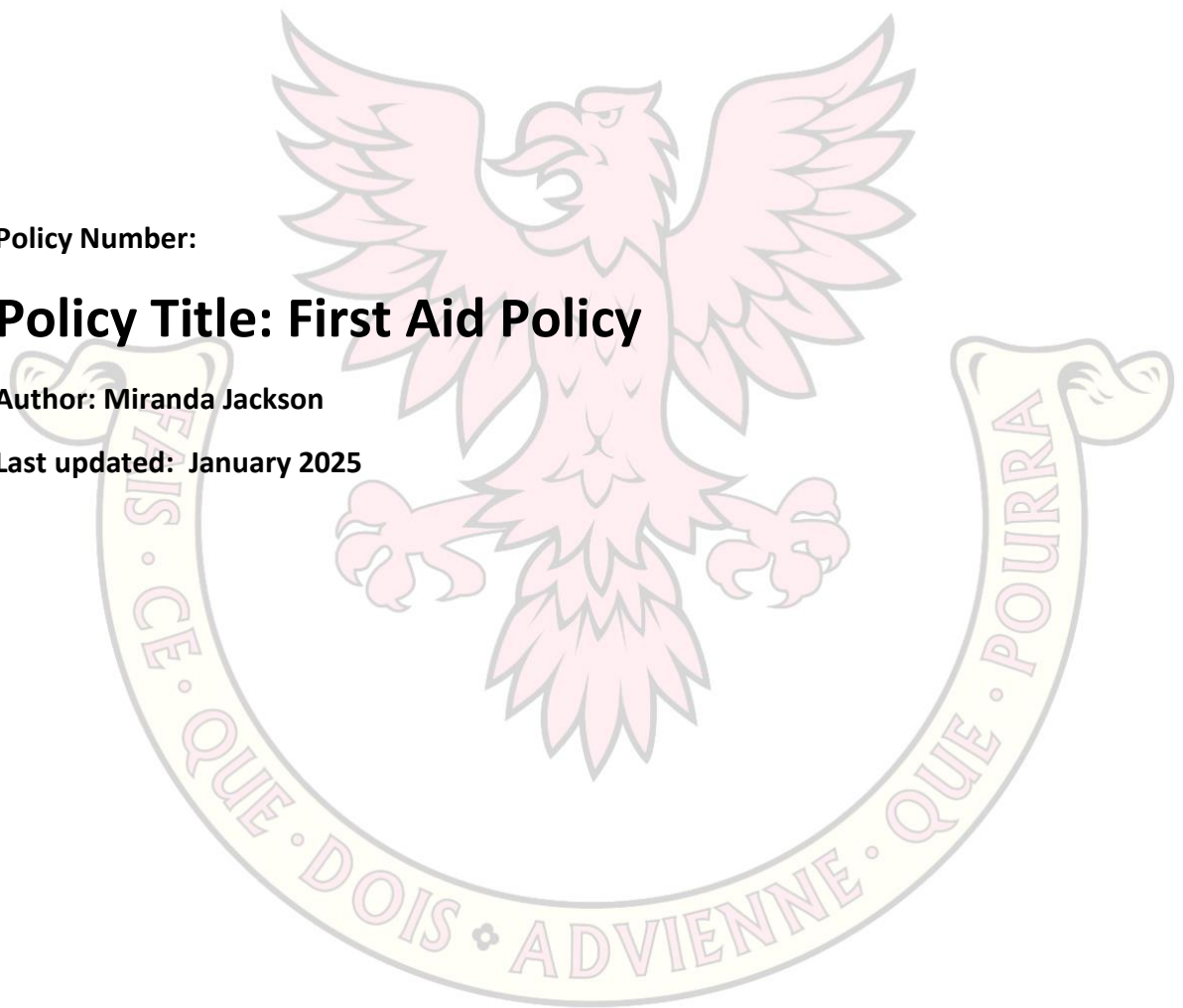


Policy Number:

Policy Title: First Aid Policy

Author: Miranda Jackson

Last updated: January 2025



First Aid Policy: The Whole School Policy (including EYFS and Boarding)

When writing this policy, DfE guidance 'First aid in schools, early years and further education' 2022 and 'Supporting Pupils at School with Medical Conditions' 2015 have been followed. Our aim is to be able to provide first aid in an emergency to a child, staff member or visitor to the School if and when required, and to seek further medical help where appropriate. This Policy also includes our Administration of Medicines Policy.

1. Persons Qualified in First Aid

- 1.1 As a community of over 70 adults, staff all share a duty of care and anyone may be asked to assist in the delivery of the School's health and welfare policies. First aid should be administered by an individual who has received first aid training which is updated every 3 years. Hall Grove arranges training for staff, which includes training on the use of Adrenaline Pens, emergency asthma management, and the use of the defibrillator in the event of a collapsed or unconscious child or adult.
- 1.2 Some staff will also be trained on fuller courses to cover Health & Safety at Work requirements. There will always be at least two members of staff with the First Aid at Work qualification on site when the school is open. The Headteacher regularly reviews the school's first-aid needs in liaison with the School Nurses, and particularly after any changes, to ensure the provision is adequate. Where minimum numbers of trained first aiders are set, these are monitored to ensure that these standards are being met.
- 1.3 The Early Years Foundation Stage have five members of staff who have qualified in Paediatric First Aid, a 12-hour course. There are staff in other departments who also have this qualification. When children are off site, at least two qualified paediatric first aiders will accompany the Early Years Foundation Stage children. There will always be at least two qualified paediatric first aiders on site when children are present. Should a child suffer a bump to the head or accident during the day, their parent/guardian will be informed via the communication book, a member of staff or by telephone.
- 1.4 All teaching and support staff who have attended first aid courses within the previous three years have a duty of care to provide first aid to any member of the Hall Grove community if there is both the need and the opportunity to provide it. There will be first aid cover across the school site.

1.5 Specific Qualifications:

Miranda Jackson (School Nurse) – BA (Hons) Nursing (Paediatric) Registered Nurse (Child)

Michelle Kirtley (School Nurse) - BA (Hons) Nursing (Paediatric) Registered Nurse (Child)

Paediatric First Aid

Samantha Tomlinson

Lucy Porter

Helen Solomon

Halycon Manton

Natasha Elsey

Rachel Morrison
Laura McNair
Sarah Calhoun
Harry Quartermaine
Michelle Kirtley

Emergency First Aid and Emergency Paediatric First Aid

Chris Pilgrim
Miranda Jackson
Kirsty Furness
Kate Maxfield
Deborah Langley
Lucy Erridge
Joanne Buckler
Jake Tucker
Tom Varney
Tom Grace
George Neville
Jessica Smith
Luke McLeod
Julia Holloway
Angela Godley
Phil White
Tamara Laws
Catherine Foley
James Foley
Rita Thompson
Kirsty Dunnage

Level 3 Outdoor First Aid and Level 3 First Aid at Work

Neil Tomlin
Becky Trafford

2. Practical Arrangements and Access to First Aid Kits

- 2.1 Where possible, when a School Nurse is at School, first aid is administered in the Medical Room which is situated in the Coach House adjacent to the School Office. Protective gloves and first aid items are housed in the clearly-labelled cupboards by the sink. On those days when a School Nurse is not in School, first aid cover will be arranged. Staff should ensure they protect themselves when dealing with any first aid incident and take care not to become a casualty themselves. The EYFS have first aid and protective equipment at The Barn and maintain a log of incidents that occur there. Children who become sick at school are taken to rest in the Medical Room, where they will be supervised until they can be collected.

- 2.2 If a child who is boarding becomes unwell at school, they will be cared for by the School Nurse or another adult member of staff during the school day in the Medical Room. If they are unable to be collected from school, the care of the child will transfer to the Head of Boarding and Boarding Houseparent, or Mr and Mrs Tomlin, at the end of the school day. Should a child be considered to be infectious, infection control will be initiated and a designated bathroom facility will be arranged in the boarding house. Each case will be assessed individually, taking into consideration the age of the child and medical need. If necessary, a child can be isolated and is able to rest in the boarding house during the day and staffing will be arranged to facilitate this.
- 2.3 If the casualty is unable to be moved then the School Nurse or a qualified First Aider will be called for as soon as possible; otherwise the casualty should be taken to the Medical Room or the School Office (as appropriate) by the attending member of staff if possible or by a responsible pupil chosen by the member of staff. The medical staff will bring a first aid box and, if necessary, the defibrillator, to the casualty. THE CASUALTY MUST NOT BE LEFT ALONE UNLESS UNAVOIDABLE.
- 2.4 An ambulance should be called if:
- a. Casualty cannot be moved (or is in acute pain).
 - b. Casualty is unconscious.
 - c. Casualty is not breathing.
 - d. Casualty has had a severe allergic reaction (see section 6).
 - e. Casualty has had an asthma attack and relievers have not helped (see section 5).
 - f. Casualty shows signs of heart attack or stroke.
 - g. Casualty is deteriorating.
 - h. Casualty is bleeding heavily.
 - i. Casualty is having a seizure for the first time (see section 7)
- IF IN ANY DOUBT DIAL 999. In the event of a 999 call made to summon an ambulance, a responsible person will be designated to meet and direct the paramedics. The casualty should be accompanied in the ambulance.
- 2.5 If needed, the nearest first aid box should be used and the accident recorded in the accident book which is found in the Medical Room. First aid boxes are available at the following locations:
- School Office • Medical Room • Art Room • Boarding House • Catering Department (provided and replenished by Thomas Franks Catering) • Food Science Cabin • The Barn • Waldek's Workshop • Pony Grove • School Minibuses • Science Room • Senior Pavilion • Swimming Pool (when in use) • Technology Room • sports first aid / boxes / bags (kept in the Medical Room – see 2.7) • Large pack for residential trips (kept in the Medical Room – see 2.8) • small packs for day trips (kept in the Medical Room – see 2.8)
- 2.6 All first aid boxes are checked to be complete every year and out of date items are removed and replaced. The 'Heartstart' defibrillator is located in the Medical Room. The battery and pads are regularly checked.
- 2.7 Sports Coaches are responsible for collecting first aid kits from the Medical Room and for returning them afterwards. They must be signed out and back in the First Aid Signing out/in book. Relevant asthma inhalers, adrenaline pens and individual emergency medication and

treatment must also be taken with the child when attending off-site activities. Any first aid used should be noted in the First Aid signing out/in book so they can be replenished. A member of staff with a first aid qualification will accompany away matches (see lists). Security seals are used on sports first aid kits to indicate whether or not a kit has been opened and therefore needs checking.

- 2.8 Members of staff accompanying trips off-site have the responsibility of ensuring the collection of a first aid box/bag prepared by the School Nurse and the list with medical information for the travelling year group from the Medical Room. Relevant asthma inhalers and adrenaline Pens should also be taken. On the trip's return any items used should be noted in the First Aid signing in/out book so they can be replenished. A qualified first aider (see lists) will accompany trips off-site.

3. Recording and Reporting Accidents and Informing Parents

- 3.1 In the absence of the School Nurse, all action taken must be recorded in writing and left for the School Nurse's attention on her return and will be added to ISAMS. This should include:

- date, time and place of the incident, named of injured or ill person
- details of injury or illness
- what first aid was given
- what happened immediately after the incident (went home, back to class, went to hospital)
- name and signature of the first aider or person dealing with the incident

Action taken by the School Nurse will be entered onto the computer in the 'Medical' section of iSAMS. An incident such as a bad graze or a big bump to the head will be reported to the parent/guardian in the children's diary, verbally at collection time, by email or by telephone. In the event of the need to go to hospital following an accident (e.g. possible broken bone) the parent/guardian will be contacted as soon as is possible. An Accident Form must also be filled in by the person who dealt with the incident. If appropriate, the relevant authorities will then be informed by the person responsible for RIDDOR (Tel: 0845 300 9923) or online on www.riddor.gov.uk.

4. Arrangements for Pupils with particular Medical Conditions (eg. ASTHMA, EPILEPSY, DIABETES, etc)

- 4.1 In the event of a pupil having special medical requirements (for asthma, allergies see 5 & 6) e.g. epilepsy, diabetes, an individual risk assessment and care plan will be produced in discussion with the child's parent/guardian and the appropriate medical authorities. Children with a medical need or disability will be supported in school in order that they can play a full and active role in school life. Staff training will be arranged if necessary. First Aiders will endeavour to be sensitive and aware of a child's cultural and religious beliefs and needs.
- 4.2 The information is kept on iSAMS - Medical. The Medical section of iSAMS is only accessible to the School Nurses based in the Medical Room and the IT Manager. The Boarding staff have limited access, but are able to check medication given during the day and are able to enter details into the 'appointments' section for the School Nurses to view in the morning. All staff will be informed of the child's specific needs and the child's name will be highlighted in the

Medical Room and on the Pastoral/Medical Board in the Staff Room. Asthmatics and those with serious allergies requiring Adrenaline Pens are listed separately on the board.

- 4.3 It is the parents' responsibility to ensure that the school are holding in-date medication.
- 4.4 A list of each child with special dietary requirements and food allergies is provided for the Catering Department at the start of the year and updated as necessary.
- 4.5 For Asthma and Adrenaline Pens, see 5 & 6.

5. Asthma Procedure

- 5.1 Some pupils will carry inhalers in their school bags. Each child who requires an inhaler will keep a spare named inhaler in the Medical Room on the bookcase in year group boxes.
- 5.2 Parents are asked to complete a "School Asthma Card" as a care plan if their child keeps an inhaler in school.
- 5.3 Inhalers must always be taken on school outings and sports matches, and kept with the teacher in charge of the asthmatic child. It is the responsibility of the staff member to ensure that children have their inhalers when they go off-site.
- 5.4 The following guidelines are taken from the Department of Health's 'Guidance on the use of emergency salbutamol inhalers in schools' (March 2015):

How to recognise an Asthma Attack

The signs of an asthma attack are:

- Persistent cough (when at rest)
- A wheezing sound coming from the chest (when at rest)
- Difficulty breathing (the child could be breathing fast and with effort, using all accessory muscles in the upper body)
- Nasal flaring
- Unable to talk or complete sentences. Some children will go very quiet.
- May try to tell you that their chest 'feels tight' (younger children may express this as tummy ache)

WHAT TO DO IN THE EVENT OF AN ASTHMA ATTACK :

- Encourage the child to sit up and slightly forward
- Use the child's own inhaler – if not available, use the emergency inhaler, found in the Medical Room, alongside the emergency adrenaline pens and defibrillator
- Remain with the child while the inhaler and spacer are brought to them
- Keep calm and reassure the child
- Immediately help the child to take two separate puffs of salbutamol via the spacer
- If there is no immediate improvement, continue to give two puffs at a time every two minutes, up to a maximum of 10 puffs, recording the time medication is given
- Stay calm and reassure the child. Stay with the child until they feel better. The child can return to school activities when they feel better
- If the child does not feel better or you are worried at ANYTIME before you have reached 10 puffs, CALL 999 FOR AN AMBULANCE
- If an ambulance does not arrive in 10 minutes give another 10 puffs in the same way

CALL AN AMBULANCE IMMEDIATELY AND COMMENCE THE ASTHMA ATTACK PROCEDURE WITHOUT DELAY IF THE CHILD:

- Appears exhausted
- Has a blue/white tinge around lips
- Is going blue
- Has collapsed

6. **Adrenaline Pen (“EPIPEN”) Procedure**

- 6.1 Should children with adrenaline pens in school experience an allergic reaction, please follow the procedure for each individual child. The child’s name and the procedure to be followed will be highlighted on a list in the Medical Room and on the Pastoral Board in the Staff Room. There are photographs of the children who hold adrenaline pens held by the School Office, Kitchen and the Medical Room.
- 6.2 It is the responsibility of the teacher in charge of an off-site activity to ensure that they are aware of the procedure and take the medication with them. The named adrenaline pens and relevant medicine are kept on the second shelf above the sink in the Medical Room.
- 6.3 A member of staff who has received Anaphylaxis/use of adrenaline pen training should accompany any of the named pupils on any ‘off site’ activity. Staff with relevant first aid qualifications are listed above.
- 6.4 Generic adrenaline pens are kept in the Medical Room, both dining halls and the Barn in clearly identifiable bags. Two strengths of pens are in each bag which is kept sealed to avoid tampering. A note of the expiry date is attached and checked regularly. These generic pens can only be used for children who have an identified allergy and keep an adrenaline pen in school. However, should a child display signs of allergic reaction and does not hold an adrenaline pen in school, the emergency services should be informed that the school has access to a generic pen. The school may be instructed by the emergency services to administer the pen.

7. **Epilepsy/Seizures**

- 7.1 If a child is known to suffer from Epilepsy, they will have an individual care plan to follow and all staff will be made aware. However, should a child not be known to have an existing medical condition, the guidance below should be followed.
- 7.2 A seizure (also called a convulsion or fit) consists of involuntary contractions of many of the muscles in the body. A person can initially display signs by stiffening of the limbs and torso, loss of consciousness and falling to the ground. This can be followed by jerking movements. A blue tinge around the mouth is likely. This is due to irregular breathing. Loss of bladder and/or bowel control may happen. After a minute or two the jerking movements should stop and consciousness may slowly return.
- 7.3 If this is witnessed a call for help must be made and the following action should be taken:
- Protect the person from injury - (remove harmful objects from nearby)
 - Cushion their head
 - Look for an epilepsy identity card or identity jewellery

- Aid breathing by gently placing them in the recovery position once the seizure has finished
 - Stay with the person until recovery is complete
 - Be calmly reassuring
 - Call for an ambulance if it is the child's first seizure, if the seizure lasts longer than 5 minutes, or if they do not regain full consciousness
- Maintain the person's dignity, using blankets or coverings where necessary

Don't...

- Restrain the person's movements
- Put anything in the person's mouth
- Try to move them unless they are in danger
- Give them anything to eat or drink until they are fully recovered
- Attempt to bring them round

8. Diabetes

- 8.1 A child who is known to suffer from Diabetes will have an individual care plan in place, taking into account their Diabetes type, medication and treatment in the event of emergency. All staff will be informed and adequate training provided. Close communication with the catering staff will be maintained.
- 8.2 The local Diabetic Specialist Nurse visits Hall Grove to train staff about Diabetes and looking after a child with Diabetes in school. Key staff will be asked to attend further training as necessary.

9. Hygiene procedures for dealing with the spillage of body fluids

- 9.1 In the event of body fluids (e.g. sick/blood) being spilled, body fluid disposal kits are available in the Medical Room, The Barn and in the Boarding House. Instructions for use are included in the kit. The sealed yellow bag containing the spillage and any items used in clearing the accident should be placed in the yellow clinical waste bin, either in the Medical Room or the Barn. The Housekeeper will then clean the area where the spillage occurred.

10. Administration of Medicines

- 10.1 Administration of medicines takes place either in the Medical Room which is located in the Coach House adjacent to the School Office, or at the School Office if the School Nurse are not in School. The Barn store and administer medications during the school day and keep a record. Boarding staff keep children's named medication for administration out of hours and record this on ISAMS.
- 10.2 Disposable gloves are available in the Medical Room (located in the cupboard opposite the sink). First aid items are located in the drawers below the medicine cabinet. Medicines (Paracetamol, Ibuprofen and antihistamines) are kept in the lockable white first aid cabinet. Medicines needing refrigeration are kept in the small fridge located next to the sink in the Medical Room.

- 10.3 Before administering any non-prescription medication, please refer to the list of non-consents for specific medications kept in the Medical Room. A list of children and medications for which there is no consent is posted on the front of the medicine cabinet.
- 10.4 Prescription medicines will be kept in the Medical Room. Prescribed medication may only be administered if requested by the parent/guardian in writing with instructions. Prescribed medication will only be administered if prescribed by a UK registered medical practitioner and labelled with the prescription label in the child's name. Homeopathic medication cannot be administered in school. Please note that decanted medicines will not be accepted. If full written instructions are not provided, then a Medication Form should be completed which is available from the School Office or the Medical Room. The forms are also available for parents to download from the school website.
- 10.5 The School Nurse will give clear guidance training to staff who are required to give medication. Staff in the Barn or Boarding who regularly give medication have completed online 'Administration of Medications in Schools' training. ALL treatments must be recorded in writing for School Nurse's attention. The School Office staff will keep a written record of any prescription or non-prescription medication given by them. Following administration of medication (other than medication sent in from home) a note of the time, medication given and the reason should be written in the child's diary or the parent/guardian telephoned to inform them of the action taken. There is also a book under the lockable first aid cabinet in the Medical Room to document the medication that has been administered and the remaining amount of each school-stocked medication.
- 10.6 Administration of medication from home for children in the EYFS takes place at The Barn and follows the procedures above. Only staff trained in the administration of medications in schools will administer medication. All records are kept on the school format and the School Nurses are consulted beforehand. Any administration of medicine during illness that occurs at school is managed by the School Nurse or Healthcare Assistant on duty.
- 10.7 Medication given to Boarders during the school day will be recorded in the School Nurse's diary and communicated to Boarding staff via MS Teams. Should a pupil who is boarding become unwell, parents will be informed. If possible, the child will be collected to recover at home. If this is not possible, care will be given to the pupil by School Nurse during the day time, and the Head of Boarding overnight.
- 10.8 Within the Boarding House, in the kitchen area there is a lockable medical cupboard with first aid box and basic over-the-counter medication. Hard copies of medical information for boarders will be kept securely in the Boarding Office in case they are required overnight.

11. Medical Record Form Policy

- 11.1 Before joining the school, an online medical form is sent to parents/guardians which they are asked to complete. This gives information of the child's date of birth, doctor's name and address, medical history, existing medical concerns and permission to administer basic first aid and medication listed on form. This is combined with parent/guardian address, contact numbers, emergency contact numbers in an 'Pupil Data Sheet with Medical Centre Information' form on iSAMS.

- 11.2 The First Aider on any residential trip will be provided with a password-protected document detailing of all participating children's Pupil Data Sheet with Medical Centre Information.
- 11.3 Parents/guardians are asked to update the records as necessary. Reminders at the beginning of every school year are given.

12. Notification of exclusion of children due to illness or infection

- 12.1 In the event of a child contracting an infectious illness/disease, the School Nurse will work closely to support the families. She can be met with in person, telephoned or emailed. A parent/guardian will be informed either by telephone or via a note in the child's diary should a child become ill or receive an injury whilst at school if deemed necessary by the Medical Room staff or teacher. They will be told the recommended length of time to be off school by the School Nurse, or School Office.
- 12.2 All parents would be notified via the weekly Newsletter of any public health issues. Should immediate action be necessary, parents will be contacted via My School Portal with further information being posted on the school website.
- 12.3 If a child is suffering from a notifiable disease (see Public Health - Infection Diseases Regulations 1988), the appropriate reporting procedures will be followed.

13. Staff Medication

- 13.1 Staff must seek medical advice if they are taking medication which may affect their ability to care for children, and staff are responsible for ensuring that their own medication is stored securely at all times. Provision for storage can be provided in the Medical Room if necessary.

14. Mental Health

Hall Grove takes a holistic view of both pupils and staff wellbeing. Through robust pastoral care and safeguarding provisions, staff or children at risk of declining mental health are identified and measures are put in place to offer either early support or access to specialist support. The School Nurses offer a place of safety and confidentiality, and a qualified counsellor visits the school weekly.

Updated January 2025 (MJ/MK)

