

## ***First Aid Policy***

### ***First Aiders***

Belinda Coleridge Cole (one of the School Secretaries) attended and passed a paediatric First Aider course in October 2018 and will renew this in October 2021.

The following staff received Emergency First Aid at Work Training from St. John's Ambulance Training on 12<sup>th</sup> January 2016:

Karina Bailey  
Damian Becker  
Tessa Brown  
Sam Clarkson  
Sabrina Dayman-Larbaoui  
Peter Edwards  
Tom Hendrie  
Frank Higgins  
Stuart Mundy  
Graham Rainford  
Cris Sabater  
Sandro Scapin

Training will be provided for the above and any other staff again in January 2019.

### ***First Aid procedures***

If anyone should become ill or suffer injury as a result of an accident the procedures below should be followed:

- Inform the School Office immediately.
- First Aid should be rendered, but only as far as knowledge and skills admit. The patient should be given all possible reassurance and, if absolutely necessary, removed from danger.
- First aid boxes are located in the School Office, the Science Laboratory and the Gymnasium.
- Transport to Hospital. If an ambulance is required, the emergency 999 service should be used. It may be appropriate to transport a boy to an accident department without using an ambulance, but it should be noted that this should always be on a voluntary basis. No casualty should be allowed to travel to hospital unaccompanied.
- An Accident Report must be made as soon as possible after the incident. Accident forms are available from the School Office. An accident form must be completed for all accidents, however minor, and returned to the School Office. Major Accidents must be reported by the Deputy Headmaster in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- If a pupil requires medical accommodation he may use the School Marshal's room located in the basement. This has a bed, washbasin and easy access to a WC. If the room is unavailable (e.g. the School Marshal is ill), then the Headmaster's flat can be used as an alternative. While the room is being used by the ill pupil a member of the School Office should be in attendance.

## ***Head injuries***

Throughout a normal school day, pupils can experience the occasional knock or bang – most of them of a minor nature. The most difficult to assess however, are those that may involve a head injury.

The school's policy is to report all head injuries to parents as soon as possible and inform them of the steps taken by the school and advise on the necessity for further investigation.

Any member of staff who witnesses a head injury must stay with the child and send for assistance from a First Aider and as soon as possible, inform the School Office and enter details of the accident into the accident book.

The First Aider should:

- Check the child to ascertain the extent of the injury in the immediate term. (E.g. can the child remember the accident, his name? the date? name of school? Count the number of fingers being held up? etc.)
- Administer a cold compress from the nearest First Aid kit.
- Inform the Office of the extent of the injury so that parents can be contacted.

### **In the event of a serious head injury:**

- If the child is unconscious, an ambulance must be called and **parents telephoned**. The Headmaster or Deputy Headmaster must be alerted.
- If the child is obviously very confused or sleepy and feels sick, concussion could be the cause. An ambulance must be called and **parents contacted by telephone**.
- If child appears to be fine, he is monitored and the **parents are contacted**.
- **NB. In all head injuries, however minor, the parents must be contacted by telephone – even if it is to say that the child is fine and back in class, information still needs to be passed on.**
- The condition of the child must be monitored for the rest of the day.

**Remember. The incident must be recorded in the accident book, by the person who witnessed the accident.**

## ***Medicines***

The Administration of Medicine in School:

Parents are advised that pupils who are unwell should not be sent to school. However, doctors sometimes advise that pupils should attend school while still needing to take medicine either because they are suffering from some chronic illness or allergy (such as diabetes or asthma) or because they are recovering from a short-term illness and are undergoing a course of treatment needing antibiotics.

We would not accept any responsibility for the administration of medicine to pupils where:

- the timing of its administration is crucial;
- some technical or medical knowledge or expertise is required;
- intimate contact is necessary.

If medicines are to be administered to pupils at school the following procedure should be adopted:

- The smallest practicable dose should be brought to school by the parent, with clear written instructions for the administration giving the name and form of the pupil. Medicines should not be carried by pupils.
- The medicine, correctly labelled, will be kept by the School Office.
- A written record will be kept by the School Office of the date and time of the administration.

#### Epi-pens

All staff must be prepared to administer Epi-pens, which are kept by the relevant pupil, in the office and by the relevant games staff. All staff are given suitable guidance on the administration of Epi-pens.

#### ***Bodily Fluids***

Surgical gloves are provided in the First Aid supplies for staff needing to deal with incidents involving bodily fluids. Care should be taken in accordance with the First Aid training protocols when treating cases involving bodily fluids. In the event of a spillage of fluids, the Housekeeper or School Marshal has access to cleaning products to ensure a rapid and safe clean up.

#### ***Asthma, Epilepsy and Diabetes***

Pupils requiring special care will be known to the school via the registration form and this information will be disseminated to all relevant staff. Parents are required to provide any necessary medications, and specific protocols for the care of their sons will be established prior to the boy starting. Boys requiring medication for emergency treatments (as in the case of epi-pens for extreme allergic reactions) are encouraged to carry them on a belt pocket at all times. One of the School Secretaries is trained in the administration of diabetes monitoring.