

GRACE DIEU MANOR SCHOOL

FIRST AID AND MEDICAL POLICY

Aims of the Policy

As would be expected, the policy sets out the ways in which the school endeavours to provide care and medical assistance in a professional environment for pupils (EYFS – Year 8) and adults at Grace Dieu Manor School.

Personnel

- The qualified School Nurse is on duty in school from 8am until 4pm each day (Her job description may be found in Appendix 1)
- The school currently has 11 First Aiders on the staff and the list of these follows together with their qualifications. **(The school has members of staff with full ‘First Aid at Work’ certificates, ‘Paediatric First Aid’ certificates and others who have undergone training in ‘Emergency Aid for Appointed Persons’. Swimming Teachers undergo training in Lifesaving and Rescue.**

Facilities

In the sick bay area may be found:

- A surgery.
- A quiet room with bed, TV, magazines and washbasin.
- Toilets, 2 bathrooms and showers.

Most first aid treatment will be carried out in the school surgery. This is unlocked throughout the school day. The room is well equipped and includes first aid equipment and materials and a fridge for storage of medicines and ice/cold packs. A selection of clean clothes (boys and girls) is also available.

General Principles

- Children who have an accident or who are unwell are sent to the sick bay, accompanied by another child, unless the member of staff feels it is more appropriate for them to take the child him/herself.
- Children are not sent on their own. This will ensure that there is someone to take a message back to the teacher if that is required.
- For children in the Pre-Preparatory Department, Sister will assess and treat in the Gentili Centre.
- Any minor injuries dealt with in the classroom are recorded, on the same day, in the Accident and Illness book kept in the surgery and in the Head of Department’s office in the Gentili Centre.
- Attempts will always be made to send a child home if they have: a raised temperature; severe pain; vomiting; diarrhoea or were known to be unwell before school.

HSE Accident Report Book – Reporting Accidents for ‘RIDDOR’

Entries are to be made into this book for the recording of accidents and injuries which involve anyone on the school site.

When a member of staff is injured at work, the law says that she/he has to tell the employer as soon as possible. This can be done by writing about the accident in this book or asking someone else to do so.

This book satisfies the regulations about keeping records of accidents to people at work:

- RIDDOR '95 (REPORTING of Injuries, Diseases and Dangerous Occurrences Regulations 1995)
- Social Security Administration Act 1992

The School Bursar is responsible for the completion of RIDDOR forms and for reporting to the Health and Safety Executive.

Confidential Health Information Forms

- Confidential and Health Information Forms are sent out when children enter school, for parents to complete. They ask for details of known medical conditions as well as address and contact numbers. The parent(s) sign the consent at the end of the form for their child to receive emergency life saving treatment in their absence and kept in Sick Bay.
- **These forms must go with the child to casualty, doctors, etc., if anyone but their own parent takes them.**
- Certain details are extracted from these forms and staff informed of any medical information.

Hygiene

Wear disposable gloves to protect yourself – these can be found in all First Aid Boxes.

- Care should be taken when dealing with any incidents, especially involving blood or vomit, to prevent cross infection to other children or staff.
- It is good practice for everyone to cover cuts and wounds if they are bleeding.
- Use caution when moving the child to avoid any unnecessary spreading of the hazard – try to contain it in one place.
- Cordon off areas until they can be cleaned properly and all bodily fluids should be washed down with disinfectant.
- All internal surfaces should be washed down with disinfectant.
- There are containers of ‘Emergency Spillage Compound’ which can be sprinkled over any indoor or outdoor ‘accidents’.
- Make sure that cleaning staff are informed of the hazard.

Serious Incidents and Referrals

In a serious incident, it may be more appropriate to deal with the child in situ and send for a first aider rather than send the child to the surgery.

Serious incidents could be:

- any change in level of consciousness,
- severe bleeding, or
- suspected fracture.

Should a child remain distressed or need further medical attention/hospital treatment, parents will be contacted by telephone (normally by the school nurse) to collect their child from school. Only in serious emergencies will children be accompanied to hospital by staff to await parents there.

In an emergency situation an ambulance would normally be called for by the School Nurse.

In any circumstances where a parent does not accompany their child, the Confidential Health Information Form should go with the child. It contains information that medical/hospital staff may need, including the parental signature consenting to treatment in life-threatening situations.

Head/facial injuries

- It is important that bumps to the head and face are always checked by the School Nurse or a school First Aider, because of natural concerns about head injuries. The injury may not have seemed particularly severe at the time but symptoms can be delayed. The brain can be affected by a blow anywhere on the head not only that covered by hair.
- It is also important that information is passed on so that the child can be monitored.
- Accident Report note will be given after checking/treatment in the surgery and should be handed to the teachers on the child's return to the classroom.
- At the end of the day, this Accident Report note must be handed to the parent/carer who is collecting the child.
- A child showing any of the following symptoms after a head injury will not be returned to the classroom, but kept under observation in the surgery until emergency services arrive and parents/guardians informed:
 - Confusion
 - Dizziness
 - Changes in consciousness
 - Impaired vision
 - Vomiting

Lunchtimes

- Lunchtime supervisors have basic medical kits as part of their equipment; these are to be used in the event of minor cuts and grazes.
- Pre-Preparatory children who are more seriously hurt or feel ill at lunchtime will be taken, by a Lunchtime Supervisor, to the Surgery.

- Senior children, injured or ill, **must** be accompanied by another child to the Surgery or, if a more serious incident has occurred, by one of the Lunchtime Supervisors.
- **All** accidents involving a bump to any part of the head (including face/eyes/nose) will be sent for checking and recording.
- After treatment in the Surgery, children will be sent back to the playground and a report will be given to the Class Teacher.

Pre-Preparatory Department (EYFS – KS1)

- Minor injuries or illness occurring to Pre-Preparatory children will be, for the most part, dealt with by the staff in their own classrooms.
- The school nurse is always available to be called by Pre-Preparatory staff if required.
- Basic first aid materials (plasters, wet wipes, tissues etc.) are available in the Gentili First Aid room.
- Injuries dealt with in the classroom will require recording in the Accident and Illness Report book (kept in the Head of Department's office) by the member of staff who carried out the treatment.

Sports Injuries

- Sports injuries will be assessed by PE/Sports Staff and may be treated on the spot before sending to the surgery.
- Sports staff will be aware that injuries (perhaps to the neck or back) on the field of play may be best treated by keeping the pupil still, warm and wait for medical assessment from the school nurse or paramedic.
- In the office area of the Sports Hall, there are blankets and first aid kits (grab bags) containing items appropriate for minor sports injuries. A first aid kit will be taken to all away games/matches and it is recommended that a first aid kit be taken out to the field or Astroturf during lessons.
- Any treatments given must be recorded in the Accident and Illness book.

Medicines

- The school will try to co-operate with parents in the giving of medicines during the school day where it is necessary. This facility is intended mainly to help where a child needs to complete a course of medication (ie. antibiotics) or where treatment for ongoing conditions is needed frequently (eg. eye drops for hay fever and inhalers for Asthma).
- Medicines must be handed into the Surgery on arrival at school, by an adult, and should be clearly named and have written instructions confirming dosage and times.
- Medicines should be collected at the end of the day, by an adult, from either the Surgery (or the Gentili Centre for the Pre-Preparatory Department).

Severe Allergies - Epipens

- There are several children at Grace Dieu with mild to severe allergies, and information about these is listed clearly in the staff room and in the Gentili Centre, also kitchen area if needed.

- For some children, contact with the allergen can be life threatening and where this is known to be likely an automatic injection pen ‘**Epipen**’ containing adrenalin will be prescribed.
- Depending on the need of the child, and by agreement with the parent, these injection pens are kept in the Surgery for the Senior School, and First Aid room in the Gentili Centre.
- The unlocked cupboard is labelled ‘**Epipens**’ and each plastic box is clearly marked with the child’s name and contains emergency information together with contact numbers.
- Epipens will accompany pupils, when off campus, with a member of staff.
- Any food brought into school must be handed over to the form teacher on arrival, to assess content, and not handed to children without supervision.
- Staff training in the use of “Epipens” is carried out by the school nurse, as needed.
- Indemnity letters are signed by the parent and kept in the child’s medical file.
- Expiry dates are checked termly.

Asthma

- Pupils should have access to their inhalers at all times. The child’s medication should always be freely available and never locked away in a cupboard, and should accompany pupils when off campus.
- Pre-Preparatory children will be carefully supervised in the taking of their asthma medication and inhalers kept in an unlocked cupboard in the Gentili Centre First Aid room.
- As children progress through the school they will be encouraged to become more independent in the management of their asthma, both in terms of self administration of medication and recognition of their need for the reliever.
- In the Senior school, spare inhalers are kept in the unlocked cupboard in the Surgery.
- Pupils will be reminded to take their reliever before exercise where it is needed.
- Staff are advised and directed by parents and Sister on how and when to give the reliever and when to contact emergency services and parents.
- The school does all it can to ensure the school environment is favourable to pupils with asthma. The school does not keep furry or feathery animals and has a “no smoking” policy.
- Pupils with asthma are encouraged to leave the room where there is a particular trigger to their asthma.
- The school recognises that it is possible for pupils with asthma to have special educational needs.

First Aid on Trips

- When travelling on school trips/visits/away sports fixtures, it is a necessary procedure to take ‘trip buckets’, which contain vomit bags, gloves, wet wipes, paper towels and a first aid kit and Emerzorb.

- Travel first aid boxes are also available and must be taken with the off-site activities. The size and contents should be appropriate for the activities to be undertaken.
- Any injuries treated on the outing should be written into the Accident and Illness Book on return to school.
- The School Nurse will always have previously prepared first aid boxes for off-site trips, and can also provide special items for trips if notified in advance.

Sun Protection

- Parents should provide sun-block, labelled with child’s name and handed to the form teacher.
- Children should have sun-block applied before school and again after swimming and showers.
- Grace Dieu caps and wide-brimmed hats (for cricket) should also be provided and be worn by children who are out in the full sun.
- Water is freely available for children and staff throughout the school day and children are encouraged to make use of this, particularly on hot days.

Next Review September 2012

Appendix I

NAME: **DATE OF BIRTH:**

HOME TELEPHONE:

MOTHER'S MOBILE PHONE:

FATHER'S MOBILE PHONE:

ALLERGY TO NUTS

A potential **LIFE THREATENING** allergy causing **ANAPHALACTIC SHOCK**.

WHAT TO DO

- 1. CHECK FOR DEFINITE REACTION** - definite reactions include at least ONE of the following:
 - **Difficulty in breathing** and/or swallowing, possibly blue colour to lips.
 - **Feeling of faintness** and/or apprehension.
 - **Loss of consciousness**
 - Nettle rash or hives.
 - Itching and/or sneezing.
 - Flushed face and neck.
 - Swollen lips and tongue.
 - Hoarse voice and/or feeling of a lump in the throat.
 - Cough and/or wheeze.
 - Diarrhoea and vomiting.
 - **Breathing stops, no pulse felt and heart stops beating.**

Life threatening reactions always include one of the underlined items.

IF THERE IS A DEFINITE REACTION

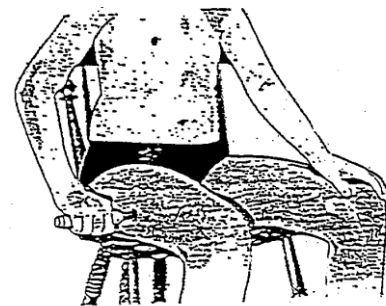
2. GIVE EPIPEN INJECTION

Clothing should be removed from thigh before injecting EPIPEN if possible.

NEVER inject anywhere except OUTER SIDE OF THIGH.

POSITION OF INJECTION SITE

(half way between hip and knee,
half way between front and back of thigh)



- 3. COLLEAGUE DIAL 9/999 - PARAMEDICS - INFORM "ANAPHALACTIC SHOCK"**

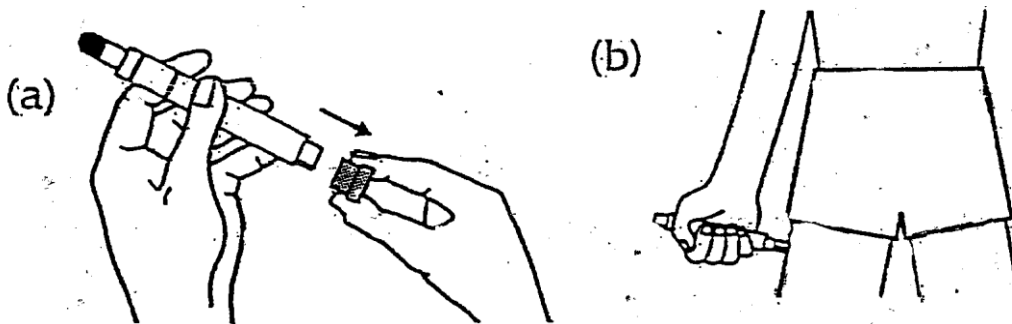
Appendix II

HOW TO USE EPIPEN AUTO-INJECTOR

Please read **BEFORE** an emergency happens

DIRECTIONS

1. Pull off the grey safety cap, as shown in diagram (a).
2. Hold the Auto-injector as shown in diagram (b) and place the black tip on your thigh, at right angles to you leg. Always apply to thigh.
3. Press hard into your thigh until the Auto-injector mechanism works and hold the device in place for 10 seconds. The EpiPen unit can then be removed. Massage the injection site for 10 seconds.



Even though some liquid will remain in the EPIPEN after use it cannot be used again. Used EpiPens should be handled carefully and put into tube provided and hand to paramedic.

PARAMEDIC AMBULANCE TO TAKE TO HOSPITAL IMMEDIATELY AFTER INJECTION.

ALWAYS OBSERVE vital signs: breathing, pulse, colour

**Stay CALM
REASSURE child
Stay WITH child
INFORM parents**

Appendix III

Asthma at School - Policy Guide



After a minor asthma attack

- Minor attacks should not interrupt the involvement of a pupil with asthma in school. When the pupil feels better they can return to school activities
- The parents/carers must always be told if their child has had an asthma attack

Important things to remember in an asthma attack



WHAT TO DO IN AN ASTHMA ATTACK

Common signs of an asthma attack

- Coughing
- Shortness of breath
- Wheezing
- Feeling tight in the chest
- Being unusually quiet
- Difficulty speaking in full sentences
- Tummy ache (sometimes in younger children)

What to do

- Keep calm
- Encourage the child or young person to sit up and slightly forward - do not hug or lie them down
- Make sure the child or young person takes two puffs of reliever (blue) inhaler immediately (preferably through a spacer)
- Loosen tight clothing
- Reassure the child

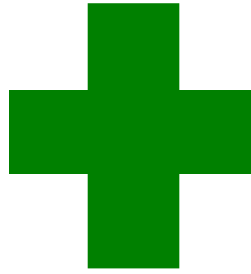
If there is no immediate improvement

Continue to make sure the child or young person takes one puff of reliever inhaler every minute for five minutes or until their symptoms improve

Call 999 or a doctor urgently if:

- The child or young person's symptoms do not improve in 5-10 minutes
- The child or young person is too breathless or exhausted to talk
- The child or young person's lips are blue
- Or if you are in doubt

Continue to give the child one puff of their reliever inhaler every minute until the ambulance or doctor arrives



FIRST AIDERS FOR GRACE DIEU MANOR SCHOOL

NAME	DEPARTMENT	TELEPHONE
Jenny Minkley	School Nurse	210

FIRST AIDERS

Peter Matthews	Teaching	208
Mari Potter	Teaching	203
Luke McCullough	Teaching	228
Sara Taylor	Teaching	
Claire Maher	Teaching	215
Jill Allen	Assistant Housekeeper	217/225
Mary Head	Lunchtime Supervisor	

PAEDIATRIC FIRST AIDERS

Emma Talbot	Teaching	225
Claire Fernandez	Nursery Nurse	217
Nicola Speight	Teaching	225

APPOINTED PERSON

Lisa Woolley	Pre-Prep	225
--------------	----------	-----



**LIFE SAVING AND RESCUE
FOR
GRACE DIEU MANOR SCHOOL**

NAME	DEPARTMENT	TELEPHONE
Luke McCullough	Teaching	228
Jessica Brodie	PG Assistant	228