



FIRST AID POLICY

(Policy No 15)

Updated February 2024

ST PAUL'S CATHEDRAL SCHOOL

FIRST AID POLICY

This Policy is designed to cover the pupils in the Early Years Foundation Stage and Years 1-8, Staff, Contractors and Visitors to the School and has regard to the DfE Guidance on First Aid. Staff should also refer to the associated policies for additional guidance.

1. INTRODUCTION

The school currently employs a Registered Nurse and a full time First Aider, providing 24 hour first aid cover for the school during term time. The responsibility for the administration of first aid throughout School lies primarily with the nurse and first aider who are supported by designated first aiders. (Details of first-aiders are in Appendix 1 to this policy). Either the nurse or the First Aider will be on site during the school day. The Bursar should be informed if for any reason this is not the case so that adequate cover can be arranged. If the medical staff are not present in the school Medical Room they can be contacted via mobile telephone or email.

The mobile phone (07708 048244) is carried at all times by the Nurse on duty.

2. MEDICAL ROOM

The medical room is situated on the ground floor en route to the dining room. This room is used throughout the school day. There is another medical room/surgery in the boarding house which is used at night when required.

3. HEALTH & SAFETY FIRST AID AT WORK

There will be at least one person within the school who will hold a current 3 day First aid at work Certificate and be available as the first point of contact for children sustaining injuries during school hours.

At all times when children in the EYFS are on site there will be at least one member of staff present who holds a paediatric first-aid qualification.

First Aid Certificates are valid for 3 years. Refresher training will be undertaken before this date.

4. BASIC LIFE SUPPORT (BLS) TRAINING

The school nurse attends an annual BLS update as part of their Continuous Professional Development (CPD) this is considered best practice. Any changes to the current protocols will be communicated to staff by the school nurse.

5. PROVISION OF FIRST AID

Timely first aid treatment is available for any Pupil, Staff, Contractor or Visitor to the school. When further treatment is required, the injured or unwell person will be advised to attend the hospital, either Bart's Minor Injuries or an Accident and Emergency department.

6. FIRST AID BOXES

Inspection of the first aid boxes is the responsibility of the Medical Room staff; however any member of staff who uses the equipment from a first aid box must inform the nurse or first aider, so that the boxes can be replenished.

All first aid boxes are marked with a white cross on a green background and contain a list of contents, a head injuries information sheet and a first aid leaflet.

First aid boxes are checked on a weekly basis by the Nurse or First Aider on duty and recorded in the Weekly Checklist folder held in the medical room. The exception to this are the First Aid boxes in the Art Department and Science Laboratory which will be checked every term. The Heads of these Departments are responsible for replenishment during term time with stock available from the Nurses.

First aid boxes are located in the following areas:

- Medical Room
 - 1 x first aid bag for games lessons
 - 1 x first aid box (wall Mounted)
 - 1 x Burns kit
 - 1 x Bio Hazard Kit
 - 3 x small first aid bags for day trips
 - 1 x Emergency off site bag

- Pre-prep department
 - 1 x first aid Bag for pre-prep and EYFS pupils

- Art Department
 - 1 x first aid box
 - 1 x Burns Kit
 - 1 x Bio Hazard Kit
 - 1 x Eye Wash Kit

- Science Laboratory
 - 1 x first aid box
 - 1 x Burns Kit
 - 1 x Bio Hazard Kit
 - 1 x Eye Wash Kit

- Kitchen
 - 1 x first aid box

7. DEFIBRILLATOR

An Automated External Defibrillator (AED) is located in the medical room for use during a cardiac arrest. The defibrillator is accessible to everybody. All school staff have been made aware of how to use it, in an emergency.

The AED is supplied with both adult and paediatric pads and is checked on a weekly basis to ensure that the battery still holds sufficient charge and that the pads are in date.

8. ASTHMA

Those children identified as asthmatic are required to supply the school with a salbutamol inhaler for use in an emergency. This is to be treated as a spare and not a substitute for the child carrying an inhaler on their person if needed. These inhalers are named and are located within individual Medpacs on the shelf in the medical room for ease of access. Care plans for these children are located in their Medpacs, in a folder in the Medical Room and on the pupil electronic record system, iSAMS.

Emergency asthma inhalers are held in the school Medical Room, in the boarding house, in the Cathedral medical bag and in the games first aid bag. These are only to be used on pupils known to have asthma, and when they do not have their own asthma inhaler or if their inhaler is defective.

Asthma training for all staff will be given at the start of the school year by the nurse. New staff arriving during the academic year will be instructed on arrival. Staff are encouraged to ask further questions or seek further training if they are at all unsure.

9. ANAPHYLAXIS & ALLERGIES

Those children who are known to have suffered an anaphylactic reaction or have been advised to prepare for an acute anaphylactic episode, have a personalised care plan which is kept in their individual Medpacs along with their emergency medication. The Medpacs are stored on the shelf in the medical room for ease of access. Care plans are also filed electronically on iSAMS and in a folder in the Medical Room.

All staff will be made aware of the children who have anaphylaxis and allergies. Adrenaline Auto Injector training for all staff will be given at the start of the school year by the nurse. New staff arriving during the academic year will be instructed on arrival. Staff are encouraged to ask further questions or seek further training if they are at all unsure.

Anaphylaxis and allergy medications are checked weekly throughout the school term time to ensure they are still in date and have not been damaged. Parents should be informed in good time if replacements are required.

A list of those children suffering from allergies is readily accessible electronically on the staff shared drive. The list is also displayed on a notice board in the Medical Room and in the Staff Room. The allergy list is also circulated to the Catering Department, and any change made to this list will be updated immediately and circulated. The list is reviewed annually or when changes occur.

Although the Catering Department has a “nut free” policy, it is recognised that this cannot be guaranteed. Every effort is made to ensure that a child does not come into contact with a notified allergen.

10. EPILEPSY

Those children who suffer from epilepsy have a personalised care plan, a copy of which is stored electronically on the staff shared drive. All staff will be made aware of these children and the procedures put in place to care for each individual child.

Any antiepileptic medication is stored in a locked safe in the medical room. Medication which is prescribed for emergency use is held in a named Medpac which is stored on the shelf in the medical room for ease of access along with the child’s care plan. Antiepileptic medication is checked weekly to ensure that it is in date and has not been damaged. Parents should be informed in good time if replacements are required. Antiepileptics are treated as controlled drugs and recorded in the Controlled Drugs book.

It is the parents’ responsibility to inform the staff of any change in medication so that records can be updated. At the beginning of each School year a letter should be sent to the parents to update the nurse of any changes.

11. DIABETES

Those children who suffer from diabetes have a personalised care plan, a copy of which is stored electronically on the staff shared drive. All staff will be made aware of these children and the procedures put in place to care for each individual child.

Emergency medication, if required, will be kept in the locked fridge in the medical room. Recovery foods for the treatment of low blood sugar will be kept in the child’s classrooms and in the medical room fridge.

It is the parents’ responsibility to inform the staff of any change in medication so that records can be updated. At the beginning of each School year a letter should be sent to the parents to update the nurses on any change.

Children suffering from significant medical conditions including but not limited to those detailed above are identified on the notice board in the staff room. Treatment protocols for these conditions are also displayed in the staffroom.

12. PRE-EXISTING CONDITIONS

Staff, Contractors or Visitors attending the school may **choose** to notify the school nurse or first aider of any pre-existing medical condition. They may opt to do this, so that extra measures can be implemented. This might include storing their medication safely. However, there is no obligation for them to notify the school nurse or first aider.

13. RECORD KEEPING AND INFORMATION FOR PARENTS AND CONFIDENTIALITY

It is the responsibility of all school employees to inform the school nurse of any accident or injuries that they have treated with first aid. This information will then be transferred on to iSAMS. Off-site injuries, including EYFS are documented in the accident book held in the off-site first aid bag. The completed documents will then be scanned and uploaded on to iSAMS.

All major accidents are recorded on an Accident Report Form and handed in to the Bursar. A copy of the Accident Report Form will be electronically filed on iSAMS.

All Pupil head injuries must be reported to the School Nurse or medical room first aider. Parents will be notified of the injury and a Head Injury leaflet will be either given to the parent/guardian on collection of their child, or sent via email.

When either a Prep pupil or EYFS pupil attends the school Medical Room with an injury or is unwell, an email will be sent to parents or registered guardians informing them of the reason for the visit and the treatment given.

The school nurse and first aider are available to provide confidential medical advice to pupils. When a boarding pupil is taken for a medical appointment by either the school nurse or first aider, parents will be notified and informed of the outcome of that appointment. In circumstances where there are concerns of a safeguarding nature, the school safeguarding policy will be adhered to.

Parental involvement in medical care is encouraged but not mandatory if the child is deemed competent under Fraser guidelines. This point is used in particular reference to vaccinations administration and referral to external services.

Under GDPR, permission to share information is sought from parents and pupils if the need to share information arises. All personal medical records are kept securely and disposed of appropriately at all times.

14. RIDDOR

The school is mindful of RIDDOR requirements. Details of reportable incidents and diseases, as directed by the Health Protection Agency, are held in the school medical room. The

responsibility for reporting is that of the Bursar, delegated in certain instances to the school nurse.

Records of all reporting to RIDDOR will be held on the appropriate child or staff file in the medical room.

15. INFECTIOUS ILLNESS

The school has a robust Illness Policy. If an infectious illness is reported to school then parents will be directed to the Illness Policy which provides appropriate guidance to follow. This will be in addition to the support and guidance of the school nurse or first aider on duty. The guidance will be in line with the Health Protection Authority (HPA) and Public Health England (PHE) published guidance. The guidelines will be strictly adhered to. Boarders will be isolated in the boarding house until such time as a parent can collect them.

16. STREP A INFECTIONS

If a child is suspected to have a Group A Streptococcus (GAS), also known as Strep A infection, parents will be notified and the child will be sent home. Guidance will be given to parents to seek medical advice from the GP, so that any required antibiotic treatment can be commenced quickly. Whilst awaiting collection the unwell child will be isolated in the medical room. Staff dealing with the unwell individual will wear Personal Protective Equipment (PPE) which is to be disposed of following protocols. The area used to treat the patient must be fully cleaned and sanitised. The person with symptoms will be encouraged to report their test results to school. The school will then follow the correct procedures for reporting and containment.

17. BODILY FLUIDS SPILLS

A bio hazard kit / bodily spills kit is available in the medical room, the science department and art department. These are used for cleaning up bodily fluid spills in school and in the boarding house. Staff are required to wear appropriate PPE and follow guidance produced by PHE. If available, once the initial spillage is dealt with, the school cleaning team should be contacted to perform a thorough clean.

September 2011

Reviewed October 2013

Reviewed February 2014

Reviewed April 2015

Reviewed September 2016

Reviewed March 2017

Reviewed March 2018

Updated September 2019
Updated September 2020
Updated September 2021
Updated September 2022
Updated December 2022
Updated February 2024

Appendix 1

Qualified First Aider List

<u>Name</u>	<u>Qualification</u>	<u>Expiry</u>
Sharron Berry RN	First Aid at Work Paediatric First Aid	02/27 02/27
George Dobson	First Aid at Work Paediatric First Aid Mental Health First Aider	09/24 09/24 12/24
Joe Gorman	First Aid at Work Paediatric First Aid	09/24 09/24
Gavin Brockwell	Paediatric First Aid Mental Health First Aider Youth Mental Health First Aider	11/25 08/24 08/24
Joe Trickey	First Aid at Work	11/24
Matt Lambert	First Aid at Work	10/24
Ashleigh Kirby	Paediatric First Aid	5/25
Beriketi Negassi	Paediatric First Aid	5/25
Sophie Sanctuary	Paediatric First Aid	5/25
Ana Sosa Lama	Paediatric First Aid	5/25
Deborah Khan	Paediatric First Aid	5/25
Richard Dilks	Emergency First Aid at Work	5/26
Mark Kennedy	Emergency First Aid at Work	5/26
Holly Boddington	Emergency First Aid at Work	5/26
Marcia Ferreira	Emergency First Aid at Work	5/26
Tallulah Kyle	Emergency First Aid at Work	5/26
Jarmillia Paterson	Emergency First Aid at Work	5/26
Lottie Heylen	Paediatric First Aid Emergency First Aid at Work	5/26
Candelaria Varela	Paediatric First Aid Emergency First Aid at Work	5/26
Jake Banks	Paediatric First Aid Emergency First Aid at Work	5/26
James Browne	Paediatric First Aid Emergency First Aid at Work	5/26
Rebecca Kouyoumjian	Paediatric First Aid Emergency First Aid at Work	5/26

The school nurse is registered with the NMC and attend courses every year in order to keep up their Continual Professional Development and to keep their qualifications valid.