



First Aid Policy (including EYFS)

Reviewed: March 2017 (amended)

Reviewer: Matron/Bursar

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1. Introduction

The Governors of Knighton House School acknowledge their responsibility under the Health and Safety (First Aid) Regulations 1981 and DfE Guidance on First Aid in Schools. At Knighton House we take seriously our responsibility to take reasonable care of the children while they attend school and to meet the reasonable needs of staff, visitors and contractors whilst on the school premises.

2. Staffing

The school doctor is a member of the Whitecliff Practice in Blandford Forum. She holds a weekly surgery for boarders and is available at the surgery for advice.

General first aid is administered by the matron staff from the Medical Room. There is also a sick bay (san) where pupils may rest in bed or be isolated when necessary. Matron staff attend the 3-day First Aid at Work training which is updated every 3 years.

See **Appendix I** for names of First Aid qualified staff.

First Aid training is organised by the Bursary through the Estates Manager, who will arrange refresher training for those First Aiders whose qualification is due to expire and newly appointed staff as required.

During the school day there will always be a minimum of 2 first aiders on site and outside school hours, including the weekends, there will always be a minimum of 1 first aider on site as long as there are pupils on the premises. There will always be a minimum of 1 Paediatric First Aider on site when EYFS pupils are in school or present when they go out of school.

3. Appointed person

The School Matron is the appointed person for the school. The Head of Boarding and relief matrons act as her deputies. The School Matron is appointed to:

- Take charge and record when someone is injured or becomes ill
- Ensure that an ambulance or other professional help is called when necessary
- Look after and restock the first aid equipment
- Check the medical questionnaire and consent form that is completed by parents when a child joins Knighton House School and then liaise with parents and staff if necessary
- Under direction of the Senior Mistress, liaise with parents of children with specific illnesses (eg diabetes, asthma, anaphylaxis) and ensure that Individual Medical Care Plans are put into place
- Organise the training of staff on specific illnesses as above where necessary
- Ensure that all staff are aware of any pupils in their care with special dietary or medical needs and produce a list of all children in the school with these needs
- Administer medicines including over the counter and prescribed drugs and document this in the medical books
- Ensure parents are kept updated about any incidents
- Ensure the correct procedures for dealing with the spillage of bodily fluids are followed
- Escort pupils to hospital, as directed by SLT who will always endeavour to contact parents to inform and obtain agreement
- **EYFS: EYFS staff are all paediatric first aiders and will administer first aid in EYFS.**

4. **First Aid Boxes**

First Aid boxes are located around the school. Due to the number of First Aid boxes a paper seal has been attached so that it can be seen if they have been used. Boxes are checked half termly and used/stock due to expire is replaced as necessary.

Travel sickness kits are kept in the medical room and staff room.

See **Appendix 2** – List of First Aid boxes and their locations

5. **Procedure to follow in the event of illness or an incident**

Staff members are expected to make a reasonable decision in the circumstances. They should use their experience, professional judgement and common sense in any given situation to decide whether a person simply needs TLC or whether the matter should be taken more seriously.

Below are some guidelines:

a. **Emergency incident or sudden illness**

In situations of a clearly serious nature – **don't wait: dial 999**. Send for help.

Other staff will call parents and sort out details. Matron, a member of SLT or any First Aider will take charge whilst waiting for an ambulance. Follow First Aid training in terms of not moving the casualty and making them safe.

Any casualty who cannot move themselves must not be carried except in circumstances of immediate danger.

If it is necessary for a pupil to be taken to hospital by ambulance they will be accompanied by a member of staff. This does not need to be a First Aider but should be someone who knows the child well and will be a reassuring presence for them.

Matron will contact parents and advise the Head or a member of SLT in the following circumstances:

- Any head injury where even the slightest concern arises of possible concussion. There can be a delay; signs of concussion may be nausea, sleepiness, faintness, drifting.
- Any injury in or close to the eye.
- Vomiting.
- Abnormal temperature
- Severe asthma attack.
- Fit
- Any other medical incident or injury which might be considered serious.

On occasions it may be necessary to transport pupils to hospital in the car. Ill or injured pupils must **ALWAYS** be accompanied in the rear seat by a member of staff. No-one should drive a casualty to hospital alone.

b. **Sending to matron**

Individuals should be sent to matron in the following circumstances:

- Complains of feeling sick and is pale
- Complains of feeling unwell and is flushed and/or hot to the touch
- Is shivering uncontrollably and looks unwell
- Is evidently in pain despite no outward evidence
- Is heavily winded and not recovering

- Has blood flowing from a small wound
- Has a fall or other injury which results in grazing and/or possible bruising or is clearly causing pain (eg hit with a hockey stick)

Adults should use their discretion when considering whether a pupil is old enough/well enough to be sent on their own but should always err on the side of caution. Pre-prep children must always be accompanied or matron should be sent for.

Except in extraordinary circumstances, **pupils must not take themselves to matron between lessons; they must always ask permission from a member of staff.** Pupils may visit matron without asking permission during break times but matron **must inform the next teacher if the pupil is staying in the medi room/san.** Form tutors must be informed if a pupil is sent home and a note written on the staff room noticeboard.

In some circumstances (eg soiling) it is more sensible to ask matron to come and deal with the pupil in situ than to send them to the medi room.

Day pupils: Matron will make the decision as to whether day pupils should rest for a while in the san or whether parents should be asked to collect them.

Boarders: Boarders who display symptoms such as nausea, D&V, faintness, high temperature will be put to bed in the san and monitored. Boarders who are feeling under the weather with cold symptoms or period pains, for example, may be allowed to rest on their own beds but must be regularly checked. Boarders may be sent home if very unwell.

Pupils with vomiting or diarrhoea must be kept isolated, either at home or in the san, for **48 hours** from their last bout of sickness/diarrhoea.

The Orchard Pre-Prep (including EYFS): minor accidents in school are dealt with by a member of teaching staff and if necessary the child is taken to matron. The incident is recorded in the accident book and is taken out to play and on any trips. A brief record is made of the accident and how it was dealt with. This is dated and signed by the member of staff and then shown/explained to parents at pick up time. The parent signs the book to say they have been informed. To this end, each new entry goes on a new page for confidentiality. If a more serious accident occurs every effort is made to contact the parent immediately. Should it be required for a child to go to hospital, he/she will be accompanied by a member of staff unless otherwise directed by the child's parents.

c. **Body fluids**

Kits for dealing with the spillage of body fluids are available around school, in the Medical Room, in The Orchard pre-prep and in the room outside the PE and Estates offices. Staff must take care to follow procedure to avoid the spread of infection and in the interest of Health and Safety. During the school day such spillages should be dealt with by the Matron and the Cleaning Supervisor. All such spillages (vomit, diarrhoea and blood) must be cleaned immediately. Gloves and a disposable apron must be worn when contact with body fluids is likely. Spillages must be placed in a sealed bag and put in the external dustbins for domestic waste disposal.

No person must treat a pupil who is bleeding without protective gloves which are stored in each first aid box and in the medical room.

All medical waste (eg swabs) must be placed in the yellow clinical waste bin in the medi room.

Sharps are disposed of in a dedicated box kept locked in the medi room. This is removed and disposed of by the school doctor. In the case of diabetic testing, a sharps box will be kept in an appropriate place for the safe performance of testing and injecting.

6. Reporting and Recording

The Bursar is the school's Health and Safety officer and is responsible for the recording and reporting of incidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

All **accidents and near misses** must be recorded in the appropriate Accident Book held in the Medical Room. Accident reports must be completed by the member of staff in charge of a pupil or the first at the incident. The Head must be informed. A 'near miss' is an incident in which an injury could have happened but no actual harm occurred. A copy of the near miss form is filed in the red folder in the Staff Room.

All **ailments and treatments** (including those that require no treatment or simply 10 minutes quiet sitting in matron's sitting room) must be recorded in the day book in the medi room.

The matron on duty will inform parents by telephone and/or email as necessary.

7. Special Medical Care

Children with particular medical conditions, such as diabetes, asthma, epilepsy, will be monitored by the matron staff. Pupils requiring special medical care will be assessed before entry to the school, in discussion with the school doctor and the relevant health care professional, and, where appropriate, an individual health care plan will be written and managed in agreement with parents and child. All staff are made aware of pupils with these conditions. Training will be provided on medical conditions as needed.

All pupils with special medical conditions going on school trips must be identified by the trip leader before the trip so that accompanying staff are aware of both the issue and any possible intervention or action that might be required on their part. This must be specifically referred to in the Risk Assessment for the trip.

8. Medication

Please see separate policy on Administering Medicines.

9. Allergies

The school has an Allergies Policy which is co-ordinated by the School Matron who ensures that the kitchen staff are aware of pupils who have allergies and the foods that they are not permitted to have. Lists of children who suffer with allergies are kept in shared staff work rooms and the medi room. Procedures for dealing with anaphylactic shock are also displayed prominently in these areas and staff made aware of susceptible pupils.

10. Contact Information

Matrons can be contacted on:

Ext - 5303

Mobile phone - 07918 735632

External line - 01258 480081

If a First Aider is required and matrons are not contactable, contact the school office on Ext 5301.

In an emergency **DIAL 999** – do not wait for a First Aider or SLT.

Appendix 1 List of trained First Aiders

Appendix 2 List of First Aid boxes and their locations

Appendix I: List of trained First Aiders

LAST NAME	FIRST NAME	FIRST AID COURSE	DATE TAKEN	EXPIRY DATE
Ball	Dawn	First Aid at Work (3)	21/02/2017	21/02/2020
Binns	Amanda	Paediatric	09/07/2016	09/07/2019
Binns	Amanda	Supporting Pupils with Medical Conditions	05/09/2016	05/09/2019
Bogue	Anna	First Aid at Work (3)	20/07/2015	20/07/2018
Bolton	Anne	BHS First Aid (2)	09/09/2015	09/09/2018
Burton	Melanie	First Aid at Work (3)	15/04/2015	15/04/2018
Burton	Melanie	Supporting Pupils with Medical Conditions	05/09/2016	05/09/2019
Dominey	Helen	Supporting Pupils with Medical Conditions	05/09/2016	05/09/2019
Duffy	Paul	Paediatric	02/02/2015	02/02/2018
Duffy	Paul	Supporting Pupils with Medical Conditions	05/09/2016	05/09/2019
Elliott	Sharon	Paediatric	20/04/2016	20/04/2019
Elliott	Sharon	Supporting Pupils with Medical Conditions	05/09/2016	05/09/2019
Eves	Catherine	Paediatric	24/06/2016	24/06/2019
Farms	Diana	First Aid at Work (3)	05/07/2016	05/07/2019
Farms	Diana	Supporting Pupils with Medical Conditions	05/09/2016	05/09/2019
Ferguson	Penny	EFAW (1)	05/02/2016	05/02/2019
Ferguson	Penny	Supporting Pupils with Medical Conditions	05/09/2016	05/09/2019
Fox	Lyn	First Aid at Work (3)	11/06/2014	11/06/2017
Fox	Lyn	Supporting Pupils with Medical Conditions	05/09/2016	05/09/2019
Glont	Diana	First Aid at Work (3)	25/08/2016	25/08/2019
Glont	Diana	Paediatric	29/09/2016	29/09/2019
Glont	Diana	Diabetic Workshop	05/09/2016	05/09/2017
Glont	Diana	Supporting Pupils with Medical Conditions	05/09/2016	05/09/2019
Goddard	Catherine	3 day	05/07/2016	05/07/2019
Gosling	Jemma	EFAW (1)	06/02/2015	06/02/2018
Guy	Colin	First Aid at Work (3)	20/02/2015	19/02/2018
Hughes	Suzanne	EFAW (1)	December 2014	01/12/2017
<i>Makosa</i>	<i>Vicky</i>	<i>EFAW (1)</i>	<i>18/07/2016</i>	<i>18/07/2019</i>
<i>Makosa</i>	<i>Vicky</i>	<i>Supporting Pupils with Medical Conditions</i>	<i>05/09/2016</i>	<i>05/09/2019</i>
Masters	Camilla	First Aid at Work (3)	25/08/2016	25/08/2019
Notley	Paris	Paediatric	08/04/2014	08/04/2017
Nye	Heather	Paediatric	09/07/2016	09/07/2019
Nye	Heather	Supporting Pupils with Medical Conditions	05/09/2016	05/09/2019
Skellorn	Sara	EFAW (1)	05/02/2016	05/02/2019
Spencer	Rosie	EFAW (1)	09/10/2016	09/10/2019
Weatherley	Charlotte	Supporting Pupils with Medical Conditions	05/09/2016	05/09/2019
Wicks	Sarah	First Aid at Work (3)	25/08/2016	25/08/2019
Wicks	Sarah	Supporting Pupils with Medical Conditions	05/09/2016	05/09/2019
Wyatt	Lynne	First Aid at Work (3)	04/08/2016	03/08/2019
Wyatt	Lynne	Paediatric	03/09/2016	03/09/2019
Wyatt	Lynne	Diabetic Workshop	05/09/2016	05/09/2017
Wyatt	Lynne	Supporting Pupils with Medical Conditions	05/09/2016	05/09/2019

