



# Hilden Grange School

# Whole School First Aid Policy

## Including Administration of Medicines

**Policy reviewed by:** C Wood – School Nurse

**Review date:** May 2021

**Submission:** June 2021

**Policy actioned from:** September 2021-August 2022

**Next review date:** June 2022

**Reviewer's Signature:** C Wood

**Head Teacher's Signature:** M.Gough

Please note: 'School' refers to Hilden Grange School; 'parents' refers to parents, guardians and carers.

It is the policy of Hilden Grange School to provide first aid to anyone who becomes unwell or is injured within the school, or when involved in school-related activities and to ensure that the school complies with Health and Safety Regulations and good practice. **This policy applies to the whole school, including the Early Years Foundation Stage.**

### **SCHOOL PROVISION**

For first aid provision to be effective the school will take into account the following factors with on-going review:

- An adequate number of trained first aiders (to include sickness, holidays and school trips)
- First aid equipment
- Risk assessments for each activity/trip
- Risk assessments for the number of people on site
- Organisation of first aiders
- Display of first aid information and how to obtain help

Heads of Department will provide risk assessments for activities within their department with support from the Health & Safety Co-ordinator. They or their representative will also attend termly Health and Safety Committee meetings to discuss safety and first aid provision within the school and be updated on new requirements.

The first aid provision within the school is co-ordinated by the School Nurse.

The School Nurse is responsible for:

- organising first aid training for staff
- producing a list of first aiders
- ensuring staff are aware of first aiders within the school/department
- ensuring that first aid kits are checked and restocked on a regular basis and when notified by Heads of Department
- Publish relevant specific pupil health/medical information to staff
- Organising auto-injector and asthma training for staff
- Preparing termly reports on accidents for the Health and Safety Committee; attending and reporting on accidents and the measures put in place to prevent similar incidents.

### **SCHOOL VISITS AND SPORTS MATCHES**

Staff will provide a full risk assessment of a trip venue prior to taking pupils off-site. Staff responsible for trips and sports matches will discuss pupil health conditions and dietary requirements with the School Nurse and take a first aid kit with them along with any necessary medication.

The member of staff with overall responsibility for a Pre-Prep trip will hold a Paediatric First Aid certificate. The member of staff with overall responsibility for a Prep trip will have

completed their Educare 'First Aid Essentials' module. The member of staff with overall responsibility for all trips will have completed the Educare 'Understanding Anaphylaxis' and 'Understanding Asthma' modules. If a diabetic pupil is attending a day trip or sports match, the qualified First Aider is required to have completed the Educare module on Diabetes. If a diabetic pupil is attending a Residential Trip, all Staff must have attended the trip meeting with the Paediatric Diabetes Specialist Nurse. One member of Staff must have completed the Educare 'Administration of Medicines' module for all Day Trips and two members of Staff need to have completed this for Residential Trips.

The member of staff with overall responsibility for a sports match will have completed the Educare 'Understanding Anaphylaxis' and 'Understanding Asthma' modules.

## **INFORMATION**

All new staff will be provided with information at induction on how to obtain first aid assistance, this information will cover:

- Overall organisation of first aid
- Where to find information on first aiders
- Emergency telephone numbers
- How/where to obtain a first aid kit
- How to fill out an accident report form

First aid notices will be posted in communal areas, indicating where first aiders and boxes are located.

## **OBTAINING FIRST AID**

Pupils sustaining minor injuries can be sent to the Medical Room. If somebody is injured or becomes unwell the School Nurse should be contacted (ext. 120) or the School Office (ext. 124/125).

If secondary aid at a hospital is required, the School Nurse will endeavour to contact the next-of-kin as quickly as possible. If they cannot get to the school quickly enough, a member of staff may act in loco-parentis and escort the pupil to hospital. If the same occurs whilst on a school trip, the trip leader will make a decision about which member of staff accompanies the pupil.

Care plans will be followed for an emergency which involves any of the following conditions:

- Asthma attack
- Diabetes
- Anaphylaxis
- Seizure
- Any serious on-going medical condition which requires emergency treatment

**In the event of a serious injury/medical emergency, or incident involving any of the previously listed conditions where the status of the patient has deteriorated beyond the**

**capabilities of staff present to deal with; or the above care plan dictates this course of action, an Ambulance will be called for immediately by way of the 999 system.**

## **RECORDS**

An accident form will be completed for every treated injury, or reported near-miss. As well as details of the accident or incident, the name of the person giving first aid, time and date and summary details of the treatment given should be recorded. Records will be kept in accordance with the Alpha Plus policy on the retention of documents.

If a pupil needs to obtain further 'secondary' care such as attending Accident and Emergency, GP or a dentist following an accident, the accident report form should be updated with the outcome and treatment given. If an accident results in a major injury, was the result of a dangerous occurrence and the pupil cannot continue with normal activities for more than 7 days, a RIDDOR report is to be completed via the Health and Safety Executive. All these forms will be undertaken by the Health and Safety Officer.

## **LOCATION OF FIRST AID EQUIPMENT**

First Aid kits are located in the following areas:

School Office
Prep Staff room - kitchen
Dining Hall
Kitchen – Dining Hall
Music block – outside main music room
Gracey Hall – cupboard far right side and DT room
Girls' games - in cabin by tennis courts 3 medi bags
Boys' games – 8 pitch side medi bags games/matches in pavilion
Pavilion – box on top of green doors
Pre-Prep Staffroom – used for break time duties
Main building – 1 <sup>st</sup> floor landing
Nursery
Reception – lobby
Year 1- lobby
Year 2 - lobby
Year 3 - lobby
Year 4 - lobby

Year 5 – lobby & Art Room
Science labs 1&2
Mini-buses x 5
Tractor and tractor shed
Facilities
Defibrillator – outside Medical Room and Pre-Prep Staff Room
Swimming pool hut

The School Nurse is responsible for checking and restocking all first aid kits on a regular basis. Heads of department in areas where boxes are located are also asked to notify the School Nurse if supplies are required.

### **STAFF FIRST AIDERS**

The School Nurse, extension 120 is the first person to contact for first aid but if she is not available the following members of staff are qualified to administer first aid.

The following members of staff hold a current First Aid at Work certificate:

<b>NAME</b>	<b>AREA COVERED</b>	<b>EXTENSION</b>
Clare Wood	School Nurse	120
Jane Walkling	Pre-Prep	127
Paul Barker	Site	113
Joan Ciacciofera	Health and Safety Officer	141
Kate Willis	Prep	129

The following members of staff hold a current Paediatric First Aid certificate:

<b>NAME</b>	<b>DEPARTMENT</b>
Sarah Bailey	Pre-Prep
Karen Barclay	Pre-Prep
Jill Bartlett	Pre-Prep
Jess Beney	Pre-Prep
Emma Cox	Pre-Prep
Rebecca Judd	Pre-Prep
Steph Green	School Office
Sarah Grigor	Admissions
Sarah Luff	Pre-Prep
Vanda Morris	Pre-Prep
Rebekah Sievwright	Pre-Prep
Helen Sims	Finance

Sheena Sowerby	Pre-Prep
Clare Tipler	School Office
Clare Wood	School Nurse
Jane Walkling	Pre-Prep
Tracy White	Head of Nursery
Nikki Young	Pre-Prep

The following Staff hold a current National Rescue Award for Swimming Teachers and Coaches certificate:

NAME	DEPARTMENT
Gareth Withers	Prep/Games
Juliet Houghton	Prep/Games
Alison Buck	Pre-Prep
Jess Beney	Pre-Prep
Ros Bassett-Thomas	Pre-Prep

The following Staff hold a current Wilderness First Aid certificate:

NAME	DEPARTMENT
Judy Young	Pre-Prep

All Staff are required to complete the Educare courses on 'First Aid Essentials', 'Administration of Medicines', 'Understanding Anaphylaxis' and 'Understanding Asthma'. Games/PE Staff are required to complete the RFU Concussion 'Headcase' training every 2 years.

The qualifications of staff are regularly reviewed and updated as necessary.

## **Administration of Medicines**

**The School Nurse should undertake the responsibility of administering medicines to pupils during the school day, however there may be times when the School Nurse is unavailable and teaching and support staff may feel it would be in the child's best interest to administer a medicine or take emergency action.**

The procedures below take into account the Department of Health guidelines and incorporate the Alpha Plus requirements. Although there is no contractual or legal duty on staff to administer medicines to children in their care, staff do have a common law duty of care to act like any reasonable prudent parent.

**This policy applies to the whole school, including the Early Years Foundation Stage.**

In order to ensure the child's wellbeing and to assist staff in the safe administration of medicine staff should observe the following guidelines:

1. Ask the child if they have been given any medicine by another member of staff or at home before school as you do not want to risk giving a child an overdose of medicine. Before 12 noon, contact the child's parent/guardian to ask if the child has been given any medicine at home before school. Staff must also check the Record of Medicines Sheet to see if another member of staff has given any medicine to the child on that day. There will be a sheet in the Medical Room.
2. Always check the **Pupil Health Record and SIMS**, to ensure that the parent has given consent for the medicine; where consent has been withheld the medicine should **not** be given. The Pupil Health records can be found in the top drawer of the filing cabinet in the Medical Room. If the cabinet is locked a key is held in the office.

**Do not give Aspirin to children under 16.**

**List of Medicines for which parental consent has been requested:**

Allergy Relief  
Paracetamol  
Ibuprofen  
Travel sickness tablets

If a medicine other than those listed above is sent in to school to be given, a **separate written instruction** is required from the parent. The medicine should be in the original container and be clearly marked with the child's name and the dosage required. If unsure, contact the parent for clarification.

3. Please record the medicine that you give, a **Record of Medicines** sheet is kept on the **School Nurse's desk**. (This is locked in the filing cabinet in the Medical Room out of hours in order to comply with GDPR). The member of staff should sign the medicine record sheet.
4. Adverse reaction to medicine in children is extremely rare, however if you suspect that a child is having a bad reaction to a medicine you should record your observations of the child, and inform the parents immediately.
5. A **letter** must be sent home with the child at the end of the school day detailing the medicine given, copies of these are held in the Medical Room and Main Office.

Staff are required to notify the School in the event of being prescribed medication by a medical practitioner, and will be responsible for the safe storage and usage of any lawfully prescribed drugs.

In the event of these drugs requiring safe storage or refrigeration during the school day, or being potentially harmful to those not prescribed these drugs, they will be retained by the School Nurse in the medical room on behalf of the member of staff.

Similarly, any teacher suffering from a chronic (or potentially acute) condition requiring medication (emergency or otherwise), shall be required to notify the school in writing of both the condition and medication required.