

E15 Prep school Policy on Emergency Aid Sports & Games

This is a Prep School Policy including EYFS

Reviewed November 2018

Next Review September 2019

1. All staff involved in running Games sessions or school fixtures should ensure that they are familiar with these guidelines.
2. We undertake to ensure that First Aid trained staff are always present at Games sessions or school fixtures.
3. **All staff running games sessions must ensure that they are aware of any pupils in their care who are asthmatic or have individual care protocols in place.**
4. Please remember that while Matron will be available during PE sessions at school, she will not be on site at Castle Dyke.

Injuries during Games sessions

1. An injured pupil should be removed to a place of safety to be checked by a First Aider, or person responsible for their group. If a pupil cannot be safely moved, other pupils should be moved from the area to give space for a check to be done. If a ~~game~~ **fixture** is in progress it should be stopped until appropriate to resume.
2. The immediate examination should indicate whether First Aid is necessary; if in doubt consult the First Aider on site. Matron can be contacted to seek further advice if necessary.
3. The site of the accident should also be examined
4. In the case of an **obvious injury** (trauma, dislocation, bleeding, broken bone etc) appropriate First Aid to be administered immediately.
5. If hospital treatment is felt to be necessary the parents should be contacted to take their son to the Children's Hospital. If it is not possible to contact parents a member of staff may be required to escort the pupil to hospital. If there is no member of staff able to do this, or it would leave too few staff to continue to run the games session; Matron can be called to come and escort the pupil. **It should be noted that the Children's Hospital are very reluctant to treat children without parental permission except in emergencies.**
6. If it becomes necessary for a member of staff to accompany an injured child to hospital,

appropriate supervision should be provided for the pupils in their group. If the resulting teacher/pupil ratio is too great, the games must be stopped.

7. If a pupil is suspected of having sustained a neck or spinal injury, or complains of being unable to feel or move their arms or legs; no attempt should be made to move them. **A member of staff must stay with the pupil at all times while another member of staff calls 999 for an ambulance stating 'possible neck or spinal injury'**. It may be necessary for a member of staff to travel in the ambulance with the pupil and for parents to meet them at the Children's Hospital. Parents should be contacted as soon as possible; the Head Master and Matron should also be informed.
8. Please complete the Accident Book at Castle Dyke.
9. On return to school full details should be entered in the accident book, and on the PASS system as appropriate following appropriate RIDDOR protocols.

Injury at home matches (Castle Dyke)

If parents are available, and the injury is such that they can safely take their child to hospital, they should be requested to do so. We must be sensitive to parent's distress also; and must not expect an upset parent to try and comfort their child and drive them to hospital at the same time.

Health and Safety Policy for School Matches

- All staff accompanying teams to either Home or Away matches should know and follow this policy
- The names of members of each team plus the staff in charge of each team must be posted on the SOCS website, in the School Office, Staff Room and Prep Changing Room **at least two days before the match**.
There should always be a First Aid trained member of staff available at all home and away fixtures.

Consideration should be given to any potential risks specific to a given fixture:-

- Are any of the pupils I am accompanying particularly at risk or a risk to others?
- Are there any specific circumstances regarding the journey or mode of transport to be used?
- Is there anything about this particular opposition team, or ground, which may cause a particular hazard?
- Are there serious weather conditions which may cause problems?
- When games sessions and home fixtures are played at Castle Dyke there must always be a vehicle available to take a casualty to hospital if necessary. In case of severe injury, the member of staff in charge should call 999 for an ambulance.

For all home matches the following MUST be available:-

- Prep School Games First Aid Kits
- Access to First Aid kits and stretcher in the Castle Dyke pavilion.
- Access to the landline phone in the pavilion (0114 235 1781). It is always helpful for staff to have a mobile phone available also.
- Access to an up to date list of emergency contact details for parents, medical conditions, allergies and dietary requirements for all pupils involved.
- It is the responsibility of Games Staff going to Castle Dyke to ensure that they take the **Prep School Games First Aid kits with them; and that they return them to the Medical Room after each Games session.**

For all away matches, the following are mandatory:-

- At least one Prep School Games First Aid kit
- At least one working mobile phone
- Access to an up to date list of emergency contact numbers for parents, medical conditions, allergies and dietary requirements for all pupils involved.

When away matches are played, the member of staff in charge must satisfy themselves that pitches, weather conditions and other facilities are all safe before a fixture begins. **If there is *any* doubt about any of these, the fixture *MUST NOT BE PLAYED.***

Head Injuries Sustained either home or away.

Head injuries, which causes any staff to suspect a concussion injury, WILL BE treated as concussion.

Staff will be aware of and follow the following procedure:

- a) Remove pupil from scene of accident (if applicable)
- b) Assess pupil using visual information (eg; drowsiness/slurring of words) and open questions (where are you? What day is it? Etc..... They should avoid using leading questions (eg: do you have a headache? Do you feel sick? Etc.....

Sports Staff should be aware of the RFU's Concussion Awareness Programme 'Headcase' and be looking for changes to or signs of:

Headcahes
 Emotional distress
 Appearance
 Drowsiness
 Confusion
 Agitation
 Seizure
 Ears and Eyes

- c) Parents / Matron informed
- d) If unconscious staff should call an ambulance and pupils should be put in the recovery position.
- e) If pupils have fallen unconscious and have then recovered consciousness, they can be taken to hospital, either by a parent or member of staff. This should be done by 2 people, so that 1 person can stay with the casualty.
- f) On pupils return to school they will be issued with a GTRP letter by Matron, which states when they can return to full contact sports.

All Sports Staff are expected to complete the Online Educare training module 'Concussion Awareness'