

## **Egerton Rothesay School**

### **First Aid Policy**

#### **Introduction**

The school aims to provide a safe and secure environment for all its pupils, staff and visitors. However, in a busy school accidents or events which cause illness or injury are inevitable. It is the aim of this policy to ensure that, when an accident or event occurs which requires the administering of first aid, it is dealt with effectively to minimise both discomfort and the possibilities of long term affect to the individual.

#### **Responsibilities**

The school has an appointed First Aid Officer who is responsible for overseeing the organisation of first aid within the school. The First Aid Officer reports to the Bursar.

When first aid is required, it will usually be administered by a designated 'Primary First Aider' (PFA). All PFAs within the school hold a current 3 day First Aid qualification.

However, in some circumstances, first aid will need to be administered before a PFA is able to attend. A number of staff have completed a Medical Emergencies Training for Schools qualification and the school aims to increase the amount of training provided in the future. The school has also instigated an Epilepsy Awareness and Buccal Midazolam training programme, which a number of staff have completed. Training is reviewed annually.

The names of the First Aid Officer and the Primary First Aiders and the number of staff who have completed the Medical Emergencies Training for Schools qualification are contained in the appendix. The names of staff with emergency first aid training are available from the First Aid Officer.

#### **First Aid Procedure**

##### **Injury**

When an injury has occurred, the first person to be contacted should always be the PFA on call. The PFA on call will be based in the medical room or be contactable via the bell push based in the medical room or via walkie talkie (see Walkie Talkie procedure).

For pupils who have incurred an injury that affects mobility and the ability to reach the sick bay, the member of staff on duty/ teaching should assess firstly for danger and whether the PFA needs to be contacted. The member of staff should, if possible:

- comfort the injured pupil.
- clear the area of spectators and send two pupils or an available member of staff to the medical room to collect the PFA. The pupils will escort the PFA to the location of the casualty.
- if a walkie talkie is available, summon medical assistance, detailing location and name of child.
- allow the PFA to work unimpeded and provide assistance as requested.
- (If a significant injury has occurred outside during a break time) send another pupil to find a senior member of staff to assist with breaktime organisation and supervision.

If the casualty can walk they should be escorted to the sick bay where the PFA will assess the injury and decide what action to take next. This may include calling a parent to collect

and transport to A & E hospital if appropriate. In a medical emergency or following serious injury, the PFA will contact the ambulance service to transport patient.

If parents cannot be contacted or are unable to collect their child, the child will be made comfortable until collection at the end of the school day, unless injury/condition deteriorates and requires emergency treatment, in which case an ambulance will be called.

The PFA will arrange for a member of staff to remain with the pupil until a parent arrives.

If a child has been attended by the PFA, a letter will be sent home with the child advising the parents of the reason, the time and the treatment received. A copy of this letter will be kept on the child's medical file.

### **Illness**

When a pupil presents or is sent to the PFA as feeling unwell, the PFA will assess the child, noting pallor, discussing their symptoms, and taking temperature if necessary. The PFA will contact the child's parent to collect the child if they deem this necessary. While waiting for a parent to collect, the child will be monitored by the PFA who will reassure and comfort them if upset.

If a child has an Individual Health Care Plan/Medical Management Plan (see Medication section below) and they require medication, the PFA can administer this medication, if supplied and if they have been trained as part of the implementation of the plan. After medication is administered a standard medical letter will be completed by the PFA and sent to the parent detailing time, condition and treatment/ medication given. This should be signed by both the PFA and the pupil. A copy of the letter will be kept in the child's medical file.

For children suffering with headaches or other minor discomforts, the PFA will encourage the pupil to drink lots of water and sit quietly on the 'sick bed' to see if symptoms dissipate. If they do not, the PFA will contact a parent. Painkilling medication will only be administered if permission from the parent has been received.

If a pupil is sent home the PFA will complete a 'yellow' form, noting date and time of collection. They will pass this onto the form tutor for filing with registers. A copy of the form will be filed on the pupil's medical file.

### **Epileptic Seizure**

In the event of an epileptic seizure, the member of staff on duty/ teaching should:

- stay with the casualty and start timing seizure until PFA arrives.
- Make area safe for the pupil.
- If possible, clear the room of other pupils immediately.
- Send 2 pupils to collect the PFA, informing pupils to tell the PFA the patient's name and that they have been summoned to manage an epileptic seizure.
- Ensure the casualty has plenty of clear space around them.
- For pupils that have been risk assessed to need a velcroed member of staff with a walkie talkie, staff are to use the walkie talkie to summon help as dictated by the walkie talkie procedure.

If a seizure duration reaches three minutes an ambulance will be called unless the child's Epilepsy Medical Management Plan (EMMP) specifies differently.

Prescribed rectal diazepam or Buccal Midazolam will be administered if this has been prescribed and is identified within the child's epilepsy medical management plan (MMP). If rectal diazepam is to be administered, two members of staff must be present. If the pupil is male, at least one member of staff should be male. If the pupil is female, any male member of staff in attendance must wait outside the room whilst the medication is administered. The school prefer to administer Buccal Midazolam to protect privacy and maintain the child's dignity.

Staff that have completed the Epilepsy Awareness Training and Buccal Midazolam Training have by completing the course, agreed to be responsible and assist a child with Epilepsy if necessary.

### **Ambulance**

In the case of injury attended by a PFA, the decision to call an ambulance rests with the PFA. However in an emergency any member of staff can make an emergency call. Once a call has been made, the PFA on call must be notified immediately, followed by a senior member of staff and/ or the Headteacher.

Either the Headteacher or the senior member of staff attending the incident will determine who travels in the ambulance with the pupil. The PFA will provide the member of staff who is travelling in the ambulance, with the pupil's medical record (kept in the Medical Room). This will be needed to book the patient into A & E.

The member of staff travelling in the ambulance should check to which hospital the ambulance is going and notify this to the PFA as soon as possible. They should communicate to the PFA any further change or development as it happens.

### **First Aid Kits and Equipment**

Contact the First Aid Officer for first aid kits. First aid blankets can be found under the sick bed.

### **First Aid Kit for a Trip**

The Group Leader organising a trip should notify and request a kit from The First Aid Officer, in accordance with the school's Health and Safety Policy for Offsite Activities. The contents of the kit will be packed according to the nature of the trip, the group of children going and their known individual medical requirements.

- The first aid kit should be requested at least a week before the trip date.
- It is the Group Leaders responsibility to return the kit promptly
- The Group Leader must advise the First aider if any items have been used.
- The Group Leader or the appointed first aider for the trip are responsible for collecting and returning the first aid kit.
- The Group Leader or Designated first aider should check the first aid kit has adequate and relevant content for the trip.
- The Group Leader must ensure that all asthmatics/ epi-pen users have their inhalers/ epi-pens on their person together with any pupil that may require emergency medication as outlined in the child's MMP as necessary. (See Medication Policy)
- It is the Trip Organisers responsibility to ensure that the risk assessment takes into account any pupils with specific medical needs or conditions and that appropriately trained staff are present.

### **First Aid Kit for a Department**

Heads of Departments are responsible for their Department's first aid kit. They should ensure their kit contains the required items and that items are in date. Information regarding the need for a first aid kit and the expiry dates of items within a kit should be obtained/ discussed with the First Aid Officer.

### **First Aid Kit for a Bus**

Before using a school bus, the driver of the bus is responsible for checking that it contains a first aid kit.

All bus drivers on home/ school buses have basic first aid training.

### **First Aid Kit for Games/ Activities/ After School Clubs (Inside and out)**

It is the responsibility of the member of staff leading the games, activity or club to ensure that a correct first aid kit is available. This applies both in school time and after school, whether on or off the premises. The member of staff should ensure that all asthmatics/ epi-pen users have their inhalers/ epi-pens available and that appropriate medication is available to any child whose Management Plan specifies it. (See Medication Policy)

### **Sports Day**

It is the responsibility of the lead organiser of sports day to ensure that adequate first aid cover is in place for the event, and that a sports first aid kit is available on the field. A PFA should also be in attendance. The organiser must ensure that all asthmatics/ epi-pen users have their inhalers/ epi-pens available, together with any emergency medication that maybe required for pupils as per their MMP. The school's Defibrillator is also to be taken onto the field for Sports Days only. (As per the Defibrillator Policy)

### **Fixtures**

A PE First Aid Kit must be available at all match fixtures, both home and away. It is the responsibility of the organising member of staff to ensure that this is available. The PE Head of Department is responsible for ensuring the kit is correctly stocked and restocked as necessary. The organiser must ensure that all asthmatics/ epi-pen users have their inhalers/ epi-pens and all emergency medication available and that all medication is returned and signed both out and in to the medical room after the fixture. (See medication Policy)

### **Recording an Incident**

All accidents should be recorded on a form in the Accident Book, which is situated on top of the grey unit in the Medical Room. The file is blue and clearly marked. Usually it is the member of staff first on the scene or present when an injury or accident occurs who records it in the Accident book. When they have done this, they should notify the First Aid Officer who will then ensure that the completed form is copied and filed in a) the Accident Records folder and b) in the medical file of the pupil.

A copy of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) is kept with the accident book to enable the First Aid Officer to determine whether an incident or accident is reportable as required by the current regulations. If an incident is reportable, the First Aid Officer will inform the Bursar, who will be responsible for ensuring that a report is made.

In line with data protection both medical and accident files are stored in a locked medical cabinet or office.

## **Individual Health Care Plans (IHCPs) and Medication Management Plans (MMPs)**

An Individual Health Care Plan (IHCP) will be completed for children who;

- have a known heart condition or have had heart surgery
- are epileptic
- have been prescribed an epi-pen
- have had a long term illness
- have had investigative surgery
- are taking long term medication and or require regular medication to be administered at school
- are asthmatic
- suffer acute pain such as migraine
- who suffer an ailment that may be affected by any school activity, have some other medical need known to the parent.

A child who has a specific medical condition that may need managing or emergency medication while at school will require a Medical Management Plan (MMP). This may be in addition to the IHCP. The MMP will be drawn up for the child, in conjunction with the parents and the child's health authority if appropriate and will be agreed with and signed by the parent. The school will manage the pupil medically as per the MMP.

A Personal Care Plan (PCP) will be completed for any child that has a personal care need. This will outline the care required and agreement for staff to aid/assist the child.

All IHCPs, MMPs, and PCPs are updated annually and as necessary throughout the year. Information is passed to relevant staff including those accompanying the pupil if on an offsite activity. For pupils that require a Mental Health Record (MHMP) or a pupil risk assessment (PRA) these are created by the Designated Teacher for Child Protection and managed under a separate policy

### **Evacuation**

In the event of an evacuation e.g. a fire alarm the PFA should bring a first aid kit and blankets to the meeting point. An evacuation chair is located by the science lab at the top of the stairs (See Evacuation Policy)

### **Offsite medical emergency**

In the event of an offsite medical emergency or injury requiring specialist first aid treatment, the group leader/ teacher in charge should determine whether the use of first aid facilities at the trip destination would be suitable or whether an ambulance should be called. Whichever is decided, the casualty must be accompanied at all times by a member of staff. The group leader/ teacher in charge will arrange for the school to be contacted and informed of the situation. The school will contact the child's parent.

### **Areas of Concern**

If any member of staff has concerns regarding the health of any pupil this should be discussed as soon as possible with a PFA who will make a note on the pupil's medical file and monitor as necessary. If the concern relates to a child's welfare or safety a referral should be made urgently to the Designated Safeguarding Lead. A PFA who identifies a pupil who is presenting medical issues more often than expected will discuss this with the Designated Safeguarding Lead.

If a staff member becomes aware of an improvement or has a concern regarding any first aid procedure within school, they should discuss this with the First Aid Officer.

Primary First Aiders meet termly to discuss any areas of concerns and to check the accident book for potential hazards.

### **Responsibilities and Review**

The Bursar is responsible for the implementation of this policy and for ensuring it is reviewed at the appropriate time.

This policy will be reviewed annually.

Policy approved by: David Vesey  
(on behalf of Governing Body)  
Date:21.02.18

Next Review (latest): February 2019

**Egerton Rothesay School  
First Aid Policy  
October 2016  
Appendix**

**First Aid Officer:** Sarah Vest

**Primary First Aiders:** Sarah Vest  
Ellen Masters  
Tim Ninnis  
Sue Smith  
Tracy Cluer  
Louise Edmonds

There are 8 other first aiders within the school.

**Medical Room Staff:** Sarah Vest  
Ellen Masters

**Medical Emergency Telephone Numbers**

Sarah Vest 07815 582 379  
Tim Ninnis 07894 228 798  
Tracy Cluer 07711 716 622

**Designated Teacher For Child Protection:** Tim Ninnis

The number of staff who have completed:

Medical Emergencies Training for Schools qualification is 37

Epilepsy Awareness & Buccal Midazolam Training is 25

Defibrillator training : 31

First Aiders at Work is 12

Mental Health First Aid: 9

Medicine Awareness in Schools: 1

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