



Elstree School

Including all of the Pre-Prep Department and Early Years
Foundation Stage

First Aid Policy

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Person responsible for Policy: ACTI/HF

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1. Commencement Date

February 2008

2. Category

Medical

3. Purpose

The Health and Safety (First Aid) Regulations 1981 require that all employers make adequate provision for first-aid in respect of employees. In our case, employee includes all the pupils at the school.

The School recognises the legal duty to make sufficient provision for first-aid to employees, including those travelling or working away from the school premises. We will assess risks to employees and make appropriate first-aid arrangements to deal with the risks. We will reassess the first-aid provisions **annually**, or whenever there is a relevant change in the workforce or the hazards to which they are exposed. When there have been significant changes, we will revise our arrangements accordingly.

In addition, we will ensure that contractors on the premises either have sufficient first-aid provision, or if their work involves no special risk, the contract may include their use of our facilities, by agreement.

4. Medical Assistance

In the event of anything other than minor injuries, medical assistance **MUST** be sought. All boys who sustain a head injury of any description **MUST** be seen by a member of the medical/matron's team.

Our first-aiders / appointed person(s) who have completed the Three Day at work First Aid Training are:

Heather Finlay, Beccy Ward, Pamela Dennison, Sarah Wheeler, Olivia Inglis

These people will normally summon assistance, but staff are reminded that when making ANY emergency calls the Headmaster, The Deputy Headmaster, The Secretary, The Matron, the Sister, OR the Bursar should be informed in that order to avoid confusion.

The decision as to whether an ambulance needs to be requested will be made by the first aider in attendance at the scene, as each situation needs to be dealt with on its own merits. Telephones are marked with postcodes to assist the paramedics who now use GPS for locating the site to attend the scene as quickly as possible.

5. Management Responsibility

The Deputy Headmaster and the Bursar is responsible to the Headmaster for the promotion and implementation of the First Aid Policy, together with allocating, or obtaining allocation of sufficient funds to enable it to be implemented. He/she will maintain the records of

qualified personnel and will ensure that there are sufficient, in accordance with current legislation, in the appropriate departments within the school. He/she will also be responsible for encouraging staff to take training in first-aid and undertake refresher training as required.

The Bursar is responsible for reporting **RIDDOR** reportable accidents to the appropriate authority in accordance with current legislation.

The Sister or her Deputy is responsible for the maintenance of the First Aid boxes located around the School, liaising as required with the holders of these boxes. The location of all such First Aid boxes is detailed below.

6. First Aid Boxes

Boxes are located in:

Science Laboratory + Eyewash Station	HF New Barn
Science Kitchen	HF Old Barn
Kitchen	HF Farmhouse
DT Classroom + Eyewash Station	Old Classrooms Foyer
Maintenance Workshop	New Classrooms Foyer
Grounds Staff Rest Room	Shooting Range
Swimming Pool Pump Room	Art Classroom + Eyewash
Sports Hall	station
Sunley Rooms Foyer	Cooper Classrooms Foyer
Squash Court	Swimming Pool Shelter
1 st 11 Cricket Pavillion	Hewitt Pavillion
	Canoe Shed

plus additional available for school trips, as required

AED's – outside Elstree Common Room and Home Farm's at bottom of stairs in Farmhouse

7. Qualified First-Aid Personnel

The record of all qualified first-aid personnel is maintained by the Bursar and available on request.

8. Implementation

The Deputy Headmaster and the Bursar will delegate such functions as necessary to ensure the effective day-to-day operation of the school's safety arrangements in respect of first-aid matters. These functions will include:

- Providing first-aid cover
- Keeping adequate first-aid equipment and supplies
- Recording details of accidents and treatments
- Notifying management of incidents, immediately for serious accidents.

9. Accident Reporting

ALL accidents that take place to ALL employees and pupils within the school, and during authorised trips away from the school premises, must be recorded in the approved Accident Report Book. Accidents occurring to pupils at Elstree are recorded in the pupil accident

recording book – held in the school. Accidents occurring to visitors and adults are recorded in a separate accident book held by Maria Pouney, HR. All facts relevant to the accident must be recorded. **ALL** Accident Report Forms are to be filed by the Bursar and **retained for at least 40 years** (to coincide with the requirement to maintain copies of Employer's Liability Insurance).

10. Spillage of body fluids

This procedure is to be used for the clearing up of body fluids (vomit, urine and blood)

Step 1

All those involved with the cleaning up of body fluid spillages would wear protective clothing – gloves and an apron. These are found in the school surgery and also the Sanderson's laundry room.

Step 2

The school has dedicated spill kits especially for the clearing up of bodily fluids. These kits contain everything you need to be able to deal with this exercise including the gloves and apron.

Step 3

These spill kits can be found in:

- Home Farm (pre prep) – they have 2 kits.
- Every school vehicle has a small kit (4 kits in total).
- A large multi-purpose kit is kept in surgery.
- A small kit is kept in the house keeping Bursar's Office.

These kits are used per the full and detailed instruction leaflet found within the spill kit. Training for all staff is given at the beginning of the academic year.

Sister and the Matrons are usually available to deal with the spillages of bodily fluids if necessary.

11. Policy Manager

School Medical Sister

12. Policy Contact

School Medical Sister

13. Approved Authority

Headmaster and Bursar with scrutiny by governor responsible for Health matters

14. Asthma and Allergies

The Governors of Elstree School are aware that there are many people suffering from allergies, food intolerance and asthma and that children attending both Elstree and Home Farm, may need special care for the prevention of any allergic reaction.

15. Responsibilities

Appropriate members of Elstree and Home Farm staff have been trained to recognise signs of allergic reactions, asthma, and in extreme cases anaphylactic shock. All teaching and care staff have been given basic training in the use of adrenalin loaded pens together with the necessary course of action to take if a child suffers from an asthma attack. Detailed procedures are appended to this policy.

Recognising that some children are allergic to certain food products, such as nuts, the school catering department endeavours to eliminate all such items from food supplies. Specific measures are made to ensure appropriate notification is given to all staff to ensure they are aware of those with significant allergies and that the required medication is at hand, in a designated area and regularly check for stock levels.

When a child with a specific allergy is due to go away on a school sponsored trip offsite, the relevant medication is also packed with other items, such as a packed meal.

16. Identification of Medical Risk

The School becomes aware of the fact that a child has a medical risk in a number of ways:

- **Elstree School/ HF medical form**
The information may be supplied via the Elstree School medical card which is completed and given to us prior to the child starting at Elstree.
- **Parental information**
Parental information is vital in helping ascertain risk. A checklist of data is sought prior to arrival, and following receipt of that information, the parents are advised of anything they need to do for the school before the boy starts the term i.e. providing a medical protocol.
- **Observation whilst at School**
The School may need to put strategies in place and find out more about the condition and how to care for that particular child. In addition, one may find that the risk may develop once the child is already at Elstree/HF, either as a result of our own observations or through regular parental contact. Parents are regularly encouraged to inform the School of any medical issues that arise during the School holidays.

17. Sources of information

The information for medical issues is held in the following places:

- a) The **Elstree/HF medical card** filled out on entry to the school. Elstree records are stored in a locked filing cabinet in Surgery.
- b) The **medical Kardex** held on every child and is locked away when Surgery is not in use.
- c) A **Height and Weight Chart** again stored in a file and locked away when Surgery is not in use.
- d) In addition to these records, the boy may have a **protocol** for the administration of certain medications i.e. an adrenaline loaded pen. This would be stored in his medicinal bag, as appropriate and the protocol in the medical procedure file in Surgery if necessary, and in his Elstree medical file.
- e) **Additional medical information** may from time to time be supplied by the parents, family doctor or a medical consultant. This information is stored in a filing cabinet in the Surgery.

18. Dissemination of information

The Medical Sister is responsible for telling staff of any serious medical risks, and what if any treatment is required. Permission is always sought from parents or guardians before doing so. Should this information be displayed with a photograph on our medical board (food allergies, epipen requirements etc.), permission is also sought – verbal or written – to distribute it. This relevant information is also provided to trip organisers, as it is in the interest of the child to do so.

19. Staff Indemnity

Staff are not obliged to give injections, but those who volunteer to give injections in emergencies are given appropriate training by the NHS trainer which is updated on an annual basis.

20. QGP Guidelines and Procedures for Allergies and Asthma

HELPING PUPILS AT RISK OF ALLERGIC REACTIONS AND ASTHMA

Anaphylaxis is an extreme allergic reaction, which needs urgent medical treatment.

The cause is usually food; particularly nuts, fish and dairy products, but wasps and bee stings can also cause a reaction.

Symptoms of a severe allergic reaction include: a metallic taste; itching in the mouth; swelling in the face, throat, tongue and lips; difficulty in swallowing; flushed complexion; abdominal cramps and nausea; a rise in heart rate; wheezing or difficult breathing; collapse or unconsciousness.

Schools should bear this risk in mind at break and lunchtimes and in food technology and science lessons. Staff are not obliged to give injections, but those who volunteer to give injections in emergencies should be trained to use the Adrenaline loaded device for injecting adrenaline. This is preloaded with the correct dose of adrenaline.

All staff should have at least some minimum training in recognising symptoms and the appropriate measures. Schools should have procedures known to staff, pupils and parents. If this pen is used or there are any concerns regarding the severity of the reaction, an ambulance should be called.

Asthma

It has been estimated that there are three or four children in each class of 30 who have asthma.

When children have an attack they need to use their reliever inhaler quickly.

All staff should be aware of the signs of an attack - breathlessness and coughing are the easiest symptoms to spot - and pupils should be encouraged to sit upright or lean forward slightly and breathe deeply. Staff should be trained to get pupils to loosen their clothing if suffering. Staff should also know that such pupils should be offered a drink of water.

If the reliever has no effect after 10 minutes, staff should know that help must be called. The school should have a procedure for calling a doctor or ambulance in such circumstances.

Every school needs to have procedures that all staff and pupils know. It is recommended that parents should also know the policy.

The National Asthma Campaign has a free school pack:

www.asthma.org.uk/about/resource07.php or Tel: 020 7704 5888

21. What is Asthma?

Asthma is a condition that affects the airways – the small tubes that carry air in and out of the lungs. When a person with Asthma comes into contact with something that irritates their airways (an Asthma trigger), the muscles around the wall of the airways tightened so that the airways become inflamed and start to swell. Sometimes sticky mucus or phlegm builds up which can further narrow the airways. All these reactions cause the airways to become narrower and irritated – making it difficult to breathe and leading to symptoms of Asthma.

Examples of triggers – Animals, Air Pollutants, House Dust Mites, Medicines, Exercise, Pollens, Moulds and Fungi.

Asthma symptoms can include: Coughing, Wheeze, Shortness of breath and tightness of chest.

A person is having an Asthma attack if any of the following happen:

- A reliever inhaler does not help the symptoms.
- The symptoms are getting worse. (Cough, Breathlessness, Wheeze or Tight Chest)
-

Where are the medicines stored at Elstree School?

- Inhalers for Asthma are stored in Surgery. Each boy has his own inhaler prescribed in his name. All the boys need to do is ask Sister or her Deputies to get them out. Each boy's inhalers are sent to all away matches and sent out to games with the games staff on request.

Treatment of Asthma – Recommended steps:

- The following guidelines are suitable for both children and adults and are the recommended steps to follow in the event of an Asthma attack.
- Give the reliever inhaler (usually blue), immediately.
- Sit the patient down and insure that any tight clothing is loosened. **DO NOT** lie down.
- Help the child to take one puff of their reliever inhaler (usually blue) every 30-60 seconds up to a maximum of 10 puffs. This can be repeated after 15mins if the ambulance takes longer than 15mins.
- If symptoms do not improve after 10 puffs of the inhaler or you are worried – call 999.
- Please record what inhaler was used, the time(s), date given and how much was given. This can then be recorded in the appropriate Surgery Log Book.

22. Allergic Reactions

- Any allergic reaction, including the most extreme form, Anaphylactic Shock occurs because the bodies' immune system reacts inappropriately in response to the presence of a substance that it wrongly perceives as a threat.

Mild Allergy Symptoms

- Some people find that the allergy symptoms that they experience are always mild, for example, itching in the mouth or a localised rash – nothing more. This is not serious in itself and may be treated with Oral Antihistamines.*
- However in some cases the Allergy may become worse over time. In this case medical opinion should be sought.
- If there is marked difficulty in breathing or swallowing, and/or a sudden weakness or floppiness these symptoms should be regarded as serious and needing treatment immediately.
- *For treatment with Oral Antihistamines, please refer to the child's individual treatment protocol. You will find this in his Allergy Treatment Pack.

23. What is anaphylaxis?

Anaphylaxis is a severe allergic reaction – the extreme end of the allergic spectrum. The whole body is affected, often within minutes of exposure to the allergen, or sometimes after hours. Peanuts and nut allergies are frequently severe and for that reason have received widespread publicity. Other causes may be other foods, insect bites/stings, latex and medicines but on rare occasions there may be no obvious trigger.

What are the symptoms of Anaphylaxis?

- generalised flushing of the skin
- nettle rash (hives) anywhere on the body
- sense of impending doom
- swelling of mouth and throat
- difficulty in swallowing or speaking
- alterations in heart rate
- severe Asthma
- abdominal pain
- nausea and vomiting
- sudden feeling of weakness (drop in blood pressure)
- collapse and unconsciousness

Nobody would necessarily experience ALL of these symptoms.

The treatment of a severe allergic reaction is **ADRENALINE**.

- This comes in the form of a pre-loaded called either 'Epipen' or 'Anapen'.
- These are available on prescription for those believed to be at risk. The injection must be given as directed as soon as a serious reaction is suspected. An Ambulance **MUST** be called.

What to do at Elstree School should this situation arise

- Each boy who has an allergy or severe allergy has his photograph displayed on the Medical Information Board in the Staff Common Room and the School Kitchen.
- At Elstree School the Adrenaline loaded pens are stored in packs in both the School Kitchen – next door to the Dining Hall – in locked boxes (the key is beside the box) and School Surgery in named bags hanging on hooks on the back of the Surgery door.
- Each boy who has an Adrenaline loaded pen has their own pack which contains:
 - their treatment protocol
 - their antihistamine
 - their Adrenaline loaded pen
 - their reliever inhaler (if they have one)
 - any other medication related to allergy or severe allergy
- Should the Antihistamine or Adrenaline loaded pens be used, please record the date and time and what medication was used in the appropriate Surgery log book. The Adrenaline loaded pen must be kept available for the Paramedics to look at. They may dispose of this otherwise the Adrenaline pen need to go into a yellow sharps bucket or a jam jar with a lid.

The Paramedics WILL need to know what time the Adrenaline was given.

Training on the use of Adrenaline loaded pens is given to staff at both Home Farm School and Elstree School on a yearly basis by the NHS Trainer.

24. Procedure for Away Matches/Outings

All boys with a known food allergy have a packed lunch prepared in the school kitchen. This food along with their allergy packs will be sent in a bag with the staff member taking the child to the away match or outing. Please make sure that you have this bag with you when you leave school and ensure that this is the food which these children eat when they are not in school.

25. TAKING CHILDREN OUT OF SCHOOL FOR MEDICAL PURPOSES

Parents should have signed a form giving us permission to take their son(s) to emergency appointments or to Accident and Emergency departments in the event of an accident. Please check that we have such a form for the boy concerned.

26. WHICH HOSPITAL TO GO TO

- **Newbury Community Hospital Minor Injuries Unit**-for minor injuries. They can also deal with minor eye injuries.
- Tel: 01635 273508

- **North Hampshire Hospital (Basingstoke) Accident and Emergency Department**- for more significant injuries which can be transported by car.
- Tel: 01256 473202

- Ambulances usually go to -
- **The Royal Berkshire Hospital in Reading Tel: 0118 3225111**
- **Basingstoke Hospital Tel: 01256 473202**

- The Out of Hours Doctors service is used by phoning 111.
- We go to the **Out of Hours Doctor** service based at **Newbury Community Hospital**.

27. PAPERWORK TO TAKE

- Elstree School medical card which is stored in the surgery filing cabinet under each individual child's name.
- Any other paperwork, for example an X-ray card written by a G.P. or any information on a medical condition a child may have.
- Details of any medication that the child is currently on.
- **MOBILE PHONE**

28. TRANSPORTING THE CHILD

Normally one person would take the child, however there are certain circumstances when it would be appropriate for two members of staff to accompany the child.

- A child with a head injury who is causing any concern at all.
 - A child with Asthma symptoms (this decision would depend on the severity of the symptoms)
 - A child with a suspected fracture who is in a lot of pain or appears shocked.
 - Any other circumstances in which you feel uneasy about travelling with the child on your own.
 - A journey to be made late at night.
-
- If the child is feeling sick or is shocked pack a bowl, towel, disposable gloves and a blanket.
 - If an Ambulance is called, an adult will have to travel with the child as they are under 16 years of age.

29. CONTACTING PARENTS

Depending on the urgency of the situation or the time of day, parents could be contacted immediately on the child's return to school. In the case of an Ambulance being called or the child being very upset, parents should be contacted immediately and if at all possible meet us at the A&E department or regular contact by phone could be kept.

30. RECORD KEEPING

On return to school a full record of the incident should be written in the appropriate daily log book and if necessary an accident report form completed. Please also record any significant injuries or treatment on the child's individual Health Record Card which are stored in Surgery.

31. Requesting an Ambulance

If the decision is made that an ambulance needs to be requested to come to school in the event of illness or injury the following procedure applies:

If a school phone is used you need to dial **9** to obtain an outside line and then dial **999** and then ask to be put through to ambulance. The operator will ask for the school postcode which is **RG7 5TD**.

The operator may ask for the symptoms and age of the patient. If the patient is having an asthma attack, an anaphylactic episode, has a suspected spinal injury or is unconscious please tell the operator immediately.

After the ambulance has been requested please inform the next of kin of the patient.

It is helpful to have a member of staff standing at the nearest school entrance to allow easy access and directions to be given as to the location of the patient.

If the patient is a child it will be necessary in the absence of a parent/guardian to accompany the child in the ambulance to hospital. The member of staff will need to staff with the child until the parent/guardian arrives or the child is discharged from the A&E department.

The necessary paperwork will need to be completed when the outcome of the incident is

Appendix