

1 Statutory	ISI	NMS Jan 2013	Author/led	Next review	Comment	Web site
1.16 First aid and care of unwell pupils	A7, B5, E5	3.1	School Nurse	Lent 2017	1 year review	yes



Abbots Bromley School



1.16 FIRST AID AND CARE OF UNWELL PUPILS

1. HEALTH POLICY STATEMENT

It is the School's aim to provide high quality health care for its pupils, **including those in EYFS.**

The objective is to keep the physical, mental and emotional wellbeing of the pupils operating at the optimum level for coping with life in a school environment, particularly those in the boarding community, the youngest and the medically vulnerable.

This is achieved by:-

- Providing 24-hour registered nurse cover. Access to nurses is by an open door policy during specified times and an on-call system at others.
- Working with Prep School and EYFS staff to provide care of pupils who are unwell
- Providing a private and quiet environment for all consultations.
- Keeping confidential records of all consultations.
- Keeping medications locked safely and providing pupils with those medications as necessary.
- Facilitating access to a doctor at all times and providing a private and confidential opportunity to visit the doctor during surgery hours.
- Facilitating access to dentists, podiatrists, physiotherapists, complementary health specialists, and others desired by pupils.
- Providing access to an independent counsellor weekly via a confidential booking service.
- Liaising with parents, tutors, house staff and management, maintaining confidentiality.

2. FIRST AID PROCEDURE

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

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 pupils, staff and visitors;

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- to ensure that all staff and students are aware of the systems in place;
- to provide awareness of Health & Safety issues within school and on school trips and to prevent, where possible, potential dangers or accidents.

THE SCHOOL COUNCIL has a duty of care to ensure that adequate First Aid cover is provided by the School as outlined in the Health & Safety [First Aid] Regulations 1981, and to monitor and respond to all matters relating to the health and safety of all persons on school premises.

The School will ensure that

- a) first aid cover is available throughout the working hours of the school week and, as we are a boarding school, at any time when boarders are in residence.
- b) all new staff are made aware of First Aid procedures in school

At the start of each academic year, **the Admissions Team** will provide the Medical Sister with medical information of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.

The School's **MEDICAL SISTER** will:

- Ensure that the qualification and insurance [provided by the school] for all Medical staff are always up to date;
- Have 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;
- 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 and calling for help from other First Aiders or Emergency Services;
- Ensure that the Medical Centre is adequately stocked;
- Regularly check that portable first aid kits are adequately stocked and always to hand;
- Ensure that parents are notified of any illness or injury that requires their child being kept in the Medical Centre for longer than 2 hours, or requires them to be hospitalised. In the case of day pupils, where possible parents should be encouraged to collect their child from the Medical Centre to take them home if the illness or injury prevents them from returning to school. Boarders will be cared for either in the Medical Centre when isolation or quiet rest is required, or within the boarding area if injury or illness permits. Parents or Guardians should be encouraged to collect boarding pupils where injury or illness prevents them from returning to school within the near future;
- Insist that any casualty who has sustained a significant head injury is seen by professionals at hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital;
- Ensure that a student who is sent to hospital by ambulance is either:
 - i) accompanied in the ambulance at the request of paramedics.
 - ii) followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
 - iii) where possible met at hospital by a relative/guardian.
- The Medical Sister or First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person **should** be sent.

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EYFS Procedures

1. Parents of EYFS children will be informed of these procedures when their child is admitted to the school
2. Sister will be called to see any child that may be unwell or have had an accident, a member of the EYFS team will always be present for comfort
3. Sister will inform parents of any accident or injury on the same day that it has happened, or as soon as reasonably practical, and will give details of any treatment given
4. A written record will be kept in the medical centre
5. Sister will ensure that a fully equipped first aid kit is available in the EYFS area so that a prompt response can be given to injured pupils by Paediatric First Aid Trained Staff, who will also inform Sister of any immediate action taken before she is able to attend

School Procedures

Liaison must occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher.

Keep a record of each student attended to, the nature of the injury and any treatment given, in the book provided in the Medical Centre. In the case of an accident, the Accident Book must be completed by the appropriate person.

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.

All teaching and support staff need to familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are. Teachers need to be aware of specific medical details of individual students as publicised regularly by the Medical Sister.

IF THERE IS A MEDICAL INCIDENT IN A LESSON:

Never move a casualty until they have been assessed by the Medical Sister or qualified first aider unless the casualty is in immediate danger.

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.

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 the Medical Sister or First Aider arrives at the scene or instigate simple airway measures if clearly needed.

Send a student who feels generally unwell or has minor injuries, with a note via the Office, to the Medical Centre if they are able to walk, where they will be seen by the Medical Sister; this student should be accompanied.

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SCHOOL TRIPS

If taking a school trip, ensure that you have a current medical consent form for every student, which indicates any specific conditions or medications of which you should be aware.

At all times members of staff need to be aware of their own personal safety.

OFFICE STAFF will:

- Telephone the Medical Sister to check that she is available to receive at the Medical Centre, a student who is generally unwell, or has minor injuries. However, where the injury is thought to be more serious, Office staff should provide the Medical Sister with the location of the casualty and a brief outline of the circumstances of the injury.
- Support the Medical Sister or First Aider in calling for an ambulance or contacting relatives in an emergency.

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.

3. ACCIDENT PROCEDURE

The School's Accident Procedure falls in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and "A Guide to RIDDOR'95" (HSE Legislation Series Publication L73 – ISBN 07176 2431 5).

Every pupil, member of staff or visitor will be well looked after in the event of an accident, no matter how minor or major.

On site, primary care is provided by a qualified Medical Sister and/or First Aider.

In the case of minor accidents, the casualty should make his/her way to the Medical Centre where first aid will be administered in the safest possible way, followed by the discharge of the casualty.

If the casualty is a pupil at the school, the member of staff on duty should inform the Sister that she/he is on their way to the Medical Centre.

In the case of a more serious injury, the Sister will be called to treat the casualty at the site of the accident; this can be done via Reception/School Office who will call Sister on her extension or mobile number (07854 937415), giving the specific location of the casualty.

In the case of a day pupil, the Sister will contact parents/guardians by telephone if it is considered the injury may require treatment at hospital. In the case of boarders, Sister will inform the Head of Boarding/Senior Boarding Tutor.

Ensure that a pupil who is sent to hospital by ambulance is either

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- Accompanied in the ambulance by a member of staff at the request of the paramedics
- Followed to a hospital by a member of staff to act as loco parentis if a relative cannot be contacted, or
- Met at the hospital by a relative/guardian.

All accidents and incidents are recorded. The Accident and Incident Books are located in the following areas: Medical Centre, Equestrian Department, Ballet Department, Classroom Block, Sixth Form Office, Boarding Office, Main Administration Office, Maintenance Department, Sports Hall, Swimming Pool, Science Block, Art Department, Preparatory School.

Accidents which occur at the Equestrian Centre are recorded in a separate Accident Book. Any records relating to pupils of the school should be extracted from the book and deposited at the Medical Centre for confidential and safekeeping.

4. FIRST AID FACILITIES

Sister will maintain and publish a list of staff with first aid qualifications. INSET to keep these staff in date and/or provide replacements should be co-ordinated by sister in consultation with Senior Management Team.

All first aid boxes should be regularly checked and any deficiencies notified to sister so that they may be replenished. Once a term, a more formal check will be carried out by sister.

First aid boxes are provided throughout the school and locations are shown on the attached diagrams and listed on tables 1&2 below:

Table 1 – S Mary’s Site

LOCATION	CUSTODIAN
Medical Centre	Sister
AB International	Registrar
Boys’ Boarding	Head of Boys’ Boarding
Art / Photography Rooms	Head of Photography
S Mary’s Workshop	Head Gardener
Swimming Pool	Head of PE
Sports Hall	Head of PE
Match Kits (Stored in Sports Hall Office)	Head of PE

Table 2 – S Anne’s Site

LOCATION	CUSTODIAN
School Office	Secretaries
Preparatory School	Kindergarten Leader
Staff Common Room	Sister

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S Anne's Kitchen	Catering Manager
1 st Floor Boarding	Head of Girls' Boarding
2 nd Floor Boarding	Head of Girls' Boarding
Food Technology Room	Head of Department
Biology Room	Lab Technician
Chemistry Room 1	Lab Technician
Chemistry Room 2	Lab Technician
Physics Room 1	Lab Technician
Physics Room 2	Lab Technician
Dance Studio	Director of Dance
Thompson Hall	Head of Music
Music Staff Room	Head of Music
Art Studio	Head of Art
Minibus	Sister
Equestrian Centre	Director of Equitation
S Anne's Workshop	Maintenance Supervisor
Bursary	Assistant Bursar
Housekeeper's Room	Cleaning Supervisor

8. FIRST AID TRAINING

MEDICAL CENTRE	Date of most recent update	Expires
Sister J Fox RGN Dip	Oct 2014	October 2017
DH Boarding K Lomax RGN (EN)	LifeSupport – Feb 2014 Risk Assessment – Jan 2013	Feb 2017

PAEDIATRIC FIRST AID	Name	Date	Expires
Kindergarten	Mrs. A Dunmore	June 2014	June 2017
Head of Prep / Boarding Tutor	Mrs. W Gordon	June 2014	June 2017
Boarding Assistant / After School Care	Mrs L Shaw	September 2014	Sept 2017
EAL/Boarding Assistant	Mrs S Ravenhill	January 2015	Jan 2018

WILDERNESS and REC MOUNTAIN FIRST AID		Date	Expires
PE Department	Mrs Sarah Robertson	January 2014	Jan 2017

FIRST AID AT WORK			
Head of Equitation	Miss S Vickers	April 2014	April 2017
Yard Assistant	Miss L Kilgallon	April 2014	April 2017
Day Matron / Boarding Assistant	Mrs L Woolley	April 2014	April 2017
Receptionist	Mrs M Mellor	April 2014	April 2017
Visiting Dance Teacher	Miss E Cross	April 2014	April 2017
Catering Manager	Mr J McCarroll	April 2014	April 2017
P.E. Teacher	Mrs S Robertson	April 2014	April 2017
Science Teacher			

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Head of Boys' Boarding	Mr I Ravenhill	June 2014	June 2017
Day Matron	Mrs L Woolley	April 2014	April 2017
Dance	Miss E Cross	April 2014	June 2017
Reception	Mrs M Mellor	April 2014	April 2017
Catering	Mr J McCarroll	April 2014	April 2017
AMBULANCE FIRST PERSON ON SCENE			
Maintenance Supervisor	Mr G Mottram	February 2014 plus Admin O2 2014 Resuscitation / Defribulator "014	On-going course