

E20 Prep School Emergency Aid Policy

(This policy includes EYFS)

Reviewed November 2018

Next Review September 2019

AIMS

- To clarify procedures for children who incur minor injuries at school
- To ensure awareness of procedures for dealing with injuries
- To ensure the procedure for caring for children with long term illnesses or conditions

PROCEDURE FOR CHILDREN NEEDING FIRST AID

- **In the first instance** children should be escorted to the Matron's room at Clarke House or the Sick Bay/Office at Belmayne House. If the injury is very minor then a friend should escort the child.
- **In the event of more serious injuries** or significant impact the member of staff on duty should accompany the child to matron's room.
- **If** there are concerns about moving the child then another boy will be sent to fetch matron. The member of staff present will remain with the injured or ailing pupil.
- **The duty matron** will apply **appropriate first aid** to pupils and record appropriately in the accident book. It will be she who makes the decision to send the child to hospital. This action and reasons will be recorded.
- **Matron** will also notify parents as to injury and any further treatment. ***(NB some parents like to be part of the decision process and it may be appropriate to offer further diagnosis where we feel that the treatment is sufficient but a second opinion might be appropriate.)***
- In the event that there is no matron present, there are other members of staff who are qualified in first aid.

STAFF FIRST AID QUALIFICATIONS

| NAME | Course done | Date of course | Expiry date | comments |
|----------------------|----------------------|----------------|----------------|------------------------|
| Chris Burch | First Aid awareness | January 2018 | January 2021 | Evening session |
| Tina Davis | First Aid at work | August 2018 | August 2021 | 2 day refresher course |
| | Paediatric First Aid | January 2018 | January 2021 | 2 day course |
| Sarah Collins | Paediatric First Aid | March 2017 | March 2020 | 2 day course |
| Sarah Rooper | Schools First Aid | February 2016 | February 2019 | 1 day course |
| Maxine Hobson | First Aid awareness | January 2018 | January 2021 | Evening session |
| Kirsty Massey | Schools First Aid | February 2016 | February 2019 | 1 day course |
| Jonathan Leighton | First Aid Awareness | October 2017 | October 2020 | Evening session |
| Liz Arcari | First Aid Awareness | October 2017 | October 2020 | Evening session |
| Janette Reilly | Schools First Aid | February 2016 | February 2019 | 1 day course |
| Caroline Grover | Schools First Aid | November 2016 | November 2019 | 1 day course |
| Joy Harrison | First Aid Awareness | October 2017 | October 2020 | Evening session |
| Tina Edge | First Aid Awareness | October 2017 | October 2020 | Evening session |
| Nick Dymock | First Aid at Work | April 2016 | April 2019 | 2 day refresher |
| Helen Chung | Schools First Aid | February 2016 | February 2019 | 1 day course |
| Jayne Kitchen | Schools First Aid | February 2013 | February 2016 | 1 day course |
| Joe Cooper | Schools First Aid | February 2016 | February 2019 | 1 day course |
| Vicky Frewin | Schools First Aid | February 2016 | February 2019 | 1 day course |
| Maria Oliver | First Aid Awareness | October 2017 | October 2020 | Evening session |
| Helen Fletcher | First Aid Awareness | October 2017 | October 2020 | Evening session |
| Julia Black | Essential First Aid | August 2017 | August 2020 | 1 day course |
| Katie Tonks | First Aid awareness | January 2018 | January 2021 | Evening session |
| Pip Burch | Essential First Aid | September 2014 | September 2017 | 1 day course |
| Allan Oakey | Emergency Aid | October 2017 | October 2020 | Evening session |
| John Marsh | Emergency Aid | October 2017 | October 2020 | Evening session |
| Lucy Peat | First Aid Awareness | October 2017 | October 2020 | Evening session |
| Amy Wilkins | Emergency Aid | October 2017 | October 2020 | Evening session |
| Rebekah Morgan- Hall | First Aid Awareness | October 2017 | October 2020 | Evening session |
| Rebecca Tonks | School First Aid | September 2016 | September 2019 | 4 hour session |

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|-------------------|---------------------|--------------|--------------|-----------------|
| Chris Mason | First Aid awareness | January 2018 | January 2021 | Evening session |
| Thomas Leighton | First Aid awareness | January 2018 | January 2021 | Evening session |
| Tamsin Hinson | First Aid awareness | January 2018 | January 2021 | Evening session |
| Jim Hasker | First Aid awareness | January 2018 | January 2021 | Evening session |
| Emily Fletcher | First Aid awareness | January 2018 | January 2021 | Evening session |
| Greg Bish | First Aid awareness | January 2018 | January 2021 | Evening session |
| Charlotte Needham | First Aid awareness | January 2018 | January 2021 | Evening session |
| Giuliana Kocura | First Aid awareness | January 2018 | January 2021 | Evening session |

WHEN MATRON IS NOT AVAILABLE

- Where injury or illness occurs during playtime the assistance of another qualified emergency aider must be sought, so that the yard is not left unattended.
- Where blood and/or any bodily fluid is involved, plastic gloves should be worn.
- Tablets should not be administered, other than in accordance with school policy.
- An accident report form should be completed.

Minor injuries should be dealt with immediately:

Wash cuts and abrasions with water

Minor illnesses-

Provide a place for the child to sit in reasonable comfort and under supervision.

More serious injuries and/or illness:

- keep child calm and comfortable
- seek assistance/guidance from another qualified first aider
- contact parents or emergency number
- If necessary take the child to the clinic/hospital
- If the child is too ill to deal with-call an ambulance - **note that we have been informed by the ambulance service and local hospitals that it can take up to 40 minutes for an ambulance to arrive even for a seriously injured child. Each incident will be unique, so an informed judgement call will need to be made in consultation with a member of the SMT**

Head Injuries

Head note given by Matron as appropriate

Under EYFS guidelines ALL PP1 pupils having head injury MUST be given head note, regardless of the severity and PP1 staff must be informed.

If a pupil sustains a head injury in After School Care, it is indicated on the after school care lists by a circled H at the side of the pupils name. The Duty member of SMT should also be informed.

Concussion

A more serious head injury which causes any staff to suspect a concussion injury, is treated as concussion.

- a) Remove pupil from scene of accident
- b) Assess pupil using visual information (drowsiness) and open questions (where are you? What day is it? Etc....
- c) Parents / Matron informed
- d) If unconscious pupils shall be taken to Hospital.
- e) 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.

N.B. Check the child's record card for allergies, asthma and tetanus.

Children must not have access to the first aid boxes. Children should not be used to treat other children. At the most they should be allowed to stay with someone who is injured or unwell. They must not be used to clean wounds or apply plasters.

No child must be allowed to take part in the treatment of someone requiring even the most basic first aid.

Only treatments in First Aid KITS are to be used.

REPORTING OF INJURIES

A record of all injuries is kept in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995), under which schools are required to report to the Health and Safety Executive (telephone 0845 300 99 23).

FIRST AID KITS

All kits are routinely checked every month and are located in:

| | |
|--|--------------------------------|
| Staff room | Matrons' room. |
| Kitchen | School Office (Belmayne House) |
| Science Lab | Art Room |
| School Office (Clarke House) | |
| After School Care Room (Geography Classroom) | |
| PE Store Cupboard -Small Kit | |

The Prep School matron maintains the boxes.

The Castle Dyke kit is checked and refilled by the senior school matrons.

MEDICATION

Boys who are receiving medication may have this administered at school by matron. Parents are required to complete a form authorising this and clearly stating; Name, medication, dosage, and frequency. Medication will be stored as indicated on the instructions, e.g. refrigerator located in the Medical Room and for this sole purpose.

During Residential trips the member of staff identified as responsible for First Aid administration, will take on this responsibility and carry out tasks according to the forms completed by parents.

ASTHMATICS

Boys who are asthmatic have details recorded in the provisions guide in the staff room. The boys, in P2 and above, are responsible for their reliever inhalers, though spares are located with matron. Boys in PP1 to P1 have medicines with Matron and she supervises required treatment. There are boys who receive steroid inhalers and dosage from relievers on a schedule.

PROTOCOLS

Those boys who have significant illnesses or long term conditions will need a protocol. This protocol will inform all staff as to the particular needs of the child and contain strict guidance on any required treatment. The protocol will be agreed with parents and the health professionals responsible for the long term patient care.

These documents and the inclusion of asthmatics on residential trips will require inclusion in the relevant risk assessment. Parents will also be consulted in this procedure. Where appropriate parents may be involved in its execution. Parental responsibilities are also made clear.

The protocol will indicate staff training and transfer of skills.

STAFF TRAINING

A rolling programme of emergency aid training is updated annually by the school Matron.

Practical Training is provided by the Crystal Clear 1st Aid training organization.

All staff are also expected to complete the Educare online training modules: 'Health and Safety in Education Staff Awareness' and 'First Aid Essentials'.

THERE IS AN ADDITIONAL POLICY FOR SAFETY AND FIRST AID AT GAMES AND MATCHES

Appendices to this policy include information and procedures relevant to Anaphylaxis, Asthma and Food allergies.