



DANESHILL SCHOOL

FIRST AID POLICY

This policy applies to all parts of Daneshill School including the Early Years Foundation Stage.

**Reviewed: September 2022
Next Review date: September 2023**

INTRODUCTION

First aid is emergency care given to an injured person (in order to minimise injury and future disability) before professional medical care is available. Teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children. In general, consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

This policy has been drawn up with reference to DfE Guidance on first aid.

Please keep your child at home if he or she is ill or infectious, and phone us on the first day that s/he is ill. An ill child will not be happy in school, and will potentially infect others. We will therefore telephone you and ask you to collect your child if he or she becomes ill during the day.

We will always contact you at once if your child suffers anything more than a minor injury, or if he or she becomes unwell during the school day, or if we have any worries or concerns about his or her health. We will ask you to collect your child if he or she becomes ill during the school day.

FIRST AID AT DANESHILL SCHOOL

Responsibilities

The responsibility for health and safety, which includes first aid, rests with the proprietor.

All staff should be aware of available first aid personnel, facilities, and the location of first aid boxes and information.

First aid provision must be available at all times, including out of school trips, during PE and other times the school facilities are used e.g. Holiday Clubs.

First aid boxes are managed by the School Nurse (Mrs W Hall) and located at key points throughout the school, and accompany all trips away from school.

First Aiders

First aiders must have attended a certified first aid course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years.

The vast majority of teaching staff will have first aid training. Lists of staff with first aid responsibilities and/or appropriate training are displayed on the staff room notice board and with the School Nurse and Bursar.

The School Nurse is on-site throughout the school day and carries a medical phone to enable swift responses to emergencies around the school.

We also always ensure that a member of staff who is qualified in first aid, (paediatric first aid in the case of our EYFS pupils) accompanies our pupils on their visits out of school. He or she will administer first aid if your child suffers an injury during an outing, and will, if necessary, call an ambulance.

First Aid Boxes

First aid boxes are placed in all the areas of the school where an accident is considered possible or likely (see ANNEX). We always take first aid boxes with us when groups of pupils go out of school on organised trips or to participate in sporting events. A first aid box is also located in the Pre-Prep and Nursery. All boxes are checked by the School Nurse and replenished as necessary.

The following should be in each First Aid box:

- Waterproof plasters
- Eye pads
- Triangular bandages
- Safety pins
- Medium dressing
- Large dressing
- Cleansing wipes
- Large bandage
- Eye washes
- Face shield
- Burn shield
- Sterile medium dressing
- Sterile large dressing
- Finger dressing
- Gloves
- Crepe bandages
- Space blanket
- Touch cut scissors
- Dressing scissors

Access to First Aid

All new pupils (and staff) are given information on where to go for help in the event of an accident as part of their induction into the school.

SCHOOL PROCEDURES

At Daneshill School we make every effort to minimise the risk of accidents but we recognise that accidents may still occur.

If someone at the school has an accident, they will receive first aid from the School Nurse or another qualified member of staff. The incident will be quickly assessed and any further assistance that may be required will be requested.

Guidance on when to call an ambulance

The first aider on the scene will make the judgement as to whether or not an ambulance is necessary. Where possible another adult will call 999. Action will be taken by academic staff to remove other children from the area.

Where possible a member of staff will escort the child to hospital in the ambulance. The child's medical records and personal details will be sent with the ambulance staff for use on admission at the hospital.

If the injury is such that hospital attention is needed but not an ambulance, the School Secretary will contact the parents by telephone and arrange for them to take the child to hospital. In the event that the School Secretary is dealing with the incident and therefore cannot phone, a senior member of staff will make the phone call.

Hygiene and Infection Control

All staff must take precautions to avoid infection and must follow basic hygiene procedures. They must have access to single use disposable gloves situated in all first aid boxes and the medical room and must wash their hands after any incident. The maintenance staff are trained to deal with spillage of blood and other bodily fluids and must be called to deal with such material. There are bodily fluid disposal kits in the Wellbeing Room. All materials used in these incidents are disposed of in the yellow clinical waste bins.

Emergency Medical Treatment

In accepting a place at the school, we require parents to authorise the Head, or an authorised deputy acting on his/her behalf, to consent on the advice of an appropriately qualified medical specialist to your child receiving emergency medical treatment, including general anaesthetic and surgical procedure under the NHS, if we are unable to contact you in time.

REPORTING AN ACCIDENT

Once the individuals have been treated, all details regarding the accident will be recorded in the Accident Book by a member of staff. An investigation into the accident should be undertaken immediately or at least on the same day. Judgements should be made as to what can be done to reduce the risk of similar accidents occurring again.

Please see our separate policy on Accident Reporting (RIDDOR).

OUR MEDICAL CARE

We send all new parents a medical questionnaire and ask you to complete it before your son or daughter joins the school.

Children with Medical Needs or Special Education Needs who require special adjustments

If your child has medical needs, special education needs or requires any special adjustments, we will invite you to a meeting with either the School Nurse, the Deputy Head, the Head of the Pre- Prep, the school's Special Education Needs Coordinator and the Chef, to discuss thoroughly the regime that is most appropriate for his or her individual care, before s/he joins the School.

Medical Records

We keep records of all treatment and immunisations that your child receives during his or her time at the school. We record all accidents and injuries to your child and all of the medicines that are given to him or her.

All medical records will be stored until your son/daughter's 25th birthday, when they will be securely destroyed. Access to these records is restricted to the Bursar's Office.

We keep records of all accidents and injuries, and have a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence.

Medication

Limited medication will be administered to a child who is complaining of feeling unwell. Consent for this action has been given by all parents on the 'confidential details form' that is submitted at the start of every academic year.

All medication will be stored securely in the Wellbeing Room. No member of staff, including EYFS staff, are allowed to bring in their own medicine and administer it to any pupil.

Should prescribed medication need to be administered during the school day the parent/guardian needs to sign a 'request for staff to administer medicine' consent form giving the School Nurse and/or other staff permission to administer the medication and stating the reasons and times.

Please remember that we need your written consent for every medicine before we are allowed to give it to your child.

REVIEW OF THIS POLICY

The Governors of Daneshill School, who are responsible for the provision of first aid at the school, has charged the Senior Management Team (SMT) with reviewing the policy regularly, and considering what changes to procedures need to be made in the light of reports of accidents.

APPENDIX A

LOCATION OF FIRST AID BOXES

MAIN SCHOOL

School Office
Wellbeing
Music & Drama Block
Kitchen
Science Block
Sports Hall (Staff Office)

PRE-PREP

Pre-Prep Office

NURSERY

Nursery Office

OTHER

Groundsman's Shed

The School's First Aid Policy is kept at the following locations:

School Office
Wellbeing
Staff room
Pre-Prep office
Nursery

APPENDIX B

MEDICAL EMERGENCIES

SCHOOL ASTHMA POLICY

This policy had been written with advice from the Department for Education and Employment, the National Asthma Campaign and the school health service.

Daneshill School recognises that asthma is an important condition affecting many school children and welcomes all pupils with asthma.

Daneshill School encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils.

Medication & Control

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler as soon as the parents, doctor and class teacher agree they are mature enough. The reliever inhalers of younger children are kept in the classroom. Parents are asked to ensure that the School is provided with a labelled spare reliever inhaler. This will be kept separately (by the School Nurse) in case the child's own inhaler runs out or is lost or forgotten. **All inhalers must be labelled with the child's name by the parent.** School staff are not required to administer medication to children except in an emergency, however many of our staff are happy to do this.

All school staff will let children take their own medication when they need to.

Record Keeping

At the beginning of each school year, or when a child joins the School, parents are asked if their child has asthma. Information concerning children with asthma will be kept in the School Medical Register which is available for all school staff to see. If the medication changes at all, parents are asked to inform the School so that the records can be updated accordingly.

PE and Swimming

Taking part in sports is an essential part of school life. P E teachers are aware of which children have asthma from the School Medical Register. Children with asthma are encouraged to participate fully in PE. Teachers will remind children whose asthma is triggered by exercise, to take their reliever inhaler before the lesson. If a child needs to use their inhaler during the lesson they will be encouraged to do so.

The School Environment

The School does all that it can to ensure the school environment is favourable to children with asthma.

The School has a no smoking policy.

As far as possible the School does not use chemicals in science and art lessons that are potential triggers for children with asthma. Children can sit out of a lesson should the need arise.

Procedure to be followed in the event of an Asthma attack

1. Ensure that the reliever inhaler is taken immediately
2. Stay calm and reassure the child
3. Help the child to breathe by ensuring tight clothing is loosened
4. The child should rest sitting up, breathing slowly and deeply
5. Do NOT take the child into cold air

After the attack

Minor attacks should not interrupt a child's involvement in school. After a short rest the child can return to the classroom.

The parents of the child MUST be told of the attack.

Emergency procedure

Call the child's doctor urgently if:

- The reliever has no effect after 5 – 10 minutes
- The child is distressed or unable to talk
- The child is getting exhausted
- You have any doubts about the child's condition

If the doctor is unobtainable, **call an ambulance**

Continue to give reliever medication every few minutes until help arrives.

SCHOOL EPILEPSY POLICY

This policy has been written with advice from the Department for Education and Employment, the British Epilepsy Association and the school health service.

Daneshill School recognises that epilepsy is an important condition affecting around one in one hundred and thirty (1 in 130) children in the UK and welcomes all pupils with epilepsy.

Daneshill School encourages children with epilepsy to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils.

Medication and Control

The symptoms of most children with epilepsy are well controlled by modern medication and seizures are unlikely during the school day.

Record Keeping

When a child joins the School the parents are encouraged to tell the School if their child suffers from epilepsy. Information about the type and duration of seizures will be recorded in the School Medical Register which is available for all staff to see. If medication changes at all, parents are asked to inform the School so that the records can be updated accordingly.

School Life

Children with epilepsy will be encouraged to take a full part in school activities. They will not be unnecessarily excluded from any school activity. Staff will be aware of which children have epilepsy from the Medical register. Extra care and supervision can be provided to ensure their safety in some activities such as swimming or working in the Science laboratory.

The School Environment

The School does all that it can to ensure that the school environment is favourable to children with epilepsy. Screens and/or different methods of lighting can be used to enable photosensitive pupils to work safely on computers and watch TVs. Parents are encouraged to tell the School of likely triggers so that action can be taken to minimise exposure to them.

Procedures to be followed in the event of an Epilepsy Seizure:

- Do nothing to stop or alter the course of seizure once it has begun
- Do not move the child unless s/he is in a dangerous place
- Cushion the head with something soft
- Do not put anything at all between the teeth or in the mouth
- Do not restrain the child's movements
- Loosen tight clothing around the neck (but be careful as it may frighten a semi-conscious child)
- Ensure the child's airway is clear at all times
- As soon as possible, place the child in the recovery position
- If there has been incontinence cover the child with a blanket to avoid embarrassment
- Stay with the child and any others who have witnessed the seizure
- Notify the parents

Emergency Procedure

Call an ambulance:

- If the seizure lasts longer than usual
- If one seizure follows another without the child regaining consciousness
- Where there is any doubt

SCHOOL DIABETES POLICY

This policy has been written with advice from the Department for Education and Employment, the British Diabetic Association and the school health service.

Daneshill School recognises that diabetes is an important condition affecting about one in seven hundred (1 in 700) children in the UK and welcomes all pupils with diabetes.

Daneshill School encourages children with diabetes to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils.

Medication and Control

The diabetes of most school-aged children is controlled by two injections of insulin a day. It is unlikely that these will need to be given during school hours. Most children can do their own injections from a very early age and may simply need supervision and privacy to carry it out. Children may need to monitor their blood glucose levels using a testing machine. Such machines must be labelled with the child's name by the parents and can be kept in the School office.

School staff are not required to administer medication to children except in an emergency, however many of our staff are happy to do this. All school staff will let children take their own medication when they need to.

Pupils with diabetes must be allowed to eat regularly during the day. This may include eating snacks during class-time or prior to exercise.

PE teachers are aware of which children have diabetes from the School Medical Register. They are aware of the need for pupils with diabetes to have glucose tablets or a sugary drink to hand.

Record Keeping

When a child joins the School the parents are encouraged to tell the School if their child suffers from diabetes, for their inclusion in the School Medical Register.

Hypoglycaemic Reaction in a Diabetic Child

Staff are made aware that the following symptoms, either individually or combined, may be indicators of a hypo in a pupil with diabetes:-

- Hunger
- Sweating
- Drowsiness
- Pallor
- Glazed eyes
- Shaking
- Lack of concentration
- Irritability

Procedures to be followed in the event of a hypo:-

Immediately administer a fast-acting sugar such as –

- glucose tablets or
- a glucose rich gel or
- a sugary drink or
- a chocolate bar

A slower acting starchy food should be given once the pupil has recovered, some 10 – 15 minutes later, such as

- a sandwich or two biscuits, and a glass of milk

If the recovery takes longer, or there is uncertainty, call an ambulance.

ANAPHYLAXIS POLICY

This policy has been written with advice from the Department for Education and Employment, the Anaphylaxis Campaign and the school health service.

Daneshill School recognises that anaphylaxis, an extreme allergic reaction, can occur in school children and welcomes any child with anaphylaxis.

Daneshill School encourages children with anaphylaxis to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils.

Medication and Control

In the majority of cases, children with anaphylaxis go through the whole of their school lives without incident. The most common cause is food, in particular nuts, fish and dairy products but, also, wasp and bee stings. Medication includes antihistamine, adrenaline inhaler or adrenaline injection, depending on the severity of the reaction.

Immediate access to adrenaline injection (Epi-pen/Ana-pen) is vital. Epi/Ana-pens are kept by the children to whom they are prescribed. Parents are asked to ensure that the School is provided with a labelled spare Epi-pen. This must be kept in the Medical Room. All Epi-pens must be labelled with the child's name, by the parent.

Adrenaline injection, by Epi-pen, is easy to administer. If a child requires their Epi-pen to be administered, this will be given by the School Nurse. Another member of staff will call an ambulance and advise them that they are responding to anaphylaxis.

Record Keeping

When a child joins the School, the parents are encouraged to tell the School if their child suffers from anaphylaxis for inclusion in the School Medical Register.

School Environment

The School does all that it can to ensure that children with anaphylaxis do not come into contact with allergens and seeks to minimize the risks whenever possible.

This Policy also applies to the EYFS.