



# THE HALL SCHOOL

## Policy on First Aid

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**Policy Ratified by:** SLT

**Date of publication:** September 2021

**Date of next review:** September 2022

**Governor responsible for policy:** Dr Bhaduri

This policy is available on the School website and can be made available in large print or other accessible format if required.

**Aim**

1. The aim of The Hall School First Aid and Medical Policy is to give support at all times to pupils and staff who have medical needs both within the school boundaries and off site. The policy is applicable equally to our EYFS boys in Reception and the Junior School. First Aid training is run each September to ensure that all staff are updated every three years with their First Aid skills, and all new staff (both teaching and support staff) are expected to attend in order that they are qualified to give First Aid in the event of an accident or emergency.

The Hall has regard to the DfE guidance on First Aid.

## **Training**

### **Staffing/Training**

2. The Hall School employs a Matron for both the Junior and Senior Schools. In the Senior School the post is currently shared by two Matrons. The Junior School Matron is a qualified SRN and the Matrons in the Senior School are fully qualified First Aiders. The two Senior School Matrons have completed an initial three day First Aid at Work course, followed by three-yearly refresher courses through Direct First Aid and the Red Cross.

3. The Senior School Matrons arrange an Emergency First Aid course at school at the beginning of the academic year for all members of staff, including assistant teachers and support staff. This includes an Emergency Life Support for Children course which is valid for a 3 year cycle. The Senior School Matrons keep records of all attendees to ensure that staff are kept up to date. Hence, there is always more than one qualified trained first aider on each school site, at any given time during the school day and boys are always in the care of a First Aider. A list of those qualified (with the dates of their most recent training and qualification) is given as Appendix A to this policy. Administration of medicines and training (eg: Epipens) is provided to any staff for administration which requires medical/technical knowledge.

4. Staff, especially in the Reception department, must seek medical advice if they are taking medication which may affect their ability to care for children and inform the school.

5. In addition, staff are also kept up to date with particular medical conditions as they arise in the school such as Epilepsy, Asthma, Diabetes and Anaphylaxis.

### **Paediatric First Aid Training**

6. The EYFS class teachers and classroom assistants as well as other members of the Junior School staff complete the two day St John's Ambulance Paediatric First Aid course (minimum of 12 hours training). St John's Ambulance provides certificates, which are valid for 3 years. These are kept on the staff files as well as in the EYFS documentation, and their qualifications and dates of training appear in Appendix A.

7. At least one member of the EYFS staff must be on the premises at any one time and at least one person on an EYFS outing must be in possession of a Paediatric First Aid certificate.

## **Procedures**

## **General Practical Arrangements**

8. All boys and staff have access to Matrons at all times. They are the people that both boys and staff go to with any condition that may require medical help. The Hall School retains a fully qualified, female doctor (the School Doctor). Where there is a concern about a boy, or a member of staff, the school can seek advice through her.

## **Medical Accommodation**

9. Both the Junior and Senior Schools have designated rooms (Matrons' room) for the treatment and for the care of sick pupils during school hours. Both rooms contain a wash basin and eyewash facilities. The Junior School room has an en-suite shower and WC. The Senior School room is adjacent to a WC. Middle School boys will be escorted to the Matrons' room in the Senior School where appropriate.

## **Medical Procedure Prior to Starting School**

10. Prior to a boy joining The Hall School a medical questionnaire (Emergency Medical Information Form), please see Appendix B, is sent to the parents for completion. This form is kept in the child's Medical File in locked cabinets in the Matron's rooms and can be referred to at any time. Any medical information is also entered onto the school's iSAMS database as appropriate. All information on boys is treated in confidence. During the boy's time at school we expect parents to inform us of any changes. These include:

- Emergency contact details
- Any dietary requirements and/or allergies
- Health details (epilepsy, diabetes etc)
- Immunisation boosters
- Eye test details
- Parent's consent for medication
- GP's details
- Dentist details

11. The Matrons co-ordinate and disseminate information, which has been disclosed to us by parents, to all staff within the appropriate sites on an individual boy with medical needs. A complete set of records are displayed in the Junior and Senior School staffrooms as well as in a file in the Junior School office. The Middle School office holds copies too. Matrons are the first point of contact for parents and staff on medical matters and they encourage communication between home and school. This is especially important in the long term management of a medical condition or if there is any concern for a particular pupil.

## **Eyesight and Hearing Tests**

12. An eye sight examination is required before a boy starts school at either 4+ or 5+ entry. A hearing test is made with the Junior School Matron when in Year 3.

## **Healthy Eating and Exercise**

13. Through Science, PE and Life Skills lessons boys are educated about healthy eating and exercise.

## **Medication**

### **Storage and Administration**

14. Reception staff medication must be securely stored at all times.

15. Medicines should not usually be administered unless they have been prescribed for that child by a doctor or dentist. Non-prescription medication (e.g. pain relief/paracetamol) may be administered, but only with the prior written consent of the parents and only when there is a genuine health reason to do so. Neither Bonjela nor any other teething gel that contains 'salicylate salts' should be given to children under 16 years (MHRA guidelines April 2009 and none is kept at school).

16. Matrons hold any medication that is sent into school by a parent for a boy who is suffering from an illness or infection. Usually own prescription medicines should be administered. The medication must be in the original container in which they were dispensed and the expiry dates are checked. They should include the prescriber's instructions for administration. The medicines are stored in accordance with the product instructions (e.g. fridge) and/or in a locked cupboard. The medication must also always be accompanied by a written note giving the reasons for the medicine (if, for any reason there is not signed permission, Matron would always telephone the parents before administering the medicine), the dose and at what time it is to be administered.

17. The Matron's keep written records of all medicines administered to children (in their Matron's Book) and are responsible for informing parents via a written note, the same day or as soon as reasonably practical.

### **Epipens**

18. Every boy should have two epipens.

- Reception (EYFS) and Year 1: Both are kept in Junior School Matron's room in orange bags. When the boy goes 'off site' (to Gym at the Senior School, for example) the orange bag accompanies the child.
- Year 2 and Year 3: One of the two epipens is kept in the Junior School Matron's room (which also accompanies boys on school trips etc). The second epipen is stored in the Middle School dining room (in an orange bag and in red when games). This one goes to the Sports Field with the boys - handed to the Sports staff by the Class teacher.
- Middle /Senior Schools: Epipens are kept in named, personal boxes as follows:
  1. Middle School: One box in the Middle School office and the second in the Senior School Matron's room.
  2. When Middle School boys go to Games/off site they take their box from the Middle School office.
  3. Senior School: One in the Middle School Office and the second in the Senior School Matron's room
  4. When Senior School boys go to Games/off site they take their box bag in a red bag from the Senior School Matron and then return it to the Senior School Matron after games.

### **Disposal of Prescribed Medicines**

19. Matron will send medicines home with the boy's parent (or other adult collecting) at the end of the day. Otherwise the medicines are kept in the locked medicine cabinet with the written instructions until the end of the course and then given to the boy to take home.

### **Regular Medication**

20. A child under 16 years old should never be given medicines containing aspirin, unless prescribed for that child by a doctor. If a boy suffers regularly from acute pain, such as migraine, the parents should authorise and supply appropriate pain killers for their child's use, with written instructions about when the child ought to take the medication. Matrons will supervise the pupils taking the medication and notify the parents.

21. Emergency medication for boys who suffer from a particular life-threatening condition such as (asthma or anaphylaxis) is stored in the Matron's rooms. Boys in both the Middle School and the Senior School with conditions such as asthma are encouraged to be responsible at all times for their medication, including when off site. Junior School staff support all Junior School boys when off school premises by carrying boys' epipens and/or inhalers for him.

### **Refusing Medication**

22. If a pupil refuses to take his medication, the Matrons will not force him to do so. The boy's parents will be informed soonest.

## **Long Term Medical Needs**

23. It is important for the school to have sufficient information about the medical conditions of any pupil with long term medical needs. If a pupil's medical needs are inadequately supported this can have a significant impact on a pupil's academic attainment and/or lead to emotional and behavioural issues. The School has created a Supporting Pupils with Medical Conditions Policy which covers:

- Individual Healthcare plans
- Staff training and support
- Managing Medicines on school premises
- Record Keeping
- Emergency Adrenaline Auto-injectors

### **Recording Accidents and Informing Parents/Staff (including exclusion for Medical reasons)**

24. Staff as First Aiders may well have been at the scene first and will then refer to Matron for a further assessment. Matrons are the people that both boys and staff go to with any condition that may require medical help. The relevant Matron assesses the problem and would give first aid where necessary. A note is sent home with the boy in the Early Years and Junior School boys. A dated record is kept of all first aid administered to a boy in the incident book (Matron's Book) whether it is medicinal or noting concern for a boy. Depending on the severity of the incident Middle/Senior School Matrons will decide and use their discretion whether to inform the boys' parents by telephone or email as soon as practically possible.

25. If a boy appears to be very unwell or infectious, Matron will telephone one of the parents/next of kin to discuss the situation – whether or not to give medication, send the child home or discuss the medical options or need for hospitalisation.

26. The Matrons will speak directly to the pupil's class teacher if a child has had a significant injury (eg: bang to the head etc). The Matrons also sends an email to all staff (Junior School, Middle School or/and Senior School) informing them of the situation.

27. Where serious accidents occur (e.g. broken bones, severe cuts, dislocations etc) Matron completes an Accident Form giving full details. One copy is given to the Headmaster or Head of the Junior School, and one is put in the boy's Medical File. Matron will also contact the Health and Safety Executive under the RIDDOR provisions where appropriate and required (e.g. broken bones other than fingers), and will send a copy to the Bursar and reported at the Health and Safety Committee. Please see below for further details.

## **RIDDOR**

28. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, schools are required to report, online, such occurrence to the Health and Safety Executive (Tel 0845 300 9923) or at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor). Guidelines can be found on this site, together with a comprehensive list of injuries that require notification. Employers must report: deaths, major injuries; over - three - day injuries; accidents causing injury to pupils; members of the public or other people at work; specified dangerous occurrences, where something happened which did result in an injury but could have done.

## **First Aid Equipment**

29. In both Matrons' rooms there is access to a locked First Aid cabinet which holds basic medication for boys and staff. Other first aid necessities are kept in unlocked cupboards and drawers. The Senior School key is kept in the top drawer of their desk and the Junior School key hangs on the side of the First Aid cabinet. There are green First Aid boxes marked with a white cross in prominent positions in all school buildings and at the Sports Ground. They are stocked with the contents approved in the DfE guidelines paragraph 58 and they include a guidance leaflet. They are date stamped. Please see Appendix C for a list of locations and contents. Matrons check the contents on a half termly basis and record this accordingly. The Junior School records are kept in the locked first aid cupboard and for the Senior School in Matron's room.

30. First Aid bags for off-site activities such as sport and school educational trips are also kept in Matron's rooms. These are then collected by teaching staff as necessary and will always be taken in the minibus. They include a list of some postcodes that may be needed when phoning for an ambulance. Staff are asked to inform the Matrons' if anything has been used from any of the First Aid boxes/bags.

## **Spillage of Bodily Fluids**

31. In the event of body fluids being spilled, the following procedures should be adhered to:

- The area affected will be cordoned off.
- Granules (in packets for this purpose available from the Matron's Rooms) will be poured over the spilt bodily fluids.

- The fluids will be cleaned up using gloves, normally by a member of the Maintenance Department, and disposed of as appropriate.

Staff will have access to single use disposable gloves (which are kept in Matron's rooms) and hand washing facilities at all times and must take great care when dealing with blood or other bodily fluids to always wear gloves. If the surface is easily washable, e.g. lino or tables, it will be washed down with antibacterial spray after the steps above have been taken. Stained carpets will be cleaned as required.

## **Accident and Emergency**

32. In any situation in which a member of staff or Matron feels unable to help adequately an ambulance is called immediately by Matron or another teacher or school employee. The parents/next of kin are informed of the situation by telephone - normally by Matron - and the appropriate action is taken. Boys with any dentistry concerns are taken to Abbey Road Dental Practice (appendix D) unless parents requested otherwise. Any issues concerning teeth/the mouth that arise when a child is off-site will be taken to the nearest A & E department of a hospital.

### **Hospitalisation**

33. If a boy is sent to hospital the following procedures should be followed:

- Contact the parents/next of kin and arrange to meet Matron/member of staff with the child at the hospital. If the parents are unavailable the school office continues to try to make contact. Matron/member of staff takes the boy's medical notes, which are kept in Junior School Matron's room, at Wilf Slack and in the Senior School stationery cupboard next to Matron's room, which the parents have signed enabling the school to act as 'loco parentis'
- Record all information in the incident book (Matron's Book) with dates and times
- If appropriate, fill in an Accident Form to be ready for the Head of the Junior School and/or Headmaster. Any broken bones must be reported to the Health and Safety Executive under the RIDDOR (see paras 21-22 above) with one copy in the boys' Medical File and one to the Bursar

### **Accidents and Emergencies involving Staff and Visitors**

34. See Appendix E. Next of kin details for members of staff are kept in the HR office in the Senior School and with the Junior School Secretary for Junior School staff. Designated staff can access these details on iSAMS.

## **Arrangements for Pupils with Particular Medical Conditions**

### **Asthma**

35. See policy in Appendix F.

### **Diabetes**

36. The school promotes an informal awareness of diabetes, its symptoms and treatment to all members of staff. A file is kept in the Senior School Matron's room and staff are updated at

regular intervals, if appropriate. A leaflet explaining diabetes and the symptoms of hypoglycaemia are displayed in the Senior School staffrooms as well as in Senior School Matron's room. A boy is encouraged to eat regularly, and spare supplies are accessible at all times. If a diabetic enters the school the family will be expected to provide an individualised care plan for the diabetic child from his physician outlining his current treatment. The care plan will need to be kept current and up to date and will be kept with his insulin in Matron's fridge. The school will undertake to ensure that any insulin injections that are needed during the school day are given correctly and that testing of blood glucose is always available. The School will keep close contact with the family and GP to ensure that the treatment of his diabetes is optimal and that he is able to participate in all activities safely.

## **Epilepsy**

37. All staff are made aware of any boy who suffers from Epilepsy. Literature describing the symptoms and actions to be taken in the event of a seizure are displayed in the Matron's rooms.

39. Information from the parents of the child suffering from Epilepsy is held in the boys' medical file. Parents are encouraged to openly discuss the 'triggers' for a seizure so that the school can avoid a situation. It is essential that the family keeps the school up to date with any changes in the condition and therefore the medication required. The School will undertake to ensure that any medication needed during the school day is taken properly at all times. In the event of a child having a fit during the school day he will be cared for by a first aider. When he has recovered consciousness he will be moved to Matron's room where he will rest. The parents will be informed. If the fit has been prolonged, an ambulance will be called.

## **Head Lice**

49. In the Junior School it is the responsibility of the Matrons' to educate the boys and their parents on ways of checking and treating head lice as necessary. In the case of a boy being detected with head lice, the parents of the class and possibly the year group are alerted and current and relevant literature is sent home. The boys' parents/next of kin are informed and Matron does a recheck of the form a few days later. In the Middle/Senior School Matrons contacts all parents in the year group.

## **Anaphylaxis**

40. The Hall School has an Anaphylaxis Policy which aims to protect children at risk from anaphylaxis by the following measures:

- Parents to provide up to date medical information on their child and to provide a signed consent form for treatment as well as any spare emergency medication. This is kept in Matron's room and should always be clearly marked with the child's name and the expiry date of the epipen.
- Promoting an awareness of anaphylaxis throughout the school with guidance and information displayed in the staffrooms, Matron's rooms and in the Middle School office. A file and DVD is kept in Matron's rooms. All members of staff have an opportunity to watch the DVD and learn how to use the epipens in an emergency situation. The school doctor runs periodic demonstration sessions.
- The Hall School caterers endeavour to avoid all nut products and therefore the school aspires to be a nut and seed free zone. Catering staff are also made aware of children suffering from allergies. Parents are regularly reminded that boys must not bring anything into school containing nuts or nut products.



- Please see Appendices G & H.

## **Concussion**

41. At all levels in all sports, if an athlete is suspected of having a concussion, they must be immediately removed from play 'If in doubt, sit them out'. If any of the following signs are suspected, the player immediately will be removed from play: dazed look, unsteady, confused, motionless, unresponsive, seizure, clutching head and heightened irritability/emotion. If any of the below are suspected then the player would be taken to hospital: severe neck pain, deteriorating consciousness, increasing confusion, severe or increasing headaches, repeated vomiting, unusual behaviour change, seizures, double vision, weakness or tingling/burning in arms or legs.

The player must not return to activity that day. If a neck injury is suspected, they should only be removed by a healthcare professional. In all cases of suspected concussion, medical advice would be sought. The player would be 'off games' for a 3 week period before being allowed to re-play. Any player with a second concussion within 12 months, a history of multiple concussions, players with unusual symptoms or prolonged recovery should be assessed and managed by health care providers (multidisciplinary) with experience in sports-related concussions.

## **Infection Control and Infectious Diseases**

42. The school authorities are aware that if we believe that any child is suffering from a notifiable disease identified as such in the Public Health (Infectious Diseases) Regulations 1988, our school doctor would be consulted in the first instance and the normal practice would be for the pupil's GP to notify the infectious disease to the environmental health. The school would act on any advice given by the Health Protection Agency.

## **Defibrillator**

43. The school is in possession of four automated external defibrillators (AED) machines. They are only to be used on victims who are unconscious, without pulse, signs of circulation and normal breathing. The AED will analyse the heart rhythm and advise the operator if a shockable rhythm is detected. The AED will charge to the appropriate level and advise the operator to deliver a shock. When the AED is used an ambulance is called immediately by Matron or another teacher or school employee. The parents/next of kin are informed of the situation by telephone.

44. **Training.** Please see Appendix A. All staff who attended First Aid training in 2014, 2015 and 2016 are trained to use the Defibrillator.

45. **Maintenance.** The School Matrons are responsible for regularly maintaining equipment. All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instructions. Following use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required. The AED performs a self-diagnostic test every week that includes a check of battery strength and an evaluation of the internal components. The Head of Games inspects the defibrillator at Wilf Slack every Monday. Replace the battery charger when necessary and report other faults to the Clerk of Works.

46. **Locations of AED.** During school hours the AED will be at designated locations, easily seen by staff:

- Senior School Staff Room: on the far wall next to the desk and staff telephone.
- Middle School entrance hall: on the left hand side as you enter the building.
- The Hall School Sports Ground: in the pavilion on the left hand wall as you enter the building.
- Junior School in the staff room on the wall left of window.

### **Educational Visits**

47. Prior to a school trip parents are asked to complete a medical form (Parental and Medical Consent Form – see our Educational Visits Policy) at the start of every academic year (see Appendices I & J). The completed medical form will be taken by a member of staff on the trip and a copy retain in the school offices. All staff with groups of boys going off site always have a First Aid bag with them. Staff of those boys who suffer from a particular medical condition must carry their emergency medication with them. The person organising educational trips away from school will ensure that a boy who needs an epipen or inhaler will have them with him at all times when taken offsite. For Middle School/Senior School overnight trips they have two with them.

48. Emergency procedures include:

- Parents' contact details for the period of the visit and permission for emergency medical treatment, if the parents cannot be contacted.

### **Summary**

49. The Hall School is committed to looking after boys, staff and visitors to the school. To enable us to do this, our Matrons have undergone the appropriate training and staff have attended an Emergency First Aid Course. Parents of boys are involved in the process and provide the information to enable us to respond effectively and keep their sons safe. Liaison between the School and parents on medical issues is timely and confidential and parents are informed if their son is sick. No medication is administered without the permission of parents.