

Feltonfleet School

First Aid Policy

The **First Aid procedure** at Feltonfleet is in operation to ensure that every student, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major.

It is emphasised that the **team** consists of two qualified First Aider matrons, other qualified First Aiders and **not** trained doctors or nurses.

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

The purpose of the Policy is therefore:

- To provide effective, safe First Aid cover for students, staff and visitors at all times when there are pupils and staff on the school premises.
- To ensure that all staff and students are aware of the system in place.
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.
- To meet HSE regulations on the reporting of accidents, diseases and occurrences

NB The term FIRST AIDER refers to those members of the school community who are in possession of a valid First Aid at work certificate or equivalent such as Emergency Aid for Appointed Persons or Early Years (twelve hour) First Aid.

Responsibilities

MATRONS and other appointed persons for First Aid will:

- Ensure that portable first aid kits in various locations in school are checked regularly, adequately stocked and always to hand. The Matrons must be informed if any items are running low.
- Maintain a file of up to date medical consent forms for every student in each year and ensure that these are readily available for staff responsible for school trips/outings.
- Ensure that first aid needs are assessed and addressed.
- Take charge when someone is hurt or becomes ill.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of all head injuries promptly. Ensure that a child who is sent to hospital by ambulance is either:

Where individuals really matter

- Accompanied in the ambulance at the request of paramedics, together with the medical form. A copy of the hospital consent form is kept with the matron. They (or, in their absence, Reception) will contact the family and inform them which hospital the child has been taken to.
- Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
- Met at the hospital by a relative
- Keep a record of each student attended to, the nature of the injury and any treatment given, in the book provided in the First Aid Room. In the case of an accident, the Accident Book must be completed by the appropriate person. If necessary under RIDDOR, notify the Bursar. Accidents and first aid given at Calvi are recorded in their own Accident Record and communicated to parents from there.
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.
- Ensure that they always obtain the history relating to a pupil not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the pupil to feel unwell. Information is available on the school's MIS. Matrons keep a hard copy of medical information.
- Ensure that in the event that an injury has caused a problem, the student **must** be referred to a Matron/First Aider for examination.
- At the start of each academic year, provide the staff with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness. Hebron (Engage) must be updated accordingly.

FIRST AIDERS will:

- Ensure that their qualifications are always up to date.
- Respond promptly to calls for assistance.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Record details of treatment given.

The First Aider need not be the member of staff to accompany the casualty to hospital. However, an appropriate person should be sent.

THE GOVERNING BODY will:

- provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.

SLT will:

- Ensure all new staff are made aware of First Aid procedures in school as part of the induction process.
- Arrange periodic on-site first aid training for all staff at a basic level

Where individuals really matter

THE BURSAR will ensure that:

- first aid cover is available throughout the working hours of the school week.
- signs indicating the location of first aid kits are prominently displayed around the school
- first aid kits are located on walls in all working areas of the school
- all accidents that are covered by RIDDOR are reported.

ALL TEACHING STAFF will:

- Familiarise themselves and comply with, the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual students when publicised by the Matron. This information is also available on Hebron.
- Record and report any accident which happens under their care.
- Ensure that their pupils are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider or the Matron unless the casualty is in immediate danger.
- In the Prep. School or for serious injuries in Calvi, send for help to Reception as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained. In Calvi request assistance from a first-aider on site.
- Reassure, but never treat, a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider or Matron arrives at the scene or instigate simple airway measures if clearly needed.
- Send a pupil who has minor injuries to matron (or a First Aider in Calvi) (accompanied by another) if they are able to walk where a First Aider will see them; this student should be accompanied.
- In the Prep School, send a student who feels generally 'unwell' to the Matron. A first-aider may be asked if a pupil's deterioration seems uncharacteristic and is causing concern. In Calvi either phone the parent or consult Matron by telephone.
- Ensure that they have a current medical consent form for every student that they take out on a school trip which indicates any specific conditions or medications of which they should be aware. This information is available on the MIS.
- Have regard to personal safety.
- Carry out a risk assessment if in charge of a trip and ensure suitable first aid equipment is taken.
- NOT administer paracetamol or other medications, unless on school trips. All children have permission forms for medication to be given.

OFFICE STAFF will:

Where individuals really matter

- Call for a Matron or qualified First Aider, unless they are one themselves, to treat any injured student. This should be done by telephone, giving the specific location of the casualty.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency
- Send pupils in the Prep School who do not feel well to Matron.

Risk Assessment

The School's First Aid Policy is reviewed annually through risk assessment and monitored by the Bursar and Head Matron. Safety is also reviewed annually in site and activity risk assessments.

Calvi House

Under Early Years Foundation Stage requirements, at least one person with a paediatric first aid qualification is always on site at Calvi whenever pupils are present. Similarly trips involving any Calvi pupil always have at least one member of staff accompanying who has a paediatric first aid qualification. All four Calvi Nursery Nurses have done a two day course in paediatric first aid led by St. John's, in addition to their three day St. John's qualification. Records of all treatment given are kept for three years.

August 2011

Next Review: August 2012

Associated Policies:

- Pandemic Flu
- Health and Safety

APPENDIX I

Location of First Aid Kits

Reception	Next to franking machine
Boarding House	Dispensary
Kitchen Pot Wash	Shelf
Sports Hall	On wall in Disabled Toilet
Swimming Pool	Poolside at shallow end
Squash Courts	On wall in lobby
Calvi Staff Room	In cubby hole adjacent to door
IT/DT Rooms	On wall in lobby area
Science Laboratory	On wall behind door
Science Lecture Room	On window sill
Rowan Block	Bottom of stairs on wall
CC Block	Entrance lobby L/H side wall
Junior Block	First Floor on wall opposite stairs
Maintenance Shed	On wall
Cricket Pavilion	On top of fridge

Where individuals really matter

Mem Hall	On wall in above shelves in corridor
Leisure Centre	In kitchen cupboard
Art Block	On wall in lobby behind teacher's desk
Staffroom/Coffee Machines	In cupboard under sink

APPENDIX 2

List of Staff qualified to administer First Aid

At least one qualified person is on site whenever pupils are present

Name	Qualification	Expiry Date	Location	Contact
Matron – Sheila Barnes	First Aid at Work (St. John's)	12/08/2013	Prep. school	Ext 225 Mob 07985 986869
Matron – Karen Emery	First Aid Skills and Knowledge (Medico+)	12/08/2011	Prep. School	Ext 225 mob 07985 986869
Amanda Wright	First Aid at Work (St. John's)	07/01/2013	Sports Department	Ext 227 Mob 07501 684705
Dawn Hodgetts	Early Years First Aid (St John's)	11/09/2011	Calvi	Ext 229
Helen Offen	Early Years First Aid (St John's)	05/01/2012	Calvi	Ext 229
Louise Frayne	Early Years First Aid (St John's)	05/01/2012	Calvi	Ext 229
Sarah Barford	Early Years First Aid (St John's)	11/09/2011	Calvi	Ext 229

APPENDIX 3

FIRST AID PROCEDURES – Reminders

Unconsciousness

- Check the airway is open and clear
- Tilt the head and lift the chin to open the airway
- Look along the chest and listen and feel for breaths.
- If casualty is breathing and a spinal injury is not suspected, place them in the recovery position
- Call Matron and/or dial 999
- **If not breathing start CPR immediately**

Fainting

This is caused by a temporary reduction in the flow of blood to the brain. It most frequently occurs when someone is standing still for long periods of time.

- Sit the casualty down with the head between the knees
- Advise the casualty to take deep breaths

Severe Bleeding

- Apply direct pressure to the wound using a dressing

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- Maintaining pressure, lie casualty down
- Raise and support the injured limb
- Raise legs to ease to ease shock
- If bleeding is to the head, place casualty in a sitting position
- Call Matron and/or dial 999

Concussion following a Head Injury

- Check the level of response is alert, voice responsive, pain responsive or unresponsive
- Regularly monitor and record vital signs – level of response, breathing and pulse
- Call Matron and/or dial 999

Fractures

- Support the limb to stop any movement
- If open wound fracture press a clean pad over wound to stop the flow of blood
- If a broken leg is suspected place padding between the knees and ankles and form a splint by bandaging the good leg to the bad one at the knees and ankles and above and below the injury
- If it is a suspected broken arm, support it close to the body by using a sling
- Call Matron and/or dial 999

Choking

- Encourage the casualty to cough
- If this doesn't clear the obstruction, support their upper body with one hand and help them lean forward
- Give up to five sharp back blows between the shoulder blades with the heel of your hand
- Call Matron and/or dial 999

Asthma – the casualty may be very anxious, have difficulty breathing in and out and have blueness of the face

- Reassure and calm the casualty
- Encourage them to use their blue inhaler if available
- Encourage them to breathe slowly and deeply
- Sit them in a comfortable position leaning forward with arms resting on a table
- Provide a good supply of air (e.g. by an open window or in a space away from others)
- Encourage them to use their inhaler again if attack lasts longer than three minutes (usually an inhaler)
- Call Matron and/or dial 999

Seizures – if someone has an epileptic attack or convulsions:

- If possible, try to protect them e.g. by breaking their fall
- Make space around the casualty - clear spectators and obstacles away
- Remove potentially dangerous items
- Protect the head with some soft padding
- If possible, loosen clothing around the neck
- Note the time the seizure started

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- Dial 999 if convulsions last more than five minutes or the casualty is unconscious for more than ten minutes
- When convulsions stop, place the casualty in the recovery position
- Stay with the casualty until recovery is complete
- NEVER restrain the casualty, move them, try and open the mouth, wake the or give any drink
- Call Matron even if you have not had to dial 999

Diabetes

The only major problem which a diabetic pupil is likely to have in school will be **Hypoglycaemia**. This is when the level of sugar in the blood unexpectedly falls due to the person missing a meal or burning up sugar during exercise

- Symptoms include turning pale, trembling, sweating, drowsiness, blurring of vision, abnormal behaviour such as being disorientated or aggressive
- Help the casualty to sit or lie down
- Give them sugar (sugar lump, sweets, chocolate or sugary drink)
- Alternatively, if they have their own hypo kit encourage them to use it
- If the casualty responds quickly give them more food and drink and encourage them to rest
- Stay with the casualty until completely recovered
- In the rare circumstance that consciousness is impaired do not give them food or drink as they may not be able to swallow; place in the recovery position and call Matron (the patient may be carrying glucose gel which can be used in this situation)

Hyperglycaemia (high blood sugar)

- High blood sugar levels over a long period can result in unconsciousness.
- If the casualty is unconscious open the airway and check breathing.
- If necessary give chest compressions and rescue breaths if necessary.
- If the casualty is unconscious but still breathing place them in the recovery position and call Matron

Anaphylactic shock (severe allergic reaction e.g. peanut allergy)

- **Symptoms**
 - *Impaired breathing*
 - *Wheezing or gasping for air*
 - *Signs of shock*
 - *Blotchy skin eruption*
 - *Swelling of tongue and throat*
 - *Puffiness around the eyes*
 - *Anxiety*
- Check if casualty is carrying any medication for treatment. Pupils liable to this will have their own EpiPen which is an emergency syringe. It is essential this is either kept with them (older pupils) or close by with the teacher. This should be administered immediately if the pupil collapses. You may help them use it.
- Place in a sitting position to help with their breathing leaning forward slightly
- If casualty becomes unconscious open airway and check breathing. If breathing place in recovery position.
- Be prepared to start CPR

Where individuals really matter

- Details of all known children with significant allergies are kept by the Matrons and are put on Staff notice boards.
- Epipens and inhalers should be kept close by the child and in the care of a teacher where appropriate. Staff have been trained in the use of an Epipen and will know that an Epipen can be re-administered within 30 minutes without harm.
- If an Epipen is administered the parent should be called immediately, and, if necessary, an ambulance called

Reduction of Risk

We also have a responsibility to ensure that all people who access the building are safe. To fulfil this responsibility we undertake to:

- Ensure that the secure entry system is used properly at all times and that no one is admitted to school until their identity has been checked
- All visitors will sign in and out and wear a visitor's badge
- Regular fire drills are held

It is the responsibility of all staff to be aware of potential hazards in and around school and act appropriately to reduce danger. Good standards of hygiene and attention to detail are important aspects of risk reduction. In addition to this the following procedures will be adhered to

- Flooring kept clean and free from obstruction, observed regularly for wear and tear
- All equipment to be checked regularly for wear and tear
- Adult scissors, tools to be stored safely and away from children
- Appropriate risk assessments to be completed before all outings
- A no smoking policy is maintained within the school site
- All electrical equipment which is part of the building infrastructure is checked regularly by external companies than can provide certification
- Movable electrical equipment used by staff is checked every year (PAT testing)
- Staff check daily for any potential Health and Safety risks within the school building and outside in the grounds. Where necessary any hazards are reported to the Bursar as Health and Safety Officer.
- Electrical leads are not trailing and in Calvi there are child-proof socket covers

Day and Residential Trips

Educational outings are an important element to the education provided at Feltonfleet. A full risk assessment is undertaken before any excursion departs and the relevant paperwork is completed. A copy is given to the Assistant Head – Operations well before the trip to be approved and signed. Following the trip an evaluation is carried out. During the outing the following are adhered to:

Illness or Minor Accidents

- For all visits in Calvi a paediatric first aider always accompanies the outing. Parents are asked to indicate on the permission form any particular medical needs/medications that need to be taken.
- If a pupil has a minor accident or becomes ill, the Group leader, or another member of staff will take him/her to the local hospital or clinic.

Where individuals really matter

- If the accident is more serious (such as a broken leg when skiing), the school's medical insurers may arrange for the pupil, accompanied by a member of staff to be repatriated to the UK. The Group Leader will phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment – as opposed to minor cuts and bruises.
- In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the Group Leader's first priority would be to summon the emergency services, and to arrange for medical attention for the injured.
- One of the accompanying members of staff should accompany the injured pupil(s) to hospital.