



## QUEEN ETHELBURGA'S COLLEGIATE FIRST AID POLICY to be read in conjunction with the MEDICAL POLICY

### Introduction

This policy applies to Queen Ethelburga's Collegiate - which includes Queen's Kindergarten, Chapter House Preparatory School, King's Magna Middle School and Queen Ethelburga's College and The Faculty of Queen Ethelburga's - hereafter referred to as "the **Collegiate**".

This policy sets out the Collegiate principles for administering first aid and should be read in conjunction with the Medical Policy and Emergency Medical Protocol and Procedure for Reporting Accidents.

### Aim

The aim of this policy is to provide timely and competent administration of first aid and its implementation supports ensuring the welfare of all students.

### First Aid arrangements

- All boarding staff, and a representative proportion of academic staff (depending on department) at the schools are offered, and encouraged to take up, the opportunity of training in first aid.
- All staff in some departments, where risk is considered to be higher, will be trained e.g. PE, Science.
- Queen's Kindergarten and Chapter House will have appropriate staff trained in paediatric first aid, and all newly-qualified staff in the Early Years setting will have a paediatric first aid qualification.
- Training will be renewed every three years. Records of dates will be kept centrally, in the office and/or by the Senior Teacher responsible for CPD.
- There will always be at least one qualified person on the school site when students/young children are present, including a paediatric first aider whenever young children are on site. A suitably qualified first-aider will also accompany students on offsite visits, in line with the *Educational Visits Policy*.

- The main duties of first aiders are to give immediate first aid and to ensure that an ambulance or other professional medical help is called when necessary.
- First aid should only be administered by those qualified to do so. Current lists of first-aiders are circulated and hard copies are available in staff rooms. They will be updated at least once a year, after the annual INSET session. The lists are also appended to this policy, which is available to staff on the intranet.
- Teaching staff should familiarize themselves with the location of the nearest first-aider in their teaching area.

### **First aid boxes and emergency medical bags**

- First Aid kits are provided in zones of the schools set out below. Kits are numbered.
- First-aiders should familiarize themselves with the location of these kits. Practical subjects not based near the central office complex should have first aid kits within the departments.

#### **Locations of FIRST AID KITS:**

Boarding houses	Home Economics Room	Pastoral Welfare Office
Branwell (office)	Insurance Office	Science areas (CH + QE)
CCF office	Joiners' Workshop	Sports office
CH Foundation Stage	Kindergarten	Staff Rooms
DT and Art rooms	Laundry	Swimming Pool
Estates Office	Main School Kitchens	Theatre
Facilities Manager's office	Main School Office	Wimbledon
Head of Chapter House Office	Medical Centre	Woodlands
Head of King's Magna Office	PA to the Principal's Office	
Kindergarten (with oral syringe)		

- Emergency Medical bags are distributed around the school, as per the list issued by the Medical Centre – currently Medical Centre and Main School office.
- Qualified staff should familiarize themselves with this list, which includes:
  - Emergency Red bag
  - Entonox Blue bag
  - Nebuliser
  - Defibrillator. Extra defibrillators in Genesis main duty office (Room 1001), gym reception, sports hall, and car park bus shelter.
- Bio-hazard kits are in each boarding house and in the Medical Centre, and there is one in the boarding office, which can be accessed by any staff in an emergency.

- Any use of contents should be reported to the nurses, so that replacements can be provided. There will be a designated member of staff to check contents in Chapter House.
- Members of staff on duty and out on the field, or further afield, during games lessons, cross country running, athletics clubs etc, involving children in Chapter House or Kindergarten, must take a first aid kit with them. A kit must always be taken on school trips (see *Educational Visits Policy*).
- No member of the teaching staff should provide medication unless authorized to do so by medical staff, following all required procedures for the distribution and recording of medication as set out in the Medical Policy.

### **Arrangements for students with particular medical conditions**

- A summary list of students with particular medical conditions will be provided by the Medical Centre.
- **All staff** should familiarize themselves with the names of students with particular medical conditions e.g. asthma, epilepsy, diabetes, and with any emergency procedures relevant for students with whom they come into contact.
- This includes:

#### ***Allergies***

The School Nurse produces an up-to-date illness and allergy list, containing the name and form of those students who may need immediate medical treatment e.g for diabetes or epilepsy, so that staff know which students are at risk. This is distributed to relevant departments. Arrangements will be made for students with relevant allergies to visit the chef daily at 10.15am to discuss the menu for the day

#### ***Epi-pens***

All students who have a severe allergy are to carry their own Epi-Pen and have a spare in the Medical Centre. The School Sister is to check regularly that the Epi-Pen is in date and order a replacement as required for boarders.

#### ***Asthma***

The School Sister is to compile a list of students who suffer with Asthma and distribute to the relevant departments. ALL such students are to carry their own inhalers and to ensure they have a spare in the Medical Centre.

### **Procedure in the event of an accident or injury**

- In the event of a minor injury requiring first aid, a qualified person should be summoned, this being a qualified paediatric first-aider for young children.
- In Chapter House/Kindergarten, staff should inform the nurse directly, if more than immediate first aid is needed.
- Where appropriate a QE/KM casualty may be sent to the main office, for referral to the Medical Centre. If the casualty cannot walk, medical assistance should be summoned via the school office. In the case of a medical emergency or if the first-aider cannot deal with the presenting complaint, he or she should consider whether it is appropriate to contact the nurse and/or immediately call an ambulance. Usually, an ambulance will be summoned in consultation with the nurse.
- Examples of medical emergencies include:

1. a significant head injury
  2. fitting, unconsciousness or concussion
  3. difficulty in breathing and / or chest pains
  4. exhaustion, collapse and/or other signs of an asthma attack
  5. a severe allergic reaction
  6. a severe loss of blood
  7. severe burns or scalds
  8. the possibility of a serious fracture
- An ambulance should also be called where it is best practice for there to be a precautionary visit to a hospital e.g. in cases of head injury.
  - Should an ambulance be called, a member of staff, preferably one familiar to the student (especially in the case of a very young child), will go with the child in the ambulance.
  - In the event of a student feeling unwell, the student should be taken (or sent, if not in danger of feeling faint and in KS3 and above) to the main school office, where medical assistance can be summoned. Students should not normally be sent directly to the Medical Centre.
  - For medical emergency procedures, see the relevant documents on Medical Policy and Emergency Procedures.
  - Staff should not attempt to deal with bodily fluids without taking advice from medical staff and using appropriate personal protective equipment, e.g. the wearing of latex gloves, eye protection or resuscitation mask. They should avoid contact with any potentially hazardous substances or risk of skin penetration injuries. Any necessary cleaning should be done using appropriate bio-hazard precautions and appropriate disposal. The area should be cordoned off until cleaned and appropriate disposal precautions observed. See above for location of Bio-hazard kits.

### **Reporting and recording**

For any accident, on or off site, an Accident report form should be filled in by the member of staff responsible for the child/student at the time of the injury. Blank forms are held in the Medical Centre, and an electronic blank version is available on the intranet. Completed forms are kept in the office of the Principal's PA. Any witness statements and follow-up details must be recorded. (See also *Emergency Medical Protocol* and *Procedure for Reporting Accidents*.) First-aiders and medical staff will add their details for any child/student treated by them.

- In cases of illness or accident other than involving a child in the EYFS setting (see below), a judgement will be made by an appropriate person re the need to contact parents e.g. medical personnel, senior boarding staff, senior pastoral staff.
- Accident records will be forwarded to the Health and Safety Co-ordinator, who will assess the need for a follow up investigation or RIDDOR reporting, where appropriate.

### **Chapter House/Kindergarten**

- Staff should use the specific form for their age group.

- For all EYFS children, parents will be informed of any accident, injury to or first aid treatment provided on the same day or as soon as reasonably practicable
- Otherwise in Chapter House and Kindergarten, if there is any doubt about the seriousness of an injury, parents are informed by the school secretary.
- In Queen's Kindergarten, staff should refer the incident to the Nursery Manager or senior member of staff. Parents are shown the form on collection of their child and asked to sign it. This is then to be kept in the Kindergarten office.
- Forms for Chapter House are emailed to the Chapter House school secretary and copied to the Head Teacher, who maintains a file of minor accidents. The secretary then emails a copy of the form to parents, with a read request to ensure parents have seen it. A note is made on the overview sheet and a copy is attached to the child's ISAMS file. For Foundation Stage children, a sticker will be placed in the planner to inform parents that first aid has been given, so that they know they will have received an email.
- Any accidents beyond minor bumps and scrapes are notified to the Health and Safety Co-ordinator, who will undertake investigations where necessary.
- The Collegiate must notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any EYFS child whilst in their care and act on any advice given .

### **School trips**

- There should be a first-aider on every trip out of school.
- A first aid box must be borrowed for every trip.
- On trips including children from EYFS, at least one person must have a paediatric first aid certificate.

### **Staff using medication**

Staff taking medication must be aware of possible side-effects, and, where relevant to their ability to carry out their duties or to adhere to the Staff Code of Conduct, must report this to their line manager. In cases of strong medication, a risk assessment will be made, to ensure that the safety of students/children/staff is not compromised. Where there is any doubt, staff may be asked to obtain confirmation of fitness to work from a medical practitioner. Any personal medication must be securely stored, away from access by students or young children, and must be separate from medication to be dispensed to children in their care. As with storage instructions in the **Medical Policy**, medication must be in its original packaging, clearly labelled.

The Collegiate policy on *Smoking, Alcohol and Misuse of drugs* indicates the Collegiate stance on abuse of substances, and, as indicated in the *Disciplinary Procedure*, staff found to be abusing substances may constitute gross misconduct and may also include, where appropriate, notifying the police.

### **Related Policies**

## Medical Policy

Health and Safety policies and procedures, including emergency procedures, School Visits and Accident Reporting  
Smoking, Alcohol and Misuse of Drugs

Disciplinary Procedure

Reviewed August 2015 by VWV and April 2016 with Professor Preedy (EYFS)

Reviewed April 2017, May 2018 JHa

To be reviewed May 2019

First aiders updated annually.

