

First Aid Policy

Review Date: February 2022

Reviewed by: HB, SS, CK

Next Review Date: February 2023

Key Staff

The Deputy Headmaster (Pastoral) Mr Sebastian Stones has overall responsibility for First Aid policy and procedure at the School in liaison with the Head of EYFS. 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)

Mrs Victoria McKenzie (Head of EYFS) in the EYFS

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

ARNOLD HOUSE

Name	Job Title	Training type (and Organization)	Certificate Expires
Mr David Cox	Head of Years 5&6	First Aid for Teachers (British Red Cross)	June 2024
Mr Dayne Matthews	Y6 Form Tutor, Head of Assessment & Pupil Progress Senior School Transfer	First Aid for Teachers (British Red Cross)	June 2024
Miss Natalie Hall	Y6 Form Tutor English & Games Teacher Activities Coordinator Wellbeing Coordinator	First Aid for Teachers (British Red Cross)	June 2024
Miss Molly Traeger	Y2 Teaching Assistant	First Aid for Teachers (British Red Cross)	June 2024
Mrs Pearl Lee-Besisira	Y5 Form Tutor Head of Science	First Aid for Teachers (British Red Cross)	June 2024
Mr Sean Gleeson	Head of Maths	First Aid for Teachers (British Red Cross)	June 2024

Mrs Lydia Alukwe-Boyes	Y1 Form Tutor Y3 Teaching Assistant	First Aid for Teachers (British Red Cross)	June 2024
Ms Caroline Clarke	Housekeeper	First Aid for Teachers (British Red Cross)	June 2024
Mrs Trudy Fedak	Y1 Teaching Assistant	First Aid for Teachers (British Red Cross)	June 2024
Miss Sameera Khan	School Secretary	First Aid for Teachers (British Red Cross)	June 2024
Mrs Frances Peel-Yates	Compliance & HR Administrator	First Aid for Teachers (British Red Cross)	June 2024
Mr Chris Kerr	Senior Master Director of Sport, Games	Schools First Aid (St John Ambulance)	May 2024
Mr Alex Ingram	Y7 Form Tutor, PE, Games & Canons Park Coordinator	Schools First Aid (St John Ambulance)	May 2024
Miss Philisha Grant	Playground Supervisor	Schools First Aid (St John Ambulance)	May 2024
Mr Lee Morgan	Groundsman, Canons Park	Schools First Aid (St John Ambulance)	April 2024
Mr George Greenslade	Assistant Groundsman, Canons Park	Schools First Aid (St John Ambulance)	April 2024
Miss Holly Bird	Medical Coordinator & School Secretary	Paediatric First Aid (St John Ambulance)	March 2024
Mrs Abigail Oliphant	Director of Music	School's First Aid (St John Ambulance)	January 2023
Mrs Joanna Rendell	Head of Drama General Subjects	School's First Aid (St John Ambulance)	January 2023
Miss Camilla Duxbury	Art Assistant	First Aid for Teachers (British Red Cross)	September 2022
Mr Jon Harahap	Head of Y7&8 Head of IT Y7 Form Tutor General Subjects, Games	First Aid for Teachers (British Red Cross)	September 2022

Miss Keeley Smith	Y5 Form Tutor Science & Games Teacher PSHE & Environmental Coordinator	First Aid for Teachers (British Red Cross)	September 2022
Mr Jacob Swain	Y7 Form Tutor English, Games Canons Park Coordinator	First Aid for Teachers (British Red Cross)	September 2022
Mrs Kasia Tutak	Y1 Teaching Assistant	First Aid for Teachers (British Red Cross)	September 2022
Ms Patricia Legan	Y1 Form Tutor Y1-4 Academic Coordinator	Paediatric First Aid (St John Ambulance)	July 2022

HUXLEY'S (EYFS)

Name	Job Title	Training type (and Organization)	Certificate Expires
Mrs Victoria McKenzie	Head of Early Years	Emergency Paediatric First Aid (British Red Cross)	September 2024
Miss Kelly-Ann Brennan	Deputy Head of Early Years	Emergency Paediatric First Aid (British Red Cross)	September 2024
Miss Emma Rafferty	Pre-Reception Teacher	Emergency Paediatric First Aid (British Red Cross)	September 2024
Miss Belen Ruiz	Reception Teacher	Emergency Paediatric First Aid (British Red Cross)	September 2024
Mrs Anna Wootten	Higher Level Teaching Assistant	Emergency Paediatric First Aid (British Red Cross)	September 2024
Miss Joyce Lam	Early Years Teaching Assistant	Emergency Paediatric First Aid (British Red Cross)	September 2024
Miss Harriet Gifford	Early Years Teaching Assistant	Emergency Paediatric First Aid (British Red Cross)	September 2024
Miss Eleanor Castell	Early Years Teaching Assistant	Emergency Paediatric First Aid (British Red Cross)	September 2024

Mrs Jasmine Pierce	Assistant Registrar	Emergency Paediatric First Aid (British Red Cross)	September 2024
Miss Nadine Dawkins	Early Years Teaching Assistant	Full Paediatric First Aid (Tigerlily First Aid Training)	August 2023

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.

A large number of EYFS staff are first aid trained, in accordance with the required ratio, and at least one full time member of staff working with Year 1 has a Paediatric First Aid certificate.

Equipment and Organisation

First Aid Stations

There are 5 First Aid Stations located at Arnold House (Loudoun Road).

1. In the School Office
2. In the Disabled Toilet - Undercroft
3. In the First Aid Room 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

There are 4 First Aid Stations located at Huxley's (EYFS).

1. In the School Kitchen
2. In the Staff Kitchen (Reception area)
3. In the Staff Room
4. In the Breakout Room

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, Huxley's, or Canons Park when pupils are present.

First Aid Boxes – Emergency First Aid Stations?

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 are Emergency First Aid stations, in case of a more serious injury, including head bumps. These are located in the School Office at Loudoun Road, the Breakout Room in the EYFS and the First Aid room at Canons Park.

Anaphylaxis

A list of pupils and staff at risk of anaphylaxis is kept on the digital database iSAMS, the notice board in the staff room, in the School Kitchen and inside the medical cabinet in the Office. In the EYFS this will be located inside the medical cabinet in the Breakout room.

Auto-injectors for the aforementioned pupils and staff are kept in the School Office in clearly labelled pouches. At Huxley's (EYFS) these will be kept in the Breakout room. When an auto-injector 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 in the medical bag.

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

Arnold House is a nut-free school.

There is also an emergency anaphylaxis kit at School in the Office, in the First Aid Room at Canons Park and in the Breakout room in EYFS (see Appendix 1).

Inhalers

A list of pupils at risk of asthma is kept on iSAMS, on the notice board in the Staff Room and inside the medical cabinet in the Office and in the EYFS this will be located inside the medical cabinet in the Breakout room. These lists are updated by the Medical Coordinator.

All inhalers are clearly labelled and kept in the School Office in clearly labelled pouches. In EYFS these are kept in the Breakout room. 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 in the medical bag. 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.

There is an emergency inhaler kit in the office at Loudoun Road, in the First Aid Room at Canons Park and in the Breakout room in the EYFS.

Medication Records

On admission to Arnold House parents or guardians are asked to complete a Medical Information and Consent Form giving details of their son's medical needs. This information is entered on iSAMS and is available to all members of staff via iSAMS, and also on a list under General Documents/Medical and Dietary/ on the 'S' Drive on the network.

Within this form, parents also consent to the Headmaster acting on their behalf to authorise emergency medical treatment as necessary if they cannot be contacted in time, and for appropriately qualified members of school staff to administer both first aid and prescription medicine and non-prescription medication such as paracetamol, ibuprofen etc. in line with the School's protocols for treating minor ailments.

The forms are kept in a folder in the School Office. All emails regarding serious medical matters via parents or guardians and the Medical Coordinator are printed and kept with the forms in the School Office.

Each year, parents are sent a Medical, Dietary and Allergy Form to complete if there are any changes or updates which apply to their son.

Form Teachers/Tutors and Games staff are required to make themselves aware of any medical conditions affecting any of the pupils under their supervision.

Other Specific Pupil Medication

Parents may give the school other types of medication for their son. This may include hay fever treatment, 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. In the EYFS, this medication will be kept in the staff kitchen medical cupboard near Reception, or in the medical fridge if required.

On handing over medicine, parents are asked to email the office with directions of use, what the medication is for, what dose should be given, what time etc.

Prescription medicines must only be administered to the child they are intended for, and if they have been prescribed by a doctor, nurse, pharmacist or dentist.

If a boy feels unwell and requires medicine during the school day, e.g. Calpol, a parent will be contacted via telephone for consent before the correct dose is administered to their son. Each time a child is administered medicine of any kind, it is recorded in the Accident and Medicine Record Charts.

If the medication is about to expire, the Medical Coordinator will inform the parent or guardian of the pupil to inform them, or dispose of it appropriately.

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

Dealing with Accidents and Illness at Loudoun Road and Huxley's (EYFS)

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 as appropriate 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 Urgent Care Clinic by a member of 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 Urgent Care Clinic 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 breathing, begin CPR.
3. If the boy is not responding, but is breathing, move them into the recovery position, being aware of any injuries they may have sustained.
4. Call an ambulance (999)
5. If there is a response, call an ambulance if needed, or take the boy to St John and Elizabeth Hospital's Urgent Care Clinic.
6. 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 Auto-injectors in the School Office.

If a pupil has an allergic reaction and needs his auto-injector 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 Auto-injector by a First Aider with auto-injector training. An ambulance must be called immediately (999)

If the boy does not keep an Auto-injector 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 and in the First Aid Room at Canons Park, and at in the Breakout Room in EYFS as a backup.

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 is feeling unwell (headache, stomach ache, etc.) in a lesson or during break time and the teacher deems it serious enough, 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 it is deemed necessary.

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. **Josh Wint** is the Educational Visit Coordinator (EVC). He 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 at Loudoun Road, or the Accident Book in the Breakout Room in the EYFS and is checked regularly by the Medical Coordinator. Accidents and illness that take place during non-break times, or administration of

medicine are recorded electronically in the Accident and Medicine's Daily Record Book, at both in the EYFS and at Loudoun Road. Accident records are archived for 3 years.

Any accidents that take place at Canons Park are recorded in the Accident Book held in the First Aid Room 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

Appendix 1: School's Spare Adrenaline Auto Injectors (AAI's) Policy

Spare AAI's for Arnold House School are supplied by a local pharmacy in accordance with the Human Medicines (Amendment) Regulations 2017, which allows schools to purchase a "spare" back-up AAI for the emergency treatment of anaphylaxis.

The spare AAI's are all kept out of reach of the children and are stored in the following locations, with the Emergency Anaphylaxis Kits:

Arnold House – The Office

Huxley's – Medical Cabinet in the Lower Level Break Out Room

Canons Park – The Medical Room

A new set of AAI's are ordered shortly before the expiry date. Expired AAI's are disposed of by returning them to the purchasing pharmacy for appropriate disposal.

The list of pupils that have been prescribed an AAI is kept with the emergency anaphylaxis kits. Their parents have provided written consent within their son's Allergy Action Plan, to allow use of a spare school's AAI if necessary.

Appropriate training has been provided to relevant members of staff and all staff are aware of the existence of the AAI's.

Any administration of an AAI will be recorded in line with our usual medical reporting procedures.

This policy has been written in accordance with *Guidance on the use of adrenaline auto-injectors in schools (Department of Health, 2017)* and *Supporting pupils at school with medical conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England (Department of Education, 2015)*.

Holly Bird

Medical Coordinator, School Secretary