



First Aid Policy

2011-12

This policy applies to Early Years Foundation Stage, Junior School and Senior School.

Policy Statement

Hollygirt School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff and visitors and will make sure that procedures are in place to meet that responsibility.

Aims

- To identify the first aid needs of the school
- To ensure that first aid provision is available at all times when people are on school premises, and also off the premises whilst on school trips

Objectives

- To appoint the appropriate number of suitably trained people as first aiders and to meet the needs of the school and to maintain current qualifications for those people
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the school's first aid arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Medical Facilities

The school is required by the Education (School Premises) Regulations 1999 to have nominated accommodation for medical examination, treatment and care of pupils.

The school's nominated accommodation is the Senior School Sick Bay. Junior School pupils who become ill during the school day are withdrawn to Stafford House Library and parents informed immediately.

Accident Procedure

- An adult at the scene of an accident needs to make a quick assessment of the severity of the accident.
- Small cuts and grazes occurring during a lesson can be cleaned and a plaster applied if the injury occurs in an area where there are first aid boxes e.g. White House laboratories, DT rooms, Nursery and Reception Class and Junior School.
- If a girl has bumped her head a letter is sent home to parents advising them of this.
- Serious injuries are any injuries that may require a qualified first aider or medical attention. Send a messenger to Reception to request an ambulance (or dial direct) if the need is obvious; dispatch another to meet the ambulance and direct it to the incident. For lesser emergencies the girl should be brought to Sick Bay and signed in by a member of staff.
- All relevant details concerning the incident are entered in the Accident and Incident Book by the employee on the scene, the first aider or the appointed person. This should be counter-signed by the injured person where practical.
- First aid books are located in all buildings and are checked before Health and Safety meetings and problems highlighted at these meetings if necessary.

Illness during the School Day

See also *Health and Safety Policy*.

1. First aid boxes are sited within school. (See *Health and Safety Policy*)
2. A list of pupils with disabilities, medical conditions or allergies that may require special attention is kept in the school office, on the Junior and Senior Staff Room notice boards and in the White House Prep Room.
3. If a Junior girl is sick, the usual procedure is for the Form Tutor, Head of Juniors or the Classroom Assistant to telephone home and request that the girl is collected. Occasionally a sick girl lies down on a mattress in Stafford House Library awaiting collection. There is no such resting place at No. 9 Villa Road. The school office are not involved in these calls for collection and parents are informed to collect Junior girls from their building.

Use of Senior School Sick Bay

The following are the procedures that should be followed in the use of Sick Bay.

- A teacher in the Senior School must send a girl to Sick Bay with a Sick Bay form via the Receptionist. This teacher is responsible for checking up on the girl at the next available break or for ensuring that she is checked by the Receptionist if they are not personally available.
- The girl's Form Tutor should be informed that the girl is in Sick Bay or has gone home.
- A girl should not stay in Sick Bay for longer than one lesson unless she is awaiting collection to go home. The Receptionist should be asked to call the girl's parents if her condition is unlikely to improve.
- Girls must not phone parents directly if they are sick and bypass these procedures.
- Girls should not normally be accompanied by a friend to Sick Bay.
- There should be no eating in Sick Bay.

Sun Protection

The school wishes pupils to enjoy the sun safely. We have a duty of care to ensure that the sun protection is provided whilst pupils are on the school premises during school hours or undertaking school activities.

There is a shared responsibility between the school and parents/carers that the latter must acknowledge and accept.

For their own protection, staff are also encouraged to follow these guidelines.

We aim to protect pupils, as far as reasonably practicable, from dangers of exposure to the sun. Exposure to ultraviolet radiation is a major contributory factor in the development of skin cancer and ultraviolet radiation comes from both direct sunlight and 'skylight' as it is scattered in the atmosphere. High levels of radiation are received in wide open areas, such as school playing fields, even on a cloudy day.

We aim to:

- Educate pupils appropriately through the curriculum about the cause of skin cancer and how to protect their skin
- Educate pupils appropriately to wear clothes that provide good sun protection and use sunscreens where appropriate
- Talk about sun protection at appropriate times within the Summer Term
- Ensure that parents/carers are aware of this policy and are involved in providing sun protection for their children.
- Ensure that all staff are aware of and follow the school's policy and guidelines with regard to sun protection.

When pupils are outside they will be advised to wear sunhats which are on our School Uniform list.

Parents will be encouraged to send in a high factor protection sun cream for their daughters to wear in school.

The school does not provide sun cream due to different skin types and potential allergy issues.

Staff will supervise the application of personal sun cream to the pupils' exposed skin that cannot be protected by clothing before participating in outdoor activities.

The school will hold outdoor activities in areas of shade whenever possible and encourage pupils to use shady area during breaks, lunchtimes, sports activities and trips. Sunbathing will be discouraged.

School will work towards increasing the provision of adequate shade for everyone.

First Aid Training and Qualifications

There will, at all times when pupils are at school, be at least one person on each school site qualified to a minimum level of appointed person. In the Nursery & Reception Class this will be a person trained in paediatric first aid.

A first aider is defined as a person who has successfully completed a suitably approved 3 day course. An appointed person is defined as a person who has successfully completed a suitably approved 1 day course. All Hollygirt teaching and administrative staff attend an appointed persons course every 3 years (last course – January 2010). Where a first aider wishes to continue as such, qualifications are updated every 3 years, or shorter periods where required for specialist qualifications.

A list of staff qualified as First Aiders can be found in Appendix 1. This list is kept up to date and made available on the notice board in the Staff Rooms.

The school retains the services of a doctor, Dr Stevens. In normal circumstances referrals are made via the school.

Educational Visits

The first aid requirements specific to day/residential visits can be found in the *Educational Visits Policy* within *Whole School Policies*.

First Aid Kit Provision

First aid kits are available at the following locations:

<u>Box No.</u>	<u>Location</u>
1	Senior School Sick Bay
2	White House Lab 1
3	White House Lab 2
4	White House Lab 3
5	White House DT1
6	White House DT2
7	Junior School Staff Room
8	Junior School Nursery/Reception
9	Junior School Science and Technology Room
10	Junior School Kitchen
11	Travel 1 st Aid Kit - Senior School Sick Bay A
12	Travel 1 st Aid Kit - Senior School Games A
13	Travel 1 st Aid Kit - Senior School Games B
14	Travel 1 st Aid Kit - Junior School Staff Room
15	White House Art Room
16	White House Music Room
17	Junior School Ground Floor Lavatories
18	Travel 1 st Aid Kit – Senior School Sick Bay B
19	No. 9 Villa Road – Staff Room

Pupils' Medical Conditions

A list of pupils who suffer from medical conditions, together with details of those conditions, is updated annually by the Health Coordinator. Copies of this list are kept in the school office, on the Junior and Senior School Staff Room notice boards, in the Prep Room in the White House and on the No. 9 Villa Road Staff Room notice board. The Headmistress and Deputy Head also have copies.

Individual health care plans are prepared for pupils with a more serious medical condition, such as diabetes, anaphylaxis or epilepsy, and information is available in staff rooms and specific teaching rooms of junior girls.

Asthma Policy

Inhalers and Medication

All girls who suffer from asthma and need treatment should know what to do if they have an attack. Both Junior and Senior School girls are responsible for their own inhalers and should carry them at all times. All inhalers should be clearly named. Some girls may carry plastic diffusers or 'spacers'. These can be used to help individuals breathe in their medication. Sufferers will know how to use these. In the Junior School inhalers will only be kept by the Form Tutor if the girl's parents specifically request this because of their daughter's young age or ability.

Information

All parents are to inform the school if their daughter suffers from asthma including, if possible, any allergies which may trigger an attack and the type of medication used to prevent attacks. A list of all girls who suffer from asthma is regularly updated by the school office and the staff are responsible for checking the notice regularly and becoming familiar with such girls. Parents of a girl who has asthma will be asked to complete an information sheet which includes their daughter's current treatment details. Copies of these forms are in both the Junior and Senior School staffrooms so information is readily available. These forms are sent out at the beginning of each school year to be updated if necessary. All asthma information will also be recorded in the file of each individual child.

Incidence of Asthma Attacks

The staff should be aware of the diagnosis and treatment of asthma and should be familiar with the various curriculum areas and specific activities which may trigger an attack.

PE Exercise is a common trigger but should not be the reason for not participating. Common triggers include cold, dry days, strong winds, grass, pollen, very cold or heavily chlorinated swimming pools.

Technology Triggers include activities producing dust and fumes such as glue or varnish.

Science Triggers include the production of instant gases or burning materials.

Record of Asthma Attacks

All asthma attacks should be recorded on the asthma attack form which will be kept with the asthma information sheets in both the Junior and Senior School staff rooms. Details of time, incident, medication and treatment should be clearly recorded and signed by the member of staff involved.

Procedure for Asthma Attacks

Each girl should know what to do and what treatment to give if she does have an asthma attack. Girls carry their own inhalers to use when necessary.

However, in the case of a severe attack, this procedure is to be followed:

- make sure that any medicines are taken promptly and properly;
- stay calm and reassure the child;
- help the child to breathe slowly and deeply;
- assist the girl into a comfortable position, i.e. sitting upright or sitting up leaning slightly forwards;
- if the room is warm, open a window slightly but not to allow a cold blast of air in;
- loosen tight clothing round the neck;

- offer sips of warm water.

CALL 999 IMMEDIATELY if:

- all the above have been carried out but fifteen minutes later there is no improvement;
- if the girl is distressed and unable to talk;
- if the girl is getting exhausted;
- if the girl's lips turn blue;
- if the girl's pulse is very rapid.

All staff need to be aware of the following:

- Each child's asthma and medication details are now easily available to all staff on the medical notice board in both the Senior and Junior staff rooms.
- All staff should be aware of all girls with asthma. A full school listing (which is updated when there are any changes) is also displayed on the medical notice board.
- All asthma attacks now need to be recorded. A form to do this is also kept on the medical board together with the other asthma information.

Administration of Medicines

Although it is usual for a girl who is unwell not to attend school, it is possible that, at times, a girl may be well enough to attend school but may be taking prescribed medication. This may be a prescription from a doctor, e.g. antibiotics, inhalers for asthma, insulin for diabetes or analgesics for pain relief.

In the Senior School, staff do not administer medication as the girls are thought to be responsible for their own medication.

In the Junior School, where the girls are not old enough to be responsible for their own medication, the teachers may be prepared to administer any necessary prescribed medication. Medicines will normally only be administered at morning break or during the lunch break. If medication needs to be given at any other time, parents/carers must arrange to come to school to administer the medicine themselves, or should keep the child at home until the course of medication is completed.

If a girl is prescribed medication that must be administered during school hours, then the girl's parents should come in to school to complete a 'Request for School to Administer Medication' form. Forms are available from Form Tutors and from Reception, in the Senior School.

If a girl arrives at school with medicine and a completed form, but the parent/carer does not come into school to sign the medicine in with their daughter's Form Tutor, it must be clearly understood that no medication will be given. The parent will be contacted and informed of this, and given the option of coming to school to sign in the medicine.

The drugs should be clearly labelled with the name and dose of the drug and the girl's name. This should be handed to the girl's Class Teacher or in her absence to the Head of Juniors. The parent and the member of staff must both sign the medicine in and out, at the end of the day, on a daily basis. This procedure must be repeated daily until the course of medicine has been completed. In cases where long term use of a medicine is required, this can be done on a weekly basis.

The request form will be placed in the Administration of Medicines folder. Antibiotics in need of refrigeration should be placed in the Staff Room refrigerator. Other medication will be locked away in the Head of Juniors' office.

The staff involved must all agree to administering the drug but must not do so until they are confident about the nature of the child's illness and the nature of the drug concerned. A teacher does not have to take responsibility for administering drugs. The school's Healthcare Coordinator, if available, may take responsibility.

When the drug is to be given, the member of staff concerned should, in front of a witness or another member of staff:

- check the medicine against the parent's request form and the drug's container;
- check the dose of drug to be administered according to the request form and remove the appropriate amount from the container;
- ensure that the witness has observed and agreed the dosage before administering the drug;
- record the name of the girl, her date of birth, the date and time of administration, the name of the drug and the amount given. This record should then be signed by the member of staff and the witness;
- the drug and the request form should then be replaced.

As part of the induction process, all new members of staff will have this policy explained to them by the Head of Juniors, who will discuss with them whether they are willing to administer medicines. In the case of a member of staff who is *not* willing to administer medicines, her class medicines will be administered by another member of staff, normally the Head of Juniors.



Hollygirt School



DRUG ADMINISTRATION FORM

Junior School

Request for School to Administer Medication

The school will not give your child medicine unless you complete and sign this form.

Name of Daughter:		Form:	
Date of Birth:			
Condition or Illness:			
MEDICATION			
Name/Type of Medication: <i>(as described on the container)</i>			
How long will your daughter take this medication:			
Date dispensed:			
FULL DIRECTIONS FOR USE OF MEDICATION			
Dosage and Method:			
Timing:			
Special Precautions:			
Side Effects:			
Self-Administration:			
Procedures to take in an emergency:			
CONTACT DETAILS			
Name:			
Contact Telephone Number:			
Relationship to Pupil:			
Address:			

I understand that I must deliver the medicine personally to my daughter's Class Teacher (or in her absence to the Head of Juniors)

Signature(s):	
Date:	



Hollygirt School



MEDICATION SIGN IN/OUT FORM

Date	Class Teacher (Signing In Medication)	Parent (Signing Out Medication)
	I have received the medicine from: Parent's Name..... Signed.....(Teacher)	I have received the medicine from: Teacher's Name..... Signed.....(Parent)
	I have received the medicine from: Parent's Name..... Signed.....(Teacher)	I have received the medicine from: Teacher's Name..... Signed.....(Parent)
	I have received the medicine from: Parent's Name..... Signed.....(Teacher)	I have received the medicine from: Teacher's Name..... Signed.....(Parent)
	I have received the medicine from: Parent's Name..... Signed.....(Teacher)	I have received the medicine from: Teacher's Name..... Signed.....(Parent)
	I have received the medicine from: Parent's Name..... Signed.....(Teacher)	I have received the medicine from: Teacher's Name..... Signed.....(Parent)
	I have received the medicine from: Parent's Name..... Signed.....(Teacher)	I have received the medicine from: Teacher's Name..... Signed.....(Parent)
	I have received the medicine from: Parent's Name..... Signed.....(Teacher)	I have received the medicine from: Teacher's Name..... Signed.....(Parent)



Hollygirt School



LONG TERM ADMINISTRATION OF MEDICATION SIGN IN/OUT FORM

Date	Class Teacher (Signing In Medication)	Parent (Signing Out Medication)
	I have received the medicine from: Parent's Name This will be kept in school over the school week Signed(Teacher)	I have received the medicine from: Teacher's Name Signed(Parent)
	I have received the medicine from: Parent's Name This will be kept in school over the school week Signed(Teacher)	I have received the medicine from: Teacher's Name Signed(Parent)
	I have received the medicine from: Parent's Name This will be kept in school over the school week Signed(Teacher)	I have received the medicine from: Teacher's Name Signed(Parent)
	I have received the medicine from: Parent's Name This will be kept in school over the school week Signed(Teacher)	I have received the medicine from: Teacher's Name Signed(Parent)
	I have received the medicine from: Parent's Name This will be kept in school over the school week Signed(Teacher)	I have received the medicine from: Teacher's Name Signed(Parent)

Hygiene/Infection Control

Precautions to be followed by staff to avoid the risk of infection

Certain precautions always need to be taken to reduce the risk of transmitting infections, including hepatitis. These standard precautions will be equally effective against the AIDS virus.

First Aiders/Appointed Persons

- First Aiders and Appointed Persons should always cover any exposed cuts or abrasions they may have with a waterproof dressing before treating a casualty.
- They should wash their hands thoroughly both before and after applying dressings.
- If direct contact with another person's blood or other body fluid occurs, the area should be washed as soon as possible with ordinary soap and water.

Spills Kit

The specially prepared kit should be used for mopping up blood (or other body fluids). The Spills Kit will contain:

- bucket with lid
- diluted household bleach
- disposable plastic gloves
- disposable apron
- plastic bin liner
- paper towels/kitchen roll

The Spills Kit will be located as follows:

- Senior School: Sick Bay
- White House: DT2
- Junior School: Staff Room
- No.9 Villa Road: Staff Room

Procedure

- Wearing disposable apron and gloves, mop up the spill using paper towels.
- The area in which any spills have occurred should be disinfected using one part bleach diluted with ten parts of water.
- All disposable items and soiled towels should be placed in the plastic bin liner, appropriately labelled and safely disposed of by the caretaker, preferably by burning.
- Clothing may be cleaned in an ordinary washing machine using its hot cycle.

"Mini" Spills Kits

"Mini" Spills Kits for cleaning minor wounds (e.g. knees after a fall) are also located in:

- Senior School: Sick Bay
- White House: DT1
- Junior School: Ground floor lavatories
- No. 9 Villa Road: Staff Room

The "mini" Spills Kits will contain:

- small bowl
- disposable gloves
- swabs
- paper towels

It is essential that the disposable gloves are worn by any person cleaning another person's open wound.

Emergency Procedures

Where an injury or other medical condition is an emergency, an ambulance should be called. Ideally, this will be on the advice of a first aider, but there may be circumstances where it is apparent that such a call must be made immediately.

Parents will be informed when an ambulance has been required to be called. If a parent cannot accompany a pupil to hospital, a member of staff will accompany the pupil to hospital and remain with them until the parents can take over responsibility.

Reporting of Accidents and Dangerous Occurrences

There are a number of reasons why it is essential that all accidents/incidents are recorded and where applicable reported. These include:

- a) Legal requirements to report certain injuries and dangerous occurrences to the Health and Safety Executive (RIDDOR 1995).
- b) Insurance company requirements to notify them and keep details for potential future claims.
- c) Department of Social Security requirements to keep details of all accidents in the workplace accident book.
- d) Employing organisation's requirement to assist in monitoring health and safety performance.

Therefore accidents and incidents should be recorded in the Accident Books for all accidents no matter how trivial, on the same day (Senior School – kept in the School Office; Junior School – kept in the Junior School foyer, and additional book in the kitchen. White House – kept in the Prep Room, 9 Villa Road – kept in the foyer).

The following bullet points give detailed guidance on what action should be taken depending on both the nature of the incident and the person who has been injured.

Violence to Staff

If a person is injured due to an act of violence sustained whilst at work, and as a result of the injuries the person is unable to work as normal, then the accident should be classed as a work accident and actioned according to the degree of injuries and absence from work.

All Accidents and Incidents

All accidents/incidents which occur on premises under the school's control should be entered in the Accident Book, no matter how trivial and irrespective of whether the injured person is an employee, self-employed, sub-contractor, visitor or member of the public. Accidents/incidents that occur outside school, including those on trips, should also go in the school's Accident Book. All entries should be countersigned by the person injured where practical.

Accidents Involving Members of the Public, Visitors and Unauthorised Visitors

If any member of the public or uninvited visitor is involved in an accident or is injured, details must be entered in the Accident Book and the notification form completed (N.B. 'public' also means clients, pupils or residents). The member of staff involved should also notify the Headmistress and the Health and Safety Co-ordinator as soon as possible. In doing so, you should discuss whether a full investigation is required by the safety advisers and action accordingly.

If the incident is such that the injured person has to be taken to hospital (by whatever means) the incident must be reported to the Health and Safety Executive by the quickest means (i.e. telephone) and confirmed within 10 days on form F2508. The form is also available to complete online.

The Health and Safety Executive
The Pearson Building
55 Upper Parliament Street
Nottingham
NG1 6AU


Telephone: 0115 971 2800

A list of accidents deemed to be 'major' is given at *Appendix 2*.

A Health & Safety Report Form should be completed for all reported accidents. See *Appendix 3*.

Updated August 2010

Approval by the Trustees:

Signed:	
Name:	Mr R A Heason
Position:	Chairman of the Trustees
Date:	23 rd September 2010