



King's Schools

TAUNTON

First Aid Policy

(This policy is applicable to all pupils, including those in the EYFS)

Responsibility

Individual: Director of Finance and Operations

Council Committee: Finance and Estates

Review

Last review date: May 2019

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Introduction

The health and safety of the children in the care of King's Schools Taunton (King's Hall School and King's College) is one of our prime concerns. There are, accordingly, clear procedures laid down by the Schools to organise the provision of First Aid for pupils and staff both on and off each school premises.

This policy is written as an extension to the King's Schools Health and Safety Policy and should be read in conjunction with 'Medical Protocols' in each school as detailed in **Appendix 1 - Content of Medical Protocols**.

First Aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety legislation, both King's Schools will ensure that there is adequate and appropriate provision of first aid equipment and facilities for providing first aid in the work place and that there are adequate arrangements for training and re-training first aiders. First Aid provision is available at all times while pupils are on the school premises and also off the school premises during school visits.

It is assumed that all children attending school are healthy and fit to cope with the school day without leaving lessons for medical attention. The School Medical Centres are there for accidents, emergencies and illnesses that occur during the course of the school day and in the case of King's College during the silent hours also.

General guidance of first aid actions to be taken are detailed in **Appendix 2 – First Aid Protocol**.

Practical arrangements at the point of need

If a child in the King's Hall School (KHS) Pre-Prep falls or is physically hurt in any way in school and has to be given first aid, the member of staff who treated the child must fill in the accident book which is kept in the Pre-Prep Staff Common room. If the injury appears to be serious the child must be referred to the School Medical Centre or other qualified First Aider to assess the situation so that the correct action can be taken.

In the KHS Prep, such children are taken by a member of staff or go themselves with a fellow pupil (whichever is appropriate for the injury) straight to the Medical Centre to see the School Nurse.

In the KHS Prep, if a child is unwell, he/she must be sent to the Medical Centre. Depending on the age of the child and the nature of the complaint, the member of staff will judge whether the pupil needs to be accompanied to see the Nurse. If the Nurse is not in the Medical Centre, the child must be instructed to go to the School Office. The Nurse or First Aider will decide on the course of action and whether parents need to be contacted. The School reserves the right to send a child home if he/she is a risk to the health and safety of others.

If Pre-Prep children are taken unwell, they are cared for in the classroom or in a nearby quiet area while their parents are contacted to come and collect them. Analgesia (e.g. Calpol) may be administered by the School Nurse according to parents' preference, indicated on the drug administration form.

We request of parents/guardians of day pupils who have sickness or diarrhoea to remain at home for at least 48 hours after their last bout of sickness to prevent the spread of infection. All staff should take precautions to avoid infection and must follow basic hygiene procedures and take appropriate precautions when coming into contact with bodily fluids.

First Aid Support Procedure

Both King's Schools have well equipped Medical Centres run by qualified Nurses. In King's Hall School the Nurse is on duty during the standard school day from Monday to Friday and in King's College the medical Centre is manned by a Nurse 24 hours a day, 7 days a week – **both during term time only**.

It is the policy of King's Schools that the Medical Centre Nurses are to be the main contact point for any significant medical or first aid incident. In KHS where there is just one Nurse, there could be occasions when the Medical Centre is not manned because the Nurse has been called away on an emergency. If that is the case, the staff member at the scene will phone the Nurse on the **Medical Centre mobile 07817 597550**

If this mobile number is not answered immediately, the member of staff will contact the School Office for assistance. The School Office will make contact with a Qualified First Aider. A notice is posted on the Medical Centre door, indicating where to go for first aid if the Nurse is not available.

The Medical Centre in King's College is staffed by the duty Nurse and the Assistant between the hours of 08:30 – 16:30, so usually advice and assistance is readily available. After 16:30 and at weekends there is the duty Nurse present. If the duty Nurse has been called out they can still be contacted via the **Medical Centre mobile 07966 926118**.

Trained Staff

It is policy to have a number of staff trained in basic First Aid who are able to supplement the professional medical care provided in the Medical Centres. The Director of Operations is the central figure who co-ordinates this training and sets aside training funds for its purpose. Staff are responsible for keeping in-date with training.

There will always be at least one qualified First Aider on site at times when children are present. There will always be a Paediatric First Aider on site at times when Early Years children are present (including before and after school) and there will always be at least one Paediatric First Aider on each Early Years trip or outing, and a nominated First Aider should be on all trips. There should also be a member of staff with a good working knowledge of First Aid on all trips. On trips that are residential there must be a qualified first aid member of staff included.

King's Hall School

Paediatric Qualified

STOWELL Leanne	Head of Pelican Nursery	Ext 232
HAMMOND Hannah	Head of Nursery	Ext 232
WILLIAMS Jo-Anne	Nursery	Ext 232
SAMUEL Elizabeth	Pre Prep TTClub	Ext 232

First Aid Qualified

GARDENER Beki	Front Office	Ext 945
GIBBS Jeanette	Pre Prep Assistant	Ext 232/220
KEELING Siobhan	Nurse	Ext 239/07817 507550
HANDS David	Outdoor Pursuits	Ext 220
HALLS Alistair	Games	Ext 235/220
McDERMOTT Sally	Games	Ext 235/220
STANLEY Claire	Pre Prep	Ext 232
SIMPSON Georgia	Pre Prep	Ext 232
MASTERS Clare	Boarding/Nursery	Ext 232/236
MASTERS Mickey	Boarding	Ext 236

King's College

Nursing Staff

HUDSON Mary	Head Nurse	Ext 8130/07966 926118
BUTCHER Nicola	Nurse	As above
SCANLAN Melanie	Nurse	As above
CABURN Karen	Nurse	As above

First Aid Qualified

MUSGROVE Phil	H&S/Security	Ext 8141/07813 153116
EVERLEY Colin	Security	Ext 8141/07809 711133
HOLLANDS Lyndsey	Pool	Ext 8145
TEMPLE Dan	Domestic Services	Ext 8121/07786 168457
DUNFORD Kayleigh	Domestic Services	Ext 8121/07805 279934

Heart Start

GOLDSMITH Nick	Driver/Porter	07813 153118
DERRICK Rose	Matron	07808 773402
GILLINGHAM Julie	Matron	07808 773404
BERRY Jane	Matron	8247/07808 773409
SLADE Dawn	Matron	8161/07808 773410
PERRY Hannah	Matron	8193/07808 773412
HANCOCK Marion	Matron	07808 773406
MORTON Lorraine	Matron	8246/07808 773407
POTTER Darren	Operations Manager	8146/07970 687139

There is a list of teachers and sport staff who have attended a basic half day course with the Red Cross. This list is held by the H&S Officer.

Defibrillator Trained

A number of staff at both schools have received basic awareness training in the use of the Schools' Automated External Defibrillators (AED's). There are certain Staff who have had advanced training in the use of the AED's which is certificated.

Equipment and Facilities

The Medical Centre Nurses are responsible for ensuring that adequate first aid facilities are available in the Medical Centres and other parts of the schools, for carrying out periodic checks and updating of those facilities including medical bags. Use of any first aid equipment should be reported without delay to the Medical Centre so that it can be replenished and sufficient equipment made available for the next emergency.

First Aid Kits

First Aid kits are provided and kept stocked by the Medical Centres. They are available for sports staff to take to the games fields for "home" matches. A first aid kit will be taken on all off-site visits or outings and this is the responsibility of the trip leader or designated First Aider. Each kit is checked and replenished on a regular basis by the School Nurses. Staff may request extra items when they need them. Replacement items can also be obtained from each Medical Centre.

Defibrillators

In King's Hall School the AED is located in the Staff Common Room and in King's College one AED is located in a cabinet near Reception and the other in the Medical Centre. Due to the Increased use and bookings of our sporting facilities the school has purchased a public access defibrillator located on the outside wall of the swimming pool at King's College. The defibrillator is stored in a cabinet and to release the defibrillator the person wanting to use it must dial 999 first. If the defibrillator is deployed the user must contact Phil Musgrove who is the guardian and he will ensure the defibrillator is ready for operational use. Contact details for Phil Musgrove are pimusgrove@kings-taunton.co.uk or 07813 153116.

Hygiene Procedure for Spillage of Body Fluids

*Detailed Advice is contained in **Appendix 3 – Hygiene Procedure for Spillage of Body Fluids.***

In the school Medical Centres, there is a supply of gloves, disposable wipes, antiseptic hand wash, absorbent granules, yellow bags for the disposal of infected waste, and a foot pedal bin.

Spills of body fluid including blood, urine, faeces, vomit, saliva, nasal and eye discharge must be cleared up immediately, this would be done by the first aider or with assistance from the Domestic Services Department. Disposable gloves should be worn and discarded into a specialist yellow bag when used. Mops should be washed in the cleaning equipment sink (not kitchen sink), rinsed in disinfecting solution and dried.

Records

In both schools a record must kept of all treatment given and of every accident reported to have taken place on School premises or in connection with School activities which require medical attention. Accidents treated by Medical Centre staff must be reported on the appropriate form by staff to Health and Safety Officer (HSO)

within one day of the occurrence. The date, time and place of event or illness must be noted with the personal details of those involved with a brief description of the nature of the event or illness. What happened to the injured or ill person immediately afterwards should also be recorded. Report Form in **Appendix 5**

The HSO will investigate each such report to determine whether its cause was avoidable or accidental – if avoidable a rectification plan of action will be drawn up. Accident and Illness statistics are reported by the Director of Finance and Operations on a termly basis to the School Council.

Records are to be stored for at least three years or, if the person injured is a minor (under 18), until they are 21.

In the event of accident or injury, parents must be informed as soon as practicable. King's Hall will inform parents of **any** first aid treatment that is given to pupils in the EYFS setting.

Reporting

There are more formal requirements set out in the RIDDOR regulations (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995) for the external reporting of more serious injuries. These are summarised in Appendix A to the Schools' Joint Health and Safety Policy Document and must be rigorously observed where appropriate. The HSO, in consultation with D/Ops, is responsible for generating RIDDOR reports as necessary.

Any employee or visitor who sustains an injury or accident on either site must report it to their line manager or to a member of staff (visitors). An entry must be made in the Accident Book which is located in the Finance Office (KCT) unless treatment is obtained in the Medical Centre (which is the case in KHS) when the report will be made automatically.

Medication

The Schools accept the need for some children to have access to personal medication. Parents must give written authorisation and guidance for the administration of that medication. Medication is normally stored in an appropriate manner (in accordance with the product instructions) in each Medical Centre or in a specific classroom in King's Hall Pre-Prep. Medication is stored so that it is out of reach of children and in a refrigerator, locked cabinet or high shelf.

Medical forms completed at the point of entry to each school give parents' consent to their child being given emergency first aid and non-prescription drugs. If the child is in the King's Hall Early Years Foundation Stage, the Medical Centre will contact parents before medication is administered.

Arrangements for Pupils with Particular Medical Conditions

In King's Hall School a Pupil Medical List (including photographs) is held in the Staff Common Rooms (Prep and Pre-Prep) giving details of any significant medical ailment of any pupil. In King's College these lists are held in the offices of each Boarding House. In both schools the lists are also held in the Medical Centres.

In King's Hall School locked medical cabinets in Pre-Prep classrooms and the Prep Staff Common Room contain specific medication for specific ailments for specific people (staff and pupils). Epi-pens are stored in the white cupboard in the Staff Common Room which are readily available. Inhalers are stored in the Medical Centre and

a Universal Inhaler is stored in the white cupboard in the Staff Common Room, but this inhaler has prescribed users and whose parents have given consent for it to be used.

In King's College the pupil retains and carries with them their personal Epi-pen or inhaler. There will be a named emergency Epi-pen or Inhaler in the Medical Centre for the Pupil, and also there is an emergency Epi-pen and inhaler kept in the Medical Centre.

Details of how to deal with these conditions are detailed in 'Medical Protocols'. It is the responsibility of all staff members to keep familiar with the Epi-pen administration technique.

It is the responsibility of staff leading trips to ensure that specific medication is taken away on trips, such as sports matches.

APPENDIX 1 - CONTENT OF MEDICAL PROTOCOLS

Each school Medical Protocols are separate documents and are individual to the school but generally contain details of the following:

- Confidentiality policy
- Dealing with suspicions and allegations
- EYFS Organisational Plan - Accidents, illness and emergency
- Protocol for the administration of medicines and treatments for children at school by house-parents and deputies
- Protocol for administration of medication
 - staff administering medication procedure
 - ibuprofen (brufen/nurofen)
 - paracetamol
 - antihistamines
- Head injuries protocol
- Head injury
- Asthma attack protocol
- Anaphylaxis protocol
- Patient group directive for a sore throat in children aged 6-13 years
- Malaria protocol
- Administration of adrenaline
- Protocol for admission to Medical Centre
- Medical record and form of authority
- Emergency first aid treatment and non-prescription drug form
- Self-administration of medicines
- Medical arrangements
- Health and safety

APPENDIX 2 - FIRST AID PROTOCOL

This Protocol is a general guide to immediate actions in case of a medical emergency or situation:

Assess the situation and make the area safe

When a child or adult is found to be in need of first aid care/treatment, the person who is first in attendance must assess the situation and decide on the appropriate course of action quickly and calmly. They should do what they can to protect the casualty or anyone else from any further danger.

Assess the casualty

1. If the child is mobile and the injury sustained is considered to be minor, they can then be safely escorted to the Medical Centre by an adult or child.
2. If the injury appears to be more serious, or the member of staff is unsure about movement of the child, they should remain in situ with the casualty, sending a bystander for help straightaway or phoning the School Nurse.

Give emergency aid

If any member of staff believes that someone is suffering from a serious or life-threatening event, accident or immediate illness, an ambulance is to be called at once by dialling 999.

The list below provides guidance on when an ambulance must be called for but is not exclusive and, if in doubt, an ambulance or paramedic should be requested.

- Suspected stroke
- Unresponsive hypoglycaemia (diabetic)
- Suspected heart attack
- Cardiac Arrest (Each school has access to automated external defibrillators (AED's) and key staff have been trained in their use)
- Unresponsive asthma attack
- Suspected spinal injury
- Suspected broken limb, causing immobility
- Serious breathing distress
- Unconsciousness
- Someone Choking

If a life-threatening situation, then remember the priorities of first aid:

- Dangers
- Response
- Shout for Help!
- Airway
- Breathing
- CPR
- Defibrillation

If not life-threatening, reassure the casualty and make them as comfortable as possible (recovery position) until the Nurse or qualified first-aider arrives on scene.

Get help

The School Medical Centres can be contacted directly on their mobile phones:

King's Hall School 07817 597550,
King's College 07966 926118

These phones are carried at all times during school hours and during matches when on the games fields. Out of hours the available contacts are:

King's Hall School Reception 01823 285920 or Head of Boarding 01823 285936
King's College Reception 01823 328200 or Medical Centre 01823 328130

Nurses or a qualified first aider will then assess the situation and decide on the appropriate course of action (in accordance with their training); they should delegate assistance according to need.

This might mean:

- Taking the casualty to the Medical Centre for further assessment or treatment.
- Taking the casualty to be checked at St. James' Surgery by the School Doctor.
- Treating the casualty in situ and then taking to Accident & Emergency by car.
- Treating the casualty in situ and then calling 999 for an ambulance or air ambulance if a serious head, neck, spinal injury, or if the casualty has collapsed and is unconscious.
- Notify parents or guardians as soon as possible and, if necessary, arrange for them to be met at A&E.

Aftermath

1. All first-aid treatment should be reported in the Medical Centre accident book. If appropriate, an incident form should be filled out which is sent to the Health & Safety Officer.
2. Parents should be notified of any significant injuries and further treatment or advice given.
3. Clear up the scene and make it safe, where necessary.
4. Take care of uninjured persons, where appropriate
5. Replenish the first aid kit or take to the School Nurse.

IN EMERGENCY CALL 999

King's Hall School Grid Reference: 22700 27590 Lat: 51.042 Long: -3.104

King's College grid Reference: 23692 23879 Lat: 51.009 Long: -3.089

APPENDIX 3 - HYGIENE PROCEDURE FOR SPILLAGE OF BODY FLUIDS

The First Aider should take the following precautions to avoid the risk of infection:

- Cover any cuts and grazes on their own skin with a waterproof dressing
- Wear suitable disposable gloves when dealing with blood or other bodily fluids
- Use suitable eye protection where splashing may occur
- Use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation
- Wash hands after every procedure

If the First Aider suspects that they or any other person may have become contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:

- Wash splashes off skin with soap and running water
- Wash splashes out of eyes with tap water or an eye wash bottle
- Wash splashes out of nose or mouth with tap water, taking care not to swallow water
- Record the details of the contamination
- Report the incident to the Medical Centre and take medical advice, if appropriate.

APPENDIX 4 - EMERGENCY ACTION AND STANDARD PRECAUTIONS - IN EVENT OF NEEDLESTICK OR CONTAMINATED SHARP INJURY

- IMMEDIATELY STOP WHAT YOU ARE DOING AND ATTEND THE INJURY
 - Encourage bleeding of the wound by applying gentle pressure – do not suck.
 - Wash well under running water.
 - Dry and apply a waterproof dressing as necessary.
 - If blood and body fluids splash into eyes, irrigate (flush) with cold water.
 - If blood and body fluids splash into your mouth, do not swallow. Rinse out several times with cold water.
 - Report to the School Nurse / Medical Centre for treatment.
 - Medical Centre Staff may refer you to the nearest Accident & Emergency department or your GP. (You must also inform your line manager).
 - Complete accident/incident form and give to your manager/supervisor for their completion of relevant sections.
 - Support and assist in the investigation process which will seek to find the cause of the incident and if appropriate review relevant risk assessments.
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- Further advice or in absence of medical staff, dial NHS 111 or, if ambulance obviously required, dial 999.

APPENDIX 5 – INCIDENT/ACCIDENT REPORT FORM

Incident/Accident Report			
Name of Person Involved		Date and Time	
Nature of Incident/Accident			
Location of Incident/Accident			
Details of medical treatment required			
Action to be taken to avoid similar incident			
Name		Date Copy sent to H&S Officer:	
Signature			
Date		Date Copy Sent to Medical Centre:	

Procedure

1. Complete the form as required
2. Person filling out form sign & date
3. Copy to H&S Officer
4. Copy to Medical Centre