



# CATERHAM PREPARATORY SCHOOL

## FIRST AID POLICY

### Philosophy and Aims

Caterham School seeks to be one of the country's finest co-educational schools, providing an education for life in a caring environment based upon Christian values.

We are a school with a strong Christian ethos, providing a sound foundation for boys and girls in a warm and friendly environment. We aim to maintain a high academic standard but also to encourage pupils to make the most of all the opportunities open to them in other areas of school life.

We believe in helping pupils to become balanced and interesting people, with the intellectual freedom to be creative, the confidence to initiate and the resilience to cope with adversity. The First Aid procedure at Caterham is in operation to ensure that every student, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major. It is emphasised that the team consists of trained nurses and qualified First Aiders.

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

### The purpose of the Policy is therefore:

- To provide effective, safe First Aid cover for pupils, staff and visitors.
- To ensure that all staff and pupils are aware of the system in place.

To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

**NB The term FIRST AIDER refers to those members of the school community who are in possession of a valid First Aid at Work (FAW) certificate or equivalent.**

### FIRST AIDERS/NURSES will:

- Ensure that their qualifications are always up to date.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that their portable first aid kits are adequately stocked and always to hand.
- Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of **all** head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is either:
  - Accompanied in the ambulance at the request of paramedics.
  - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
  - Met at hospital by a relative.

- The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
- Liaison **must** occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher.
- Keep a record of each student attended to, the nature of the injury and any treatment given, in the book provided in the Health Centre. In the case of an accident, the Accident Book must be completed by the appropriate person.
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

**SMT will:**

- Ensure that there is always a qualified first aid person available on each school site.

Report to the Health Centre all staff accidents at work that fall under RIDDOR.

**THE TRUSTEE BODY will:**

- Provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- Ensure all new staff are made aware of First Aid procedures in school.
- Ensure that relevant insurances are in place.

**HEALTH CENTRE STAFF will:**

- Ensure that first aid cover is available throughout the working hours of the school week.
- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
- Ensure that in the event that an injury has caused a problem, the student **must** be referred to a First Aider/Nurse for examination.
- At the start of each academic year, provide staff with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.
- Have a file of up to date medical consent forms for every student in each year and ensure that these are readily available for staff responsible for school trips/outings.

**STAFF will:**

- Familiarise themselves with the first aid procedures in operation and how to contact the Health Centre. They will also ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual students when publicised by Health Centre
- Ensure that their students/tutees are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help to Health Centre as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty.
- Reassure, but never treat, a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Send a student who has minor injuries to Health Centre if they are able to walk where a Nurse will see them; this student should be accompanied.

- Send a student who feels generally 'unwell' to the Health Centre, unless their deterioration seems uncharacteristic and is causing concern. Contact the Health Centre if concerned.
- Ensure that they have a current medical consent form (including contact details of each pupil's own GP) for every student that they take out on a residential school trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.
- Report all accidents to themselves at work

**OFFICE STAFF will:**

- Call for the Health Centre, unless they are a 1<sup>st</sup> aider themselves, to treat any injured pupil. This should be done by telephone on 01883 335050 or 07843 256530.
- Support the Health Centre Staff/First Aiders in calling for an ambulance or contacting relatives in an emergency
- **NOT** administer paracetamol or other medications

**Prep Department**

Any First Aid trained staff may be called upon to make an assessment of the need for the provision of first aid. However, during the normal course of the school day Mrs Julie Chapman forms the first port of call for assessment of first aid needs, except at break times when it is the playground supervisor, Mrs Androula Petrou and timetabled additional duty member of staff

The process follows the process of assessment, treatment, or call for support of Health Centre if deemed necessary, and recording of minor incidents & accidents in the playground Minor Injuries Book. More serious accidents are recorded in the accident file kept in Reception.

There are a number of first aid boxes located at the prep school- Reception, Science laboratory and Soderberg Hall. In addition to these there is a first aid 'belly bag', used by the playground supervisor. The Science Laboratory, Art and Design & Technology rooms have 'eye wash' resources. Ice packs and sick bags are kept in the kitchen. All first aid provisions are checked regularly by the Health Centre staff and / or replenished as requested by staff.

The following ailments / injuries are treated as set out below:-

- Minor grazes and cuts are cleaned with water / wipes and where deemed appropriate covered with a plaster. All staff are aware of the need for good hygiene practices when dealing with spillage of bodily fluids (as detailed in main section of whole school policy). Details of pupil, date, time, injury, treatment and signature of the attending member of staff are recorded in the *'playground minor injuries book'*.
- Bumps to the head are initially looked at by Mrs Chapman Where bumps to the head occur the pupil will always go to the Health Centre for assessment by the school nurse. Where there is a major bump to the head the Health Centre is contacted and a school nurse attends the pupil(s) at the prep school. The Health Centre records the injury and a card detailing the incident is sent home to the parent(s).
- Where a suspected broken bone or dislocation has occurred the Health Centre is contacted and a school nurse attends the pupil(s) at the prep school. Parents are then contacted. In extreme cases it may be necessary to call for the assistance of ambulance.
- Where a child presents themselves as unwell an initial assessment of their condition is made & they may then be monitored in Reception for a period of time. If deemed necessary the parent(s) are contacted to collect the pupil and take them home.
- Where a pupil is physically sick, the parent(s) are contacted as a matter of course and asked to collect their child. The parent(s) are then asked to keep their child at home for at least 48 hours.

- Headaches may be treated by the administering of Calpol medicine (only if parents have signed an agreement to this on the general medical form they complete when pupil starts at Caterham). This is carried out at the Health Centre.
- Where a pupil presents with a rash this assessed and if deemed necessary the pupil is sent to the Health Centre.
- Where a more serious accident has occurred involving pupil(s), staff, parents or other adults, the details of the accident / incident is recorded on a specific form and kept in the accident / incident file in Reception. It may be further necessary to send a copy of this over to the Health Centre.

Mrs Chapman may make contact with the parent(s) of a pupil who has presented as possibly needing first aid. This would be to inform them of the details of the accident / incident prior to the child going home at the end of the school day. It may also be to inform them that further treatment may be necessary, for example a trip to the dentist.

### **Use of Medicines**

- Mrs Julie Chapman will **only** administer medicine in the case where a pupil is prescribed four doses per day. In these cases a written request must be given to the school, stating dosage and time required.
- Pupils, who have an inhaler should keep this on their person. A spare emergency inhaler should be handed in to Mrs Chapman. These will be kept in a locked cupboard by the kitchen. For P.E and Games the inhaler be kept by the P.E. teacher(s) and kept in the immediate vicinity of where the P.E or Games lesson/ and or inter school fixtures are taking place. A care plan is written for these pupils by the Health Centre.

### **Specific Conditions**

#### **Nut Allergies**

At present there are four pupils who have serious nut allergies that may require the administration of an epipen in cases of an incident. The school operates a 'no nuts' policy. Pupils may not bring in cakes or other chocolates into school, unless they are nut-free. The staff room is also a nut free environment. The pupils epipens are held in the First Aid cupboard at Shirley Goss (where the pupils are in the prep dept) and in the staffroom at the pre-prep (for all pupils –prep and pre-prep).

#### **Physical Sickness**

If a pupil is physically sick inside the school building a special disinfectant powder is covered to cover the vomit and the school cleaning department is then notified. They then are responsible for the cleaning of the area affected.

At the beginning of each academic year all staff are made aware of all pupil ailments by the Health Centre, who provides documented information on the ailments, conditions and treatments (that have been supplied by parents regarding their children). This is confidential medical information and as such is kept within the confines of the prep and pre-prep staffrooms, as this information comes under the Data Protection Act. After school care also have a copy.

### **Pre-Prep Department**

Any First Aid trained staff may be called upon to make an assessment of the need for the provision of first aid. However, if available during the normal course of the school day, Mrs Fiona Walker, a trained 'First Aider at Wor'k, is called upon to make an assessment of first aid needs, except at break times when it will be the playground supervisors of that day.

The process followed is -assessment, treatment, or call for support of Health Centre if deemed necessary, and recording of accidents.

There are a number of first aid boxes located at the pre-prep school – one in the staffroom, one in the nursery and one kept in the 'playground box' and / or portable hip bag. The playground box is taken out by whoever is on playground duty. It contains the '*minor accidents*' recording book.

There is also an incident book in the staffroom for the recording of 'more serious' accidents. All first aid provisions are checked each term by the Health Centre staff and / or replenished as requested by staff. First Aid boxes are checked regularly by Fiona Walker.

At the beginning of each academic year the Health Centre team provides information on the ailments, conditions and treatments (that have been supplied by parents regarding their children). This is confidential medical information and kept in the confines of the staff room. Some individual care plans eg for severe allergies are kept on the wall in the staff room. There is a locked cabinet for medication to be stored. The key is 'blu-tacked' to the top of the cabinet.

The following ailments / injuries are treated as set out below:-

- Minor grazes and cuts are cleaned with water / sterile cleansing wipes and where deemed appropriate covered with a plaster. Details of pupil, date, time, injury, treatment and signature of the attending member of staff are recorded in the 'playground incident book'. All staff are aware of the need for good hygiene practices when dealing with spillage of bodily fluids (as detailed in main section of whole school policy).
- All pupils with minor bumps to the head are assessed and an ice pack is usually administered. Details of the accident, are recorded as above are entered in the staff room 'incident book' or 'playground incident book'. The pupil has an 'I bumped my head' sticker attached to their clothing in order all staff are aware of the pupil and can monitor their well being. A 'Head Bump' letter, as drawn up by the Health Centre, is then completed and sent home with the pupil at the end of the school day.
- Pupils, who are assessed as having more serious bumps to the head, and possibly bleeding, are taken to the Health Centre. Two adults are required, one driving a vehicle and one monitoring the pupil. A car seat, appropriate to the size of the pupil, is utilised. A member of staff phones the Health Centre to notify them a pupil is on the way over. Parents are also informed at this stage. Sometimes a nurse from the Health Centre may attend at the pre-prep. Details of the accident (name, date, treatment) are recorded in the 'incident book' in the staff room.
- Where a suspected broken bone or dislocation has occurred the Health Centre is contacted immediately and a school nurse attends the pupil(s) at the pre-prep school. Parents are then contacted. In extreme cases it may be necessary to call for the assistance of an ambulance.
- Where a child presents as unwell, they are assessed by a member of staff and the pupil's parent(s) are contacted to come and take the pupil home.
- Where a pupil is physically sick, the parent(s) are contacted as a matter of course and asked to collect their child. The parent(s) are then asked to keep their child at home for at least 48 hours (from the last vomit). If parents are unable to be contacted the pupil will be taken to the Health Centre (as above).
- Where a pupil presents with a rash this is assessed by Fiona Walker and if deemed necessary the pupil is sent to the Health Centre or parents contacted to take the pupil home.

### **Use of Medicines**

- Two members of staff should be present (only those that are happy to do so) when administering medicines to pupils in cases where a child is prescribed four doses of medicine per day. In these cases the school MUST receive written request, stating dosage and time. In other cases parents may by arrangement visit the school to administer medicines to their own child. All medicines that require refrigeration will be kept in the fridge within the staff room. Any staff medication will be kept in a separate labelled Tupperware box within the fridge.

- Where a pupil or pupils have an inhaler, this is kept by the pupil's own Form Teacher. When the pupil attends lessons, other than in their own class room, eg PE or Games, the inhaler is put in the '*inhaler bag*' and taken over with the pupil and given to the teacher responsible for that lesson. An assessment about the need for the administering of the inhaler is made through liaison with the Health Centre, parents and assessment of the pupil. A care plan is written for these pupils by the Health Centre. Some pupils may recognise their need and notify a member of staff. Some of the inhalers are administered through a neubuhaler ( a spacer device), eg. '*volumatic*' and need the assistance of an adult to ensure the medicine is correctly applied.

### **Physical Sickness**

If a pupil is physically sick inside the school building a special disinfectant powder is covered to cover the vomit and the school cleaning department is then notified. They then are responsible for the cleaning of the area affected.

### **Sanitary Accidents**

In the case of a pupil wetting themselves, the attendant members of staff member will wear a pair of gloves, to assist in the changing and washing of the pupil. The soiled clothing is placed in a 'nappy sack'; double bagged using an ordinary plastic bag, kept on the pupil's peg and sent home at the end of the school day. A supply of clean clothing is kept at the pre-prep.

### **Early Years**

A first aid shoulder bag is kept in the nursery. This goes out with the children when they go outdoors. The nursery phone is also taken out. Additional first aid supplies and a thermometer are kept on a shelf in the nursery. Supplies are replenished on a regular basis by the Health Centre. Cuts, bumps and injuries are dealt with by nursery staff and the injury is recorded in an accident/ incident book and the parent informed and signature given. More serious injuries are dealt with as outlined in pre-prep section.

### **After-School Care**

The after-school care team have a separate first aid kit which is kept in a locked cupboard in the after school care room. At the beginning of each academic year the Health Centre team provides information on the ailments, conditions and treatments (that have been supplied by parents regarding their children). This is confidential medical information and kept in the locked cupboard within the confines of the after school area.

**THE EXECUTION OF THIS POLICY will be monitored by the TRUSTEES, SMT and the HEALTH CENTRE TEAM.**

Reviewed Prep School  
November 2009

Appendices held as separate documents:-

- List of current staff and their first aid qualifications
- A4 sheet entitled 'Immediate Action following a serious accident or incident on a school trip'.
- Parental Medical Consent Form
- Notification of a School Party Visit out of School (Risk Assessment Document).
- Guidance for Health & Safety of Pupils on Educational Visits checklist (for staff)
- Health & Safety of Pupils on Educational Visits (DfEE publication 1998)

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