



### **13a - FIRST AID POLICY**

**This Policy applies to all sections of the School, including Early Years Foundation Stage (EYFS)**

**Aims:**

Duke of Kent School places the highest priority on all matters of Health and Safety. All members of the community – pupils, staff or visitors - who feel unwell or who require First Aid will be treated in a timely and competent manner. This policy sets out the arrangements for First Aid at Duke of Kent School and has been written with reference to DfE *'Guidance on First Aid in Schools – a good practice guide'* (2014), *'Supporting pupils at school with medical conditions'* (2015), and the *'Statutory framework for the early years foundation stage'* (2017)

**Definition:**

First Aid is basic medical treatment administered as soon as possible after someone becomes unwell or has an accident. The First Aid procedures detailed in this policy exist to ensure that pupils, staff and visitors to Duke of Kent School will be well looked after in the event of illness or accident - major or minor. First Aid can save lives and can stop a minor incident from becoming a major one.

**I. First Aid Arrangements:**

- I.1 It is emphasised that the Duke of Kent School First Aid team is generally composed of a School Nurse (RGN) and First Aiders. The term 'First Aider' refers to members of staff who are in possession of a valid First Aid certificate or equivalent qualification.
- I.2 In the event of an accident all members of staff should be aware of the support and the procedures available. Staff should do their best to secure the welfare of an injured person in the way that a parent might be expected to act towards their own children.
- I.3 The provision of First Aid must be available at all times, including all off- site activities. In the case of pupils in the Early Years Foundation Stage, at least one member of staff with training in paediatric first aid will be present on all outings. First Aid kits are available as required from designated locations or the Medical Room.
- I.4 The School will provide training for those staff who volunteer to be First Aiders, including refresher courses (certificates are valid for three years). A list of First Aid trained members of staff is maintained by the school staff and is available in reception, in the medical room and in the staff room on the medical noticeboard.

- 1.5 The School Medical Room is located between the Old Hall and the Dining Hall. When it is not in use, a key is available from the key safe by the door to the cellar.
- 1.6 The Medical Room Team alerts teaching staff to pupils with medical conditions (for example epilepsy, diabetes, allergic reactions) at the beginning of term at INSET. It is also the responsibility of staff to keep up to date with pupil's medical conditions by checking the School's "Pupil Medical Conditions" files on staff share within the First Aid folder.
- The School Nurses also maintain a record of pupil medical conditions on the "Medical Centre" section of iSAMS, accessible primarily by them, and hard copies of medical documentation specific to students are kept in named files within the locked filing cabinets in the Medical Room.
- Photographic notices identifying pupils with significant health conditions are displayed within the staff room away from public view. The kitchen staff maintain a photographic "think of me" board, recording students with known allergies. This is displayed in an area visible only by kitchen staff and not within public view.

## **2. Named First Aiders and Qualifications/Locations of First Aid supplies:**

Please refer to the School Nurse for the up to date list of first aid qualified members of staff. A list can also be found in the Staff room and Reception office.

### **2.2 Where to Find First Aid**

If the Medical Room is unmanned, pupils, visitors or staff can summon assistance by using the walkie-talkie outside the room during School Nurse hours. In an emergency situation, or out of School Nurse hours, pupils, visitors, or staff should report to Reception or the Operation Bursar's Office.

### **2.3 Location of First Aid Boxes**

Medical Room, Sports Hall, Staff Room, Performing Arts Hall, Music Department Staff Room, DT Room, Science Labs, Minibuses, Grounds Office, Grounds vehicle, Pre-Prep corridor, Kitchen and Swimming Pool. Mobile kits are to be taken for all off-site activities along with individual pupil emergency medication usually stored in "red bags" such as epipens and inhalers (these should be collected from the Medical Room along with mobile First Aid kits).

- 2.4 There is an Automated External Defibrillator unit (AED) situated in the main entrance hall of the School, and the School Nurse has received appropriate training for the operation of the unit and the Medical Room Team will be responsible for the weekly check and maintenance of all the equipment. During School holidays, the Bursary/Office staff will be responsible for the checks. For further information, please see AED Policy and checklist held by the Medical Room Team.

## **3. Protocol for Sick/Injured Child/Adult**

- 3.1 If a child or adult is hurt or feels ill he or she should attend the Medical Room. If a member of the Medical Room Team is not present then assistance can be summoned by using the walkie-talkie (located outside the Medical Room), or out of School Nurse hours, help should be sought at Reception or the Operation Bursar's Office.

- 3.2 Except in the case of a very minor injury, a child should not be sent to the Medical Room unaccompanied. The sick child should usually be accompanied by another child who should be instructed to report back to the relevant teacher to confirm that the Medical Room Team has been found. EYFS and Pre-Prep pupils are not sent, but taken, to the Medical Room, by a member of staff.
- 3.3 There is a telephone just inside the door to the Senior Boys' Changing Rooms which may be used to contact the Medical Room Team quickly.
- 3.4 An injured child or adult who is fit to be moved should be taken to the Medical Room. If the casualty is not fit to be moved, then the Medical Room Team must be summoned to attend as soon as possible.
- 3.5 Accidents which require a first aid response should primarily be referred to the Medical Room Team, unless assessed to be minor in severity, and so able to be dealt with by a First Aid trained member of staff if they are already at the scene. Accidents which are caused by problems with the school environment (i.e. trip hazard) need to be reported in the relevant Accident Book within the Medical Record and drawn to the attention of the Operations Bursar so that Health & Safety implications may be considered, and reports be made by the Operations Bursar under RIDDOR as necessary (see 3.15).
- 3.6 Injuries and illnesses are recorded by the Medical Room Team in the "Daily Record Book" and on the Medical Centre section of iSAMS. If the child is sufficiently unwell to seem unlikely to return swiftly to normal activities, parents should be contacted and they may collect the child.
- 3.7 In cases of serious injury the Medical Room Team will inform the Head, or in her absence the Deputy Head in the first instance. Parents/Guardians should be informed as soon as possible.
- 3.8 If this is obviously an emergency, send a runner to the School Office/Operations Bursary to call for an ambulance; make sure the runner knows the age of person and exact injury and where they are. The runner should report back to let staff know that the ambulance is on its way. The casualty should be kept still and warm.
- 3.9 If there is a suspicion that a pupil needs an x-ray, parents should be informed as soon as possible and attend A & E with their child as required.
- 3.10 If an ambulance is called and parents are not present, a member of staff should go with the pupil and take their medical notes for information, mobile phone and cash for taxi back to school; parents should be informed as soon as possible.
- 3.11 If the child is subsequently to be looked after at School, instructions given by Accident and Emergency staff should be followed and communicated to parents on collection. Progress should be recorded in the Daily Record Book/Pupil Notes on iSAMS Medical Centre and parents kept informed of the pupil's progress.
- 3.12 All notes of visits to the medical room are recorded in Daily Record book and on iSAMS Medical Centre. Significant medical updates are stored in the student files in the locked filing cabinets in the medical room.
- 3.13 For more serious incidents, an entry in the Accident Book should also be considered

in cases where a pupil, visitor or member of staff has sustained an injury at school or in a school activity off site. In case of doubt, seek the advice of the Operations Bursar.

- 3.14 It is the responsibility of the Medical Room Team to exercise judgement and to inform parents in cases of illness or accidents as appropriate. It is of note that significant head injuries should always be reported to parents whether by phone, email, or the child being sent home with Surrey's "Head Injury in Children and Young People" leaflet (2015).  
The school follows the advice set out by the Rugby Football Union (RFU) with reference to the *RugbySafe* programme. *HEADCASE* is also a reference point for concussion awareness training and continued professional development by staff.
- 3.15 The Operations Bursar will inform the Health & Safety Executive of serious injuries, communicable illnesses and 'near misses' which warrant reporting under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). In the event of a serious injury, any member of staff should act without hesitation to call for an ambulance. An emergency call may be made from any of the school telephones by pressing '9' followed by '999'.

#### **4. Off-Site Activities**

- 4.1 A mobile first aid kit is taken on school trips and sporting activities.
- 4.2 Trip organisers for overnight residential trips are responsible for sending home Medical Questionnaires as part of the risk assessment. Completed questionnaires should then be reviewed by the Medical Room Team. Lists of students going on day trips, matches and residential trips should be given to the Medical Room Team in good time to allow them to review medical conditions based on the annual medical questionnaire. Staff in charge of residential and day trips are then advised of any medications that may need to be taken, relevant precautions, background information and up to date medical information. A list of medical conditions is attached to risk assessments for school day and residential trips.
- 4.3 Trip organisers are responsible for ensuring that any injury or illness on an educational visit is reported to parents and the Medical Room Team. A record of the incident should be documented on an Incident/Accident form at the time and recorded and signed in the Daily Record Book located in the Medical Room. A note must also be entered in the pupil's medical record on iSAMS Medical Centre by the School Nurse.

#### **5. Record Keeping:**

- 5.1 **Accident Records**  
Accidents, illnesses and medicines dispensed (see notes below) are recorded in the Daily Record Book in the Medical Room and/or on iSAMS Medical Centre. The Pre-prep Department also have a Daily Record Book which is reviewed by the Medical Room Team. Medical Room staff are responsible for the daily upkeep of the Record Book and Pupil Notes on iSAMS Medical Centre. If accidents are deemed serious and/or have involved the fabric of the school these accidents must be reported to the Operations Bursar and entered into the Accident Book in the Operations Bursary. The Operations Bursar will take further Health and Safety action as required which may involve reporting incidents under the provisions of RIDDOR.

5.2 Entries in the Daily Record Book/Pupil Notes on iSAMS Medical Centre require the full name of pupil, time of injury/illness, how it happened, nature of injury/illness and any treatment given; this must be initialled. Relevant staff will be informed as necessary, especially if a child may miss lessons. For EYFS pupils, parents will be informed by telephone or email of any significant (as judged by the School Nurse) accident or injury sustained by the child on the same day, or as soon as reasonably practicable, and any first aid treatment given. A "Record of Medical Room Attendance" form will also be completed and sent home with the pupil when appropriate to notify parents of medication administered, or of significant injury.

5.3 **Pupil Medical Records**

All parents are asked to complete a medical Form on admission to the School and are asked to update this annually. Long term medical conditions and allergies, are communicated to staff as per 1.6.

A separate Asthma register is in place including a list of children with parental consent to access the School's 3 spare/emergency salbutamol inhalers (stored in the Medical Room, Staff Room and Ness Hall). A register of students carrying adrenaline pens for severe allergies and with consent to access the School's 3 boxes of spare/emergency auto adrenaline injectors (stored in the Medical Room, Staff Room and Ness Hall) also exists and is maintained by the School Nurse.

Pupils with specific medical conditions will have an Individual Health Care Plan providing full details, and the School's separate policy on *Supporting Pupils at School with Medical Conditions* refers.

6. **Long Term Conditions**

The School aims to enable pupils with long-term conditions to participate fully in all school activities and ensure they are not disadvantaged by their condition. Pupils are encouraged to take responsibility for managing their medication and condition. Where possible, pupils are expected to carry lifesaving medication with them at all times. Parents are encouraged to provide the School with spare medication which is located in the Reception/Medical Room. The Medical Room Team monitors expiry dates of medication and sends reminders home – it is the overall responsibility of the parent to provide and ensure all medication is in date.

6.1 **Adrenaline Auto Injectors (AAI's)**

Pupils who require an AAI are encouraged to carry one with them at all times. Pre-Prep teaching staff are responsible for individual pupil emergency medication bags during the school day and these should accompany the pupil at all times.

Pupils who may require the use of an AAI in an emergency are identified as per 1.6. In addition to the AAI carried by the pupil, a spare AAI for each pupil must be available in an emergency and is kept in Reception.

Teaching staff receive training in how to use AAIs via First Aid courses and refresher training by the Medical Room Team. Staff requiring updating of training or additional information should refer to the Medical Room Team. If an AAI is administered, an ambulance must be called, and parents alerted as soon as possible. The School Nurse, Operations Bursar and Head should also be informed, if not present at the time of administration.

Please see the School's guidance on Allergies and Anaphylaxis available via the School Nurse in The Medical Room.

## 6.2 **Asthma**

An Asthma Register, listing all pupils diagnosed with Asthma, is in place and available for staff to view as per 1.6, including consent for access to the spare/emergency salbutamol inhalers for those who meet the criteria.

Pupils are expected to carry one inhaler with them at all times. Spare named inhalers are located in the Medical Room. Pupils are encouraged to attend annual Asthma Reviews via their GP surgery, and parents are encouraged to complete a School Asthma card for their child each year to form the basis of their child's Individual Health Care Plan.

Please see the School's guidance on Asthma available via the School Nurse in The Medical Room.

## 6.3 **Diabetes**

Please see the School's guidance on Diabetes available via the School Nurse in The Medical Room.

## 6.4 **Epilepsy**

Please see the School's guidance on Epilepsy available via the School Nurse in The Medical Room.

## 7. **Protocol for the Storage/Dispensing of Medication:**

### 7.1 **Over the Counter Medicines (OTCM)**

All OTCM are given to Pupils at the discretion of the Medical Room Team. The School holds consent forms for each pupil for the consent to administer OTCM, although it is good practice to seek parental permission prior to administration if possible and to confirm whether the child has had any medication prior to attending school. These medicines are recorded in the Daily Record Book, iSAMS medical centre, and Medication Log stating time, dosage and reason for administration; this must be signed by the person giving the medication and parents informed either by phone, email, or "Notice of Medical Room attendance" given to the child to take home and give to parents.

These medicines are locked in the medicine cupboard at all times.

**Note (Aspirin is not kept on the premises as it is not to be dispensed to children under the age of 18 years).**

### 7.2 **Named/Prescribed Medication**

When a pupil is prescribed medicine such as antibiotics, and it is deemed appropriate by parents for the child to attend school, the medication is administered at the required times by the Medical Room Team. These medicines must be in the containers used by the pharmacy with the child's name, dosage and frequency on it, or with patient information leaflet enclosed. A Medical Administration Consent Form must be completed by parents advising the School Nurse for the need and frequency of the medication. (Forms are held in Reception or are available from the School Nurse)

Named medication is kept locked in a separate cupboard with the name of the pupil clearly labelled on the medication.

### 7.3 **Controlled Drugs**

Where a controlled drug is prescribed for a child, the School may administer the drug in accordance with the prescriber's instructions.

Any prescribed controlled drug will be stored in a locked non portable container

and only the Medical Room Team will have access, or first aid trained staff on residential trips when necessary. A controlled drugs book is used to record quantity and administration of such drugs for audit and safety purposes. Two staff must check and sign for controlled medication upon receipt and when administering.

#### **7.4 Staff Medication**

Staff must seek medical advice if they are taking medication which may affect their ability to care for children and any staff medication must be securely stored at all times. The School's Smoking Alcohol and Drugs Policy and the Staff Code of Conduct contained in the School's Employment Manual refers.

### **8. Infection Control**

The School implements such measures that are deemed necessary to prevent the spread of infections within the School community.

8.1 In the event that a pupil(s) become infected, the School reserves the right to exclude the pupil(s) for a period considered appropriate for that particular infection, as recommended by Public Health England in their publication '*Health Protection for Schools, Nurseries and other childcare facilities.*'

A copy of this publication is available in the Medical Room and at Reception.

The exclusion period recommended by Public Health England is a guide and the School reserves the right to extend this period if considered appropriate.

8.2 Single use disposable gloves are available in First Aid kits. Staff are reminded of the importance of observing good hygiene: all staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should take care when dealing with blood or other body fluids and disposing of dressings or equipment. Small yellow clinical waste bags, located in classrooms/mobile First Aid kits, should be used to dispose of clinical waste. The bags should then be placed in the large clinical waste bin located in the Medical Room.

Body fluid spillages should be reported to the domestic staff for cleaning and hygiene purposes. Given the proximity of toilet facilities to the Medical Room, should any of these facilities be contaminated with bodily fluids, then the specific toilet will be closed and appropriate signage displayed until the facility has been completely sanitised. Other toilet facilities will be re-assigned for pupil use during any closure of contaminated facilities and the pupil (or member of staff) will be sent home.

As per Public Health England Guidelines, staff and students with vomiting and diarrhoea are asked to adhere to the 48 hour school exclusion rule. (They are not to return to school until at least 48 hour after the last episode).

### **9. Special Arrangements for EYFS and Pre-Prep**

All arrangements apply as above, however:

EYFS and Pre-Prep pupils are not sent, but taken, to the First Aid Room, by a member of staff, if deemed necessary, otherwise will be looked after by First Aid qualified EYFS/Pre-Prep staff and a suitable note will be made in the Daily Record Book held in the Pre Prep Department. Staff in the EYFS and Pre-Prep are asked to complete a two day Paediatric First Aid Course.

**Person Responsible for this policy: The Operations Bursar and Lead School Nurse**

**Reviewed: November 2019**

**Next Review: August 2020**

**Name of Governor and review date:**