



FIRST AID POLICY

Drafted by: Neil Urquhart

Reviewed by: Tricia Everett & Tracy Knowles

Committee Member: Les Robinson

Adopted by Committee:

Last reviewed: March 2018

Date of next review: February 2021

Signed: Seren Wildwood
Clerk of School Committee

FIRST AID POLICY

Policy Statement

Sibford School First Aid Policy applies to Sibford Senior School, both day and boarding, and Sibford Junior School, including our Early Years Foundation Stage. The procedures described comply with the Education (Independent School Standards) Regulations 2014; the National Minimum Standards for Boarding Schools (made under section 87 of the Children Act 1989 (NMS)); and the Statutory Framework for the Early Years Foundation Stage 2014 (EYFS). These regulations are laid down by the Department for Education.

In accordance with, and beyond the requirements of, these regulations Sibford School makes all of its policies available to parents and prospective parents on the public area of the school's website – www.sibfordschool.co.uk.

Sibford School will undertake to ensure compliance with the relevant legislation with regard to first aid for its students and staff and to extend this undertaking to visitors to the site as far as is practicably possible.

Aims

At Sibford School we are committed to providing a safe environment for all pupils, visitors and staff. The aim of first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. We will achieve this by:

- Administering appropriate first aid treatment as required
- Providing a fully qualified school nurse
- Arranging mandatory training and three yearly updates for first aiders
- Keeping copies of all first aid certificates
- Displaying lists of qualified first aiders and appointed persons around school
- Providing facilities for the provision of first aid at appropriate locations around school
- Displaying lists of the locations of first aid equipment
- Maintaining a list of information about pupils with medical conditions for staff
- Keeping parents and any other significant person informed as necessary
- Ensuring confidential recording of any action taken
- Following the correct procedures for the reporting of accidents under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)
- Providing appropriate care and support for those pupils who are boarders

This policy should be read in conjunction with the National Minimum Standards for boarding pupils.

Procedure in case of accident or injury

If you witness an accident you should either contact the school nurse or a first aider directly, or ask reception to send for the school nurse or a first aider if the school nurse is unavailable.

Any pupil sustaining an injury whilst at school should be seen by the school nurse or a first aider who will provide immediate first aid and summon additional help as needed. **Do not leave any pupil unattended.**

The school nurse or first aider will organise an injured pupil's transfer to hospital in the case of an emergency. Parents/guardians should be informed by telephone as soon as possible after an emergency or following a serious/significant injury.

For pupils in the Early Years Department all accidents and injuries must be reported to parents.

Contacting the Emergency Services

An ambulance must be called for any injury that is deemed to require emergency treatment. Any pupil taken to hospital by ambulance must be escorted by a member of staff until a parent arrives. In all

cases of a pupil becoming unconscious (not including a faint), or following the administration of an EpiPen, an ambulance must be called to take the pupil to hospital.

Accident reporting

An accident form must be completed for any accident or injury occurring at school or on a school trip. Accident forms are kept in the Health Centre, the PE Office, the Junior School and Reception. Completed forms will be sent to the school nurse who will take follow up action including informing the Business Manager of any incident requiring a RIDDOR report and reporting termly to the H&S Committee on accident reports.

Qualified First Aiders

A list of qualified first aiders can be found in the Health Centre, at main and junior school Reception and by each First Aid box. The School will ensure that there is at least one qualified first aider on site at all times when pupils are present. Qualified first aiders will receive updated training every three years.

Most staff in the Junior School, including EYFS, hold a current paediatric first aid qualification. A list of certified staff as well as their appropriate qualifications is kept in the Junior School Office. Paediatric first aid certificates are held by the Junior School secretary. At all times when EYFS children are in the setting a paediatric first aider is present.

Pupils unwell in school

Any pupil who becomes unwell in the senior school should seek advice from the school nurse. The pupil should report to the Reception office first, to ensure the nurse is available in the health centre and then be accompanied if staff have concerns. Any pupil who becomes unwell in the junior school will be seen, initially, by the junior school secretary, a trained first aider, who will then decide whether the pupil needs to see the school nurse. If the school nurse is not in school, first aid qualified staff will be available to assist.

A pupil in the senior school who becomes unwell can be given time to rest in the Health Centre. This should only be a temporary measure until the pupil is collected by a parent/guardian. Contact with parents **MUST ONLY** be made by the school, arrangements must not be made by any student independently. Boarding pupils with infectious diseases, or who are unable to remain in school, are to be collected by their guardians and looked after until they are well enough to return to school. Sibford does not provide 24 hour care in the Health Centre. Permission to leave school if unwell can only be given by:

- Head
- Assistant Head
- House Parents
- Form tutor
- School Nurse

Any pupil not well enough to be in school should be collected as soon as possible by a parent/guardian. In certain cases, such as a minor ailment, Sixth Form pupils may travel home independently after consent has been given by a parent. Pupils should be signed out of school in the signing out of school book kept in the main Reception area.

In the junior school, if a pupil becomes unwell the parent/guardian should be contacted as soon as possible by the Head of Junior School, the junior school secretary, the school nurse or the class teacher.

First Aid equipment and materials

There is a Health Centre on the school site equipped to deal with normal emergencies. Additional eye washing facilities are available in the Science labs and Design Technology department in the senior school. The school nurse is responsible for stocking and checking the first aid equipment at the beginning of each term. Teaching staff are asked to notify the nurse when supplies have been used in order that they can be restocked.

Principal locations of First Aid equipment

Health Centre
Main school Reception
Junior school Reception
Boarding houses – Margaret Fell, Fielding and Penn
Sports Hall office
Science prep room
Swimming Pool (controlled by Swimming Pool Manager)
All minibuses
Main kitchen
Kitchen – Hill building

First aid for school trips

The trip organiser must ensure an appropriate level of first aid cover is provided following a risk assessment as detailed in the educational visits policy. See educational visits policy for further guidance.

First aid kits for school trips are provided by the School nurse or, for day trips, there is a trips first aid bag which can be taken from Reception. The school nurse should be informed if any items are used so that they can be replenished. In the junior school, staff must make sure they take the junior school prepared trip pack, which includes a first aid kit.

Any accidents/injuries must be reported to parents and documented in the accident book as soon as possible.

The Sports Department has a separate protocol for dealing with accidents or injuries on away fixtures, including escorting pupils to hospital if required.

Pupils experiencing limited mobility

Parents or guardians should inform the school if their child has suffered an injury which will impair her/his mobility, the nature of the injury and the anticipated duration of the pupil's restricted mobility. The Form Tutor will arrange for a 'buddy' to carry books, open doors etc. Information concerning the condition will be shared with staff as appropriate in daily morning briefing, allowing all staff to be fully aware of the pupil's needs and any adjustments required.

Arrangements will be made for the pupil to arrive/leave lessons early as necessary to allow for safe movement around the school. A wheelchair is available from the health centre if required. Guidance on its use will be given by the School Nurse.

Health care plans

Pupils with particular medical conditions will have a health care plan drawn up and agreed between the school nurse and parents in consultation with specialist medical staff. Relevant staff are made aware of the requirements of the health care plan.

Pupils with medical conditions

A list is available in the staff rooms of both senior and junior school of all pupils who have a serious allergy or medical condition (such as asthma, epilepsy, diabetes). A copy is also kept in the main office, food technology and the school kitchen. This information is useful for lesson planning and for risk assessments prior to a school trip.

If you become aware of any pupil with a medical condition who is not included in these lists, please inform the school nurse.

Dealing with body fluids

In order to protect ourselves from disease all body fluids should be treated as if infected. To prevent contact with body fluids the following guidelines should be followed:

- When dealing with any body fluids wear disposable gloves

- Wash hands thoroughly with soap and warm water after the incident
- Keep any abrasions covered with a plaster

Spills of the following body fluids must be cleaned up immediately:

- Blood
- Faeces
- Nasal and eye discharges
- Saliva
- Vomit

Spill kits are located in the Health Centre, senior and junior school Receptions, boarding houses, the Science block and the Food Technology room. If used this must be reported to the school nurse so that they can be replaced. Used spill kits will be disposed of by incineration by the Maintenance Department.

Avoid getting any body fluids in your eyes, nose, mouth or on any open sores you may have. If a splash occurs, wash the area well with soap and water or clean with copious amounts of saline.

Infectious diseases

The school nurse holds details regarding infectious diseases and the appropriate exclusion period in each instance. The school nurse will advise the school leadership team on all matters regarding infectious diseases.

Medication in school

The principal aim is to support as far as possible and maintain the safety of pupils who require medication throughout the school day. No child under 16 should be given any medication without their parent's written consent.

Some children may need to take medication during the school day e.g. antibiotics, although wherever possible the timing/dosage should be arranged so that the medication can be administered at home.

The school MUST have the original bottle/box with the prescription on it written in English. The correct dosage must be in this container (e.g. 5 pills for 5 days NOT the entire dosage). We are not able to administer prescription medication without the original prescription. It is a legal requirement that any 'classified' medication, such as Ritalin, Concerta or other medication typically given for ADD or ADHD, must always be handed directly to a member of staff and never via a pupil. This applies to both boarding and day pupils. Pupils may self-administer birth control pills, but must be responsible for the safe keeping of these pills in a locked drawer.

In the Early Years Department a confirmation of each and every medicine administered will be given to parents at the end of the school day.

Designated People

The following are designated to administer medication:

- The School Nurse or a nominated deputy – controlled drugs, non-controlled drugs and non-prescription medication
- Boarding House Parents – non-prescription medication
- Junior School Receptionist – non-prescription medication
- Other staff – only on school trips with authority of the school nurse and following parental/guardian consent

Non-Prescription medication

Non-prescription medication must only be administered by the school nurse, or by a designated person who has agreed in writing to this extension of their role and has been appropriately trained. Any other member of staff may only administer non-prescription or prescription medication on a residential school trip provided that written parental/guardian consent has been obtained in advance.

In the junior school (including EYFS), consent must be obtained from parents before administering any medication, except for basic remedies (Calpol, and creams) which parents consent to be given when the child joins the school.

All medication administered must be documented and signed for.

No aspirin products may be given to any pupil at school.

Non-prescription medication and homeopathic medication for use by international boarding students must also have the information written in English on the container.

Prescription-only medication

Prescribed medicines may be given to a pupil by a school nurse, or by a nominated deputy who has agreed to this extension of their role and has been appropriately trained. Written consent must be obtained from the parent or child's guardian clearly stating the name of the medication, the dose, frequency and length of the course for each and every medicine.

Controlled medicines will only be administered by the School nurse.

Prescription medication for international students must have the prescription label written in English.

Administration of medication

The medication must be checked prior to administration by the relevant member of staff, confirming the name of the medication, the pupil's name, the dose, time to be administered and the expiry date. The member of staff must ask the pupil their name and explain that their parents have requested that they are given the medication. In the case of pupils in the EYFS department and the Junior School the pupil's name and medication should be confirmed with their teacher. The member of staff must wash their hands before administering the medication and must document, date and sign for what has been administered.

Medication must be correctly stored out of reach of pupils in the locked medicine cabinet in the Health Centre. If required, antibiotics will be stored in the fridge in the Health Centre.

Used needles and syringes must be disposed of in the sharps box kept in the Health Centre.

All guidelines concerning the storage and administration of medication for boarders must follow the guidelines as set out in the National Minimum Standards for Boarding April 2015.

Boarding pupils with serious medical conditions are clearly identified on a document which is available in the boarding house office for staff reference.

The school nurse will check the boarding house medical records termly. Boarding house parents will be informed by the school nurse of any serious medical conditions that may have occurred during the day, including the administration of any medicine.

Notification of medical conditions

It is a parental responsibility to inform the school of any long-term medical condition, such as asthma or anaphylaxis, that may require regular or emergency medication to be given. In these circumstances a health care plan may be required as explained above.

Care for Boarding Students

Boarding house staff are trained to administer first aid. Procedures are established for the administration of appropriate medicine, in consultation with the school nurse where appropriate. Facilities are provided in the Health Centre for boarding pupils who are sick or injured. Boarders are registered with the local surgery and have access to medical, dental, optometric and other specialist services if required.

All **boarding** pupils are required to complete the medical information and consent form and provide a vaccination record **before** they start; failure to do so may result in the pupil being asked to leave until the documents are received by the school.

RIDDOR guidelines (Reporting of Injuries, Diseases and Dangerous Occurrences Act 2013)

The school reports incidents in accordance with the law for pupils, employees and visitors.

Responsibilities under the Policy

School Committee and Head

- To ensure that suitably qualified staff are employed to fulfil the school's requirements in line with current Health and Safety legislation.

Business Manager

- To ensure that sufficient and suitable risk assessments are carried out by staff in relation to activities both on and off site.
- To display the relevant Health and Safety documentation in a suitable area.
- To circulate information to relevant departments as needed i.e. COSHH reports.
- To provide appropriate documents for the recording of accidents or near misses.
- To review reported accidents and incidents and report these findings to School Committee and the Head.
- Where appropriate to report incidents that fall under the RIDDOR regulations.
- To review the First Aid policy.

School Nurse

- To liaise with the various departments within the school to ensure there is suitable first aid provision in line with current Health and Safety legislation.
- To provide first aid equipment and arrange training in response to risk assessments, COSHH reports and any other reviews by staff.
- To organise the provision and replenishment of first aid equipment.
- To ensure that the first aid equipment is clearly labelled and that suitable first aid notices are displayed.
- To provide suitable equipment and instructions to deal with the spillage of body fluids.
- To ensure that up to date details of first aiders are listed beside each first aid box, and in Reception, and that they receive training at least every 3 years.
- To maintain up to date details of students with particular medical conditions (including food allergies) and to publish these on the school network and in areas of the school including school kitchens, food technology, Junior school, staff room.
- To advise the senior leadership team on infectious diseases and their prevention/treatment
- To keep abreast of current legislation and best practice in first aid – sharing this best practice as necessary.

Heads of Departments

- To ensure that first aid needs within their areas are assessed and addressed.

First Aiders

- To respond promptly to calls for assistance.
- To ensure that they are familiar with the location of first aid equipment.
- To provide first aid within their levels of competence.
- To report details of the injury or illness and any treatment given.