

# Whole School First Aid and Sick Child Policy

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Dulwich Prep  
Cranbrook

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## 1.0 - Policy Statement

### 1.1

In accordance with Health and Safety legislation (Health and Safety (First Aid) Regulations 1981) it is the responsibility of the employers to ensure adequate and appropriate first aid equipment, facilities and personnel at all times when there are people on the school premises and for staff and pupils during off-site visits and activities.

### 1.2

In order to ensure adequate first aid provision, it is the policy of Dulwich Prep Cranbrook that:

- There is a registered School Nurse in attendance during the school's normal working hours and if the Nurse is absent there are sufficient numbers of trained first aid personnel together with appropriate equipment available to ensure someone competent in basic first aid techniques can rapidly attend an incident at all times when the school is occupied.
- A qualified first aider is always available during normal school hours (see 3.7 for Hours of Work and 6.1 for definition of "qualified first aider"). A list of trained first aiders can be found in this document.
- Appropriate first aid arrangements are made whenever staff and pupils are engaged in off-site activities and visits.

## 2.0 - Responsibilities under the Policy

The Health and Safety committee of Dulwich Prep Cranbrook, on behalf of the Governing Body, is responsible for ensuring:

- First aid needs are assessed and addressed, detailed procedures are in place
- Parents are aware of the school's Health and Safety Policy including the arrangements for First Aid
- The Whole School First Aid and Sick Child policy is available on the school's website
- Sufficient numbers of suitably qualified first aiders are available at all times and their up to date training organised
- The provision of first aid services during school hours
- Appropriate first aid cover is available for out-of-hours and off-site activities

### 2.1

The School Nurse, on behalf of the Health & Safety Committee, is responsible for:

- Assessing the first aid needs throughout the school
- Advising on appropriate levels of first aid provision
- Identifying first aid training needs
- Arranging and delivering in-house training
- Arranging attendance on external first aid training courses
- Maintaining a record of all first aid training of school staff
- Liaising with the Health and Safety Committee on first aid issues

## 2.2

The School Nurse and Matrons are responsible for:

- Ensuring first aid cover is available on each site during normal school hours
- Organising, ordering, providing and replenishing first aid equipment
- Maintaining accurate records of first aid treatments given in the Medical Centre and filing relevant paperwork in the pupil's files and/or updating digital medical records

## 2.3

Qualified first aiders are responsible for:

Responding promptly to calls for assistance

Providing first aid support within their level of competence

Summoning medical help as necessary

Recording details of treatment given

## 2.4

Heads of Department for PE/Games on each school site are responsible for:

Ensuring appropriate first aid cover is available at all out-of-hours sports activities.

Ensuring they have an increased awareness that their subjects have potential risk that could result in First Aid situations

Ensuring first aid kits (including adrenaline pens and asthma inhalers) and first aid cover are available for all practice sessions and matches played both at home and away.

Ensuring staff have current awareness and knowledge of the medical needs of the pupils they teach

## 2.5

Science staff are responsible for:

Ensuring that they are aware of the location of the First Aid kits in their department

Ensuring that risk assessments are done for any practical work taking place in their laboratories

Instigating First Aid flushing and cooling when necessary before calling the School Nurse or sending any pupil to the Medical Centre

## 2.6

Design and Technology staff are responsible for:

Ensuring risk assessments are in place for times when they are incorporating practical work into their lessons for example, the use of the saws and other potentially high risk equipment

All staff have a duty of care towards the pupils and should respond accordingly when First Aid situations arise. All staff are alerted to the special medical needs of pupils with the school and they are reminded to familiarize themselves with the lists on the boards in the staffrooms detailing pupils with medical needs that require the use of Adrenaline Pens and pupils who could require First Aid due to medical conditions such as asthma, epilepsy and diabetes. The list of qualified First Aiders is kept in the staffroom and recorded in this policy and should be updated termly by the School Nurse.

Teachers' conditions of service do not include giving First Aid, although any member of staff may volunteer to undertake these tasks. The employer must ensure that there are sufficiently trained staff to meet the statutory requirements and assessed needs.

### **3.0 - First Aid Risk Assessment**

#### **3.1**

The School Nurse on behalf of the Health and Safety Committee carries out a continuous assessment of first aid needs. The assessment takes account of:

Numbers of pupils, staff and visitors on site  
Layout and location of buildings and grounds  
Specific hazards  
Special needs  
Hours of work  
Out-of-hours and off-site activities

#### **3.2**

The assessment identifies:

How many first aiders are needed during the school day.  
Out-of-hours and off-site arrangements.  
Arrangements to cover absence of first aiders.  
High-risk areas needing a qualified first aider within the department.  
First aid equipment needed.  
Location of first aid equipment.  
Necessary first aid notices and signs.  
Good practice in record keeping.

#### **3.3 - Numbers of pupils, staff and visitors on site**

During the school day, there are approximately 550 people on the whole school site. Although there are no official rules about how many first aiders a school should have per capita, Health and Safety guidelines recommend a minimum of one qualified first aider for every 100 people on site.

#### **3.4 - Layout and location of buildings and grounds**

Each of the 3 sites are large with extensive grounds and some scattered buildings. Accidents can happen anywhere at any time and therefore staff are trained in Emergency First Aid at Work and should know how and when to obtain help in an emergency.

#### **3.5 - Specific hazards**

Accident statistics can indicate the most common times, locations and activities involved when accidents occur at school, highlighting areas where pupils and staff may be at greater risk of injury. Review of these statistics show that injuries and accidents are most likely to occur during games/PE lessons and matches, during science, design & technology and art lessons, at break times (especially on the outdoor play equipment) and in the kitchens and maintenance departments. Out-of-hours and off-site activities may present particular risks depending on the location and nature of the activity and the numbers of pupils and staff involved. Rugby and football matches carry a particularly high risk of a more serious injury occurring. Therefore, the School Nurse or Matron will be present on site, either on the pitch side or in the Medical Centre at all matches played at home to provide first aid care.

During times that the Medical Centre is unattended by its staff, a notice of their whereabouts and contact number will be displayed. It is the responsibility of the member of staff in charge of the sports match to check the presence of specialist first aid cover before the match commences.

### **3.6 - Special Needs**

If there are pupils who have specific health needs, the School Nurse will give advice, information and training to staff as appropriate.

### **3.7 - Hours of work**

The Medical Centre at Upper School is open in school hours 8.30 am – 5.30 pm and 8.30 am – 4.00 pm in Nash House and Little Stream, Monday – Friday during term time. The residential Matron or School Nurse will cover First Aid for matches at home on a Saturday. The Matrons in the Boarding House cover first aid between 5.30 pm and 9.00 am.

### **3.8 - Out-of-hours and off-site activities**

Many school activities take place outside normal school hours and/or off-site. First aid provision must be available at all times while people are on the school premises and when on school trips or visits.

In school holidays there is a qualified first aider available during working hours who is a member of staff from the Estates Team.

## **4.0 - Provision of First Aid personnel and Equipment**

### **4.1**

The Upper School site has a well- equipped Medical Centre staffed by a Registered Nurse and/or a qualified First Aider (Matron). The Little Stream site has four Matrons qualified in Paediatric First Aid, a designated Sick Bay room where the children can be assessed and treated or be transferred up to the Medical Centre at Upper School for treatment or collection to go home. The Medical Centre is open throughout the school day and is fully equipped to deal with minor accidents and injuries. If either the School Nurse or Matron on duty is not in the Medical Centre a notice will be displayed on the door of the Medical Centre giving details of how to obtain help or their whereabouts on the school premises. Medical Centre staff carry a mobile phone and are contactable at any time during the school's working hours. Nash House has one Matron, qualified in First Aid at Work and Paediatric First Aid, who uses the Sick Bay room with Little Stream and transfers the children up to the Medical Centre, if deemed necessary.

### **4.2**

First aiders should be easily available in areas of greatest risk. There are qualified first aiders throughout the school who cover staff and pupils. Those requiring initial or refresher training are notified and training arranged via the school nurse as soon as is practicably possible.

## **5.0 - First Aid Kits**

First Aid kits are clearly labeled with a white cross on a green or orange background in accordance with Health and Safety regulations. Staff and pupils have access to these First Aid kits and in case of emergency would be able to access appropriate First Aid equipment to support their treatment. The contents of first aid kits may vary depending on the particular needs in each location (e.g. blue detectable plasters must be used in food areas). The School Nurse will supply first aid kits as appropriate.

- First Aid kits should be accessible to PE staff during lessons and also taken to matches and out to practices; the School Nurse will restock these at regular intervals
- A First Aid kit should be taken to all off-site activities and visits.
- The School Nurse will provide these kits and the group leader should liaise with her re. Specific pupil's needs
- A First Aid kit is provided in the school mini buses
- The School Nurse is responsible for checking and restocking kits but staff must inform the Medical Centre when items have been used so that they can be replaced.

### 5. 1 - Location of First Aid Kits

Upper School	
Medical Centre	Staff Room
John Leakey Hall	Staff Workroom
Manor kitchen	Science Lab
Music Block	Art Room
Library	DT classroom
School Office	Assistant Head Welfare's office
IT Department	Bursary
Dining Hall	Kitchen
Girls PE Department	School Uniform Shop
	Boys PE Department
Little Stream	
School Office	Head of Little Stream's office
Little Stream Hall	Head of PE's office
Staff Room	First Aid Room (with Nash House)
Art Room	Servery
Science Lab	Music Department
Playground exit	
Nash House	
Nash House office	Nash House Hall
First Aid room (with Little Stream)	

### 5.2 - Location of Automatic Defibrillator (AED)

Upper School - External Wall of the Sports Hall next to the Swimming Pool

Little Stream – External Wall of the Hall on playground facing Upper School direction

### 5.3 - Location of Adrenaline Pens

- Upper School – Each child has a clearly named and identifiable plastic box stored in the Medical Centre in an unlocked cupboard for easy access, in addition to carrying an Adrenaline pen on their person/in their bag or locker for fast and easy access in an emergency.
- Generic Adrenaline Pens are stored in the Upper School Medical centre in accordance with national guidelines.
- Little Stream & Nash House – Spare and generic Adrenaline Pens are stored in the First Aid room in clearly named and easily identifiable plastic boxes. An Adrenaline pen will also be kept in a named bag in the child's classroom. Teachers will ensure this accompanies the child to the dining hall at lunchtime and if going off site.

#### **5.4 - Location of Asthma Inhalers for individual pupils**

Asthma inhalers are kept in the child's locker and kit bag or on their person.

Spare inhalers are kept in the Medical Centre in named plastic boxes, along with the child's asthma plan, or, in Little Stream, the PE office & Nash House First Aid room, for fast access. In addition, several generic Salbutamol inhalers are kept in school in both Little Stream and the Upper School Medical Centre for diagnosed asthmatics.

#### **5.5 - Outings and Trips**

Following the National Strategies Guidelines, Safeguarding and Promoting Children's Welfare, a member of staff with a current Paediatric First Aid Certificate will accompany each trip in Little Stream and Nash House. The staff will take a first aid kit and there are First Aid kits in the vehicle taking the children.

#### **5.6 - Sports Injuries**

There is always a member of staff qualified in First Aid on duty 24 hours a day at school. If any injury occurs on the sports field, the First Aider on duty will be available.

### **6.0 - Training**

#### **6.1**

A qualified first aider is someone who holds a valid certificate of competence in Emergency First Aid at Work. The certificate must be issued by an organisation approved by the Health and Safety Executive, such as St John's Ambulance, and must be renewed every three years. The School Nurse will arrange for staff to attend first aid training as required.

#### **6.2**

A First Aider at Work is someone who has attended a minimum of 2 days first aid training (renewable every 3 years) and is competent to give emergency aid until further help arrives.

#### **6.3**

Unfortunately, accidents will occur wherever there are children or young people present and all staff must be able to respond quickly and appropriately in the event of an accident or injury.

#### **6.4**

Pupils in Year 8 will attend a one-day first aid skills course run by an external organisation. The School Nurse will arrange this event.

#### **6.5**

Additional first aid training is provided by the School Nurse as necessary, for example epilepsy, asthma, Adrenaline Pen administration in allergic reactions, etc.

#### **6.6**

First Aid arrangements are under annual review by the School Nurse to ensure that the provision is adequate and effective

Annual review will be carried out with regard to training by the School Nurse and Headmaster  
The First Aid policy will be reviewed annually by the School Nurse.

## 7.0 – Emergency Procedures including when to call an ambulance

Depending on the severity of the illness/injury, a pupil should either go to see the School Nurse at the next appropriate opportunity, e.g. break or lunch-time, or go immediately to the Medical Centre. If the condition involves the pupil feeling dizzy or unstable then the School Nurse should be sent for and will bring the wheelchair to transport the casualty to the Medical Centre if appropriate. Under no circumstances should the pupil be sent/taken to the Medical Centre on foot, as injury may occur on route. The pupil should be laid on the floor where they are with their legs raised if necessary. Staff should never carry a child in order to move them, this is to safeguard both the staff member and child, and to prevent the possibility of further injury.

The School Nurse or Medical Centre first aiders can be contacted via their mobile numbers, if they are not in the Medical Centre at the time.

An ambulance will be called in the event of any of the following: severe allergic reaction, where adrenaline or large amounts of oral anti-histamine has been administered; severe asthma attack; head or neck injury and the patient has been unconscious for 60 seconds or more or fulfills any of the conditions in the Management of Head Injuries in School policy. An ambulance will be called in all drowning or near drowning incidences, when CPR has been given and when advised to do so by the School Nurse. Someone should remain with the casualty until help arrives and other staff can be called upon to help with moving away the remaining pupils.

If an ambulance is called, the School Office should be notified immediately in order to alert the Headmaster or most senior member of staff on site, Bursar and the Estates Manager. A member of staff must be sent to the school gates to direct the ambulance crew to the casualty's location. Parents of the casualty should be notified and a responsible adult should go to hospital with the casualty.

Parents are informed if a pupil visits the Medical Centre either by telephone, e-mail or written in the child's prep book, at the discretion of the Medical Centre staff. Following a head injury, the child's parents are informed and a separate head injury advice letter is sent home with the child.

### 7.1

If a child is diagnosed as having a concussion, either inside or out of school, the Medical Centre must be informed as soon as possible and the School Nurse will provide 'Graduated Return to Play' documentation and guidance for those involved in rugby. In compliance with the RFU's guidelines, those diagnosed with concussion are required to complete a two-week rest period from sports activities, followed by a gradual re-introduction of sports over the course of a week. This is to safeguard pupils against possible further injury and to reduce the risk of second-impact syndrome.

## **8.0 - Reporting and Record Keeping**

### **8.1**

A record must be kept of accidents and any first aid treatment given. Parents are informed of any accident sustained by the child whilst at school and of any first aid treatment that was given. This will be verbally, via the child's prep book or e-mail. If the record is in the form of an accident report it should include:

- Date, time and place of incident
- Name of casualty
- Details of the injury/illness
- Treatment and/or advice given
- Destination of the casualty after treatment (e.g. sent home, back to class, taken to hospital, etc.)
- Name and signature of first aider or person dealing with the incident.
- How the injury was followed up by the school.

### **8.2**

Accident Report Forms should be forwarded to the School Nurse and will be shown to the Headmaster as soon as possible after the incident. Some accidents must be reported to the Health and Safety Executive within 15 days under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 – under regulation 3 (2) that became law on 6<sup>th</sup> April 2012. To comply with (RIDDOR) injuries sustained at School leading to a person being incapacitated for more than 3 consecutive days will be reported. Other incidents which are to be reported to RIDDOR include deaths; major injuries; an accident causing injury to pupils, members of the public or other people not at work; or a specified dangerous occurrence, where something happened which did not result in an injury, but could have done. Copies of accident reports are kept by the School Nurse and in the individual staff/pupil file. Accident reports concerning staff are kept in the appropriate folder in the Medical Centre. These reports will be kept for 3 years.

### **8.3**

Records are kept in the Medical Centre of all treatments given by the School Nurse or the staff on duty with details recorded in the individual pupil medical file on PASS. Medical records are kept until a pupil reaches the age of 25 years old, in accordance with guidelines for storage of medical and nursing records.

### **8.4 - Reporting School Accidents involving pupils and visitors:**

Accidents resulting in the person being killed or being taken from the site of the accident directly to hospital (by any means) and the accident arises out of or in connection with work, must be reported to the HSE, i.e. if it relates to:

- Any school activity, both off and on the premises
- The way the school activity has been organized and managed
- Equipment, machinery or substances
- The design or condition of the premises

## 9.0 - Information

### 9.1

It is essential that there is accurate, accessible information about how to obtain emergency aid.

### 9.2

All new staff and pupils should be provided with information about how to obtain first aid assistance. This should include:

- Location of the Medical Centre
- Location of defibrillators
- How to contact the School Nurse in an emergency
- Procedure for dealing with an accident in the School Nurse's absence
- Names of qualified first aiders and appointed persons
- Locations of first aid kits
- How to call an ambulance in an emergency

### 9.3

First aid notices are posted in communal areas such as corridors and entrance halls and high-risk areas such as science, DT and games departments. Notices are easily recognizable through the use of the standard first aid symbol (white cross on green background) and include the location of the nearest First Aid kit.

### 9.4

Rooms where first aid kits are located should be clearly marked with a sign

### 9.5

All first aid notices should be checked regularly for accuracy and amended as necessary.

## 10.0 – Dealing with the spillage of body fluids

### 10.1

All staff should be aware of their personal responsibilities in preventing the spread of infection. Staff should take precautions to avoid infection and safeguarding their own health if they come into contact with spillages of blood or other body fluids, and should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single use disposable gloves and hand washing facilities and should take care when dealing with blood or other body fluids and when disposing of dressings or equipment.

Disinfection aims to reduce the number of micro organisms to a safe level. Whilst a variety of chemical disinfectants is available, high concentration chlorine-releasing compounds provide an effective method of treating body fluid spills with activity against a range of bacteria and viruses.

### 10.2

The School has a duty to protect its staff from hazards encountered during their work: this includes microbiological hazards (COSHH 2002). For the purposes of this policy, biohazards are defined as:

Blood

Respiratory and Oral Secretions

Vomit

Faeces

Urine

Wound Drainage

Gastric Aspiration

### 10.3

All staff dealing with a biohazard spill should ensure that they use the following equipment, available from the Medical Centre:

Wear a plastic disposable apron.

Wear disposable gloves

Protect eyes and mouth with goggles and mask if splash or spray is anticipated.

Wear protective footwear when dealing with extensive floor spillages

Use the biohazard spill kits provided by the school (not "just a cloth or mop")

Always dispose of PPE and contaminated waste in a sealed (yellow) disposable bag

### 10.4

All staff dealing with a biohazard spill are to:

Take precautions so as not to come into contact with blood or body fluids, wet or dry, either on themselves, their clothing or protective equipment. In particular, avoid blood or body fluids reaching the eyes or the areas inside the mouth and nose.

Wear appropriate PPE

Use the biohazard spill kits provided by the school

Place all soiled paper towels and gloves in a sealed (yellow) disposable bag to be disposed of in an approved manner.

Immediately after **every** clean up of blood or body fluid, hands including arms to the elbow must be washed with warm water and soap. This should be performed **even** if gloves have been worn.

Wash all areas that have come into contact with blood.

All biohazard spills are to be reported to the School Nurse and School Health & Safety co-ordinator.

### 10.5

All blood spills (especially human blood spills) should be treated as a potential source of infection and dealt with according to strict hygienic principles.

Isolate the area of the spill – fence off with stools and direct passersby away from the spill.

Wearing gloves, apron and safety specs prepare a solution of sodium chlorate (I) (sodium hypochlorite) – this must be at least 10,000ppm available chlorine (i.e.10%). The solution must be freshly prepared.

Soak paper towels in the sodium chlorate (I) solution and use them to completely cover the area of the spill.

Leave the paper towels over the spill for at least 15 minutes, but preferably for 30 minutes.

Pick up the towels (still wearing protective clothing) – use them to wipe over the area of the spill. Place the used towels in a plastic bag, seal tightly and dispose of normally or place in an autoclave bag and sterilize according to the autoclave instructions before disposal.

Wash the area of the spill thoroughly with clean water and dry with fresh towels.

Any items contaminated with blood should either be soaked in sodium chlorate (I) solution (as above) or should be disposed of in the yellow clinical waste bin.

## 11.0 - Monitoring and Review of the Policy

### 11.1

First aid arrangements are continually monitored by the School Nurse and are formally reviewed annually to ensure the provision is adequate and effective. Additional reviews by the Health and Safety Committee will take place following any significant changes to the school site or population.

### 11.2

Any concerns regarding first aid should be reported without delay to the Chairman of the Health and Safety Committee.

## 12.0 - The Sick Child

The School recognizes its responsibility to promote a learning environment that is safe for all. Please also refer to the policy "*Supporting Pupils at School with Medical Conditions*" which details the care of children with special educational or medical needs. In order to maintain a clean and healthy environment this policy provides guidance for staff and parents as to when children should or should not be in school if showing signs of sickness. The health and well-being of all children is of paramount importance to enable them to be successful learners and to be the best they can be.

The purpose of this policy is:

- To ensure sick children are identified
- To ensure sick children are cared for appropriately
- To protect children and adults from preventable infection
- To enable staff and parents to be clear about the requirements and procedures when children are unwell

Children should not be brought to school if they are displaying signs of illness. If parents do bring children to school and the Medical Centre staff feel that they are unfit for school, parents/carers/emergency contacts will be contacted and requested to come and collect their child and asked not to return their child to school until symptom free.

If a child is absent from the normal school day due to illness, they will not be permitted to return to school within the same day for 'special events', such as plays, concerts, parties, matches or 'Fizz n' Quiz'. This is to reduce the risk of unnecessary cross-infection to others and to ensure that children are fully recovered prior to returning to school.

If a child feels unwell during the school day they must visit the School Nurse who will assess their condition and make contact with parents if she feels the child is not well enough to be at school. If the child is in danger the Medical Centre staff will seek further medical advice immediately. The Medical Centre will inform the Form Teacher that the child will not be returning that day and the child will remain under the care of the Medical Centre staff until collection. Staff will inform the parent/carer about any health worries they have about the child. Parents are responsible for keeping the school informed about their child's health.

The school does not aim to exclude children unnecessarily. However, the decision of the school is final when requesting the exclusion of a child for illness or infection. The school will follow the advice of the Health Protection Agency. It is recommended that children do not attend school while suffering from one of the communicable diseases, and that they should be excluded for the minimum periods recommended by their Doctor. Although exposure of

children to a communicable disease in itself is not a sufficient reason to require their absence from school, any child who develops symptoms following exposure will be requested to remain absent from school for the recommended time.

Coughs and colds do not normally require the child to be absent from school but this depends on the severity and how the child is able to cope with the school routine. Parents will be contacted, informed if their child has a high temperature and be asked to collect them and to return them when the child is well again.

A child who has sickness or diarrhoea whilst at school should be collected immediately and remain absent from school for 48 hours following the last episode of sickness or diarrhoea.

To prevent the spread of conjunctivitis, suspected cases will be reported immediately to parents, who will be requested to take their child from school to seek medical advice from a GP surgery or Pharmacy. When treatment commences, the child may return to school.

If impetigo is suspected the parents will be informed and asked immediately to take their child from school to seek medical advice and treatment from their GP surgery. The child must be excluded from school until the lesions are crusted or healed and treatment has commenced.

If a child has chicken pox, they should be absent from school from the time blisters are first seen until all blisters have crusted and scabbed over. Parents/Carers will also be contacted if their child develops a rash. This will need to be checked by a Doctor whose advice should be followed.

In the case of infestations such as head lice or threadworms, staff will inform all parents in the affected child's year group and advise them how to proceed. Children must receive treatment before returning to School.