the School's 'isams' database system. Fiveways and Junior School parents will be informed if their child is given any form of medicine. Senior School parents will be informed as deemed necessary.

The school nurse stocks a basic supply of non-prescription medication used to treat symptoms of minor ailments. These are reviewed yearly. Current stock consists of: Paracetamol Suspension 120mg/5ml and 250mg/5ml, Paracetamol Tablets 500mg, Piriton Syrup 2mg/5ml and Piriton Tablets 4mg.

Records are kept of all medicines received from pupils and/or parents. All prescribed medicines brought into school by pupils are recorded in a labelled book held in the drug cupboard in the Medical Centre office. All medicine is stored in the locked medication cupboard. A smaller locked cabinet is kept in the medication cupboard and used for the storage of controlled medication.

All prescribed/controlled medication brought into school should be in its original packaging. If not collected by parents at the end of treatment, these medicines will be returned to the pharmacy.

If deemed necessary, for minor ailments such as a headaches, hayfever etc., the School Nurse may administer medication following guidance in the parental consent forms. This is recorded as above.

Pupils and Self-Medication

Pupils are not permitted to carry medicines around with them at school or store them in their lockers. Exceptions: Inhalers used for symptoms of asthma only (all pupils) and/or Epipen for allergic reaction (Senior School only).

The School advises parents to provide two Epipens for each pupil and requests for these to be brought to the school nurse in the first instance, with a letter explaining details of the allergy and need for the Epipen. The school nurse will remind a parent when the expiry date is close and follow up if a new Epipen is not forthcoming.

Pupils who are prescribed Epipens are required to take two Epipens with them on any school trip. One should be given to a member of staff and the pupil should carry the other, as judged appropriate. Staff members are responsible for ensuring the Epipen is taken.

In Fiveways, Epipens are kept in a safe place in the classroom and dining room. In the Junior School, Epipens are kept in the Junior School reception office in a signed drawer. Senior School pupils are expected to carry their Epipen to promote independence. A spare Epipen for each child is kept in a first aid cupboard in the reception of the Bembridge Building. Staff members are informed of these locations. Likewise, a school spare adrenaline auto-injector and a spare emergency use salbutamol inhaler are kept in the medical centre.

Pupils own medicines can only be accepted by staff if they are in the original packaging/containers.

Trips

The school trips leader must complete trip documentation before the school trip clarifying any medical needs of pupils and be responsible for any prescribed medication.

First Aid provision for Sports

When hazardous sports are taking place, the school has a special responsibility for ensuring the health and safety not just of its own pupils but those of the opposition. For home fixtures, Ryde School will ensure that suitably trained medical assistance is available; most coaching staff at the school are emergency First Aid trained, however for some sports, most notably rugby, further specialist care is provided. During the school week, the school nurse is available, and at weekends a trained physiotherapist or paramedic is employed. For serious emergencies the ambulance service will be contacted. The Head of Rugby is responsible for ensuring that appropriate medical cover is organised.

On away fixtures for high risk sports (rugby and hockey in particular), the school will ensure that there is more than one member of staff travelling to the fixture in case hospital attention is required. First aid packs are taken on away fixtures and where appropriate the hosting team's specialist First aid facilities are utilised.

If an injury is sustained during a fixture, coaches are encouraged to take a cautious approach and consider that most pupils will want to play on regardless of an injury. Concussion is particularly serious and a concussion assessment must always be carried out after a blow to the head. If there is any doubt then a player must be withdrawn from play; parents and the school nurse must also be informed so that a 'return to play' protocol can be triggered if appropriate.

If a serious injury is sustained (i.e. one requiring hospital treatment) then parents must be

immediately informed, along with the School Nurse, Headmaster and Deputy Headmaster. Such an injury will also be entered onto 'risk wizard' by the member of staff.

First Aid Kits

First aid kits can be found in the following areas:

THE MEDICAL CENTRE
ALL MINIBUSES – 1,2,3,4,5, 6
KITCHEN AREA & CLEANING DEPT.
TRIPS BAGS X 8 – AVAILABLE TO BORROW FROM THE MEDICAL AREA
CCF AREA AND RANGE
SENIOR SCHOOL <ul style="list-style-type: none"> ● RECEPTION ● PAVILION ● SCIENCE PREP AREA ● CDT AREA ● ART ROOM ● PE x 9 ● SMALLBROOK ASTRO-TURF HOCKEY STORE
JUNIOR SCHOOL <ul style="list-style-type: none"> ● OFFICE ● DT ● JS SPORTS DEPT ● SCIENCE ROOM
FIVEWAYS <ul style="list-style-type: none"> ● FOUNDATION STAGE X 2 ● KITCHEN ● ADMIN OFFICE – 2 X TRIPS BAGS

'Mobile' first aid kits are provided for all trips and away fixtures and home fixtures where static first aid bags are not kept e.g. netball courts and all PE/games lessons and training sessions.

1 x GUIDANCE CARD
40 X PLASTERS
4 X EYE PADS
4 X TRIANGULAR BANDAGES
4 X SMALL STERILE DRESSINGS
8 X MEDIUM STERILE DRESSINGS
4 X LARGE STERILE DRESSINGS
4 X EXTRA LARGE STERILE DRESSINGS
ANTISEPTIC WIPES
GLOVES
RESCUE SHIELD
ICE PACKS AND STERILE WASH

Automated External Defibrillator

The school has an AED (Automated External Defibrillator) on the site situated in the Bembridge Building reception area and this is checked every working day.

Infection control

The school follows guidance on infection control as set out in the government document, '*Guidance on infection control in Schools in other childcare settings*'. This document is displayed in the Medical Centre.

The guidance states that non latex gloves should be worn by anyone who comes into contact with body fluids. Spill packs should be used for clearing up blood spillages and are kept in the Medical Centre. Disposable masks, aprons, and clinical waste bags are likewise available in these areas and should be used with hot water and detergent to clean up vomit, urine and faeces in school.

Clinical waste bins are located at the Medical Centre, the Senior School kitchen and at Fiveways.

Head injuries

In the event of any head injury, staff should follow the head injury guidelines in Procedures. In all instances parents must be contacted. In the case of concussion an assessment must be arranged. If parents are not available to do so, the pupil should be taken to a hospital emergency department. Where symptoms are deemed more urgent, the emergency services should be contacted without delay.

Cardiac arrest

The AED procedure is kept with the AED (Automated External Defibrillator) situated in the Bembridge Building reception area. The ambulance service is aware of the school's AED and will give instructions on its use in the case of a cardiac arrest. All staff first aiders are trained to use this.

Calling an Ambulance

Remember that a casualty must never be left alone and a first aider must always be called to assist. To call an ambulance, ring 999 or 112, clearly stating the injury or condition and the school entrance the ambulance has to use. Return to the casualty and tell the first aider that an ambulance has been called and that you will wait at the designated entrance and bring the paramedics to the casualty. Further guidance on when to call an ambulance can be found in "Procedure for Calling an Ambulance" (in the Procedures section which accompanies this policy on the Whole School Area).

The Reporting of Injuries, Disease and Dangerous Occurrences regulations (RIDDOR)

As the main point of contact for Health and Safety within the School, the Bursar will report serious workplace accidents, occupational diseases and specified dangerous occurrences (or near misses) to the Health and Safety Executive as laid out in RIDDOR (1995).

Specific Medical Conditions

Students with medical conditions are properly understood and effectively supported by the School according to each individual case. Where appropriate, the School will liaise with healthcare professionals and parents in order to ensure that a pupil with a specific medical condition has full access to education, including school trips and physical education. The head of pastoral care will ensure that the School's policy is implemented.

Guidelines

Specific guidelines dealing with the following situations are kept in the procedures section of the School website. If any parents would like to see a copy they should contact the Head of Pastoral Care, Miss Christina Vince.

- Allergic Reactions
- Asthma Attack
- Cardiac Arrest
- Diabetic Emergency
- Head Injury
- Seizures