

# First Aid Policy

**Review Date: September 2018**

**Reviewed by: HB, SS, CK**

**Next Review Date: August 2019**

## Key Staff

The Deputy Headmaster (Pastoral) Mr Sebastian Stones has overall responsibility for First Aid policy and procedure at the School. The following members of staff have key responsibilities for the implementation of these policies and the provision of First Aid:

Mr Chris Kerr (Senior Master, Director of Sport)

Miss Holly Bird (Medical Coordinator, School Secretary)

The following members of staff are trained in the provision of First Aid:

<b>Name</b>	<b>Job Title</b>	<b>Training type (and Organization)</b>	<b>Certificate Expires</b>
Mr Christopher Kerr	Director of Sport	First Aid for Teachers (British Red Cross)	February 2021
Mr Dayne Matthews	Y6 Form Teacher, General Subjects, Games, Assistant Director of Studies	First Aid for Teachers (British Red Cross)	February 2021
Mr Lee Morgan	Groundsman, Canons Park	First Aid for Teachers (British Red Cross)	February 2021
Ms Aneta Struzik Mazur	Y4 Teaching Assistant	Paediatric First Aid – 12 hours (St John Ambulance)	November 2018
Miss Camilla Duxbury	Y2 Teaching Assistant	Paediatric First Aid – 12 hours (St John Ambulance)	November 2018
Miss Lydia Alukwe	Y3 Teaching Assistant	First Aid for Teachers (British Red Cross)	Sept 2020
Ms Patricia Legan	Year 1 Form Teacher	Paediatric First Aid (St John Ambulance)	August 2019
Mr Jon Harahap	Head of Years 7 & 8	Sports First Aid (St John Ambulance)	September 2019

Miss Holly Bird	School Secretary	First Aid for Teachers (British Red Cross)	February 2021
Mr Tom Bozman	Year 4 Form Teacher General Subjects Games	First Aid for Teachers (British Red Cross)	February 2021
Mr David Cox	Head of Years 5 & 6	First Aid for Teachers (British Red Cross)	September 2020
Miss Hayley Dolan	Headmaster's PA	First Aid for Teachers (British Red Cross)	September 2020
Miss Natalie Hall	Year 7 Form Tutor English	First Aid for Teachers (British Red Cross)	February 2021
Miss Sameera Khan	Office Assistant	First Aid for Teachers (British Red Cross)	September 2020
Mrs Pearl Lee-Besisira	Year 5 Form Tutor Head of Science	First Aid for Teachers (British Red Cross)	September 2020
Miss Daisy Martin	Year 8 Form Tutor Acting Head of French	First Aid for Teachers (British Red Cross)	September 2020
Miss Sophia Panaretou	Head of Classics	First Aid for Teachers (British Red Cross)	September 2020
Mrs Frances Peel Yates	Compliance and HR Administrator	First Aid for Teachers (British Red Cross)	September 2020
Mr Marcus Russell	Games Teaching Assistant	First Aid for Teachers (British Red Cross)	September 2020
Miss Molly Traeger	Y2 Teaching Assistant	First Aid for Teachers (British Red Cross)	February 2021
Mr David Wilson	Year 7 Form Tutor Head of PSHE	First Aid for Teachers (British Red Cross)	February 2021
Miss Kate Badnoch	Head of Years 3&4	First Aid for Teachers (British Red Cross)	September 2020

Copies of First Aid certificates are kept in the First Aid Training Folder in the Office.

New staff members who are considered necessary for First Aid Training are sent for a course as soon as possible. Current staff members who are first aiders are trained every three years before their certificate expires.

It is also understood that at least one full time member of staff working with Year 1 has to have a Paediatric First Aid certificate.

### **Equipment and Organisation**

#### **First Aid Stations**

There are 5 First Aid Stations located at Arnold House.

1. In the School Office
2. In the First Aid Room / Disabled Toilet - Undercroft
3. In the PE and Games Office and at Canons Park Activity Centre (in the Groundsman's rest room and in the kitchen)
4. In the School kitchen
5. In the Science Lab

All First Aid Stations are regularly checked to make sure supplies are fully stocked and in date. The Medical Coordinator (Miss Holly Bird) is responsible for this task.

There is always at least one qualified first aider at Loudoun Road or Canons Park when pupils are present.

#### **First Aid Boxes**

Boxes have been placed at these key locations around the School for the treatment of minor bumps and grazes: the School Office, First Aid Room and one on each Mini Bus.

There is also an Emergency First Aid station located in the School Office in case of more serious injuries, including head bumps.

#### **Anaphylaxis**

A list of pupils and staff at risk of anaphylaxis is kept on the digital database PASS, the notice board in the staff room, and in the School Kitchen.

EpiPens for the aforementioned pupils and staff are kept in the School Office in clearly labelled pouches. When an EpiPen is nearly out of date, the Medical Coordinator will contact the parent of the pupil to ask for a new one. The boys' emergency medications are sent with the teacher in charge on all Games trips and any other trips away from school.

Those teachers that are taking pupils on school trips, visits etc. are responsible for ensuring that EpiPens are returned to the Office when arriving back at school.

### **Inhalers**

A list of pupils at risk of asthma is kept on PASS and on the notice board in the Staff Room.

All inhalers are clearly labelled and kept in the School Office in clearly labelled pouches. When an inhaler is nearly out of date, the Medical Coordinator will contact the parent of the pupil to ask for a new one. The boys' emergency medications are sent with the teacher in charge on all Games trips and any other trips away from school.

Those teachers that are taking pupils on school trips, visits, etc. are responsible for ensuring that inhalers are returned to the School Office when arriving back at school.

### **Other Specific Pupil Medication**

Parents may give the school other types of medication for their son. This may include hay fever tablets, prescription medication, rash cream, eye drops, etc. These are clearly labelled with the pupil's name and Form, and kept in a clearly labelled box in the School Office, or in the fridge in the School Office as necessary.

Once the medication is about to expire, the Medical Coordinator will email the parent or guardian of the pupil to inform them.

### **Expired Medication**

Expired medication that belongs to the School (Calpol, Nurofen, etc.) is taken to the Boots pharmacy in St John's Wood by the Medical Coordinator to be disposed of appropriately.

If the medication for a specific pupil has been given to the School Office by the parent or guardian, the parent or guardian may dispose of the medication themselves. Alternatively, the School may take it to the pharmacy for them.

All EpiPens belonging to a pupil that have been given to the School Office must be returned to the parent or guardian for appropriate disposal.

### **Medication Records**

On admission to Arnold House parents or guardians are asked to complete a Medical Form giving details of their son's medical needs. This information is entered on PASS and is available to all members of staff via PASS, and also on a list under General/Medical/ on the 'S' Drive on the network. It is also available on a list displayed in the Staff Room. This list is updated every time PASS is updated.

The forms are kept in a folder in the School Office. All emails regarding medical matters via parents or guardians and the Medical Coordinator are printed and kept with the forms in the School Office. Form Teachers/Tutors and Games staff are required to make themselves aware of any medical conditions affecting any of the pupils.

## **Dealing with Accidents and Illness at Loudoun Road**

N.B These procedures also apply at Canons Park Activity Centre, the nearest A & E being at Northwick Park Hospital, Watford Road, HA1 3UJ (020 8864 3232)

### **What to do when a pupil bumps their head or acquires a minor cut or graze**

1. Speak calmly to the injured boy. Find out their name, form, the nature of the injury and how it occurred
2. Take the boy to a First Aid Station
3. Minor cut or graze – clean under running water and apply plaster if necessary
4. Head injuries - apply ice pack. The Office should always be informed
5. The accident should always be noted in the Accident Book
6. The parents or guardians are notified of any head injuries by a telephone call, email or text by a member of the School Office staff.

### **What to do if a pupil sustains a serious cut, head injury or suspected broken bone**

If a pupil has possible concussion, a parent or guardian will be called to pick them up straight away. If a parent or guardian cannot reach the School quickly enough the boy will be taken to St John and Elizabeth's Hospital's A & E by a member of the Office staff. If the parent or guardian does not think the injury is serious, it will be their decision whether to keep their son in school.

If a boy has a large cut or gash that may need stitches, a First Aider should dress the wound with a sterile dressing. The boy's parents or guardians will be contacted by telephone by a member of the School Office staff. If necessary, a member of staff will take the boy to St John and Elizabeth Hospital's A & E where the boy's parent or guardian can meet them.

If any incident of injury to a child appears to be serious, an ambulance must be called immediately (999)

### **What to do if a pupil is unconscious**

1. Gently tap the boy on the shoulders and clearly ask if the boy can hear you, call his name if you know it.
2. If the boy is not responding, or not breathing, move them into the recovery position, being aware of any injuries they may have sustained.
3. Call an ambulance (999)
4. If there is a response, call an ambulance if needed, or take the boy to St John and Elizabeth Hospital's A & E.
5. School Office staff to contact the boy's parents or guardians by telephone call, email or text.

### **What to do if a pupil has an allergic reaction**

All staff members are required to make themselves aware of which pupils have medical conditions and which have EpiPens in the School Office.

If a pupil has an allergic reaction and needs his EpiPen a member of staff must retrieve it from the School Office and administer it as quickly as possible. Members of staff have been given a demonstration on how to use and EpiPen by a First Aider with auto-injector training. An ambulance must be called immediately (999)

If the boy does not keep an EpiPen in the School Office but has a severe allergic reaction an ambulance must be called immediately.

### **What to do if a pupil has an asthma attack**

All staff members are required to make themselves aware of which pupils have medical conditions and which have inhalers in the School Office. There is also an emergency asthma inhaler kit in the Office as a back up.

If a pupil has an asthma attack and needs his inhaler a member of staff must retrieve it from the School Office and administer it as quickly as possible. After the inhaler has been administered the parents or guardians of the pupil will be contacted by telephone, email or text by a member of the School Office staff. If necessary, the boy may need to be taken to A & E or in severe cases an ambulance must be called (999). If the pupil does not keep an inhaler in the School Office they must be taken to hospital immediately, or an ambulance must be called in severe cases (999).

### **Splinters**

Members of staff are not to try to remove a splinter from a boy with tweezers for legal reasons. Boys are advised to wash the affected area to try to remove the splinter themselves. If necessary a parent or guardian may be called to try to remove the splinter.

### **What to do when a pupil is taken ill**

If a pupil complains of feeling unwell (headache, stomach ache, etc.) in a lesson or during break time, the pupil should be sent to the Medical Coordinator (Holly Bird) who will assess the situation. She, or someone from the office on her behalf, will contact the Head of Year.

If the pupil feels or looks like they are about to vomit then they must be taken to the nearest toilet and the School Office must be notified as soon as possible. Someone must stay with the pupil until the pupil feels well enough to sit in the School Office without vomiting. If a pupil vomits anywhere other than in a toilet, sick bag, etc. the area is quarantined until the mess can be cleaned by the School Housekeeper who is trained in cleaning-up body fluids.

If a pupil is complaining of a headache, toothache or a complaint that can be treated with a pain relieving syrup, the Head of Year will decide whether the pupil should be sent to the School Office for a dose of pain relieving syrup to be administered. Before any medication can be administered the School Office must call a parent or guardian of the pupil for consent. If the parent or guardian cannot

be contacted straight away the pupil may sit on the sofa in the School Office, or if they are feeling well enough, go back to lessons until the parent/guardian can be spoken to directly.

If the Head of Year feels the pupil is unfit to stay at school and that they should be sent home, a phone call is made by a member of the School Office staff and a parent or guardian is asked to come to collect them. If a pupil has been sick or has had diarrhoea, a parent is called to come and collect the pupil as soon as possible, Head of Year consent is not necessary. A large comfortable chair is available in the School Office for the pupil to rest in until he is collected.

### **Dealing with Accidents and Illness on an Educational Visit or Residential Trip**

A Risk Assessment (RA) is carried out in advance for every residential trip. Sophia Panaretou is the Educational Visit Coordinator (EVC). She provides direction to the Group Leader who is responsible for organizing the trip and producing the Trip Pack and RA. Each Group Leader has a member of staff acting as a Deputy and with whom the RA is discussed. This ensures that the RA is a working document and that any inherent risks involved in the trip are shared by the accompanying adults.

The RA contains a list of the boys' Medical Requirements. The accompanying staff should all be familiar with this list and ensure that they take any necessary medication, in consultation with parents. They should be aware of the boys who have food allergies or other allergies. The RA also contains a copy of the School contact book with parent and guardian contact details which is taken on every school outing.

A member of staff accompanying the boys on an Education Visit or Residential Trip is required to act as any reasonable parent would do in the same circumstances. It is often, but not always, the case that they may also hold a first-aid qualification.

A first-aid kit should be taken on all Educational Visits and Residential Trips.

### **Medical Consent**

This should form part of the parental consent form. Parents should be asked to agree to their son receiving emergency treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities. If parents do not agree to this, the Headmaster may decide to withdraw their son from the Educational Visit or Residential Trip – given the additional responsibility this would entail for the Group Leader.

### **Procedures**

Staff should follow the procedures below in the event of an accident or illness while on an educational visit or residential trip. They should do their best to ensure the welfare and safety of everyone in the group and act as any reasonable parent would do in the same circumstances.

1. Act in the best interest of the boy or boys involved by making sure that medical treatment is received promptly – this must always be the priority, i.e. first aid administered or the boy or boys taken to the nearest hospital. The nearest hospital to the venue is noted in the risk assessment for residential trips, or the trip booklet for educational visits, along with contact details.
2. Where a boy meets with an accident or is taken ill, his parents must be informed as soon as possible. In the case of non-critical injury or illness parents must be informed prior to any medical decision being taken. If the boy is himself fit to speak to his parents, this should take place as it can reduce parents' anxiety. Contact details for all parents are kept in the risk assessment for residential trips or trip booklet for educational visits.
3. The School must be informed of any accident or emergency. The Group Leader should ensure that senior staff are notified of the situation as soon as possible.

The following order applies in the first instance:

- During school hours the School Office should be contacted.
  - Outside normal school hours the Deputy Head (Pastoral) or Deputy Head (Academic) should be contacted.
  - In each case the Headmaster will then be notified.
4. If the whole party is involved in any serious accident or delay, the Group Leader may at the same time request the School to pass on information to parents.
  5. Accidents that occur whilst the boys are off-site on an educational visit or residential trip must be written up in the Accident Book in the School Office on return to school.

### **Accident Records**

All accidents at Arnold House are recorded in either the Accident Book in the Undercroft or the Accident Book in the School Office. Accident records are archived for 3 years.

Any accidents that take place at Canons Park are recorded in the Accident Book held in the Office at Canons Park. The school kitchen holds their own Accident Book which is checked regularly by Safeguard and kept in a locked cabinet.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 the school must notify the Health and Safety Executive as soon as possible by submission of form F2508 within 7 days, of:

- Dangerous occurrences
- Accidents to members of the public (includes pupils and visiting pupils) where any is killed or taken from the premises to a hospital (playground injuries etc. and non-curriculum sports injuries, unless caused by defective equipment, defective premises or defective supervision etc., are not notifiable).

## Employees

In relation to employees the school must also report:

- Accidents to employees causing either death or major injury
- Certain industry related diseases suffered by employees
- Accidents to employees which results in injury causing absence from work of more than three days are reportable within seven days of the accident.

The nominated reporting officer for Arnold House School is the Bursar, Paula Vanninen. She has the responsibility of notifying the HSE of reportable accidents by submission of form F2508.

Sebastian Stones, Deputy Headmaster (Pastoral)

Chris Kerr, Senior Master

Holly Bird, Medical Coordinator