

First Aid Policy

Primary person responsible for updates to this policy: Liz Elam

Job title: Principal

Last review date: March 2020

Next review date: March 2021

Relevant ISI coding (if applicable)

Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.

First Aid Policy

The college has a first aid policy in operation to ensure that all students, staff and visitors are dealt with in a timely and safe manner in the event of an accident or emergency. All staff are made aware of the first aid procedures on arrival at the college. The college has a team of named, qualified first-aiders who can be summoned by contacting the college reception.

List of First Aiders

Legal Forename	Legal Surname	Training Course Title	Renewal Date
Claire	Rigby	Emergency First Aid at Work	29 November 2020 (renewing in April 2021)
Andrew	Duggan	Emergency First Aid at Work	17 June 2021
Peter	Woad	Emergency First Aid at Work	26 June 2021
Victoria	Dawson	Emergency First Aid at Work	02 March 2023
Amanda	Shepherdson	First Aid at Work	22 November 2023
Lydia	Hood	Emergency First Aid at Work	22 February 2024
Marc	Arrowsmith	Emergency First Aid at Work	24 March 2024

Riverside:

Legal Forename	Legal Surname	Training Course Title	Renewal Date
Bridgette	Marrie	Emergency First Aid at Work	04 February 2021 (renewing in March 2021)
Lizzy	Terry	First Aid at Work	22 August 2021
Zsuzsanna	Nagyne Toth	Emergency First Aid at Work	15 February 2024
Esther	David-Osamwen	Emergency First Aid at Work	15 February 2024

Note: if those holding certificates in first aid are not in the building, any accident must be reported immediately to Reception who are appointed to take charge of first aid requirements.

In addition to the named first aid staff, there is a qualified College Nurse available on site Monday to Friday 08:00-16:00 for health advice and support on a drop in or appointment basis. For Out of hours-Nurse mobile is available for on call support/advice to Riverside House.

Location of first aid boxes

Reception	Ground Floor
Medical Room	Ground Floor
Heads of House Office	2nd Floor
Staff Room	3rd Floor
Senior Leadership Team Office	4th Floor

Science Prep Room	5th Floor
Riverside	Houseparent flats and Medical Room

In addition there are three green sport first aid kits for use on trips outside of college.

The contents are checked and re-stocked every three months.

Use of first aid boxes and administration of emergency medication

Plasters may only be used after ensuring that there is no history of allergy to plasters. If it should be needed in the college day, the School Nurse may keep prescribed medication, labelled with the student's details, in a locked cabinet in the medical room. A suitably trained staff may administer prescribed medication in an emergency situation; for example an asthma inhaler in the event of an asthma attack or an Adrenaline Auto Injectors (AAI's) device in the event of a severe allergic reaction.

Accidents

In the event of an accident or emergency:

1. A first aider will be called to assess the casualty and decide the appropriate course of action. A casualty should never be moved until they have been assessed by the first aider unless they are in immediate danger.
2. An ambulance should be called immediately by dialling 999 if the condition is serious. A member of staff will accompany the student to the hospital. The parent or guardian will be informed of the situation by telephone as soon as possible.
3. All accidents should be recorded as soon as possible in the accident book by the staff member who witnessed the accident, or the staff member who first became aware of the accident. The accident book is located in the medical room on the ground floor. A photocopy of the completed accident form will be given to the student.
4. Serious accidents will be reported to the Head of House, parents, Director of Accommodation (for Riverside and Homestay students) and the Principal.
5. A member of the Health and Safety committee will report serious incidents to RIDDOR (Reporting of Injuries and Dangerous Occurrences) by contacting 0845 300 9923

When dealing with casualties, protective gloves should be used to prevent cross-infection. Any materials which may have been contaminated with body fluids should be cleared away hygienically and safely disposed of.

At Riverside the Houseparent should record any accidents in the accident book which is kept on the premises.

Minor Injuries

In the event of a minor injury, students can be directed to the College Nurse for assessment and treatment as needed; however students should be accompanied by a member of staff or another student.

In Riverside, students should seek support from the Houseparent.

Feeling unwell

If a student feels unwell and asks to go home, they should approach their Head of House or Student Services who will arrange for them to see the College Nurse. The Nurse will liaise with their Head of House who will authorise them to sign out, having first spoken to a parent/guardian or Houseparent where possible.

The Head of House will then confirm the appropriate course of action. If a student is unable to locate their Head of House, they may go to Student Services where the same procedure will be followed.

Compulsory School Age students must not be allowed to go home until a parent/guardian has been contacted. If possible, the parent/guardian should collect the student. Students waiting to be collected should wait in the medical room or remain in Student Services where they will be supervised until collected.

In the case of Riverside students the Nurse will assess if the student requires a G.P appointment or assessment at the Walk-in Centre. In some cases the Nurse will accompany the student. The Nurse will inform the Houseparent on duty and the Head of House both verbally and via email.

Existing medical conditions

Existing medical conditions which may need emergency first aid treatment include the following: allergies, asthma, epilepsy and diabetes. It is the responsibility of parents/guardians to inform the college of any existing medical conditions (including details of any medication) which may impact on the student at college. The information is requested on the initial college application form and again on the Personal Information form which is completed at induction. This information is held securely on the college SIMS system. Confidential medical issues are kept by Heads of House, Learning Support and the College Nurse and shared with selected staff on a "need to know" basis. Any training issues that may arise from medical conditions are undertaken in Continuing Professional Development time.

Medical policy for Boarders

The college acknowledges that students may need to take medication on a short or long term basis depending on their needs.

Those students with specific medical needs are identified prior to admission on completion of Section D of the International Enrolment form. Parents should provide full information about their son/daughter's medical needs including details on medication needed.

A further check is made by requesting Medical information on the Personal Information form completed at induction.

Parents/guardians are also able to give any confidential information separately by letter to the Principal.

Parental written consent to the prescribing or administration of medicines by appropriately trained staff is obtained prior to admission to the college. (See Appendix 7 of Handbook for U16 Students in Homestay)

All medical information is held securely on the college SIMS system.

Hosts have a duty to register their students with a local GP within two weeks of commencing their course.

Students are able to take responsibility to manage their own prescribed medicines. They should be kept securely in a locked facility at home and should only be brought into college if necessary. Medicines which have to be brought into college may be kept in a locked facility either by the student's Head of House or by the School Nurse in the locked wall mounted medicine cabinet.

Please also refer to Administration of Medicines and Procedures Policy.

Asthma

This is a common allergic airways disease in which the air passages constrict making breathing difficult. Signs include coughing, wheezing, breathlessness and difficulty speaking. All students are advised to carry their reliever inhalers with them all times. Students can bring a spare inhaler into college which can be stored, clearly labelled in the medical room.

Emergency Action - Asthma

The college will follow guidance from Asthma UK as described in these links:

<https://www.asthma.org.uk/advice/child/asthma-attacks/>

<https://www.asthma.org.uk/advice/asthma-attacks/>

Emergency Asthma Inhalers Kits

As from September 2015 the college has obtained emergency asthma inhaler kits for use by students with diagnosed asthma and in accordance with the Department of Health document: 'Guidance on the use of emergency salbutamol inhalers in schools. September 2014'. See 'emergency-inhalers in schools September 2015' pdf in T:\HEALTH & SAFETY & EVC & SAFEGUARDING CHILDREN\Asthma for full document.

Each kit contains one salbutamol 100mcg inhaler and an instruction sheet

Kits are located:

Floor 1 medical room (1 kit)

Riverside (2 kits)

Trip Kits (2 kits)

Anaphylaxis

This is a severe life threatening allergic reaction which is a medical emergency. The allergic reaction can be triggered by a number of foods including nuts, eggs, fish, fruit and dairy, also by wasp stings, latex or penicillin. Signs include red skin rash, swelling of the lips face or eyes, difficulty breathing, nausea, and falling unconscious. Students at risk of anaphylaxis should have a prescribed Adrenaline Auto injector AAI with them in college. Current brands include Epipen , Emerade and Jext. Current guidance from medicines and Healthcare products Regulatory Agency (MHRA) is that anyone prescribed an AAI should carry 2 devices at all times.

From 1st October 2017 the Human (Amendment) Regulations 2017 allowed schools and colleges to buy AAI's without prescription, for emergency purposes. ACM awaiting stock supply as currently there is a worldwide supply problem at the time of the update of this policy. Students are asked to provide a spare pen which is stored with student I.D and care plan in a clearly labelled container. Practice Training Pens for all AAI brands and training resources are available from the College Nurses.

Emergency Action - Anaphylaxis:

- 1 Lie flat with legs raised (if breathing difficult allow to sit)
- 2 Form fist around the Adrenaline Auto Injector (AAI) and pull off safety cap
- 3 Swing and push tip against outer thigh (with or without clothing)until a click is heard
- 4 Hold firmly in place for ten seconds.
- 5 Remove AAI and massage injection site for 10 seconds
- 6 Dial 999 for ambulance and say ANAPHYLAXIS (ANA-FIL-AX-IS)
- 7 Commence CPR if no signs of life
- 8 If no improvement after 5 mins give 2nd adrenaline dose using a second AAI device.
- 9 If patient is unconscious, place in recovery position and protect airway. Further information and film clips showing adrenaline being administered can be found at <https://www.sparepensinschools.uk/>

Diabetes (type 1)

This occurs because the patient is unable to regulate blood sugar levels due to insufficient insulin. Incorrect balance can be caused by: Too little food, too much exercise, or too much insulin each of these can cause dangerous low blood sugar levels (hypoglycaemia) Signs include: Feeling hungry, Pale skin, Clammy sweaty skin, lethargy, agitation, aggression or feeling withdrawn.

Emergency Action – Diabetes :

- 1 Blood Sugar should be tested to verify levels
- 2 Give fast acting sugar e.g. 3-4 glucose tablets or 150 ml of cola/lemonade followed by a starchy snack e.g. bread, biscuit, banana.
- 3 Re-test Blood Sugar in 10 -15 minutes
- 4 If patient is unconscious: Place in recovery position, Nil by mouth, Dial 999 for ambulance.

Further information at <https://www.diabetes.co.uk/>

Epilepsy

This is a complex neurological condition with recurrent seizures due to bursts of electrical activity in the brain. There are over 40 different types of seizure including absence epilepsy (a brief blank period which looks like daydreaming), Focal epilepsy (when the patient can make odd movements) and Tonic/Clonic epilepsy where sudden jerking of the muscles and stiffening of the limbs occurs.

Emergency Action - Epilepsy:

- 1 Keep calm and reassure the patient, Protect the patient from injury, Cushion the head
- 2 Stay with the patient and do not try to restrain them or put anything in their mouth.
- 3 Place in the recovery position when the seizure is over. If the patient is prescribed rescue medicine – this can be administered as directed 5 minutes after the seizure has started. Further information at www.epilepsy.org.uk

Automated External Defibrillator (AED)

The College has an Automated External Defibrillator (AED).

Cardiac arrest can affect people of any age and without warning. If this happens then swift action in the form of early cardio pulmonary resuscitation CPR and prompt defibrillation can save the life of a person. The AED is simple to operate and safe for users. The AED will analyse the individual's heart rhythm and apply a shock to restart or advice that CPR should be continued. Voice prompts will guide the rescuer through the entire process from which the device is first switched on or opened. These include positioning and attaching the pads, when to restart CPR and whether or not a shock is advised. The AED and equipment are located in the Medical Room on the Ground Floor in a clearly labelled cupboard containing:-

- 1 x AED
- 1x carry case
- 1x battery
- 1x set of universal pads
- User guide
- Face shields for protection during mouth to mouth resuscitation.

Monthly Inspection checks are carried out to ensure the AED and equipment is In Date and in Good Working Condition with OK being visible in the readiness display.

Training is not required to use this device; however the members of ACM and Riverside staff below have attended a specific training event.

- Marc Arrowsmith –Riverside/ACM
- Ruth Burnett -ACM
- Bridgette Marrie- Riverside
- Amanda Shepherdson- ACM
- Lizzy Terry- Riverside
- Leonard Ruredzo- ACM
- Staff at Riverside share an AED device with the Portergate Staff at Riverside.