



UT VOCE ITA VITA

## EXETER CATHEDRAL SCHOOL

Nursery | Pre-Prep | Prep

### First Aid Policy

**Last review:** June 2023

**Next review:** June 2024

**Governor Oversight:** Finance and General Purposes

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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 / Administration of Medicine (including EYFS) / Care of Boarders who are Unwell policy.

This policy has been written with regard to the DfE Guidance on First Aid, as referenced in ISI Integrated Handbook – Commentary on the Regulatory Requirements.

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 the Administering Medicines Policy.

**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 Director of Finance & Operations 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 Director of Finance & Operations is responsible for ensuring that the School has sufficient First Aid personnel.

The Director of Finance & Operations delegates to the School Nurse the day-to-day responsibility for ensuring that there is adequate and appropriate First Aid equipment and facilities.

The Director of Finance & Operations is responsible for ensuring that First Aid personnel have up to date training.

The Headmaster delegates to the School Nurse, in liaison with the Admissions Manager for new joiners, 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 and 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 Director of Finance & Operations.

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 during normal school hours and on trips.

### **First Aid Boxes**

First Aid boxes are marked with a white cross on a green background and are stocked by the School Nurse. First Aid boxes are to be inspected by the School Nurse half termly. If items are used the School Nurse 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:-

Exeter Cathedral School  
First Aid policy

The Chantry – main reception, playground, kitchen and the School Nurse's room  
Eyre House – common room, treatment room, bistro Evans  
Building – science laboratory  
Coach House – food technology room  
Kalendar Hall – front hall  
Hall House – Reception  
Nursery – kitchenette  
School buses

### **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. All sports teachers have their own sports FA bags. First Aid kits must be taken when groups of pupils go out of school on organised trips or to participate in sports which can be obtained from the School Nurse.

### **Automated External Defibrillator (AED)**

The School has a portable AED available for use, should it be required. This is stored in the Reception of the Chantry and these devices can be used safely by anyone without training. 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 Nurse 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.

Medical records for all Pre-Prep, Prep School pupils and Boarders are stored on the School's MIS. 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.

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.

### **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. 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.

Individual pupils (or their form teachers as appropriate) usually have responsibility for keeping such equipment i.e. inhalers. All other pupils' own EpiPens will be kept in the Chantry Reception desk (bottom draw), Hall House reception desk (top draw) and Nursery cupboard in kitchen. These areas all have a green first aid sign.

### **Procedure in the event of illness**

If a pupil feels unwell the school uses a Triage tool to determine the level of seriousness. For example can the child wait until break/lunch to be seen by the School Nurse? The Pre-Prep Receptionist is the first point of call in the Pre-Prep, and the School Nurse is called if required

If a pupil becomes ill during the day, the School will contact the parents so that the child can be collected if required.

If a child cannot be collected immediately and is too unwell to wait the Library or the School Nurse's room, there is access to the School treatment room which is managed by the School Nurse.

The School Nurse is on duty daily from 09:00 – 16: 00 and will administer first aid and deal with accidents and emergencies or when someone is taken ill. Outside of these hours a qualified first aider will be able to attend to the child.

### **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.

The member of staff should inform the Director of Finance & Operations and Headmaster as soon as practically possible.

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

If a spillage of blood or other bodily fluids occurs, the Cleaning Team/Maintenance Team and School Nurse is 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;
- 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 School, Nurse and take medical advice if appropriate.

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

A First Aid kit obtained from the School Nurse 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 documented on an accident book report: time/date and detailed description, give white copy to parent, yellow copy to Nurse. Call parent to inform if head injury or something more serious.

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

In line with 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.

### **Head Injuries**

Children frequently sustain minor head injuries, but it is nonetheless important that procedures are in place for reporting any head injury, and that there is clear understanding of what signs/symptoms should be looked for in children who have hit their head whilst at school.

Following a head injury, the school nurse will be called and will fully assess for any possible signs/symptoms of concussion and signpost the parent and child to the relevant department dependent on the severity of the presenting symptoms i.e. AE or GP. In the event the child is away on a fixture a first aider will assess.

Parents will be contacted to make them aware if a pupil has sustained a significant head injury or if any mark, bump, or cut has been caused by the injury. If after a head injury a pupil remains unconscious or fits, an ambulance should be called immediately, and the parents contacted.

Signs/symptoms to look out for:

- Loss of consciousness
- Repeated vomiting
- Sleepiness
- Fits or abnormal limb movements
- Persisting dizziness or difficulty walking
- Strange behaviour or confused speech
- A headache not eased by paracetamol

If a pupil sustains a head injury and concussion is suspected, the Graduated Return to Play programme will be initiated which is widely used by The Rugby Football Union (RFU). A doctor should examine all cases of suspected concussion. If concussion is diagnosed, the pupil will be 'off games' for a minimum of 14 days.

### **Dealing with Pupils with Asthma**

Older pupils carry inhalers with them and use 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 School Nurse.

### **Dealing with Pupils with Epilepsy**

At the time of writing (May 2023), there are no pupils with epilepsy at ECS. Should any pupil suffer a fit or seizure, the School Nurse 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 Nurse, 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.

### **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 may be 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 Nurse 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**

Onsite all injuries/illnesses (minor or major) are recorded on the School's MIS, and an email sent home or a phone call if a very serious injury or head injury. If the child has needed treatment offsite (for example AE/Minor Injuries Unit) this will be documented in the accident book' thewhite copy being given to Parent.

### **Reporting to Parents/Guardians**

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 to the Director of Finance & Operations (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 Director of Finance & Operations in conjunction with the School Nurse 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 Director of Finance & Operations 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.