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EXETER CATHEDRAL SCHOOL

Nursery | Pre-Prep | Prep

First Aid Policy

Last reviewed: September 2018

Next review: September 2019

Governor Oversight: Finance and General Purposes

This policy has been authorised by the Governors of Exeter Cathedral School. It is available to parents and pupils and to all members of School Staff via the School website.

This policy should be read in conjunction with Prescription and Non-Prescription Medication / First Aid Procedures.

This policy has been written with regard to the DfE Guidance on First Aid, as referenced in ISI Integrated Handbook – Regulatory Requirements (ISSRs 2014 (modified September 2018)).

This Policy applies to all children at Exeter Cathedral School, including boarders and those in EYFS.

Definitions

First Aid means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness. For the avoidance of doubt, First Aid does not include giving any tablets or medicines, please refer to Policy for the Provision of Medication.

Staff means any person employed by the School, volunteers at the School and self-employed people working on the premises.

First Aiders are members of staff who have completed a Health and Safety Executive (**HSE**) approved First Aid course and hold a valid certificate of competence in First Aid at Work (**FAW**), Emergency First Aid at Work (**EFAW**) or specifically for the provision of EYFS children in Paediatric First Aid.

Aims of this Policy

To ensure that the School has adequate, safe and effective First Aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.

To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, Staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on the School site.

Who is responsible?

The Governors of Exeter Cathedral School, as the employer, have overall responsibility for:-

Ensuring that the School has adequate and appropriate First Aid equipment, facilities and First-Aid personnel and for ensuring that the correct First Aid procedures are followed.

Ensuring that suitable and sufficient risk assessments of the health and safety of employees, pupils and visitors to the School are carried and for identifying the measures taken for controlling those risks.

The Bursar of Exeter Cathedral School is responsible for ensuring that all staff and pupils (including those with reading and language difficulties) are aware of, and have access to, this policy.

The Bursar is responsible for ensuring that the School has sufficient First Aid personnel.

The Bursar delegates to the Matron the day to day responsibility for ensuring that there is adequate and appropriate First Aid equipment and facilities.

The Bursar is responsible for ensuring that First Aid personnel have up to date training.

The Headmaster delegates to the School Receptionist in liaison with the Matron responsibility for collating medical consent forms and important medical information for each pupil and ensuring the forms and information are accessible to staff as necessary.

First Aiders

The list of qualified first aiders and paediatric first aiders can be found on display in the prep school staff room, the Hall House staff room.

The main duties of First Aiders are to give immediate First Aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with the Bursar.

The First Aiders will undergo update training at least every three years.

All staff should read and be aware of this Policy, know who to contact in the event of any illness, accident or injury and ensure this Policy is followed in relation to the administration of First Aid. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

It is our policy that there will be at least one qualified person on site when pupils are present.

First Aid Boxes

First Aid boxes are marked with a white cross on a green background and are stocked by the Matron. First Aid boxes are to be inspected by the Matron half termly. If items are used the Matron should be informed so that the relevant box can be restocked. The contents of first aid boxes is in accordance with the guidance given in HSE document "Basic advice on first aid at work" INDG 347.

First aid boxes are located at these positions around the site and are as near to hand washing facilities as is practicable:-

The Chantry – main reception, playground, kitchen and Matron's room
Eyre House – common room, treatment room, bistro
Evans Building – science laboratory and corridor
Chapman – CDT room and Art Room
Coach House – food technology room

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Kalendar Hall – front hall and office
Hall House – staff room and Reception
Nursery – kitchenette
Gym
Spencer Suite - kitchenette
Maintenance Store

Eye wash stations are also located in the CDT room in Chapman, the science laboratory in Evans Building and the Maintenance Store.

School Vehicles

The School minibuses all have a prominently marked First Aid box on board which is readily available for use and which is maintained in a good condition. First Aid kits for offsite PE and games activities are stored in the central Staff Room. First Aid kits must be taken when groups of pupils go out of school on organised trips or to participate in sports.

Automated External Defibrillator (AED)

The School has a portable AED available for use, should it be required. This is stored in the Reception area of the Chantry and although these devices can be used safely by anyone without training most staff have had specific training on its use. This device is also available to take to sports fixtures and events off site.

Information on Pupils

Parents are requested to provide written consent for the administration of First Aid and medical treatment before pupils are admitted to the School.

The School Receptionist in consultation with the Matron will be responsible for reviewing pupils' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a pupil's functioning at the School to the Headmaster, class teachers and First Aiders on a "need to know" basis. This information should be kept confidential but may be disclosed to the relevant professionals if it is necessary to safeguard or promote the welfare of a pupil.

Information held by the School Office will include a record of pupils who need to have access to asthma inhalers, epipens, injections or similar and this information should be circulated to teachers and First Aiders. Individual pupils (or their form teachers as appropriate) usually have responsibility for keeping such equipment with them. Additional spare inhalers should also be provided to the School by parents of children that require them. In other cases, the equipment should be suitably labelled and will be stored securely, either in the School Office or the treatment room (for access by suitably qualified staff and pupils when appropriate).

Medical records for all Prep School pupils and Boarders are stored securely in the treatment room located in Eyre House. Medical records for children in the Pre-Prep and EYFS departments are stored securely in the office at Hall House. This information includes medical consent forms, records of any medication or first aid that can or cannot be given and records of all accidents and injuries.

Procedure in the event of illness

If a pupil feels unwell they should be taken to the School Office. If it is only a minor problem another pupil should accompany them, but in more serious cases a member of staff should contact the School Office to summon a First Aider.

If a pupil becomes ill during the day the school will contact the parents so that the child can be collected.

If a child cannot be collected immediately and is too unwell to wait in the main front entrance hall, the Library or Matron's room there is access to the school treatment room which is managed by the School Matron, who can monitor a child in there with a mobile call device.

The School Matron is on duty daily from 0800 - 1600 and will administer first aid and deal with accidents and emergencies or when someone is taken ill.

Procedure in the event of an accident

If an accident occurs, then the member of staff in charge should be consulted. That person will assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance. First Aiders can also be called for if necessary.

In the event that the First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid, then they should arrange for the injured person to access appropriate medical treatment without delay.

If an ambulance is called then the First Aider in charge should make arrangements for the ambulance to have access to the accident site. Arrangements should be made to ensure that any pupil or adult is accompanied in the ambulance if necessary, or followed to hospital, by a member of staff if it is not possible to contact the parents in time. In this instance a photocopy of the child's medical questionnaire (completed on entry to the School) must be provided for medical professionals.

Procedure in the event of contact with blood or other bodily fluids

If a spillage of blood or other bodily fluids occurs, the Maintenance Team or Matron must be informed. They will then arrange for the proper containment, clear up and cleansing of the spillage site.

The First Aider should take the following precautions to avoid risk of infection:-

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or other bodily fluids;
- use suitable eye protection and a disposable apron where splashing may occur;
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- and, wash hands after every procedure.

If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:-

- wash splashes off skin with soap and running water;
- wash splashes out of eyes with tap water or an eye wash bottle;
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- record details of the contamination;
- and, report the incident to the Matron and take medical advice if appropriate.

Procedure in the event of off-site accident, injury or illness

A First Aid kit should be carried by all teachers in charge of off-site activities. An allergy list will be part of the First Aid kit. Any treatment or incident should be recorded on return to the School by the member of staff in charge.

Leaders of School trips must ensure that First Aid provision is appropriate to the activities and groups concerned.

Under Early Years Foundation Stage (EYFS) requirements, at least one person on the premises and one person on outings must have a paediatric first aid certificate.

Dealing with Pupils with Asthma

Older pupils carry inhalers with them and used them as necessary. Younger children's' inhalers are looked after by a member of staff and made available as necessary. Parents are asked to provide school with a spare inhaler – these are stored by the Matron.

Dealing with Pupils with Allergies

Information about pupils with allergies is provided to all teachers and First Aiders. Details of pupils who have been prescribed epipens to use in instances of allergic reaction are included in this information. All staff have received training on the use of epipens and should be aware of the location of spare epipens for specific pupils. Individual pupils (or their form teachers as appropriate) usually have responsibility for keeping such equipment with them. Details on the administration of epipens are stored with the device and in all first aid boxes and is also displayed in the staff rooms at the Chantry and Hall House. See Appendix 2 (a & b) – Anaphylaxis treatment.

Dealing with Pupils with Epilepsy

At the time of writing (September 2018), there are no pupils with epilepsy at ECS. Should any pupil suffer a fit or seizure, the matron should be called for without delay.

Dealing with Pupils with Diabetes

See Appendix 1 – Diabetes Flow Chart.

Boarders

During the school day, first aid is administered by the School Matron, and all incidents/responses are documented and recorded as below.

When a boarder is in the care of the boarding house, first aid is administered by the duty staff, and all incidents recorded on the School's MIS. The duty staff will be vigilant for the boarder's health and welfare, particularly after first aid has been administered, and will pass on information and action taken to the next duty staff, both verbally and on the School's MIS.

For bumps to the head and serious injuries, parents will be informed, within 24 hours where reasonably practicable.

Dealing with Boarders who are ill overnight or over the weekend

Boarders who are ill over night or over the weekend are generally sent home, if appropriate. In the meantime, they are cared for in the treatment room. If the boarder requires assistance there is a pull cord in the treatment

room which alerts the duty member of staff via a bleeper. The treatment room also has a school landline phone to call reception/the School Matron during the school day. Overnight (and during boarding hours) pupils can phone the boarding duty phone to summon assistance. Where the treatment room is used during the school day in this way, and depending on the age, perceived vulnerability, competence and state of health of the child, a member of staff will supervise closely from, for example, the Bistro with the door open.

Reporting

All injuries, accidents and illnesses, however minor, must be reported to the School Office.

Accident report form: The member of staff in charge at the time will fill in an accident report form for every serious or significant accident that occurs on or off the School site if in connection with the School. This will be kept by the School Office. Records should be stored for at least three years or if the person injured is a minor (under 18), until they are 21.

Reporting to Parents: In the event of accident or injury sustained, parents must be informed on the same day or as soon as reasonably practicable, and of any first aid given. The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the Headmaster if necessary.

The school follows the NHS Choices guidelines for children being too ill to attend school, details can be found on the NHS Choices website: <http://www.nhs.uk/Livewell/Yourchildatschool/Pages/Illness.aspx> i.e. in cases of vomiting and diarrhoea children should definitely be kept off school until at least 48 hours after their symptoms have gone.

Reporting to HSE: The School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) (**RIDDOR**) to report the following to the HSE (most easily done on line at <http://www.hse.gov.uk/riddor/report.htm> or by calling the Incident Contact Centre (ICC) on 0345 300 9923):-

Accidents involving staff

Work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs).

Work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days;

Cases of work related diseases that a doctor notifies the School of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer);

Certain dangerous occurrences (near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

Accidents involving pupils or visitors

Accidents where the person is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:-

- any School activity (on or off the premises);
- the way a School activity has been organised or managed (e.g. the supervision of a field trip);
- equipment, machinery or substances;

- and, the design or condition of the premises.

Monitoring

The Headmaster and Bursar in conjunction with the Housemaster, Boarding House Matron or Day Matron will organise an annual review of the School Accident and Illness Book and will, if necessary make recommendation to the School Governors. In addition, the Headmaster and Bursar will undertake a review of all procedures following any major incident to check whether the procedures were sufficiently robust to deal with the major occurrence or whether improvements should be made.