



SALISBURY CATHEDRAL SCHOOL

First Aid policy

RATIONALE

To provide clear guidelines on the limits of our actions and responsibilities and ensure that First Aid cover is organised in accordance with Health and Safety Executive (HSE) regulations for the whole school including the Early Years Foundation Stage and boarders.

PURPOSE

To provide the best possible care for pupils', staff and visitors when they are ill or involved in an accident.

LINKED POLICIES

Accident Reporting Policy

Over the Counter medicines" and Homeopathic medicines policy

Infection Control Policy

OVERVIEW

- Sufficient staff will be trained to an appropriate level in First Aid to meet the requirements of Health and Safety legislation.
- All staff will be familiar with and have access to a copy of the school First Aid policy (which also includes Early Years First Aid) and procedures and they will also be referred to in the employment handbook and during induction.
- All accidents should, where possible, be dealt with by trained first aiders, named later in this policy. These names are placed in various public locations around the school, Early Years setting and boarding accommodation.
- Trained First Aid staff will deal with first aid whenever possible. The School nurse will undertake medical care.
- Clear records will be kept in the appropriate books (Day and Accident) located in the School Surgery. Please see Accident Reporting policy for comprehensive details.
- Parents will be informed of the nature and cause of accidents sustained on the school premises during school time if Hospital Care or referral to the School Doctor is needed.
- School nurse will be responsible for ensuring that first aid boxes are placed in high risk areas and that the contents are checked and replenished on a half termly basis, See First Aid boxes section below for full details.
- Pupils too ill to remain in the classroom should be sent to the School Surgery, accompanied by a referral note from the teacher concerned.
- A member of staff, if possible known to the child, should accompany pupils needing to go to hospital.

- Only named staff will administer prescribed medication in accordance with the “Over the Counter medicines” and Homeopathic medicines policy.
- All pupils identified with a medical problem affecting school life should be named on school medical lists and the school procedures will be operated as part of the School’s First Aid Policy.

The policy of Salisbury Cathedral School is to provide First Aid to cover in accordance with the Health and Safety (First Aid) Regulations 1981. The purpose of this document is to clarify responsibilities and procedure and to give guidance on the arrangements, which are made.

APPLICATION OF FIRST AID POLICY AND PRACTICAL ARRANGEMENT AT THE POINT OF NEED

This policy applies to all employees at Salisbury Cathedral School. It is a statutory requirement that the School must make adequate provision for all employees. There is a moral and civic duty of care to make provision for all visitors to educational establishments. In this context, children and pupils are deemed to be visitors.

RESPONSIBILITIES

Salisbury Cathedral School has fully trained designated First Aiders, these are:

Name	Qualification	Expiry date
Hannah Downie	First aid at work certificate	October 2014
Vivienne Tedd	First aid at work certificate	June 2012
Iona Gray	First aid at work certificate	October 2014
Alison Tait	First aid at work certificate	February 2013
Zoe Thesiger	First aid at work certificate	July 2013
Tony Marchant	Emergency first aid at work	March 2013
Amanda English	Early years first aid (paediatric)	2014
Roderick Tait	Early years first aid (paediatric)	February 2013

The School ensures that at least one qualified person is on site when children are present and that there is the appropriate cover for First Aiders. A copy of the rota is kept on the notice board in the Reception area. When they are absent this must be provided by an Appointed Person to act as the First Aider if such absences are foreseeable. Salisbury Cathedral School ensures that First Aid Training is updated every three years. However, the school is going to provide whole school First Aid at work training by the end of the academic year 2011/12.

The Early Years First Aid courses were for a minimum of twelve hours and were appropriate for the Early years Foundation Stage requirements. An additional member of Early Years is attending Paediatric training during the academic year 2011/12.

SCHOOL AND BOARDING HOUSE SURGERY

The school has two Surgeries, one is located in the Main School Building and the other in the boarding house 57A The Close, clearly identified and equipped with the requirements of the Approved Code of Practice. These are available for the medical and dental examination and

treatment and for the care of sick pupils during school hours (in the Main School Building) and during out of school hours (57A The Close). There is sick room accommodation for boarders.

PRACTICAL ARRANGEMENTS

There is mains tap water available for cleaning wounds and eye irrigation.

The School nurse and boarding house parent will maintain a suitable supply of replacement First Aid materials.

Plastic disposable bags for soiled First Aid dressings are provided in surgery.

Ice Packs are available in the Surgeries, PE staff, and the Pre-Prep.

Both rooms include a washbasin and are reasonable near a WC

POLICY FOR THE DISPOSAL OF BODILY FLUIDS

Non latex gloves should be worn at all times - available from Matrons department. Bio hazard yellow bags available from Matrons department

FAECES

Large lumps of faeces on clothing should be disposed of down the lavatory and flushed appropriately

Any wipes used that are not biodegradable should be bagged in a yellow biohazard bag and placed in the chemical waste bin in Matron's office

Any soiled clothing should be double bagged and:-

Day children—parents to be informed and advised to collect bag from Matrons Dept

Boarders—soiled laundry should be bagged in alginate bags and washed separately on a high temperature

URINE

Clothes should be double bagged and

Day children—parents to be informed and advised to collect bag from Matrons Dept at end of the day

Boarders—Clothes should be bagged in alginate bags and washed separately on a high temperature

VOMIT

Large lumps of vomit on clothing should be disposed of down the lavatory and flushed appropriately

Any wipes used that are not biodegradable should be bagged in a yellow biohazard bag and placed in the chemical waste bin in Matron's office

Any soiled clothing should be doubled bagged:-

Day children—parents informed and asked to collect from Matrons Dept

Boarders—Clothes should be bagged in alginate bags and washed separately on a high temperature

The Chemical waste bin taken to the GP Surgery to be disposed of

FIRST AID BOXES

First Aid boxes, where available, are equipped strictly in accordance with the HSE requirements see Annex 1 below.

First Aid Boxes are currently situated: Kitchen, Surgery, DT room, Art room, Science room, PE department (5 portable kits), Swimming Pool, Caretakers, Pre-Prep and the two school minibuses.

Notices giving details of the location of First Aid boxes and first call members of staff are displayed in Devon Block, Pre-Prep, entrance to the boys changing rooms and the science rooms, entrance to the art department and reception. These lists will be updated every term.

DUTIES AND RESPONSIBILITIES OF FIRST AIDERS

The designated First Aiders at Salisbury Cathedral School have successfully completed an approved course of training and hold current certificates approved by the Health and Safety Executive.

Their duties are:

- To render First Aid in accordance with the Health and Safety Executive Regulations and their training.
- To ensure their whereabouts are known at all times.
- To make sure that they have access to updated medical lists – held by the School nurse and displayed in the staff room.

PROCEDURE TO BE FOLLOWED IN CASE OF ILLNESS OR ACCIDENT

A qualified First Aider or the School nurse should treat all injuries.

If hospital treatment is required or for guidance on when to call an ambulance, see annex 2. Details of every case dealt with must be entered in the Accident books (held in the Surgery, Pre-Prep Department and the boarding house) and in the Day book held in the school surgery from 08.00 to 19.00hrs and boarding house surgery from 19.00 to 08.00hrs. This should be completed as soon as possible after the incident has been dealt with.

Communication to parents is via medical note or head injury note. In the case of a boarder parents they will be contacted via phone or email.

In the case of the incident not being observed by a member of staff and is serious enough to warrant medical care outside the school then the headmaster (or another member of the Senior Management team in the headmaster's absence) will undertake an investigation. There is a form available for this purpose.

RIDDOR (REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATION, 1995).

Serious work-related injuries to a member of staff or a child must, by law, be recorded and reported. The school is responsible for this. What, how, where and when to report is explained on the HSE website at <http://www.hse.gov.uk/riddor/index.htm> and in the school's Accident Reporting policy.

The school will also notify local child protection agencies of any serious accident or injury to , or the death of, any child whilst in their care and act on any advice given.

SCHOOL TRIPS

The member of staff in charge of organising a school trip is responsible for arranging with School nurse 48 hours in advance of a trip to take a First Aid Kit with them. The First Aid Kit should be returned immediately to the surgery at the end of the trip. Failure to do so may result in the replacement costs being passed on to the Department concerned.

The school medical lists should be checked and the necessary medical information recorded and any extra details obtained from parents or the school nurse in the case of boarders before students take part in a trip.

All pupils who carry inhalers or suffer from asthma should be identified. It is essential that pupils have the appropriate medication and inhalers with them before embarking on the trip.

Similarly, staff should check that pupils who have been prescribed with an Epi-Pen have the Epi-Pen with them before embarking on the trip.

The School Doctor will only prescribe Travel Sickness tablets for Boarders. Staff should ensure that, where necessary, parents provide these for Day Children.

PRE PREP TRIPS

An Early Years qualified first aider will attend all trips undertaken by pre prep.

ARRANGEMENTS FOR PUPILS WITH PARTICULAR MEDICAL CONDITIONS

Asthma

Asthma sufferers should carry their named relievers (usually blue) with them at all times and should be kept ready for immediate use. They will not be allowed on school trips without their inhalers

Epi-Pens

Epi-Pens are held with the pupil and the matron's department. A list of pupils prescribed with an Epi-Pen is posted on the Common Room Notice Board and in the Kitchen. The School nurse will check the Epi-Pens every term and parents informed if the school needs a new one.

Individual Chronic Illnesses

Individual chronic illnesses will be discussed with parents and plans written to meet the needs of the individual pupil (examples of these conditions could be diabetes and epilepsy)

Medication

No member of staff should administer prescribed or non-prescribed medication or undertake other medical routines unless they have been given appropriate instruction.

School nurse and appointed members of staff are responsible for administering medication.

EARLY YEARS POLICY ON THE ADMINISTRATION OF MEDICINE:

The school will ensure they have sufficient information about the medical condition of any child with long term medical needs. The school keeps written records of all medicines administered to children and informs parents accordingly. The school will obtain written permission for each and every medicine from parents before any medication is given.

The school will ask the parents about the medicines their child needs to take and provide details of any changes to the prescription or the support required. If the administration of prescription medicine requires technical/medical knowledge then individual training will be provided for staff from the School Nurse or usually will be carried out by the School Nurse. Training will be specific to the individual child concerned.

Medicine will not be administered unless they have been prescribed for that child by a doctor, dentist, nurse or pharmacist. Non-prescription medicine eg. Pain and fever relief may be administered, but only with the prior written consent of the parent and only when there is a health reason to do so. A child will never be given medicine containing aspirin unless it has been prescribed for that child by a doctor. The medicines will be stored in accordance with product instructions and in the original container dispensed and will include the prescriber's instructions for administration.

NOTIFIABLE DISEASES AND INFECTION CONTROL

If the school has reason to believe that any child is suffering from a notifiable disease identified as such in the Public Health (Infection Diseases) Regulation 1988, they will inform Ofsted (EYFS requirement). The school will act on any advice given by the Health Protection Agency and inform Ofsted of any action taken.

The school will promote the good health of the children and take necessary steps to prevent the spread of infection, and take appropriate action when they are ill. The school will discuss with parents the procedure for children who are infectious or ill. The infection control policy sets out arrangements for the exclusion of children who are ill or infectious.

SPECIFIC BOARDING PROCEDURES

The School Nurse or Houseparent will co-ordinate the care of boarders who are unwell, including first aid, care of those with chronic conditions and disabilities, dealing with medical emergencies and the use of household remedies. This policy applies for boarders.

Boarders have access to local medical, dental, optometric and other specialist services or provision as necessary.

Prescribed medicines are given only to the boarder to whom they are prescribed. Boarders allowed to self-medicate are assessed as sufficiently responsible to do so. The confidentiality and rights of boarders as patients are appropriately respected. This includes the right of a boarder deemed to be

“Gillick Competent”³ to give or withhold consent for his/her own treatment. Gillick competence is used in medical law to decide whether a child (16 years or younger) is able to consent to his or her own medical treatment, without the need for parental permission or knowledge. A child will be Gillick competent if he or she has sufficient understanding and intelligence to understand fully what is proposed.

Person responsible for this policy:	School Nurse
Key Dates:	
Last Review:	November 2011
SMT approved:	November 2011
Next Governing Body Review:	Lent Term 2012

ANNEX 1

Contents of First Aid Kit

First Aid Boxes

These are located as follows

- DT Room
- Art Room
- Pre-prep
- Mini Buses x 2
- Sports Department x 6
- Swimming Pool
- Sick Bay x 2
- Reception
- Science Lab
- Kitchen - Body Fluid Disposal Kit
 - First Aid
 - Burn Kit

Contents of boxes

- 1 Triangular bandage
- Assorted plasters
- Note book and pencil
- Cold Packs x3 in sports bags
- 2 Eye pad
- 10 Alcohol Free cleansing wipes
- Safety pins
- Scissors
- Saline Irrigation
- Gloves
- Resuscitation Face Shield
- Thermal Emergency Blanket
- Wound Dressings
- Bandages
- Clinical waste bags

School trips out of school

- Insect repellent
- Arnica cream
- Waspeeze
- Paracetamol
- Antihistamine cream
- Travel sickness tabs
- Cold spray

ANNEX 2

Procedure for Accidents or Illness in School requiring Emergency Hospital Treatment

This procedure should be followed in all cases where an accident or illness is considered sufficiently serious that treatment at the A&E department of the local hospital is indicated. These procedures may sometimes be overruled by common sense and will vary a little depending on the age of the child and the seriousness of the situation.

Incident

The member of staff who discovers a child in need of first aid should;

- Administer emergency aid
- Call for help i.e. the school nurse or a first aider at work (FAW) qualified member of staff
- If unconscious or not breathing call an ambulance
- When the first aider arrives they will take over the incident

Accompanying a child to hospital

- The child must be accompanied to hospital with a member of staff who the child is familiar with
- The child's medical questionnaire from surgery should also accompany the child

Communication with parents/carers

Communication with the parents/carers is of the utmost importance

- If possible the school nurse or FAW should contact the parents/carers, headmaster and the boarding house parents – in the case of a boarder
- If the school nurse or FAW accompanies the child to hospital and has not contacted the parents then the school office staff are to take on the role
- After school hours the role of contacting parents/carers becomes the responsibility of the duty staff

Parent's/carer's role

- Parents/carers are to ensure the school has up to date contact details
- Parents/carers are to attend or arrange for someone to attend the A&E department to relieve the school staff (exceptional circumstances are made for boarder's parents not living in the Salisbury area)